

City of Cody City Council

AGENDA

Tuesday, January 18, 2011, 7:00 p.m. (Pre-Meeting to begin at 6:30 p.m.)
Meeting Place: City of Cody Council Chambers – 1338 Rumsey Avenue, Cody, WY

Meeting Called to Order
Pledge of Allegiance
Moment of Silence
Roll Call
Agenda Review and Approval

1. Consent Calendar

All items under the consent calendar will be acted upon in one motion unless a Councilmember or member of the public requests that an individual item be taken up under Conduct of Business.

- a. Approval of Minutes – 12/30/10 Special Meeting Minutes and 01/04/11 Regular Meeting Minutes.
- b. Approve Vouchers and Payroll totaling \$1,011,712.92.
- c. Consider a request from Jim Sommers to approve the Preliminary Plat of the Triple R Minor Subdivision, subdividing Lot 15 of the Greenwing Addition in to three (3) commercial lots with the conditions and recommendations made by the Planning and Zoning Board at their January 11, 2011 meeting.

2. Mayor's Recognitions and Announcements

3. Public Comments: The City Council welcomes input from the public. In order for everyone to be heard, please limit your comments to five (5) minutes per person. The Guidelines for the Conduct of City Council Meetings do not allow action to be taken on public comments.

4. Public Hearing

5. Conduct of Business

- a. Consider appointing Bryan Edwards, Rob Kramer, Stephen Payne, Kathy McDonald, and Loren Grosskopf to the Urban Systems Board for a three year appointment ending December 31, 2013.
- b. Consider appointing L. J. O'Mara and Diane Russell to the Cody Tree Board for a one year appointment ending December 31, 2011; and appointing Monte Bales, Bobbie Holder, Randy Spiering and Robert Evarts to the Cody Tree Board for a two year appointment ending December 31, 2012.
- c. Consider appointing Dr. Charles Jamieson, Dr. Malcolm Blessing, Chief Perry Rockvam, and Community Service Officer Duane Wiener to the Cody City Rabies Board for a two year appointment ending December 31, 2012.

- d. Consider appointing Council Member Jerry Fritz to the Big Horn Basin RC & D Board for a two year appointment ending December 31, 2012.
- e. Consider appointing Council Member Steve Miller as Council President and Council Member Stan Wolz as Council Vice President for a one year term ending December 31, 2011.
- f. Consider appointing Council Member Stan Wolz to the Shoshone Recreation Board to complete former Council Member Krone's term ending December 31, 2013.
- g. Consider appointing Council Member Donny Anderson to the Northwest Improvement Joint Powers Board for a three year appointment ending December 31, 2013 and appointing Council Member Steve Miller to the Northwest Improvement Joint Powers Board to complete former Council Member Krone's term ending December 31, 2011.
- h. Consider appointing Council Member Charles Cloud to the Yellowstone Country Assistance Network for a two year appointment ending April 30, 2012.
- i. Consider appointing Council Member Donny Anderson to the Park County Drug Court for a one year appointment ending December 31, 2011.
- j. Consider a request from Wells Fargo Bank to release collateral held on City depository accounts pursuant to the FDIC Insurance effective December 31, 2010 and guaranteed through December 31, 2012, and authorize the Mayor to sign the collateral release document.

Staff Reference: Leslie Brumage, Finance Officer
Spokesperson: Craig Caldwell, Wells Fargo Bank

- k. Consider a variance request from Lester Santos dba Santos Enterprises LLC of the off-street parking requirements as defined in Title 9, Chapter 4 of the Cody Municipal Code, to specifically waive 13 of the 31 required off-street parking spaces and contingent on the condition recommended by the Planning and Zoning Board at their January 11, 2011 meeting.

Staff Reference: Steve Payne, Public Works Director
Spokesperson: Lester Santos, Santos Enterprises LLC

- l. Consider entering into an Extended Warranty Service agreement with Micro-Comm for the City of Cody Water and Wastewater telemetry System for a fee of \$4,950 per year and authorize the Mayor to sign the agreement.

Staff Reference: Steve Payne, Public Works Director

m. **RESOLUTION 2011-01**
A RESOLUTION ADOPTING THE 2011 ELECTRICAL SERVICE REQUIREMENTS MANUAL.

Staff Reference: Steve Payne, Public Works Director

n. **Ordinance 2011-01, 2nd Reading**
AN ORDINANCE AMENDING THE HEREIN BELOW IDENTIFIED SECTIONS OF CHAPTER 9, ARTICLE III, OF THE CODY CITY CODE TO MODIFY ELECTRICAL RATES.

Staff Reference: Steve Payne, Public Works Director

5. Tabled Items
6. Matters from Staff Members
7. Matters from Council Members

<p>Special City Council Meeting: Thursday, January 27, 2011 Regular City Council Meeting: Tuesday, February 1, 2011</p>

City of Cody
Council Proceedings
Thursday, December 30, 2010

A special meeting of the Cody City Council was held in Council Chambers of City Hall in Cody, Wyoming on Thursday, December 30, 2010 at 11:30 a.m.

Present: Mayor Nancy Tia Brown, Council Members Steve Miller, Sam Krone, Charles Cloud, Jerry Fritz, Jona Vanata and Stan Wolz, City Administrator, Andy Whiteman, City Attorney, Scott Kolpitcke, Administrative Services Director, Jennifer Rosencranse, Council Members Elect Donny Anderson and Bryan Edwards

Absent: None

Mayor Nancy Tia Brown called the meeting to order at 11:30 a.m.

The Governing Body discussed the agenda for the January 4, 2011 meeting. No action was taken.

The Governing Body interviewed the following individuals for the Planning and Zoning Board appointments: Rick Brasher, Bud McDonald, and Justin Lundvall. Lowell Ray Anderson was unable to attend his scheduled interview due to a flight cancellation. In addition, the Governing Body interviewed Yellowstone Regional Airport Board applicants Bill Holder and Ray Moss. No action was taken.

There being no further business to discuss, the Mayor adjourned the meeting at 1:43 p.m.

Jennifer Rosencranse
Administrative Services Director

Nancy Tia Brown
Mayor

City of Cody
Council Proceedings
Tuesday, January 4, 2011

A regular meeting of the Cody City Council was held in Council Chambers of City Hall in Cody, Wyoming on Tuesday, January 4, 2011 at 7:00 p.m.

Present: Mayor Nancy Tia Brown, Council Members Sam Krone, Jona Vanata, Steve Miller, Charles Cloud, Jerry Fritz, Stan Wolz, Bryan Edwards, and Donny Anderson, City Administrator, Andy Whiteman, City Attorney, Scott Kolpitcke, Administrative Services Director, Jennifer Rosencranse and Deputy Clerk, Sara Wead

Absent: None

Mayor Brown called the meeting to order at 7:02 p.m.

Council Member Krone made a motion seconded by Council Member Vanata to approve the agenda as presented. Vote was unanimous.

Council Member Vanata made a motion seconded by Council Member Krone to approve minutes including the Special Meeting minutes from 12/16/10 and 12/21/10 and Regular Meeting Minutes from 12/12/10. Vote was unanimous.

Mayor Brown presented plaques to Council Member Vanata and Council President Krone.

Jenni Rosencranse, Administrative Services Director conducted the Oath of Office for newly elected Council Members Bryan Edwards, Donny Anderson, and Stan Wolz.

Council Member Miller made a motion seconded by Council Member Fritz to approve vouchers and payroll in the amount of \$605,175.62. Vote was unanimous.

Council Member Cloud made a motion seconded by Council Member Wolz to award Bid 2010-13 in the amount of \$129,000 to Groathouse Construction for the completion of the Wyoming Business Council CDBG ADA Ramp and Restroom project. Vote was unanimous.

Council Member Miller made a motion seconded by Council Member Edwards to appoint Bud McDonald and Rick Brasher for a three-year appointment, term ending December 31, 2013, and Justin Lundvall for a 2 year appointment, term ending December 31, 2012 to the Planning, Zoning and Adjustment Board. Vote was unanimous.

Council Member Wolz made a motion seconded by Council Member Fritz to appoint Paul Sandbak, Harold Lee, and Gerald Stroh to the Contractor's Board for a three-year appointment ending December 31, 2013. Vote was unanimous.

Council Member Miller made a motion seconded by Council Member Fritz to appoint Bill Holder for a three-year appointment to the Yellowstone Regional Airport Board with term ending December 31, 2013. Vote was unanimous.

Council Member Fritz made a motion seconded by Council Member Anderson to approve the Official Community Appointments for 2011: Municipal Court Judge, C.E. Webster II;

Alternate Municipal Court Judges, Bruce Waters, James Allison, and John Housel; Fire Marshall, Sam Wilde; Fire Chief, Jeff Steward; Public Service Announcement Coordinator, Jim Heath. Vote was unanimous.

Council Member Miller made a motion seconded by Council Member Cloud to declare Public Fund Depositories per §9-4-818(a) to include: Wells Fargo Bank, Big Horn Federal Savings, First National Bank, Pinnacle Bank, Bank of the West, and US Bank. Vote was unanimous.

Council Member Fritz made a motion seconded by Council Member Edwards to declare the Cody Enterprise as the City's Official publication per §15-1-110. Vote was unanimous.

The Mayor, Council Members, City Administrator and Administrative Services Director signed Conflict of Interest disclosure of financial interest in depositories or firms where the City of Cody funds are invested, pursuant to §6-5-118 (a). No additional action was taken.

RESOLUTION 2010-16

A RESOLUTION AMENDING THE CITY OF CODY FINAL BUDGET FOR FISCAL YEAR 2010-2011.

Council Member Miller made a motion seconded by Council Member Cloud to approve Resolution 2010-16 as presented. Vote was unanimous.

Council Member Miller made a motion seconded by Council Member Fritz to authorize Wanda Midthun to operate the Mini Golf Course for an additional three years and approve the proposal as presented. Vote was unanimous.

Ordinance 2011-01, 1st Reading

AN ORDINANCE AMENDING THE HEREIN BELOW IDENTIFIED SECTIONS OF CHAPTER 9, ARTICLE III, OF THE CODY CITY CODE TO MODIFY ELECTRICAL RATES.

Council Member Wolz made a motion seconded by Council Member Fritz to approve Ordinance 2011-01 on 1st reading. Vote was unanimous.

Rick Manchester, Parks, Recreation and Public Facilities Director stated a Deer Task Force Meeting will be held at the Cody Club on January 11, 2010 at 6:00 p.m.

Andy Whiteman, City Administrator reminded everyone that Christmas Trees may be taken to an area behind the Recycling Center to be recycled by the Cody Rotary Club.

Since there was no further business to come before the Governing Body, Mayor Brown adjourned the meeting at 8:09 p.m.

Jennifer Rosencranse
Administrative Services Director

Nancy Tia Brown
Mayor

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
200	A-1 ELECTRIC	09920	LIGHT REPAIR - RECYC. CENTER	12/29/2010	207.42		
		09921	BALER REPAIR	12/29/2010	176.62		
		09922	RECONNECT REBUILT MOTOR - WATE	12/29/2010	60.00		
		09923	VALLEY VIEW PUMP	12/29/2010	60.00		
		09924	OUTLET REPAIR - RECYC. CENTER	12/29/2010	60.00		
		3103	LIGHT BULBS - N LIFT STATION	12/01/2010	111.11		
		3183	BULBS - RECYC. CENTER	12/15/2010	15.96		
Total 200					691.11	.00	
2390	ACE HARDWARE	197477	TAPE	11/30/2010	7.49		
		197605	ANTI-FREEZE, FITTINGS	12/02/2010	58.26		
		197934	ICE MELT, SPREADER	12/07/2010	34.76		
		197989	SUPPLIES	12/07/2010	36.76		
		198050	SUPPLIES	12/08/2010	1.49		
		198171	RV ANTI-FREEZE FOR RAW WATER	12/10/2010	25.74		
		198208	PIPE, NUTS, BOLTS	12/10/2010	5.29		
		198562	SUPPLIES	12/17/2010	34.98		
		198756	CLEANING SUPPLIES	12/21/2010	54.90		
		198819	SUPPLIES	12/22/2010	30.46		
		198830	SUPPLIES	12/23/2010	19.97		
		198883	SUPPLIES	12/23/2010	12.99		
		198891	REPAIRS TO VACUUM	12/24/2010	10.21		
		198920	SEWER PLUG	12/27/2010	6.99		
		198940	CREDIT ON RETURN	12/27/2010	8.71		
		198978	REPAIR FOR PING PONG TABLE	12/28/2010	17.64		
		198994	REC PROGRAM SUPPLIES	12/28/2010	6.49		
		199063	SUPPLIES	12/29/2010	3.64		
		199078	HOSE & FITTINGS	12/29/2010	27.98		
		199111	SUPPLIES FOR CSI VEHICLE	12/30/2010	33.57		
		199180	SUPPLIES	12/31/2010	8.99		
		199304	PAINT BRUSHES	01/04/2011	9.47		
		199394	NUTS AND BOLTS	01/05/2011	5.36		
		199400	SUPPLIES	01/05/2011	26.04		
Total 2390					470.76	.00	
270	ACKER ELECTRIC	25696	BULBS	09/01/2010	90.45		
		25899	SHERIDAN SOFTBALL COMPLEX PRO.	12/13/2010	955.96		
Total 270					1,046.41	.00	
126967	AIR FILTER SOLUTIONS INC	39240	FILTERS	12/27/2010	1,310.85		
Total 126967					1,310.85	.00	
450	ALDRICH LUMBER CO	426308	GREENHOUSE MAINT.	12/28/2010	78.56		
		426472	SUPPLIES	01/03/2011	11.51		
		426536	SILICONE	01/04/2011	4.79		
		426551	GREENHOUSE MAINT.	01/04/2010	37.27		
		426654	SUPPLIES	01/06/2011	2.49		
		426809	SUPPLIES	01/10/2011	7.58		
		426817	SUPPLIES	01/10/2011	7.47		
		426833	SUPPLIES	01/10/2011	4.00		
Total 450					153.67	.00	
126551	ALSCO	695234	RUGS - AUDITORIUM	01/22/1110	122.57		
		695586	RUGS - SHOP	12/22/2010	6.47		

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
		696361	TOWELS	12/24/2010	28.34		
		698245	TOWELS	12/31/2010	28.34		
		699011	RUGS - CITY HALL	01/04/2011	44.14		
		699012	RUGS - AUDITORIUM	01/01/2011	122.57		
	Total 126551				352.43	.00	
128592	AMERICAN WELDING & GAS, INC.	01106094	CO2	12/20/2010	83.67		
		01110261	CO2	12/27/2010	58.28		
		01111244	SUPPLIES	12/28/2010	23.50		
		01113279	SUPPLIES	12/30/2010	10.38		
		01116933	CYLINDER RENTAL	12/31/2010	9.30		
		01116934	CO2	12/31/2010	176.70		
		01116935	SUPPLIES	12/31/2010	46.50		
		01116936	CYLINDER RENTAL	12/31/2010	18.60		
		01128388	CO2	01/04/2011	83.67		
		01128389	SUPPLIES	01/04/2010	122.37		
		01130638	SUPPLIES	01/06/2011	12.62		
		01130639	SUPPLIES	01/06/2010	4.10		
	Total 128592				649.69	.00	
128516	ASPEN PUBLISHERS, INC.	74929283	SAFETY SUPPLIES	11/23/2010	129.40		
	Total 128516				129.40	.00	
127716	ATCO INTERNATIONAL	10298799	CLEANING CHEMICALS	12/22/2010	241.35		
	Total 127716				241.35	.00	
123518	BACK TO BASICS	139491	ASAP SUPPLIES	10/20/2010	216.91		
		64869-72-73	ASAP SUPPLIES	12/09/2010	283.08		
	Total 123518				499.99	.00	
972	BARN FEED AND PET	203436	DOG FOOD - ABBY	12/23/2010	38.99		
	Total 972				38.99	.00	
128490	BAUER, STEVE	221222	REIMBURSE FOR SUPPLIES	01/03/2011	145.97		
	Total 128490				145.97	.00	
1160	BIG HORN GLASS	31127	EMPLOYEE AWARDS	12/16/2010	59.87		
	Total 1160				59.87	.00	
1210	BIG HORN WHOLESALE	128183	SUPPLIES	12/22/2010	454.92		
		128250	CLEANING SUPPLIES	01/03/2011	123.66		
	Total 1210				578.58	.00	
4125	BLAKEMAN PROPANE, INC	294773	PROPANE FOR CSI VEHICLE	01/06/2011	53.56		
	Total 4125				53.56	.00	
128925	BOOHER, MIRANDA	3047221	UTILITY DEPOSIT REFUND	01/05/2010	87.97		

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
	Total 128925				87.97	.00	
1420	BORDER STATES INDUSTRIES INC	901841531	SYSTEM REPAIRS	01/05/2010	476.27		
	Total 1420				476.27	.00	
127760	BRAGG PLUMBING AND HEATING INC	2142	PUMP REPAIR	12/18/2010	75.00		
	Total 127760				75.00	.00	
128924	BRAKKE, KEVIN	1200	ALUM WELDING ON RAMP - CSI VEHIC	12/28/2010	35.00		
	Total 128924				35.00	.00	
123538	BRESNAN COMMUNICATIONS	21510-MNTK	SECURITY SYSTEM AT MENTOCK	12/15/2010	63.10		
		121510-REC	REC CENTER- CABLE	12/15/2010	46.94		
		122010	INTERNET - CITY HALL	12/20/2010	99.95		
		122810-REC	REC CENTER- CABLE	12/28/2010	65.15		
	Total 123538				275.14	.00	
125274	BRYAN, EUGENE	10230015	REFUND UTILITY BALANCE	01/06/2011	2.44		
	Total 125274				2.44	.00	
1690	C & C WELDING	12665	REEL STANDS / YARD IMPROV.	12/08/2010	125.34		
		12702	REEL STANDS / YARD IMPROV.	12/20/2010	7.36		
		12726	REEL STANDS / YARD IMPROV.	12/30/2000	45.52		
		12741	WIRE RACKS	01/04/2011	1.20		
	Total 1690				179.42	.00	
10200	CARQUEST AUTO PARTS	74-ID-150832	REPAIR PARTS	12/07/2010	135.77		
		74-ID-150835	SUPPLIES	12/07/2010	10.94		
		74-ID-150968	REPAIR PARTS	12/08/2010	15.58		
		74-ID-151007	REPAIR PARTS	12/09/2010	40.57		
		74-ID-151012	REPAIR PARTS	12/09/2010	2.22		
		74-ID-152110	REPAIR PARTS	12/27/2010	1.33		
	Total 10200				206.41	.00	
124671	CDW GOVERNMENT, INC.	VWH3334	SHOP BATTERY / TONER - REC	12/16/2010	47.24		
			SHOP BATTERY / TONER - REC		47.24		
			SHOP BATTERY / TONER - REC		142.00		
			SHOP BATTERY / TONER - REC		94.48		
	Total 124671				330.96	.00	
2130	CHADWICK VETERINARY HOSPITAL	120810	CASE 10-2306	11/09/2010	190.00		
		123110	FELINE EUTHANASIA - CASE 10-2526	12/31/2010	45.00		
	Total 2130				235.00	.00	
2260	CITY OF CODY	011011	UTILITIES	01/10/2011	599.62		
			UTILITIES		169.97		
			UTILITIES		74.76		
			UTILITIES		333.63		
			UTILITIES		4,897.07		

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
			UTILITIES		37.08		
		123110	UTILITIES	12/31/2010	91.47		
			UTILITIES		276.58		
			UTILITIES		818.73		
			UTILITIES		83.39		
			UTILITIES		333.88		
			UTILITIES		352.10		
Total 2260					8,068.28	.00	
2580	CODY ELECTRIC	5668	SERVICE REPAIR 2320 CEDAR LANE	12/23/2010	1,021.15		
Total 2580					1,021.15	.00	
2590	CODY ENTERPRISE	123110	ADVERTISING	12/31/2010	1,859.27		
			ADVERTISING		337.50		
Total 2590					2,196.77	.00	
2710	CODY OVERHEAD DOOR COMPANY	18144	DOOR REPAIR - RECYC. CENTER	12/23/2010	75.00		
Total 2710					75.00	.00	
2850	CODY WINNELSON COMPANY	105305-00	GALVANIZED COUPLINGS	12/10/2010	4.49		
		105643-00	WIRE STANDS	12/28/2010	164.43		
Total 2850					168.92	.00	
3100	COOPER POWER SYSTEMS	909309088	EQUIPMENT REPAIR	12/17/2010	2,853.90		
Total 3100					2,853.90	.00	
3140	COPENHAVER KATH KITCHEN KOLPIT	010311	LEGAL SERVICES	01/03/2011	6,091.67		
Total 3140					6,091.67	.00	
128750	CROSSFIT CODY	010711	DEC 5:30 AM CROSSFIT CLASS @ \$1,1	01/07/2011	920.80		
			DEC 6:30 AM CROSSFIT CLASS @ \$78		626.80		
			DEC DROP-INS (6) CROSSFIT CLASS (48.00		
Total 128750					1,595.60	.00	
3300	CRUM ELECTRIC	1193001-01	SYSTEM REPAIRS	01/05/2011	378.39		
		1193423-01	SUPPLIES	01/05/2011	35.10		
			ST LIGHT REPAIRS		105.20		
		1195148-00	METER REPAIRS	12/22/2010	14.29		
		1195171-00	METER REPAIRS	12/22/2010	5.76		
		1196784-00	SUPPLIES	01/03/2011	16.02		
		1196939-00	SUPPLIES	01/03/2011	143.31		
			SAFETY SUPPLIES		11.95		
		1198376-00	SUPPLIES	01/07/2011	16.49		
Total 3300					726.51	.00	
128930	CURLLESS, BARBARA	011011	MILEAGE REIMBURSEMENT	01/10/2011	17.55		
Total 128930					17.55	.00	
3343	CUSTOM DELIVERY SERVICE	43411	SCADA RADIO RETURN	12/31/2010	14.34		

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
	Total 3343				14.34	.00	
124470	DIVISION OF VICTIM'S SERVICES	010511	CRIME VICTIM'S COM- DEC 10	01/05/2011	929.69		
	Total 124470				929.69	.00	
128152	DON F. SHREVE, JR. ESQ.	010511	PROFESSIONAL SERVICES	01/05/2011	1,029.44		
	Total 128152				1,029.44	.00	
123442	EAGLE OF CODY	10511	SERVICE APPLICATIONS	01/05/2011	152.00		
	Total 123442				152.00	.00	
126799	ELIFEGUARD, INC	25411	LIFE JACKETS LIFE JACKETS	12/28/2010	60.00 312.20		
	Total 126799				372.20	.00	
2630	ENERGY WEST	122310	UTILITIES - REC CENTER UTILITIES	12/23/2010	13,602.26 182.20		
	Total 2630				13,784.46	.00	
128454	ERIN PEDERSON, DVM	010511	RESTITUTION FROM MC-0903-085	01/05/2011	50.00		
	Total 128454				50.00	.00	
126184	EVIDENT- CRIME SCENE PRODUCTS	57430A	INVESTIGATION SUPPLIES	12/30/2010	967.95		
	Total 126184				967.95	.00	
126109	EXPRESS POLICE SUPPLY	18649901010 18649901028	UNIFORMS C21 UNIFORMS - C21	12/17/2010 12/22/2010	104.96 141.99		
	Total 126109				246.95	.00	
126018	FASTENAL COMPANY 01WYCDY	/YCDY32898 /YCDY32904 /YCDY32944	SAFETY SUPPLIES (LESS SALES TAX PARTS OVERFLOW MONITOR (LESS S SYSTEM IMPROVMENTS / WIRE REEL	01/03/2011 01/03/2011 01/06/2011	325.48 16.87 13.44		
	Total 126018				355.79	.00	
123727	FOOD SERVICE OF AMERICA	3831470 3831475	SUPPLIES Plain Pretzels SUPPLIES	12/31/2010 12/31/2010	103.80 36.19 131.27		
	Total 123727				271.26	.00	
127450	FORWARD CODY WYOMING, INC	010111	SPECIAL FUNDING ALLOCATION FY10	01/01/2011	5,812.50		
	Total 127450				5,812.50	.00	
127301	FREMONT BEVERAGES INC	23493	Drink Syrups CO2	12/23/2010	195.00 21.00		

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 127301					216.00	.00	
4450	GAMBLES	223925	EXTENSION CORD	12/14/2010	26.99		
		223990	BATTERIES	01/06/2011	4.79		
Total 4450					31.78	.00	
128922	GEARBOX RACQUETBALL	11422	RACQUETBALL RACQUETS	12/20/2010	99.94		
Total 128922					99.94	.00	
4635	GRAINGER	800755878	TOOLS	12/23/2010	171.90		
Total 4635					171.90	.00	
4780	HARRIS TRUCKING & CONST. CO	PAY #8-2AB	PAY EST #8 - N CODY 2AB PROJECT	12/21/2010	83,790.12	83,790.12	01/19/2010
			PAY EST #8 - N CODY 2AB PROJECT		72,742.05	72,742.05	01/19/2010
			PAY EST #8 - N CODY 2AB PROJECT		16,708.01	16,708.01	01/19/2010
		RET #8-2AB	RETAINAGE #8 - N CODY 2AB PROJEC	12/21/2010	9,310.01		
			RETAINAGE #8 - N CODY 2AB PROJEC		8,082.45		
			RETAINAGE #8 - N CODY 2AB PROJEC		1,856.45		
Total 4780					192,489.09	173,240.18	
6730	HD SUPPLY UTILITIES LTD	1631609-00	SYSTEM UPGRADE	12/22/2010	243.90		
Total 6730					243.90	.00	
128769	HEARTLAND PAPER COMPANY	K902463-1	SHIPPING	12/17/2010	2.00		
Total 128769					2.00	.00	
5000	HOLIDAY INN	118463	CONTRACTOR'S BOARD MEETING	11/23/2010	155.77		
Total 5000					155.77	.00	
5120	HUMANE SOCIETY OF PARK CO	010511	ANIMAL SERVICE CONTRACT PAYMENT #15 ON UTILITY PERMIT	01/05/2011	3,750.00 100.00 -		
Total 5120					3,650.00	.00	
5170	ICMA RETIREMENT-457-#303143	010511	Contribution	01/05/2011	4,998.13	4,998.13	01/11/2011
Total 5170					4,998.13	4,998.13	
5200	INDUSTRIAL SYSTEMS INC	36208	SEWER OVEWRFLOW MONITOR	12/29/2010	2,120.28		
Total 5200					2,120.28	.00	
126714	INTERNATIONAL CODE COUNCIL	1261992-IN	CODE BOOKS	12/20/2010	401.00		
Total 126714					401.00	.00	
128927	JESSUP, JOSHUA	6186026	REFUND CREDIT BALANCE	01/04/2010	47.77		
Total 128927					47.77	.00	
5690	K MART	92212	SUPPLIES	12/27/2010	37.47		

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
					37.47	.00	
5700	K-B COMMERCIAL PRODUCTS	2862975.001	SUPPLIES	12/23/2010	168.00		
		2864585.001	DISPENSER	12/23/2010	292.00		
		2867642.001	SOAP & BLEACH FOR WASHER	12/23/2010	216.90		
					676.90	.00	
126040	KEEGAN & WINSLOW LAW FIRM	010411	PROFESSIONAL FEES	01/04/2011	1,473.00		
					1,473.00	.00	
9029	KENCO SECURITY & TECHNOLOGY	857518	SECURITY MONITORING - LAB	01/01/2011	79.50		
		857519	SECURITY MONITORING - SHOP	01/01/2011	23.63		
			SECURITY MONITORING - SHOP		23.62		
			SECURITY MONITORING - SHOP		23.63		
			SECURITY MONITORING - SHOP		23.62		
					174.00	.00	
128926	KRUGER, K . J.	16274017	UTILITY DEPOSIT REFUND	01/07/2010	15.87		
					15.87	.00	
128931	LAW SEMINARS INTERNATIONAL	55689	EDUCATION EXPENSE	01/03/2011	945.00		
					945.00	.00	
127743	LEGEND COMMUNICATIONS OF WY	122810	ADVERTISING - COUNCIL AGENDAS	12/28/2010	173.40		
					173.40	.00	
125191	LONG BUILDING TECH INC	VCE0052134	REPAIR HEAT EXCHANGER	12/17/2010	115.00		
		VCE0052135	RE-PROGRAM BOILER CONTROLS	12/17/2010	315.00		
		VCE0052137	REPAIRS TO EXHAUST FAN	12/17/2010	252.56		
					682.56	.00	
6390	MC CUMBER LOCKSMITH SHOP	8730	STEAM ROOM KEYS	12/14/2010	9.90		
		8735	LOCKER KEYS	12/17/2010	7.00		
					16.90	.00	
6480	MCFARLAND CASCADE	72-31696	SYSTEM REPAIRS SYSTEM UPGRADE	12/20/2010	5,085.00 9,575.00		
					14,660.00	.00	
128421	MEINECKE ENGINEERING/LAND DEV	120910	TCT INSPECTIONS TCT INSPECTIONS TCT INSPECTIONS	12/09/2010	799.00 799.00 799.00		
					2,397.00	.00	
128923	MIKE HOLT ENT. OF LEESBURG INC	129350	CODE BOOKS	12/27/2010	101.45		

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 128923					101.45	.00	
6820	MOTOR PARTS INC	471121	REPAIR PARTS	12/02/2010	54.20		
		471175	REPAIR PARTS	12/02/2010	31.65		
		471243	REPAIR PARTS	12/03/2010	17.92		
		471424	TERMINALS	12/06/2010	15.50		
			filter, oil		4.28		
			FILTER, OIL		4.95		
			FILTER, OIL		37.32		
			filter, air		13.73		
			FILTER, FUEL		13.45		
			filter, oil		4.12		
			FILTER, OIL		8.38		
			FILTER, AIR		12.78		
		471452	REPAIR PARTS	12/06/2010	16.78		
		471510	FILTER, AIR	12/07/2010	54.20		
		471581	REPAIR PARTS	12/07/2010	20.48		
		471684	REPAIR PARTS	12/08/2010	4.28		
		471764	REPAIR PARTS	12/09/2010	1.12		
		472110	BUNGEE CORDS	12/13/2010	10.76		
		472164	ANTIFREEZE	12/13/2010	8.99		
			FILTER, OIL		9.90		
			FILTER, OIL		9.04		
			FILTER, FUEL		7.84		
			filter, oil		8.56		
			FILTER, OIL		16.76		
			FILTER, AIR		35.40		
			FILTER, OIL		20.19		
			FILTER, OIL		8.36		
		472533	REPAIR PARTS	12/17/2010	10.99		
		472696	REPAIR PARTS	12/20/2010	4.95		
		472741	GREASE	12/20/2010	4.19		
		472750	REPAIR PARTS	12/20/2010	22.58		
		472806	filter, air	12/21/2010	81.57		
		472821	REPAIR PARTS	12/21/2010	14.73		
		473164	FILTER, OIL	12/27/2010	4.42		
			FILTER, OIL		4.95		
		473369	REPAIR PARTS	12/29/2010	15.99		
		473383	REPAIR PARTS	12/29/2010	15.99		
Total 6820					631.30	.00	
6930	MOUNTAIN WEST INC	020797	EMBROIDERY CHARGES	12/21/2010	47.50		
		020849	UNIFORMS-C21	01/05/2011	11.95		
Total 6930					59.45	.00	
7400	NORTHWEST PIPE	1651704-1	HYDRANT METER	12/20/2010	795.00		
		1651704-2	BACKFLOW PREVENTION	01/03/2011	400.00		
		1653447	3/4" compression coupling	12/20/2010	161.52		
			1" compression coupling		169.80		
			Valve Box Middle Ext. - 24"		204.90		
		1660579	HYDRANT REPAIR PARTS	01/03/2011	254.68		
Total 7400					1,985.90	.00	
7440	OFFICE SHOP, THE	273869	COPIER - REC CENTER	12/13/2010	2,289.00		

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 7440					2,289.00	.00	
7670	PARK COUNTY	123110	LANDFILL CHARGES LARGE ITEM PICK UP	12/31/2010	58,156.00 45.00		
Total 7670					58,201.00	.00	
7730	PARK COUNTY READY MIX	110183	BELFRY HWY WATER PROJECT	12/31/2010	86.74		
Total 7730					86.74	.00	
7740	PARK COUNTY SHERIFF	123110	INCARCERATION COSTS - DEC 2010	12/31/2010	810.00		
Total 7740					810.00	.00	
7936	PINNACLE BANK	120810	GINGERBREAD HOUSE CONTEST	12/08/2010	197.50		
Total 7936					197.50	.00	
8090	POWELL TRIBUNE	123110	EMPLOYMENT ADVERTISING	12/31/2010	59.00		
Total 8090					59.00	.00	
128149	PRO-BUILD	22-00000002	CREDIT FOR RETURNED SUPPLIES	12/27/2010	69.39 -		
Total 128149					69.39 -	.00	
128033	PROVIDENT LIFE & ACCIDENT INS	010511	PREMIUMS	01/05/2011	318.38	318.38	01/11/2011
Total 128033					318.38	318.38	
430	PURCHASE ADVANTAGE CARD	022863	ASAP PROGRAM - REC CENTER	12/22/2010	3.69		
		30303751000	POLAR PLUNGE	12/28/2010	11.97		
		303037510001	HOLIDAY HURRAH (LESS \$.08 SALES	12/21/2010	12.96		
		303037510000	HOLIDAY HURRAH	12/20/2010	31.80		
Total 430					60.42	.00	
125010	QUALITY ASPHALT PAVING INC	1017	ASPHALT PATCHING ASPHALT PATCHING	09/16/2010	250.00 272.00		
Total 125010					522.00	.00	
10091	QWEST	010111	PHONE CHARGES	01/19/2011	1,146.03		
Total 10091					1,146.03	.00	
4970	RED EAGLE FOOD STORES	NP28077195	FUEL	01/01/2011	1,005.55		
			FUEL		192.46		
			FUEL		3,219.77		
			FUEL		84.35		
			FUEL		419.30		
			FUEL		54.85		
			FUEL		157.84		
			FUEL		29.74		
			FUEL		398.62		
			FUEL		85.11		
			FUEL		421.18		

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
			FUEL		2,794.90		
			FUEL		160.18		
			FUEL		5,326.42		
			FUEL		608.69		
			FUEL		81.37		
			FUEL		249.84		
			FUEL		221.29		
			FUEL		723.13		
			FUEL		632.61		
Total 4970					16,867.20	.00	
123513	RMEL	010411	DUES 2011	01/04/2011	460.00		
Total 123513					460.00	.00	
7570	ROCKY MOUNTAIN POWER	122810	UTILITIES	12/28/2010	266.08		
			UTILITIES		311.65		
Total 7570					577.73	.00	
128760	SCHMIDT, ERIC	010511	RESTITUTION FROM MC-1003-063	01/05/2011	400.00		
Total 128760					400.00	.00	
9130	SHOSHONE MUNICIPAL PIPELINE	010111	SMP WATER PURCHASES - DEC 2010	01/01/2011	101,464.38		
Total 9130					101,464.38	.00	
9140	SHOSHONE OFFICE SUPPLY	0078939	DEPOSIT BAGS	01/05/2011	41.29		
		0078963	SUPPLIES	12/27/2010	10.78		
		0078975	OFFICE SUPPLIES	12/28/2010	14.66		
		0078989	FOLDERS - LAB	12/29/2010	24.98		
		0078994	OFFICE SUPPLIES	12/20/2010	8.24		
		00789966	CALENDERS	12/27/2010	31.33		
		0079000	OFFICE SUPPLIES	12/23/2010	12.16		
		0079008	LOCATE FILING	12/30/2010	25.32		
			LOCATE FILING		25.32		
			LOCATE FILING		12.66		
			LOCATE FILING		12.66		
		0079023	DAILY CALENDER	01/03/2011	15.67		
		0079045	SUPPLIES	01/04/2011	29.58		
			SUPPLIES		11.99		
		0079053	ENVELOPES	01/04/2010	6.79		
		0079062	PRINTER / COPIER TONER	01/04/2010	614.96		
		0079100	SUPPLIES	01/06/2010	7.43		
		0079122	DEPOSIT BAGS	01/06/2011	222.95		
		0079124	DEPOSIT BAGS	01/06/2011	66.99		
Total 9140					1,195.76	.00	
9300	SIRCHIE	0021465-IN	INVESTIGATION SUPPLIES	12/22/2010	98.32		
Total 9300					98.32	.00	
9379	SOCIETY FOR HUMAN RESOURCE MC	9003764307	SHRM MEMBERSHIP - JENNI ROSENC	01/01/2011	180.00		

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
	Total 9379				180.00	.00	
9550	STATE OF WYOMING	123110	Monthly Sales Tax	12/31/2010	24,874.94		
	Total 9550				24,874.94	.00	
124756	STATE OF WYOMING	123110	QUARTERLY SALES TAX	12/31/2010	91.60		
	Total 124756				91.60	.00	
128669	STERLING CODIFIERS	10407	HOSTING WEBSITE	01/01/2011	500.00		
	Total 128669				500.00	.00	
127774	STEWART'S MERCANTILE	0165-30	MEETING EXPENSE	01/10/2011	58.15		
	Total 127774				58.15	.00	
9635	STROUPE PEST CONTROL CO	010311-CH	PEST CONTROL - CITY HALL	01/03/2011	60.00		
		11-EL SHOP	PEST CONTROL - EL SHOP	01/04/2011	49.00		
	Total 9635				109.00	.00	
128108	TAX & ACCOUNTING - R&G	13069865	GAAP UPDATE	12/22/2010	118.50		
	Total 128108				118.50	.00	
6240	THE UPS STORE	8064	EVIDENCE SHIPPING	01/05/2011	9.30		
		8820	EVIDENCE SHIPPING	01/07/2011	8.41		
		9013	SHIPPING SAFETY SUPPLIES	01/11/2011	129.63		
	Total 6240				147.34	.00	
10050	U S POST OFFICE	010211	POST OFFICE BOX RENTAL - 1 YR.	01/02/2011	180.00		
	Total 10050				180.00	.00	
10150	V F W CLUB	2949-48	FLAGS	12/29/2010	301.00		
	Total 10150				301.00	.00	
10180	V-1 PROPANE	848911	FORK LIFT PROPANE	12/08/2010	20.39		
		848978	FORK LIFT PROPANE	12/17/2010	22.19		
	Total 10180				42.58	.00	
124442	VERIZON	0934685270	CELL PHONE SERVICE	12/20/2010	1,519.68		
	Total 124442				1,519.68	.00	
10280	VISA	JAN2933	TRAVEL EXPENSE	01/02/2011	25.85		
			TRAVEL EXPENSE		14.96		
			TRAVEL EXPENSE		17.73		
			TRAVEL EXPENSE		27.58		
			TRAVEL EXPENSE		11.48		
			TRAVEL EXPENSE		18.16		
			TRAVEL EXPENSE		32.13		
			TRAVEL EXPENSE		148.52		

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
			TRAVEL EXPENSE		4.07		
			TRAVEL EXPENSE		26.52		
		JAN3444	MEETING EXPENSE	01/02/2011	12.09		
			MEETING EXPENSE		26.58		
			FINANCE CHARGE		2.05		
		JAN7483	TRAINING	01/02/2011	99.00		
		JAN7933	GREENHOUSE PROJECT	01/02/2011	2,173.75		
			FINANCE CHARGE		15.85		
		JAN8377	MEETING EXPENSE	01/02/2011	82.68		
			FINANCE CHARGE		9.71		
		JAN8385	SUPPLIES	01/02/2011	196.01		
			SUPPLIES		112.97		
			SUPPLIES		49.99		
			FINANCE CHARGE		8.54		
		JAN8393	REPAIR LOCATOR	01/02/2010	97.55		
			BATTERIES		27.99		
			SPLIT FINANCE CHARGE		2.13		
			SPLIT FINANCE CHARGE		2.13		
			SPLIT FINANCE CHARGE		2.12		
		JAN8401	LICENSE RENEWAL	01/02/2011	115.00		
			SUPPLIES		92.15		
			MEETING EXPENSE		27.46		
			BATTERY		32.43		
			FINANCE CHARGE		2.78		
			MEETING EXPENSE		57.45		
		JAN8419	ZUMBA MONTHLY FEE	01/02/2011	30.00		
			REC CENTER PROGRAMS		23.94		
			SCALE		183.44		
			REC CENTER PROGRAMS		22.87		
			REC CENTER PROGRAMS		12.18		
			UNIFORMS		44.95		
			CREDIT FOR UNIFORMS RETURNED		64.95 -		
			FINANCE CHARGE		9.99		
		JAN8427	TACTICAL EQUIPMENT	01/02/2010	83.23		
			FIREARM MAINTENANCE		214.98		
		JAN8435	FINANCE CHARGE	01/02/2011	.66		
			INTERVIEW EQUIPMENT		44.98		
		JAN8450	TRAVEL EXPENSE	01/02/2011	14.12		
		JAN8468	TRAVEL EXPENSE	01/02/2010	379.68		
			TRAVEL EXPENSE		379.68		
		JAN8476	SUPPLIES	01/02/2011	27.95		
			SUPPLIES		372.02		
			FINANCE CHARGE		9.00		
		JAN8492	MEMBERSHIP DUES	01/02/2011	21.50		
			FINANCE CHARGE		1.15		
		JAN8824	TRAVEL EXPENSE	01/02/2011	28.92		
			TRAVEL EXPENSE		15.28		
			TRAVEL EXPENSE		9.19		
			TRAVEL EXPENSE		151.80		
			TRAVEL EXPENSE		13.00		
		Total 10280			5,604.97	.00	
	10285 VISIONARY COMMUNICATION	122210	EMAIL HOSTING	12/22/2010	118.10		
	Total 10285				118.10	.00	
	10330 WAL MART COMMUNITY BRC	000309	BATTERIES FOR TOOLS	12/17/2010	5.00		
			BATTERIES FOR TOOLS		12.00		

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
		00082	EVIDENCE CONTAINERS	01/10/2011	11.91		
		003965	Fruit Snacks	12/27/2010	3.85		
			Pizza		37.96		
			Snack Cakes		5.00		
			Ramen Soup		5.64		
		02042	BIRTHDAY PARTY SUPPLIES	12/29/2010	25.76		
		02573	POLAR PLUNGE	12/22/2010	3.88		
		03324	WELLNESS FOLDERS	12/30/2010	28.49		
		03325	ASAP SUPPLIES	12/30/2010	75.96		
		05065	TONER	12/29/2010	29.94		
		05142	OFFICE AND SQUAD ROOM SUPPLIES	01/06/2011	198.16		
		06664	SUPPLIES	01/07/2011	93.00		
		07195	SUPPLIES	12/13/2010	14.08		
			SUPPLIES		17.76		
			SUPPLIES		19.95		
			SUPPLIES		1.98		
			SUPPLIES		12.47		
		07329	OFFICE SUPPLIES	12/29/2010	21.92		
		07330	Fruit Snacks	12/29/2010	4.00		
			Snack Cakes		10.18		
		08175	Fruit Snacks	01/04/2011	2.00		
			Pizza		49.92		
			Snack Cakes		15.36		
			Hot Dogs		9.88		
			Popcorn		5.00		
			Chips		13.56		
			Ramen Soup		9.40		
		08176	OFFICE SUPPLIES	01/04/2011	11.88		
		09119	REC CENTER SUPPLIES	12/09/2010	147.94		
			REC CENTER SUPPLIES		69.06		
		Total 10330			972.89	.00	
128928	WAL MART STORES	010511	RESTITUTION FROM CHEYENNE WOC	01/05/2011	183.50		
		Total 128928			183.50	.00	
10370	WATCO POOLS	11514	CHEMICALS	12/21/2010	764.57		
		11518	SKIMMER BASKETS	12/21/2010	227.10		
		Total 10370			991.67	.00	
10430	WAYNE'S BOOT SHOP	10352	SAFETY BOOTS	11/12/2010	160.00		
		10353	SAFETY BOOTS	11/12/2010	160.00		
		Total 10430			320.00	.00	
127857	WELCH, CHRISTOPHER	010511	RESTITUTION FROM MC-0707-063	01/05/2011	40.00		
		Total 127857			40.00	.00	
10480	WESCO DISTRIBUTION INC	942512	SUPPLIES	12/22/2010	171.00		
		Total 10480			171.00	.00	
10570	WESTERN PATHOLOGY CONSULT	CP 1578	RANDOM DRUG TESTING PROGRAM	12/31/2010	94.50		
			RANDOM DRUG TESTING PROGRAM		31.50		
			RANDOM DRUG TESTING PROGRAM		36.00		
			RANDOM DRUG TESTING PROGRAM		13.50		

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
			RANDOM DRUG TESTING PROGRAM		36.00		
			RANDOM DRUG TESTING PROGRAM		22.50		
			RANDOM DRUG TESTING PROGRAM		13.50		
			RANDOM DRUG TESTING PROGRAM		22.50		
Total 10570					270.00	.00	
10660	WOODWARD TRACTOR CO	10660	BUCKET RENTAL	11/10/2010	700.00		
Total 10660					700.00	.00	
127631	WY CHILD SUPPORT #167207	010511	CHILD SUPPORT #167207/CV 1124836	01/05/2011	159.23	159.23	01/11/2011
Total 127631					159.23	159.23	
123502	WYOMING DEPT OF AGRICULTURE	1237	POOL LICENSING FEES	12/20/2010	50.00		
Total 123502					50.00	.00	
128921	WYOMING DEPT OF HEALTH	2302010CPD	BLOOD KITS	12/30/2010	246.50		
Total 128921					246.50	.00	
10805	WYOMING DEPT OF TRANSPORTATIC	0000037976	SHERIDAN AVE PROJECT	12/30/2010	3,235.01		
Total 10805					3,235.01	.00	
11150	YELLOWSTONE REGIONAL AIRPORT	010111	JANUARY FUNDING 2011	01/01/2011	15,063.00		
Total 11150					15,063.00	.00	

Total Paid: 178,715.92

Total Unpaid: 346,002.74

Grand Total: 524,718.66

Payroll \$223,994.26

Total \$748,712.92

YRA \$263,000.00 (sale of terminal proceeds)

TOTAL \$1,011,712.92

MEETING DATE:	JANUARY 18, 2011
DEPARTMENT:	PUBLIC WORKS
PREPARED BY:	JOLENE OSBORNE
DEPT. DIR. APPROVAL:	_____
CITY ADM. APPROVAL:	_____
PRESENTED BY:	STEPHEN W. PAYNE

AGENDA ITEM SUMMARY REPORT **TRIPLE R MINOR SUBDIVISION – PRELIMINARY PLAT**

BACKGROUND

A Preliminary Plat for a Minor Subdivision named the Triple R Minor Subdivision has been submitted by Jim Sommers. The property is located at 319 Robert Street. The Engineer of Record for the proposed subdivision is Sage Civil Engineers. The representatives for the Triple R Minor Subdivision will be Jim Sommers and /or Jeremy Easum. Mr. Sommers is proposing to subdivide Lot 15 of the Greenwing Addition into three (3) lots for commercial use.

SUMMARY

The Planning, Zoning and Adjustment Board at their regularly scheduled meeting of January 11, 2011 recommended approval of the Preliminary Plat of the Triple R Minor Subdivision with the following recommendation:

Jake Ivanoff made a motion seconded by Justin Lundvall to recommend to council approval of the Preliminary Plat for the Triple R minor subdivision application submitted by Jim Sommers for property located at Lot 15 of the Greenwing Addition.

Vote on the motion was unanimous, motion carried.

FISCAL IMPACT

None

ALTERNATIVES

Approve, approve with conditions or deny the submitted Preliminary Plat of the Triple R Minor Subdivision with recommendation from the Planning, Zoning and Adjustment Board.

RECOMMENDATION

Consider approval of the Preliminary Plat of the Triple R Minor Subdivision.

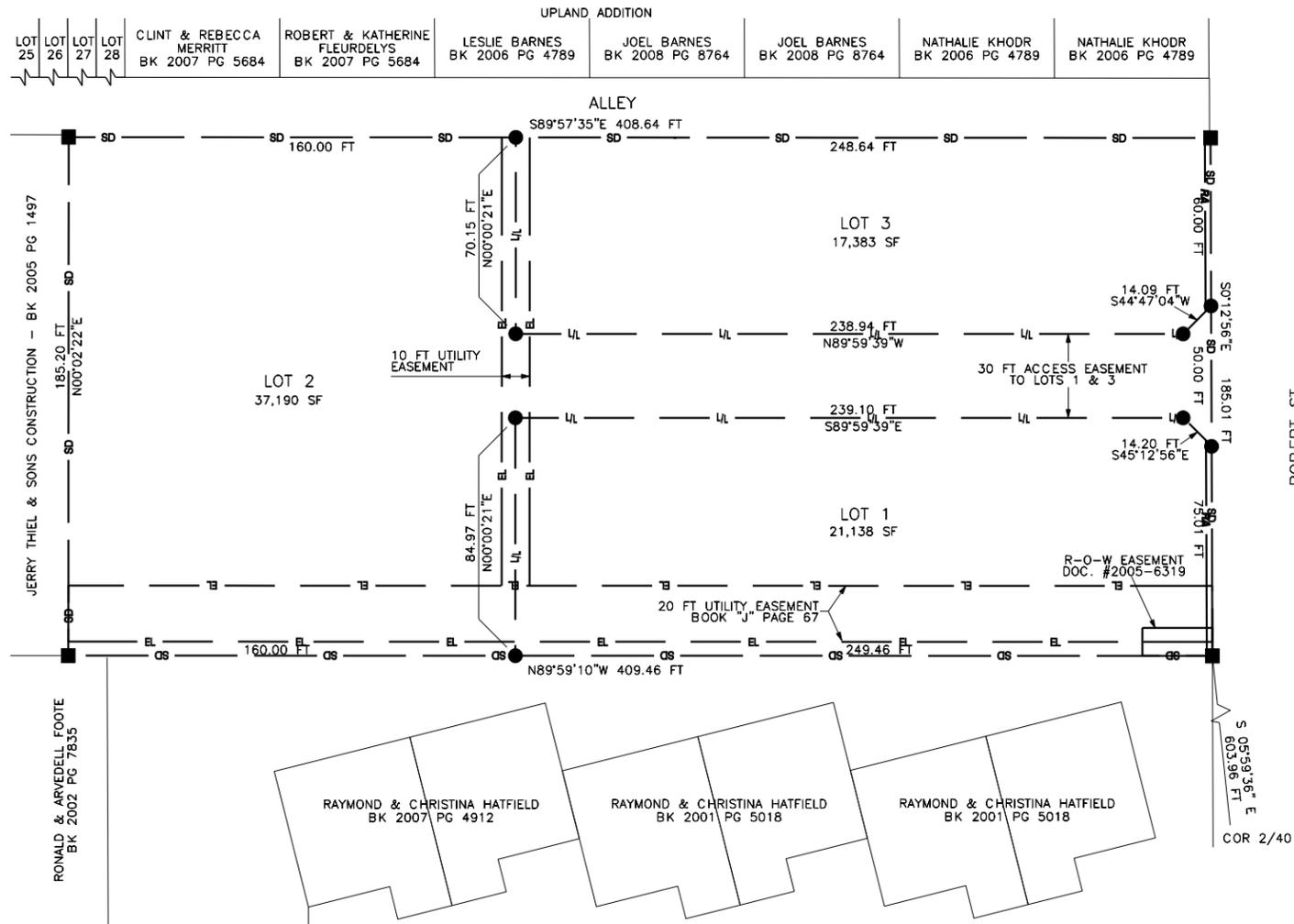
ATTACHMENTS

1. Map of Preliminary Plat

AGENDA & SUMMARY REPORT TO:

1. Jim Sommers
2. Jeremy Easum

AGENDA ITEM NO. _____



LOT 25 - UPLAND ADDITION	TIM & JESSI BARNES	BK 2006 PG 4789
LOT 26 - UPLAND ADDITION	LESLIE BARNES	BK 2006 PG 4789
LOT 27 - UPLAND ADDITION	CHERYL DALY TRUST	BK 2007 PG 5684
LOT 28 - UPLAND ADDITION	CHERYL DALY TRUST	BK 2007 PG 5684



LEGEND

- SUBDIVISION BOUNDARY — SD —
- SUBDIVISION LOT LINES — UL —
- EASEMENT LINE — EL —
- NO-ACCESS LINE (2 FT WIDE) — RA —
- FOUND ALUMINUM CAP ■
- SET ALUMINUM CAP ●

NOTES

- SUBDIVISION AREA IS 1.74 ACRES ±
- BEARING BASE FOR THIS SURVEY IS GEODETIC NAD 83/ WYOMING WEST CENTRAL ZONE
- ALL SURVEY WORK WAS COMPLETED TO AN ACCURACY OF 1:15,000.
- PLAT IS APPROVED WITH THE FOLLOWING VARIANCE:
A) NO ALLEY CONSTRUCTION
- ZONING OF PROPERTY AND SURROUNDING PROPERTY TO THE SOUTH AND WEST IS D-3. ZONING OF THE PROPERTY TO THE NORTH AND EAST IS ZONE B.
- SITE USAGE IS COMMERCIAL/LIGHT INDUSTRIAL.
- ALL LOT OWNERS WILL BE REQUIRED TO RETAIN AN ENGINEER TO ANALYZE THE DRAINAGE ON EACH LOT AT TIME OF SITE PLAN SUBMITTAL. SAID ANALYSIS MUST BE SUBMITTED TO THE CITY FOR APPROVAL TO ASSURE THAT ANY PROPOSED INCREASE IN RUNOFF WILL BE RETAINED ON SITE IN AN APPROVED FASHION.

CERTIFICATE OF DEDICATION

STATE OF WYOMING)
COUNTY OF PARK) SS

KNOW ALL PERSONS BY THESE PRESENTS: THAT THE FOREGOING SUBDIVISION OF A PARCEL OF LAND WITHIN TRACT 40, T53N., R101W., (RESURVEY) 6TH P.M., PARK COUNTY, WYOMING. BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

Lot 15 of the Amended Greenwing Addition, Park County, Wyoming.

AS APPEARS ON THIS PLAT, IS WITH THE FREE CONSENT, AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNERS AND PROPRIETORS.

WE THE UNDERSIGNED, ALL HEIRS AND/OR ASSIGNS ARE PROPONENTS FOR PARTICIPATING IN THE SUBDIVISION OF THE ABOVE DESCRIBED PROPERTY; AND BY THESE PRESENTS DO HEREBY DEDICATE AND SET APART THE STREET RIGHTS-OF-WAY, EASEMENTS AND PUBLIC LANDS WITH THE PURPOSE SO NOTED HEREON TO THE CITY OF CODY FOR THE PUBLIC USE.

JAMES R. SOMMERS, TRUSTEE OF THE JAMES R. SOMMERS LIVING TRUST DATED APRIL 8, 1999

MARGARET SOMMERS, TRUSTEE OF THE MARGARET L. SOMMERS LIVING TRUST DATED APRIL 8, 1999

THE FOREGOING CERTIFICATE WAS ACKNOWLEDGED BEFORE ME BY JAMES R. AND MARGARET SOMMERS ON THIS _____ DAY OF _____, 2011.

WITNESS MY HAND AND OFFICIAL SEAL.

MY COMMISSION EXPIRES: _____

NOTARY PUBLIC

APPROVALS

RECOMMENDED FOR APPROVAL THIS _____ DAY OF _____, 2011
BY THE CITY PLANNING AND ZONING BOARD OF CODY, WYOMING

BY CHAIRMAN _____

APPROVED THIS _____ DAY OF _____, 2011
BY THE CITY COUNCIL OF CODY, WYOMING

BY MAYOR _____

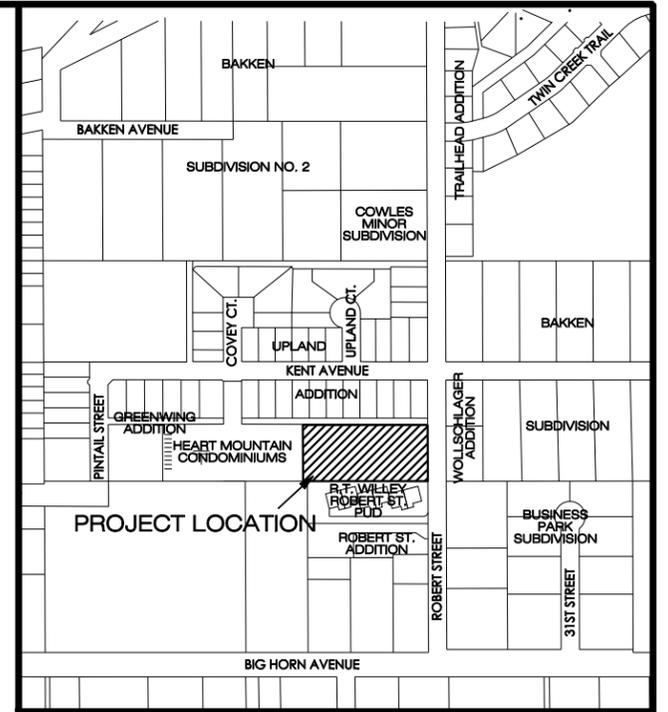
ATTESTED BY ADMINISTRATIVE SERVICES DIRECTOR _____

COUNTY CLERK'S CERTIFICATE

THIS PLAT WAS FILED FOR THE PUBLIC RECORD IN THE OFFICE OF THE CLERK, PARK COUNTY, WYOMING, AT _____ O'CLOCK _____M. ON THE _____ DAY OF _____, 2011, AND IS DULY RECORDED IN BOOK _____, PAGE NUMBER _____.

PARK COUNTY CLERK

BY: _____
DEPUTY



VICINITY MAP

CERTIFICATE OF SURVEYOR

STATE OF WYOMING)
COUNTY OF PARK) SS

I, PAUL R. CAMPBELL, A PROFESSIONAL LAND SURVEYOR REGISTERED IN THE STATE OF WYOMING BY REGISTRATION NUMBER 2571 HEREBY CERTIFY: THAT DURING NOVEMBER, 2010, THE "SOMMERS MINOR SUBDIVISION", SHOWN HEREON WAS SURVEYED UNDER MY DIRECTION; THAT THE LAND SURVEYED IS CORRECTLY DESCRIBED IN THE CERTIFICATE OF DEDICATION, AND THIS PLAT ACCURATELY SHOWS THE CORRECT LOCATION AND DIMENSIONS OF SAID ADDITION; THAT THE REQUIREMENTS OF W.S. 36-11-101 THROUGH 36-11-110 WERE COMPLIED WITH AND MONUMENTS AND LOT CORNERS SHOWN AND DESCRIBED HEREON WERE ACTUALLY SET.

IN WITNESS WHEREOF I HAVE SET MY HAND AND SEAL THIS _____ DAY OF _____, 2011

CAMPBELL & ASSOCIATES, INC.
BY: PAUL R. CAMPBELL
WYOMING REGISTRATION NO. 2571 L.S.

DECEMBER, 2010

**PRELIMINARY PLAT
OF
TRIPLE R MINOR
SUBDIVISION**

BEING A RESUBDIVISION OF LOT 15 OF THE AMENDED GREENWING ADDITION, CITY OF CODY WITHIN TRACT 40, T 53 N., R 101 W., (RESURVEY) 6TH P.M., PARK COUNTY, WYOMING.

DEVELOPER
JAMES & MARGARET SOMMERS
1025 12TH ST.
CODY, WY 82414

ENGINEER/SURVEYOR
SAGE CIVIL ENGINEERING
2824 BIG HORN AVE.
CODY, WY 82414

MEETING DATE: JANUARY 18, 2011
DEPARTMENT: ADMINISTRATIVE SERVICES
PREPARED BY: LESLIE BRUMAGE, FINANCE
OFFICER
DEPT. DIR. APPROVAL: _____
CITY ADM. APPROVAL: _____

AGENDA ITEM SUMMARY REPORT

Wells Fargo Request to Release Collateral

BACKGROUND

In April 2007 the City of Cody awarded a banking agreement to Wells Fargo Bank for the three-year period beginning July 1, 2009. As part of the agreement, a Depository Pledge Agreement was executed between Wells Fargo and the City for the collateralization of City accounts in accordance with Wyoming State Statutes.

SUMMARY

State Statute 9-4-817 requires that deposits made pursuant to this section shall be made to the extent that they are:

- (i) Fully insured by the Federal Deposit Insurance Corporation; or
- (ii) Secured, in accordance with this article, by a pledge of collateral or the furnishing of a surety bond.

Wells Fargo currently provides collateral as required by Wyoming State Statutes in the form of securities issued by the Federal Government. As part of the banking agreement, the deposit accounts are considered non-interest bearing due to the sweep and repurchase agreement in place. Changes enacted by the Federal Government on FDIC insurance will cover all non-interest bearing accounts at 100% regardless of the balance of the account through December 31, 2012.

Based on this guarantee, Wells Fargo is requesting that the City release the securities currently pledged against the deposit accounts. The City's overnight sweep balances are secured by separate collateral that will not be affected by this release.

FISCAL IMPACT

There is no fiscal impact to the City.

ALTERNATIVES

- 1) Approve the Release of Collateral
- 2) Reject the Release of Collateral

AGENDA ITEM NO. _____

December 22, 2010

Jennifer Rosencranse,
Administrative Services Director
1420 Beck Avenue
Cody, WY 82414

RE: Release of Pledged Security for City of Cody Depository Accounts

Dear Jenny,

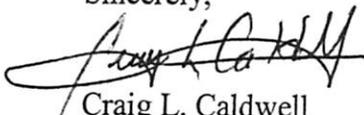
I am writing you for the purpose of obtaining release of pledged securities for the City of Cody public funds accounts with our bank. The City of Cody has been provided with two sets of pledged securities for its public accounts. One set of pledged securities has been used for deposits held at our bank and the other pledged securities were used for the same funds which we sweep overnight under the Wells Fargo Stagecoach Sweep Repurchase Program.

Based on changes that the Federal Government has enacted on FDIC Insurance, effective December 31, 2010, FDIC Insurance will cover all non-interest bearing accounts regardless of the balance of the account for consumer, businesses and government entities through December 31, 2012. This date extends beyond our current agreement with the city that is through June 30, 2012. The FDIC meets the conditions within our Banking Service Agreement providing the city with 100% collateralization of your deposits. The FDIC Insurance, in addition to the Wells Fargo Stagecoach Sweep Repurchase Agreement should satisfy the city's requirements for pledging.

I have attached a copy of the memo outlining the FDIC insurance showing the changes to the program and coverage. I have also attached a copy of our previous request to have the additional pledge released by the city. An updated form will be provided for the release showing the exact securities being released. This form will need to be signed in order to complete this request for release of pledged securities.

Wells Fargo is providing the City of Cody with very competitive interest rates on deposits, combined with advantageous fee waivers. The unnecessary pledging of securities and associated expense burden to our bank is not beneficial to either party. Your immediate attention to this request is very much appreciated. Thank you for your business.

Sincerely,



Craig L. Caldwell
Senior Relationship Manager

Together we'll go far



Home | Deposit Insurance | Consumer Protection | Industry Analysis | Regulations & Examinations |

[Home](#) > [Deposit Insurance](#) > Changes in FDIC Deposit Insurance Coverage

Changes in FDIC Deposit Insurance Coverage

November 9, 2010

On November 9, 2010, the FDIC issued a Final Rule implementing section 343 of the Dodd-Frank Wall Street Reform and Consumer Protection Act that provides for unlimited insurance coverage of noninterest-bearing transaction accounts. Beginning December 31, 2010, through December 31, 2012, all noninterest-bearing transaction accounts are fully insured, regardless of the balance of the account, at all FDIC-insured institutions. The unlimited insurance coverage is available to all depositors, including consumers, businesses, and government entities. This unlimited insurance coverage is separate from, and in addition to, the insurance coverage provided to a depositor's other deposit accounts held at an FDIC-insured institution.

A noninterest-bearing transaction account is a deposit account where interest is neither accrued nor paid; depositors are permitted to make an unlimited number of transfers and withdrawals; and the bank does **not** reserve the right to require advance notice of an intended withdrawal.

Please note that Money Market Deposit Accounts (MMDAs) and Negotiable Order of Withdrawal (NOW) accounts are **not** eligible for this unlimited insurance coverage, regardless of the interest rate, even if no interest is paid on the account.

For more information, visit:

<http://www.fdic.gov/news/news/financial/2010/fil10076.html>

July 21, 2010

On July 21, 2010, President Barack Obama signed the Dodd-Frank Wall Street Reform and Consumer Protection Act into law, which, in part, permanently raises the current standard maximum deposit insurance amount (SMDIA) to \$250,000. The FDIC insurance coverage limit applies per depositor, per insured depository institution for each account ownership category. Consumers and bankers can find additional information regarding FDIC's deposit insurance coverage through the use of the FDIC's Electronic

Wells Fargo Bank, N.A.
 Public Funds Administration
 MAC A0119-173
 333 Market Street, 17th Floor
 San Francisco, CA 94105
 PUBLICFUNDS@wellsfargo.com

July 30, 2009

PLEASE FAX REPLY IMMEDIATELY 866-686-5441

Leslie Brummage
 City of Cody
 Attn: Leslie Brummage
 PO Box 2200
 Cody, WY 82414-2200

FAX: (307) 527-6532

Dear Leslie Brummage,

Wells Fargo Bank, N.A. currently has \$17,940,000.00 (original face) in securities pledged at FED SF to protect your public deposit account(s). The total deposit balance indicates that collateral is not required at this time. FDIC provides insurance for each public funds customer separately in the interim for up to \$250,000 in the aggregate for all time and savings deposits including NOW accounts until December 31, 2013, and unlimited protection for the aggregate of all non-interest bearing deposit transaction accounts per customer relationship until further notice or December 31, 2009.* (see <http://www.fdic.gov/news/news/financial/2008/fil08102a.html>) Your total deposit balance is monitored daily, therefore, if the balance increases collateral will be pledged to protect any amount above FDIC coverage.

Total Deposit Balance	\$24,218
Total Collateral Required	\$0
Total Market Value Pledged	\$12,806,413

Release of collateral requires your written authorization plus verbal confirmation with the Federal Reserve Bank. A representative from the Federal Reserve Bank will call you to confirm this transaction.

Please sign and return this letter to me via fax – 866 686 5441. Please retain a copy for your files.

If you have questions, please call me at 415-371-3272.

Sincerely,

Aaron Rollins, Public Funds Administrator

AUTHORIZATION TO RELEASE SECURITIES

I hereby authorize Wells Fargo Bank to release securities pledged to our public deposit account(s) to \$0.00

Treas ID:14178

Intrader ID: WY4

FED SF : J2MR

ABA #/Fed Dist: 121-000-248

Cusip	Security Description	Rate	Maturity Date	Original Face
31413NXZ3	FN 950796	6.00	10/01/37	16,785,000
31413SGT5	FN 953910	6.00	11/01/37	1,105,000
31371NZIP3	FN 257350	6.00	09/01/38	50,000

Signature

Print Name

Title

Date

MEETING DATE:	JANUARY 18, 2011
DEPARTMENT:	PUBLIC WORKS
PREPARED BY:	STEPHEN PAYNE
DEPT. DIR. APPROVAL:	_____
CITY ADM. APPROVAL:	_____
PRESENTED BY:	STEPHEN W. PAYNE

AGENDA ITEM SUMMARY REPORT **VARIANCE REQUEST REGARDING THE EL VAQUARO OFF-STREET** **PARKING REQUIREMENTS**

BACKGROUND

Lestor Santos (dba Santos Enterprises LLC) has requested a Variance from the Cody City Council from the off-street parking requirements for Antonio Jurado representing El Vaquero restaurant located at 2425 Big Horn Avenue. The request is to vary 13 of the 31 required parking spaces. Section 9-4-11 allows the city council to grant a variance “where physical conditions applying to a lot or building area are such that strict application would result in practical difficulty or unnecessary hardships that would prevent the owner or occupant of the reasonable use of the land or building involved.” Before the city council considers the request, the matter must go to P&Z for a recommendation. Section 9-4-11 of the City Code is outlined below:

9-4-11: VARIANCES:

The city council may, by a majority vote, vary or adjust the strict application of any of the requirements of this chapter where physical conditions applying to a lot or building area are such that strict application would result in practical difficulty or unnecessary hardships that would prevent the owner or occupant of the reasonable use of the land or building involved. However, before granting such a variance, the city council shall first refer the application for variance to the planning and zoning commission for their study and recommendation. Consideration may be given for any monetary payments made to the city for parking lots or off street parking in lieu of providing such off street parking as required by this chapter. (Ord. 79-17)

General Information - City Ordinance requires 1 parking space/25 square feet of public or assembly area. Mr. Jurado represented he had a 22’x29’ dining area, the furniture manufacturing shop and gallery are all located at the same address and utilize the same parking area. By Ordinance, the parcel should have a total of 31 off-street parking spaces. Mr. Santos and Mr. Jurado have room for 18 parking spaces on this lot. The Institute of Traffic Engineers indicates that off street parking for restaurants should be adequate at a rate of 12 spaces/1000 square feet.

On January 11, 2011, the Cody Planning and Zoning Commission heard this request and made the following motion:

Bill Nielson made a motion seconded by Kim Borer to recommend to council approval of the variance of the off-street parking requirements as defined in Title 9, Chapter 4 of the Cody Municipal Code for Antonio Jurado and the El Vaquero restaurant, located at 2425 Big Horn Avenue with the following conditions:

1. That the variance will expire with sale of the property, change in ownership of the property or change in type of business on the property.

Vote on the motion was unanimous, motion carried.

AGENDA ITEM NO. _____

SUMMARY

Mr. Santos, as the property owner of 2425 Big Horn Avenue, has submitted a request for a Variance of the off-street parking requirements as defined in Title 9, Chapter 4 of the Cody Municipal Code. Mr. Santos representing Antonio Jurado and the El Vaquero restaurant requests a waiver of 13 of the 31 required off- street parking spaces. Due to the nature of the property, the already complete build-out of the property, the location and the availability of North Blackburn “on-street” parking with little or no other use, the Variance is warranted.

FISCAL IMPACT

N/A

ALTERNATIVES

- 1. Approve the Variance request.
- 2. Deny the Variance request.

RECOMMENDATION

Staff would recommend that if the Variance is approved, that the Council consider placing the same condition as recommended by the P&Z.

ATTACHMENTS

- 1. Agenda Request Form

AGENDA & SUMMARY REPORT TO:

Mr. Santos

AGENDA ITEM NO. _____

City of Cody Agenda Request Form

In order to fully prepare the Council for their meetings, individuals wishing to appear before the Council are asked to complete the following information prior to placement on the agenda. You may be notified by mail, telephone or e-mail of the date you have been scheduled to appear. You may also be contacted by City staff prior to the meeting to see if your concerns can be addressed without appearing before the Council.

Please provide the following detailed information relating to your concern or request. This form (and any relevant attachments) is due no later than seven days prior to a Council meeting to allow sufficient time for internal review. Council packets are prepared the Wednesday prior to the Tuesday meetings. Meetings are held the first and third Tuesday of each month. Please complete the following information in full and return to City of Cody PO Box 2200 Cody, WY 82414 (Fax 307-527-6532)

Name of person to appear before the Council Lester Santos

Organization Represented Santos Enterprises, LLC

Date you wish to appear before the Council January 18, 2011

Mailing Address P.O. Box 176 Cody, Wyoming Telephone 307-527-4407

E-Mail Address lester@santosfurniture.com

Preferred form of contact: Telephone X E-Mail _____

Names of all individuals who will speak on this topic Lester Santos

Full description of topic to be discussed (include all relevant information, attach additional sheet if necessary) As the property owner of 2425 Big Horn Avenue, I would like to request a Variance of the off-street parking requirements as defined in Title 9, Chapter 4 of the Cody Municipal Code. I am submitting the request on behalf of Antonio Jurado and the El Vaquero restaurant and formally request a waiver of 13 of the 31 required off- street parking spaces. Due to the nature of the property, the already complete build-out of the property, the location and the availability of North Blackburn on-street parking with little or no other use, the Variance is warranted. I would like the variance to run with the property and not the business that leases the property.

Which City employee(s) have you spoken to about this issue? City Board Members and Stan Wolz

Signature

Date Submitted

MEETING DATE:	JANUARY 18, 2011
DEPARTMENT:	WATER/WASTEWATER
PREPARED BY:	KEITH VILES
DEPT. DIR. APPROVAL:	
CITY ADM. APPROVAL:	_____
PRESENTED BY:	STEPHEN W. PAYNE, P.E.

AGENDA ITEM SUMMARY REPORT

Extended Service Warranty Proposal

BACKGROUND

The City of Cody Water/Wastewater Division installed a Micro-Comm telemetry system in 1998 to monitor the operation of our water distribution system, sanitary sewer collection system and raw water system through the use of both radio and computer components. These components, including the Remote Terminal Units or RTU's have an expected life span of approximately ten years. Given this, most of our system has been in service for over twelve years and lately we have been experiencing monitoring issues due to the sporadic operation of some of the components, specifically the remote terminal units in some locations. Entering into an Extended Service Warranty Contract with Micro-Comm Inc. would allow us to purchase replacement components at a substantial savings. In addition, there is no limit to the number of units we can purchase under the service contract.

SUMMARY

Given the age of the system along with the issues we are currently experiencing, we need to start replacing the aging components to keep the system functioning in the manner in which it is designed. At present we are in need of at least one Remote Terminal Unit at our Valley View Storage Tank to keep it operating in a manner that keeps the tank at desired levels for both domestic usage and fire flow.

FISCAL IMPACT

Micro-Comm Inc. will provide a service contract for \$4950.00 annually that will cover all Micro-Comm manufactured parts even if they are damaged by lightening. As an example, under the service contract we could purchase an RTU for \$6500.00 after trade in and the deduction that is included in the service contract. If we choose not to purchase the service contract the same RTU would cost the City of Cody \$10,000.00 after trade in. The service contract not only provides a deduction on each unit purchased but also provides a higher trade in allowance. In addition, when we lose signal due to an RTU malfunction after hours it results in overtime costs due to on call staff being called out to address the problem. As an example, we paid six hours of overtime for the 12/20/10 – 1/2/11 pay period for three callouts to the Valley View Tank due to signal failure resulting from a RTU malfunction. The cost to the City in salary alone for these call outs was \$164.04.

ALTERNATIVES

1. Continue to operate without the Extended Service Warranty and pay full price for each Remote Terminal Unit purchased.
2. Enter into the proposed service contract with Micro-Comm Inc. and receive the additional trade in allowance in addition to the service contract deduction for each Remote Terminal Unit purchased.

RECOMMENDATION

It is my recommendation that the City Council accept the proposal from Micro-Comm Inc. for an Extended Service Warranty to allow us to purchase replacement components at a substantial savings going forward. This contract will allow the Water/Wastewater Division to fund the needed upgrades to the Telemetry System at the reduced rates allowed in the service contract.

ATTACHMENTS

1. Extended Service Warranty Proposal from Micro-Comm Inc.
2. M1550 RTU Upgrade Quote from Micro-Comm Inc. with service contract pricing
3. M1550 RTU Upgrade Quote from Micro-Comm Inc. without service contract pricing

AGENDA & SUMMARY REPORT TO:

1. Steve Payne, Public Works Director

December 10, 2010

Attn. Keith Viles
City of Cody, WY
1338 Rumsey Avenue
Cody, WY 82414
Fax. 307-527-6532

Re: Extended Service Warranty Proposal

Dear: Keith

According to our records, your Micro-Comm telemetry system (Job number(s) 98-066, 98-098, 02-141) is no longer under warranty. We would like to let you know that we can provide a **service contract** for \$4,950.00 annually that will cover all Micro-Comm manufactured parts even if they are damaged by lightning! Plus, under the terms of the service contract you will pay a reduced labor rate of \$90/hr in the event travel to your site is required.

Since most *insurance companies* don't understand telemetry, it is impossible to purchase this type of coverage from anyone else. Likewise, your insurance money is best spent to cover vandalism, flooding, accidents, etc.

The service contract program was designed with you in mind-for example, one of your Micro-Comm telemetry units is down and you need parts. Simply give us a call and the parts will be immediately shipped to you for free. Simply return the broken parts so they may be repaired and returned to stock for future use.

This includes a prorated amount of \$450.00 for job number(s) (04-033), which expires on (07/22/2009). This prorated amount will provide coverage for this job number until the service contract comes due again next year.

Please read and review the following:

Terms and Conditions of the Service Contract:

1. Micro-Comm, Inc. shall be liable only for the cost or repair of any defective Micro-Comm manufactured equipment including radio, power supply, and associated equipment required for system operation as designed (see #4 below). Customer shall supply labor for removal and installation of equipment at customer's premises. Return of defective equipment to Micro-Comm is the customer responsibility.
2. This contract is void and **does not apply** if damage is caused by improper installation, improper maintenance, accident, alteration, abuse, or misuse, (by other than Micro-Comm, Inc. or its designates).
3. Micro-Comm's sole obligation in case of its equipment failure will be to provide the service specified above. Micro-Comm will not be liable for any consequential or incidental damage *to any other manufacturers* equipment arising from Micro-Comm equipment failure.
4. The contract is for **Micro-Comm manufactured parts only**. The following list is an example of items **not** covered: PLC's; BW probes and relays; Chart recorders, pens and paper; Phase monitors

and pump alternators; Flow meters and flow sensors; Chemical feed and chemical monitoring equipment; Portable/Mini monitors; Phone dialers; light bulbs; computers, keyboards, monitors, external modems and printers; external wiring/cabling.

5. The Service Contract coverage provided by Micro-Comm, Inc. begins when current system warranty ends and provides coverage for one calendar year from warranty end date. Warranty end date will be extended when a signed copy of Service Contract and payment are received. Non-Warranty Customer warranty date will be assigned when a signed copy of Service Contract and payment are received. Service Contract coverage will be for one calendar year from assigned warranty date.

Micro-Comm's *normal* service charge is \$125/hour with a four hour minimum, plus \$50/hour travel-time and expenses, or \$1250/day plus \$50/hour travel-time and expenses. **Under the terms of this *service contract*, a reduced service rate will be offered: \$90/hour with a four hour minimum, plus \$40/hour travel-time and all expenses, or \$900/day plus \$40/hour travel-time and all expenses.**

Should you choose to purchase/renew this service contract ***YOU MUST*** complete the form below and return this letter to us with a check payable to Micro-Comm, Inc. Please write Service Contract on you check. If you have any questions, feel free to contact me at any time.

Sincerely,

MICRO-COMM, INC.

Mark Stockton
Service Manager

Enclosure

I have read and fully understand the terms and conditions of the Service Contract as stated above.

Accepted by: _____

Date: _____

Amount of Check Enclosed: _____

M1550 RTU UPGRADE

Keith Viles
Cody, City of
1338 Rumsey Avenue
Cody, WY 82414

12/8/2010

RE: M2000 RTU Upgrade, M1550 Pricing;

Keith,

M1550 RTU to include: M1550 PLC, Micro-Comm Display Module, and Solar Charger Foot Print installed on 14"X16" Hoffman sub panel. RTU and Drawing with point to point will be shipped to job site for installation by customer.

M1550 RTU programming for specific sites listed will be completed and shipped with RTU's.

Micro-Comm, Inc. will supply necessary phone support for customer installation and start-up of replacement RTU.

Micro-Comm, Inc. start-up service can be purchased on a service call basis, labor hours + travel time + expenses.

Equipment Price Each:	\$10,000.00
Trade in Allowance:	<\$ 1,500.00>
Service Contract Deduct	<u>\$ 2,000.00</u>
TOTAL COST	\$ 6,500.00

Notes:

- 1) Price does not include any applicable taxes, insurance or bonding.
- 2) Price does not include transducer replacement (existing transducer may be utilized).
- 3) Upgrade unit will be covered by Micro-Comm's one-year parts warranty.
- 4) Lightning damage will be covered under existing service contract.

If you should have any questions or concerns please give me a call at your convenience.

Sincerely,

Mark Stockton
Service Manager

Accepted By: _____ Date ___/___/___ P.O.# _____

M1550 RTU UPGRADE

Keith Viles
Cody, City of
1338 Rumsey Avenue
Cody, WY 82414

12/8/2010

RE: M2000 RTU Upgrade, M1550 Pricing;

Keith,

M1550 RTU to include: M1500 PLC, Meanwell AD 155 Power Supply w/Battery Charger Circuit, CM200 Motorola Radio, Micro-Comm Display Module. RTU, 12 Amp Hr battery, and Drawing with point to point will be shipped to job site for installation by customer.

M1550 RTU programming for specific sites listed will be completed and shipped with RTU's.

Micro-Comm, Inc. will supply necessary phone support for customer installation and start-up of replacement RTU.

Micro-Comm, Inc. start-up service can be purchased on a service call basis, labor hours + travel time + expenses.

Equipment Price Each:	\$11,000.00
Trade in Allowance:	<\$ 1,000.00>
TOTAL COST	\$10,000.00

Notes:

- 1) Price does not include any applicable taxes, insurance or bonding.
- 2) Price does not include transducer replacement (existing transducer may be utilized).
- 3) Upgrade unit will be covered by Micro-Comm's one-year parts warranty.

If you should have any questions or concerns please give me a call at your convenience.

Sincerely,

**Mark Stockton
Service Manager**

MEETING DATE: JANUARY 18, 2011
DEPARTMENT: ELECTRICAL DIVISION
PREPARED BY: BERT POND
DEPT. DIR. APPROVAL: _____
CITY ADM. APPROVAL: _____
PRESENTED BY: STEVE PAYNE

AGENDA ITEM SUMMARY REPORT

Electrical Service Requirements Manual Adoption

BACKGROUND

The City of Cody Electric Division is updating its electrical service requirements manual to cover issues not addressed by the current Electric Distribution Standards Policy amended and adopted in 2008. The updates to the current policy are:

- 1) Addition of a City Net-Metering Policy
- 2) Clarification of City versus Customer responsibility for City installed unmetered security or area lights for customer use.

SUMMARY

This update will include language outlining the Net-Meter procedures currently used by the City of Cody in accordance with State Statutes. The updated version will also clearly identify the parties responsible for costs associated with the provision of unmetered security lighting by the City.

FISCAL IMPACT

There is no fiscal impact to the updates.

ALTERNATIVES

Continue use of the existing Electric Distribution Standards Policy without the inclusion of a Net-Metering Policy or detailing responsible parties requesting unmetered security or area lighting.

RECOMMENDATION

It is the recommendation of the City of Cody Electric Division that the Council accept the amendments outlined above for the 2011 edition of the Electric Service Requirements Manual

ATTACHMENTS

Copy of the 2011 edition of the Electrical Service Requirements Manual

AGENDA ITEM NO. _____

RESOLUTION 2011-01

A RESOLUTION ADOPTING THE 2011 Electrical Service Requirements Manual

WITNESSETH:

WHEREAS, the City of Cody is a supplier of power and energy to its citizens;
and

WHEREAS, as part of its obligation to the citizens of Cody, and to insure that electrical services installed within the City limits meet accepted safety standards and are constructed in such a manner as to minimize conflicts with other utilities and maximize reliability of service, the City of Cody has prepared an Electrical Service Requirements Manual.

WHEREAS, the City of Cody desires to provide to electrical contractors and developers operating within the City of Cody a common set of requirements for the installation of electrical facilities.

THEREFORE, BE IT RESOLVED BY THE CITY OF CODY that the 2008 Electrical Service Requirements Manual is adopted by the City of Cody.

PASSED, APPROVED and ADOPTED this 18th day of January, 2011.

City of Cody

Nancy Brown, Mayor

ATTEST:

Jennifer Rosencranse, Administrative Services Director



2011

**City of Cody
Electrical
Division**



**ELECTRIC DISTRIBUTION STANDARDS POLICY
(ELECTRIC SERVICE REQUIREMENTS MANUAL)**

Adopted by City Council – _____

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**Section I
General Information**

10.03 Purpose

This booklet is to aid in providing electric service for new or remodeled structures as well as subdivisions and other major projects. While this book should answer most questions, you may contact Cody’s Electrical Division for further assistance. The appropriate phone numbers and contacts are:

- City of Cody Electrical Engineer – 527-7511
- City of Cody Electrical Superintendent – 587-6803
- City of Cody Building & Electrical Inspector – 527-7511

The word “Utility” as used in this booklet shall mean the City of Cody Electrical Division. The word “Customer” shall mean the resident, building owner, contractor or developer requiring electrical service.

1.02 Codes and Ordinances

The construction of new or remodeled electrical installations must conform to applicable provisions of the National Electrical Code, the National Electrical Safety Code, the State of Wyoming Electrical Safety Division regulations and the City of Cody ordinances and codes.

1.03 Changes or Conflicts in Requirements and Guidelines

The governmental codes and ordinances in Section 1.02 are the basis for some information in this booklet. It is the intent of these guidelines and requirements to follow all applicable codes, ordinances and regulations. If a conflict arises, the appropriate code, ordinance or regulation will supersede the interpretation offered in this booklet. These requirements are subject to change if the governing codes, ordinances or regulations change. The Utility does not assume the responsibility for keeping this booklet current. In case of doubt on the applicability of any item, one should consult the Utility.

When this booklet uses the phrase “consult utility,” it shall mean for every installation, not a single contact.

1.04 Application for Service

The Customer must provide the Utility with accurate load information and the requested service date as early as possible. Requests for service to commercial and industrial customers normally require 60 days planning by the Utility to serve the load. Installations requiring transformers or other equipment not in stock may require six months lead time or more. Consult the Utility for service dates for your installation.

For commercial, industrial or residential subdivisions, mobile home parks, and apartment complexes, the requests for service shall include a City Council approved plat. Such plans should show preferred service and meter locations and a single line diagram of the electrical layout. The request must show all load information, including lighting, receptacle, water heating, cooking, electric heat, air conditioning, and motor load. The Customer must provide sufficient information on equipment operations to establish the kilowatt demand of the load.

The Utility has a staff available for advice on service requirements and problems related to electric energy use for new, existing and reconstructed installations. The Customer and the Contractor are liable for any damage to Utility equipment or personal injury unless they give adequate notice to the Utility and receive approval from the Utility for the change or addition.

When conditions arise during construction that requires changes in service arrangements, the Customer must consult with the Utility to negotiate satisfactory alternative arrangements. Communication with the Utility will afford you this service.

1.05 Types of Service Furnished

Electric service available is 60-hertz, alternating current, single or three phase. Nominal secondary voltages available by overhead or underground distribution lines in the service area are as follows:

- Single-phase, 120/240-volt, 3-wire, grounded
- Three-phase, 208Y/120-volt, 4-wire, grounded wye
- Three-phase, 480Y/277-volt, 4-wire, grounded wye

Under certain conditions, the Utility will provide single phase, 120/208-volt, 3-wire grounded service, single-phase, 240/480-volt, 3-wire, grounded service, or three-phase, 240/120-volt, 4-wire, grounded delta service. Again under certain conditions, the Utility will supply primary delivery at the distribution voltage standard for the requested service location. All service provided by the Utility is subject to the terms and conditions specified in later sections of this manual.

1.06 Approval for Service

City of Cody ordinances require a Customer to obtain a permit before the Utility provides service. In addition, State of Wyoming Statutes require that the electrical inspection authority (in this case the City of Cody Building Inspector) approve the installation before it is energized.

1.07 Permanent Service Connection

Only authorized Utility employees shall make the permanent connection or disconnection of the Utility's electric service to a building or structure.

10.03 Seals

The purpose of seals placed by the Utility on meters and associated service equipment is to prevent injury or tampering.

Under normal circumstances, only the Utility can remove seals. If an emergency requires seal removal before notification, the person responsible must notify the Utility as soon as possible. The Utility can then inspect the installation and replace the seal.

**Section II
Services**

2.01 General

The location of the service entrance on the Customer's premises is an important consideration to both the Customer and the Utility. The installer shall locate the service entrance to make the meter and service easily accessible from the Utility distribution lines (refer to the figures on pages 8 & 12). The service entrance shall be convenient for the installation, operation and maintenance of Utility meters and equipment. **The Customer shall consult the Utility for designation of the point of attachment for overhead service drops, underground service laterals, preferred meter and service locations, required current transformers, and terminal cabinet enclosures.** The Customer shall contact the Utility if variations from these designated locations are desired.

For secondary voltage service at 200 amps or less, the Utility will provide, install and maintain meters and conductors defined in Article 100 of the National Electrical Code as service drop or service lateral. For new services, the utility will provide up to 125 feet of secondary conductor for either overhead service drops or underground service laterals. For services sized at greater than 200 amps, the Customer will provide, install and maintain all service equipment, including service laterals (conduits & conductors), switches, service entrance conductors, raceways, enclosures, and meter sockets, and will further provide right-of-way and space for the installation and maintenance of the Utility facilities.

The point of attachment for service laterals will normally be the point at which Utility maintenance responsibilities end. For services of 200 amps or less, the point of attachment will be the line side of the meter socket. For services larger than 200 amps, the point of attachment is where the service lateral conductors connect to the Utility transformer or pedestal. The customer-

provided conductors that run into the transformer shall be cut three feet above the transformer secondary bushings to provide sufficient length for replacing transformers.

Normally, service to a building will be through one set of main service conductors of the same voltage classification. The Utility may tap these main service conductors where more than one meter installation is necessary in a building of multiple occupancy. For either residential or commercial services, an outside disconnect must be provided for emergency situations.

Where two or more meters are grouped, each meter position must be clearly and permanently marked by means of a metal or hard plastic engraved type label. Such marking will indicate the particular location or address that it supplies. Service will not be established until the marking is completed.

Un-metered service wires and metered load wires will not be run in the same conduit, raceway or wire gutter.

For overhead service masts, the minimum conduit size shall be 2" GRC conduit with an appropriate weather head.

2.02 Point of Delivery

The point of delivery shall normally be the point of attachment as defined in section 2.01 above. The exact location of said point of delivery shall be at the Utility's discretion. The Utility shall separately meter and bill any additional service to the same Customer at other points of delivery at a different voltage or phase classification.

2.03 Sealing of Cabinets and Gutters

All cabinets and gutters containing un-metered conductors, other than mainline switches required by applicable electrical codes, must be arranged for sealing with the Utility's seal. Removable conduit fittings may be installed between the service outlet and the meter when approved by the Utility. These fittings must be visible from the meter location or from an exterior ground position and must be arranged for sealing.

2.04 Power Quality Interference

If it is determined that a customer's equipment is causing interference, excessive harmonics or other power quality issues with the Utility's system, it is the customer's responsibility to diagnose and correct the problem. If the problem is not corrected in a timely manner, the Utility reserves the right to disconnect service to the customer until the power quality issue is corrected by the customer.

**Section III
Temporary Construction Service Requirements**

3.01 General

Upon request, and with application, the City of Cody will supply temporary service at a location adjacent to the City’s facilities. Application for service and appropriate fees shall be paid at City Hall before said service will be given. An electrical permit is also required before hook up will be done.

Always locate temporary services for construction work to protect the meter from accidental damage, and, when practical, in a location usable throughout the entire construction period. If several homes will be built from one temporary service that temporary service should be given the address of the last home to be built. If a temporary service must be moved, a new application is needed.

3.02 Requirements – Overhead:

- To ensure strength, the pole or post must be at least butt treated and free from any visible defects.
- The pole or timber shall be no less than 20 feet long planted 5 feet in the ground. More ground clearance may be required if service will cross traffic areas.
- The ground rod shall be visible when inspection is made.
- Guying may be required – consult City Engineer
- Meter to be no more than 6’ from ground line with a main disconnect.

3.03 Requirements – Underground

- Post must be long enough to be firmly planted in the ground.
- Locate close to an existing pad mounted transformer or secondary pedestal with enough cable tails to extend inside said facilities.
- Ground rod shall be visible when inspection is made.
- Meter to be no more than 6’ from ground line with a main disconnect.

3.04 Meter Socket Requirements for Temporary Construction Services

Temporary Construction Service	Meter Socket Type
Single phase, 120/240 V 200amps or less	4-Jaw
Single phase, 120/208 V 200 amps or less	5-Jaw
All other temporary services	Consult the City of Cody

Section IV

Residential Meter Installations

4.01 Residential Meter Socket location – overhead installation

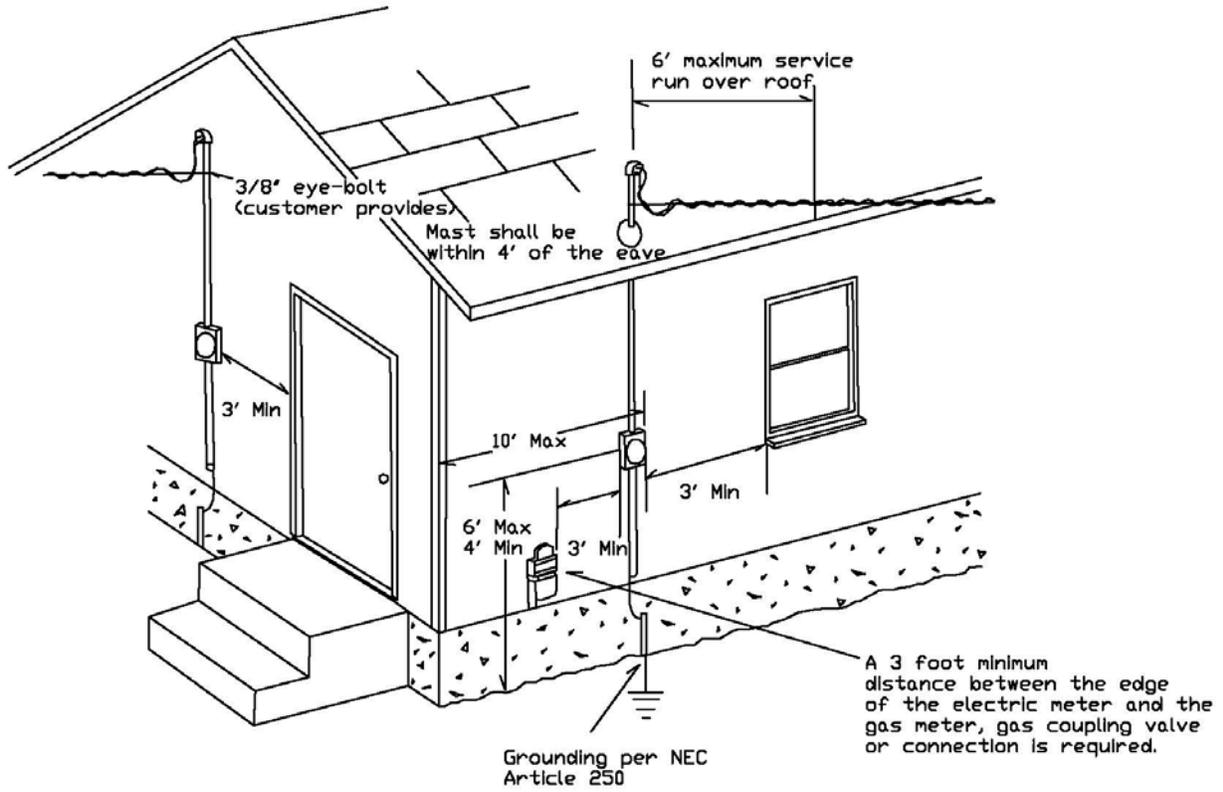
The City of Cody will determine the exact location of meters that do not meet the criteria established in this manual. If the customer is unsure whether the meter location is acceptable, the City of Cody should be contacted. **It is highly recommended that the City be consulted prior to establishing the final meter socket location.** If a location is chosen that does not meet City requirements without notifying the City, the customer will be responsible for the underground service lateral installation. The location of the service entrance on the customer's premises is an important consideration. Distance and accessibility to the City's existing facilities is an important factor to consider. **Consult the City to determine the point of attachment for overhead service drops.** In all cases, the minimum service mast riser conduit size shall be 2" GRC conduit.

Install residential meter outdoors at a location acceptable to the City of Cody. Avoid installations near windows or exterior walls that are likely to be fenced in. Never install the meter over window wells, steps in stairways, or in other unsafe or inconvenient locations. Keep shrubs and landscaping from obstructing access to the meter.

The figure on the next page shows where a residential meter socket should be located. Clearances shall meet appropriate codes.

In general, overhead residential services shall meet the following requirements:

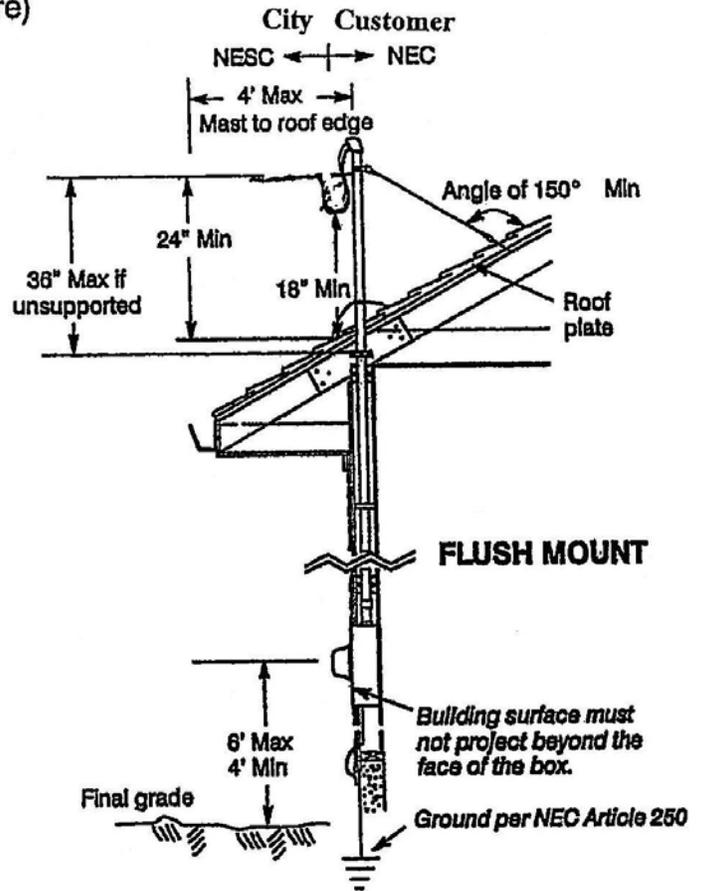
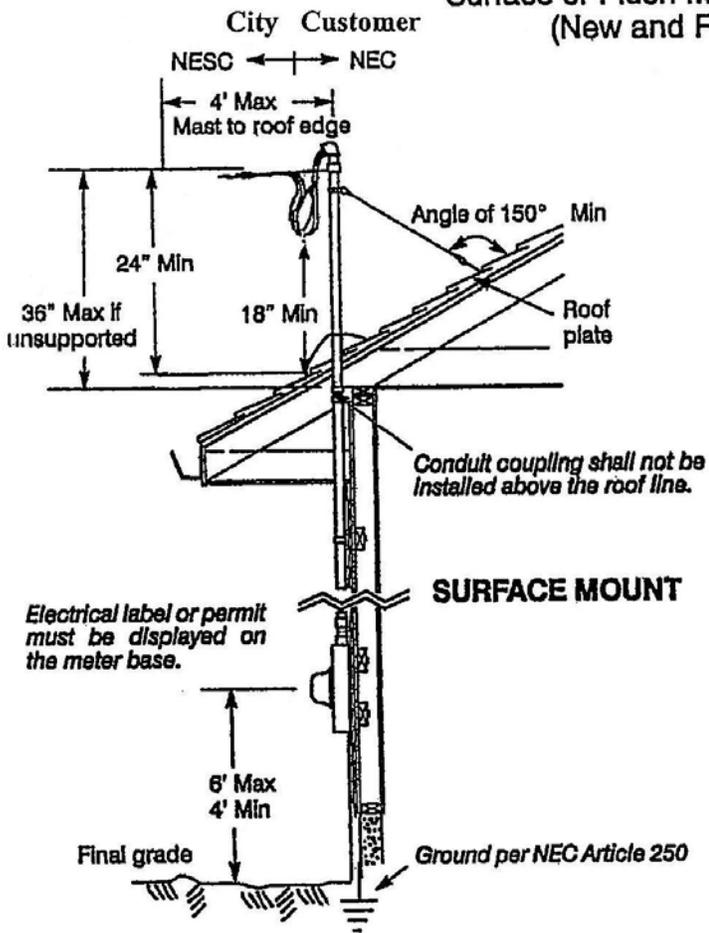
- Service mast must be a minimum of 2" GRC conduit with an appropriate weather head.
- An outside disconnect means must be provided.
- The City must be consulted before determining the final meter socket location to insure that it is accessible from the nearest point of attachment to the City's electrical system.
- The meter socket must be located between 4' and 6' of finished grade.
- The meter socket must be located a minimum of 3' from a window (including egress windows) unless prior authorization is received from the City Electrical Engineer.



Residential Meter Socket Location
Overhead Installation

Single Family Overhead Service Detail

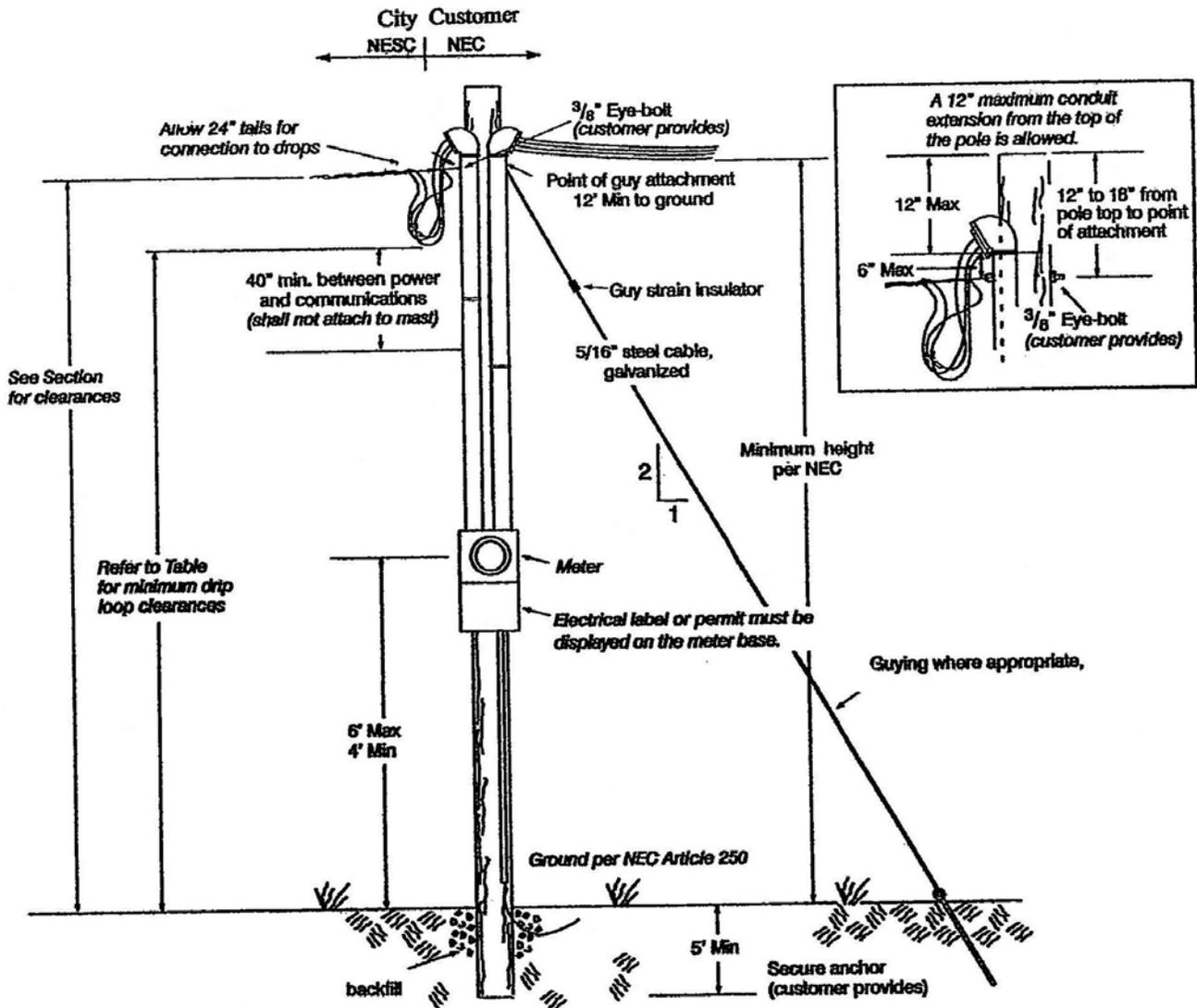
Surface or Flush Mount Metering
(New and Rewire)



NOTE:

10. Allow 24" conductor leads for connection to service drops
2. Appropriate guying required for long services or taller masts
3. The service mast must be minimum 2" GRC conduit with an appropriate weatherhead. This must be provided and installed by the customer.

Single Family Overhead Service Detail – Pole attachment



NOTE:

1. Allow 24" conductor leads for connection to service drops
2. Appropriate guying required for long services - Contact City for requirements
3. The service mast shall be a minimum of 2" GRC conduit with an appropriate weatherhead. This shall be provided and installed by the customer.

4.02 Residential Meter Socket location – underground installation

The City of Cody will determine the exact location of meters that do not meet the criteria established in this manual. If the customer is unsure whether the meter location is acceptable, the City of Cody should be contacted.

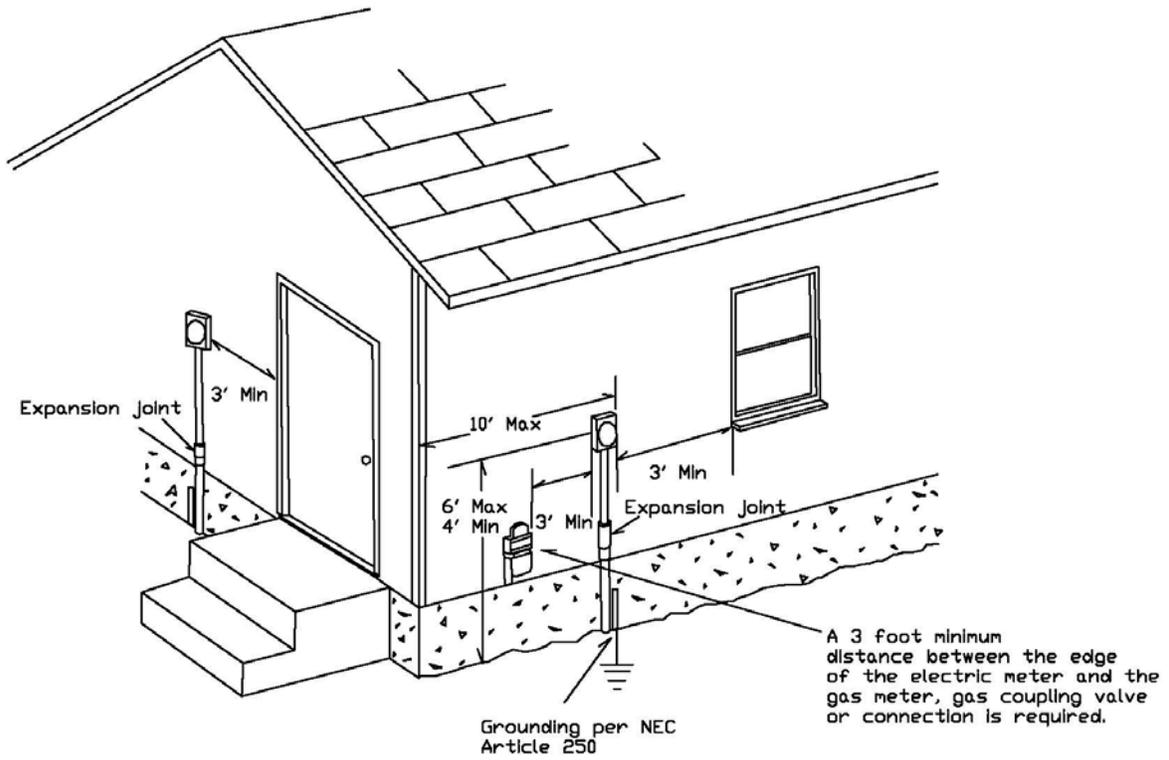
The location of the service entrance on the customer’s premises is an important consideration. Distance and accessibility to the City’s existing facilities is an important factor to consider. Consult the City to determine the point of attachment for underground service laterals. The City of Cody has both front lot line facilities and alley facilities so contacting the City is important prior to installation. In an underground subdivision, the source of power for each lot has been predetermined in the initial layout. Any changes required could mean additional costs to the customer.

Install residential meter outdoors at a location acceptable to the City of Cody. Avoid installations near windows or exterior walls that are likely to be fenced in. Never install the meter over window wells, steps in stairways, or in other unsafe or inconvenient locations. Keep shrubs and landscaping from obstructing access to the meter.

The figure on the next page shows where a residential meter socket should be located. Clearances shall meet appropriate codes.

In general, residential underground service equipment must meet the following criteria.

- The City electrical engineer shall be contacted before determining the final meter socket location to insure it is accessible from the nearest point of attachment to the City’s electrical system.
- The conduit riser to the meter socket shall be provided with an expansion joint to allow for trench settling. This also applies to commercial services.
- Refer to Section V for conduit sizes and depths.
- The meter socket shall be located a minimum of 3 feet from a window (including basement egress windows).



Residential Meter Socket Location
Underground Installation

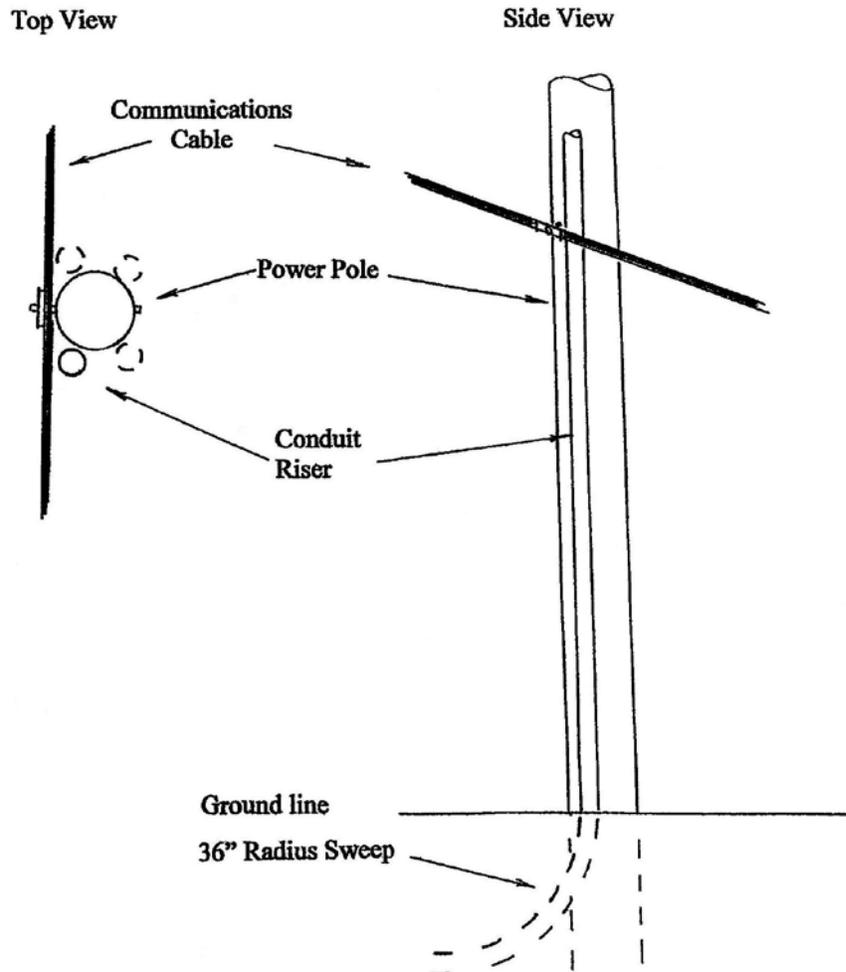
Section V Conduit Requirements / Placement

5.01 Secondary Voltage (service lateral) Conduit:

- Minimum two foot trench depth required
- 100 amp service – 2” conduit with 36” radius sweeps and expansion joint
- 200 amp service – 3” conduit with 36” radius sweeps and expansion joint
- 200 + amp service – 3” conduit with 36” radius sweeps and expansion joint
- Placement of meter base to be approved by City of Cody Electrical Division
- Placement of conduit for a pole riser shall be on the pole quarter to avoid conflict with any communication cables that may be on pole. If riser is in a traffic path it will require the first joint to be GRC. See drawing below
- All conduit shall be grey, electrical grade, schedule 40. When customer furnishes the conduit, they will also furnish all straps and weatherhead for the riser.

5.02 Distribution Voltage Conduit:

- Minimum four foot trench depth required.
- All conduits shall be electrical grade schedule 40 PVC.
- All conduit sweeps shall be minimum 36” radius sweeps
- Customer provided conduit shall meet City specifications



Section VI
Non-Residential Services
(Commercial, Industrial)

This section describes the City of Cody’s requirements for non-residential services. This section covers single-phase and three-phase services for direct-connect and instrument rated sockets for meters. **Customer is responsible for any single phase protection on three phase installations.** All non-residential customers are responsible for coordinating service requirements with the City prior to material purchase and installation.

Any exceptions to the metering requirements shall be approved in writing by the City of Cody prior to installation.

6.01 Service Point Location for Meter and Equipment

The service point refers to the location where the City’s circuit connects to the customer’s system. Meters and metering equipment shall be located outdoors. All services, either residential or commercial shall be readily accessible and have an outside disconnecting means.

Meters shall not be installed on a drive-through service entrance side of a building. If equipment is installed in a traffic area, it will be the customer’s responsibility to provide barrier posts for the protection of electrical equipment.

6.02 General Descriptions

Direct Connect Services (120 to 480 volts):

- Single-phase services of 400 amps (320 amps continuous).
- Three-phase services of 200 amps (160 amps continuous).

Instrument Rated Services (120 to 480 volts):

- Single-phase services over 400 amps (320 amps continuous).
- Three-phase services over 200 amps (160 amps continuous).

Switchboard type meter cabinets may be required in high amperage situations where multi-conductors are required.

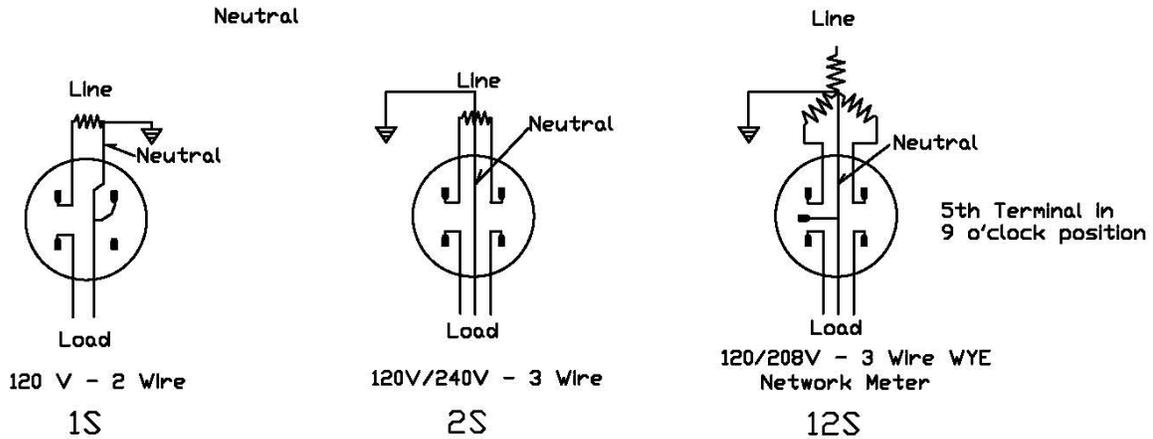
6.03 Direct Connect Services

The City of Cody requires a direct-connect meter socket (with manual by-pass) when the ampacity of a single-phase service entrance is 400 amps (320 amps continuous) or less, or when the ampacity of a three-phase service is 200 amps (160 amps continuous) or less.

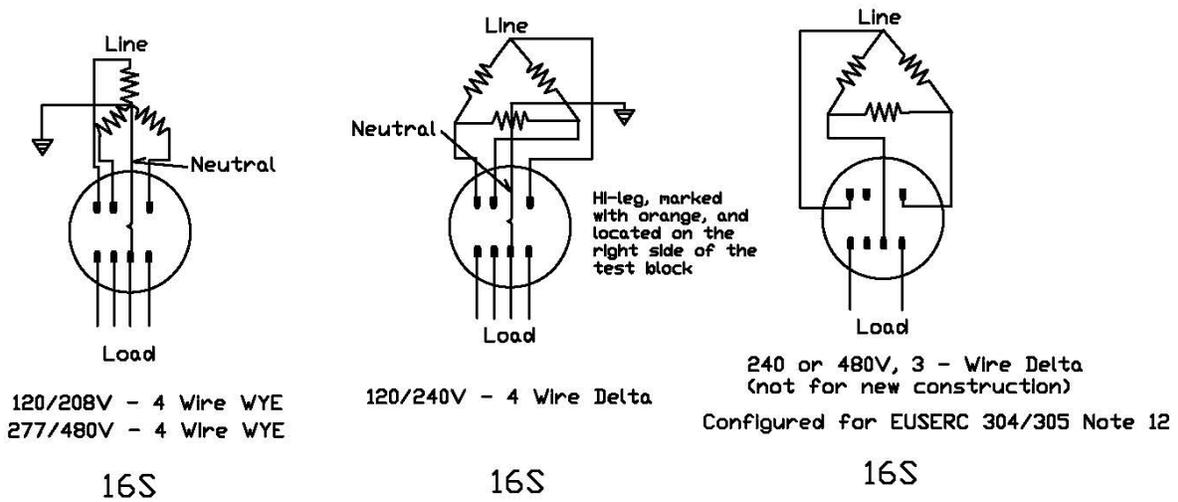
Meter sockets shall be furnished, installed, and wired by the customer/electrician.

Meter Socket Connection Diagrams
(Direct Connect)

Single Phase Connection
Front View



Three Phase Connection
Front View



6.04 Instrument rated services

The City of Cody requires a customer supplied and installed wall mounted CT cabinet with sufficient space on the unhinged side for the remote metering socket (see drawing for required size and installation instructions). Switchboard type meter cabinets may be required for higher amperage, multi-cabled services.

**Current Transformer Mounting Base Requirements
For Installation in a Current Transformer Cabinet**

- The mounting base for CT's shall meet the ratings for the available fault current (50,000 A minimum)
- For 4-wire delta services, the high (voltage) leg conductor must be identified by orange tape, and located on the right hand side of the CT mounting base.
- The mounting base shall accept bar-type current transformers only.

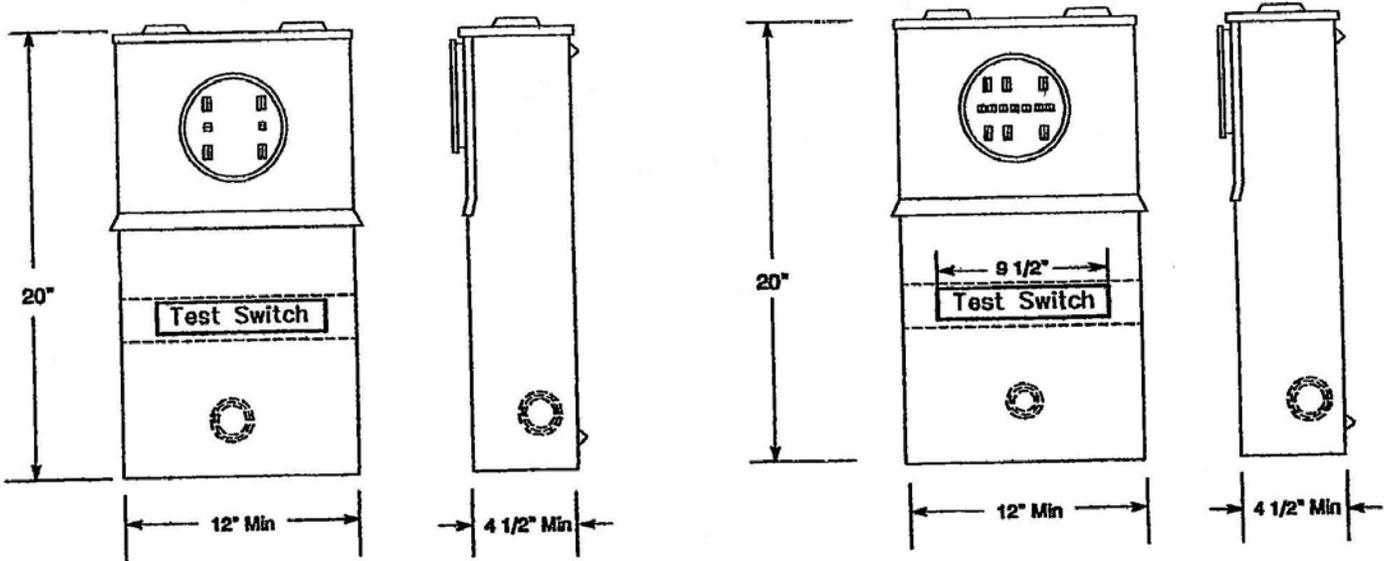
Cable Terminations:

- Line and load-side terminations on CT landing pads require two bolts per connector.
- The customer shall provide and install all connectors to attach the line and load side conductors to the current transformer mounting base. The customer shall provide and color code all conductors for these connections. For attachment of the service lateral conductors to the City distribution transformer, the Customer shall provide the connectors and the City will install and attach the service laterals to the City transformer.
- On overhead services, the customer shall furnish all lugs and connect conductors to the line and load terminals of the current transformer mounting base. The customer is responsible for bringing the service entrance conductor to the connection of the utility service drop. No alteration of the transformer mounting base is allowed.

**Current Transformer Meter Socket – Pre-Wired
Requirements and Types
1 Phase/3 Phase
Customer Provided**

Single Phase – 6 Jaw

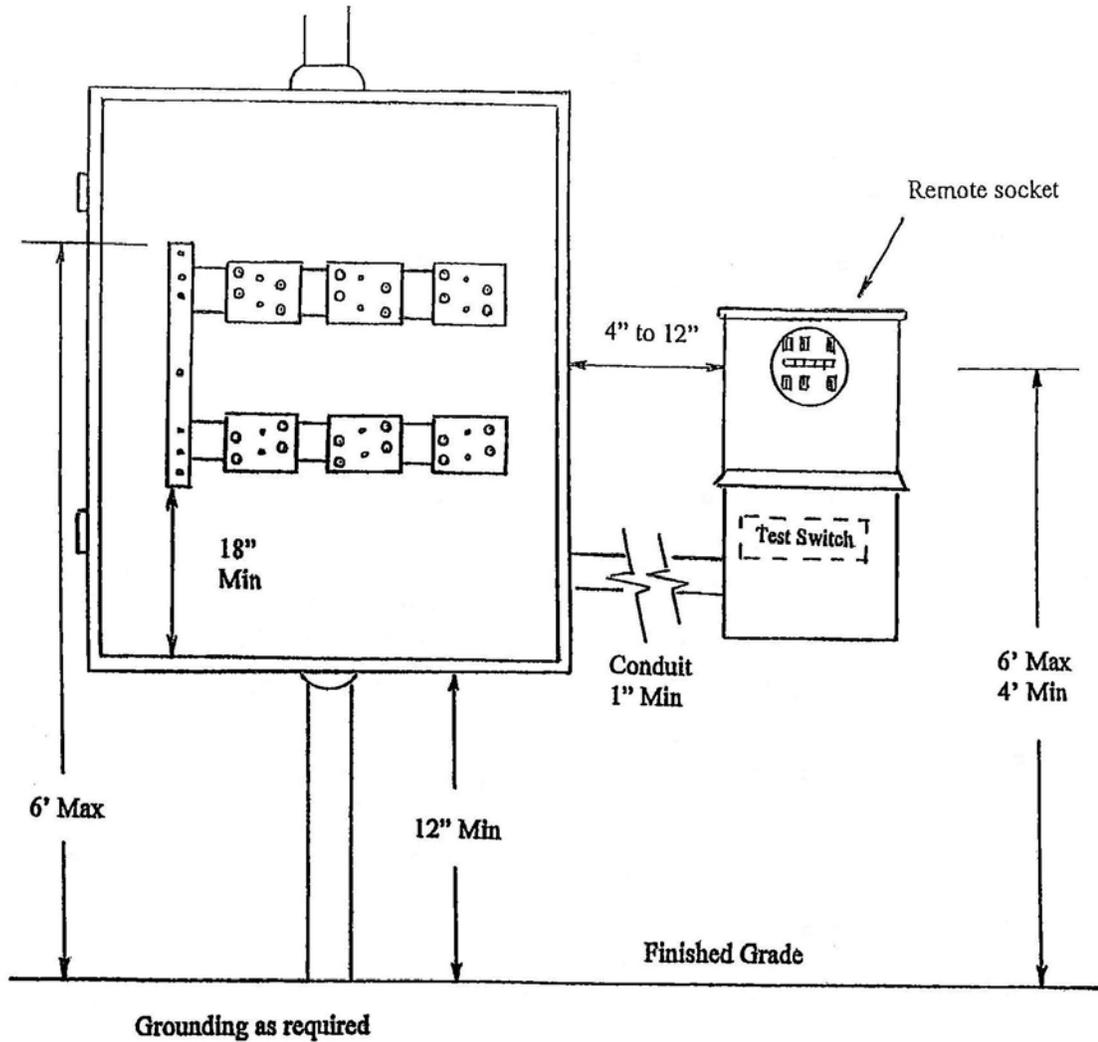
Three Phase – 13 Jaw



Type of Service	Socket Type
120/240 volt, single-phase, 3 wire	6 jaw
120/208 volt, three-phase, 4 wire	13 jaw
277/480 volt, three-phase, 4 wire	13 jaw
240/120 volt, three-phase, 4 wire	13 jaw

Note: Milbank 3 Phase Socket #UC7461-YL-TGE-DES, ringless with two-piece cover, test switch pre-wired. Single Phase Socket #UC7637-YL-TGE-DES.

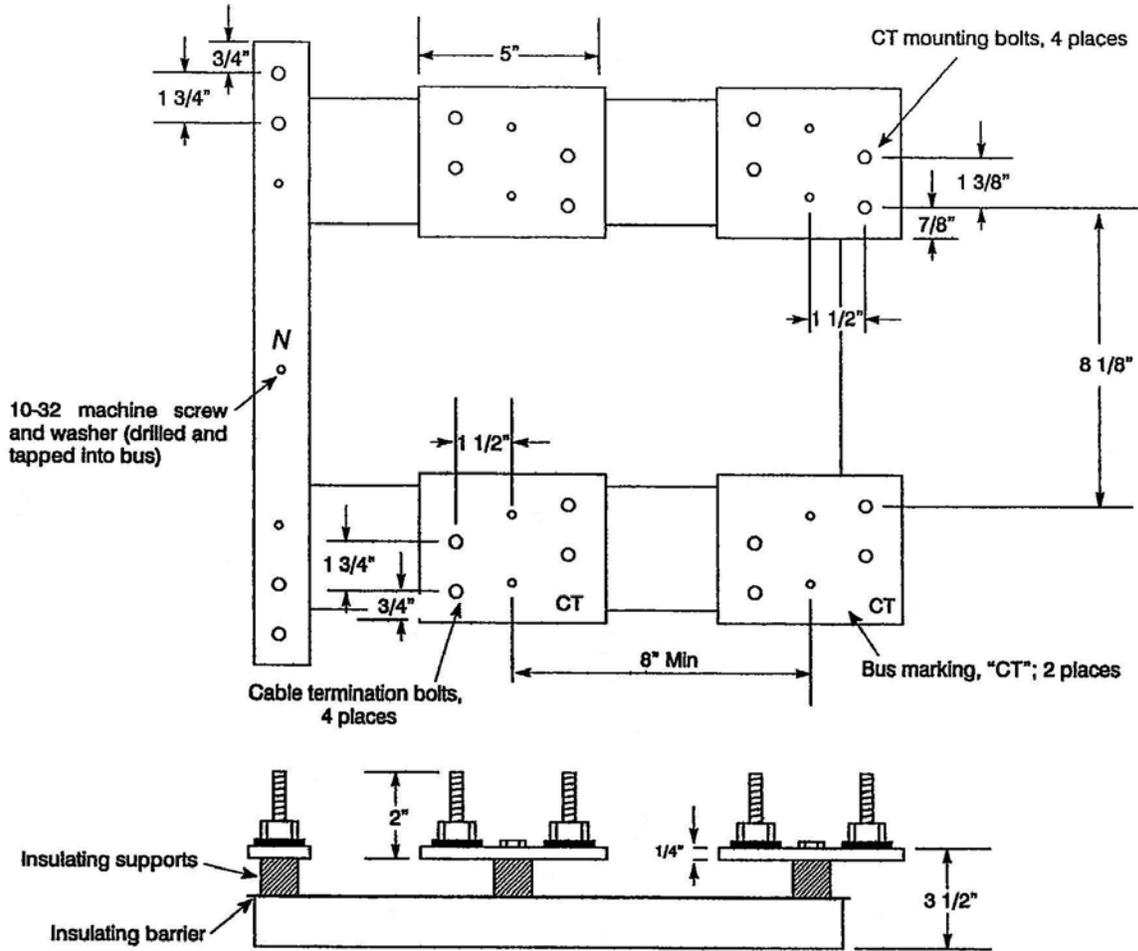
**CT Cabinet Installation for Instrument Metering (OH or UG)
Three Phase Shown**



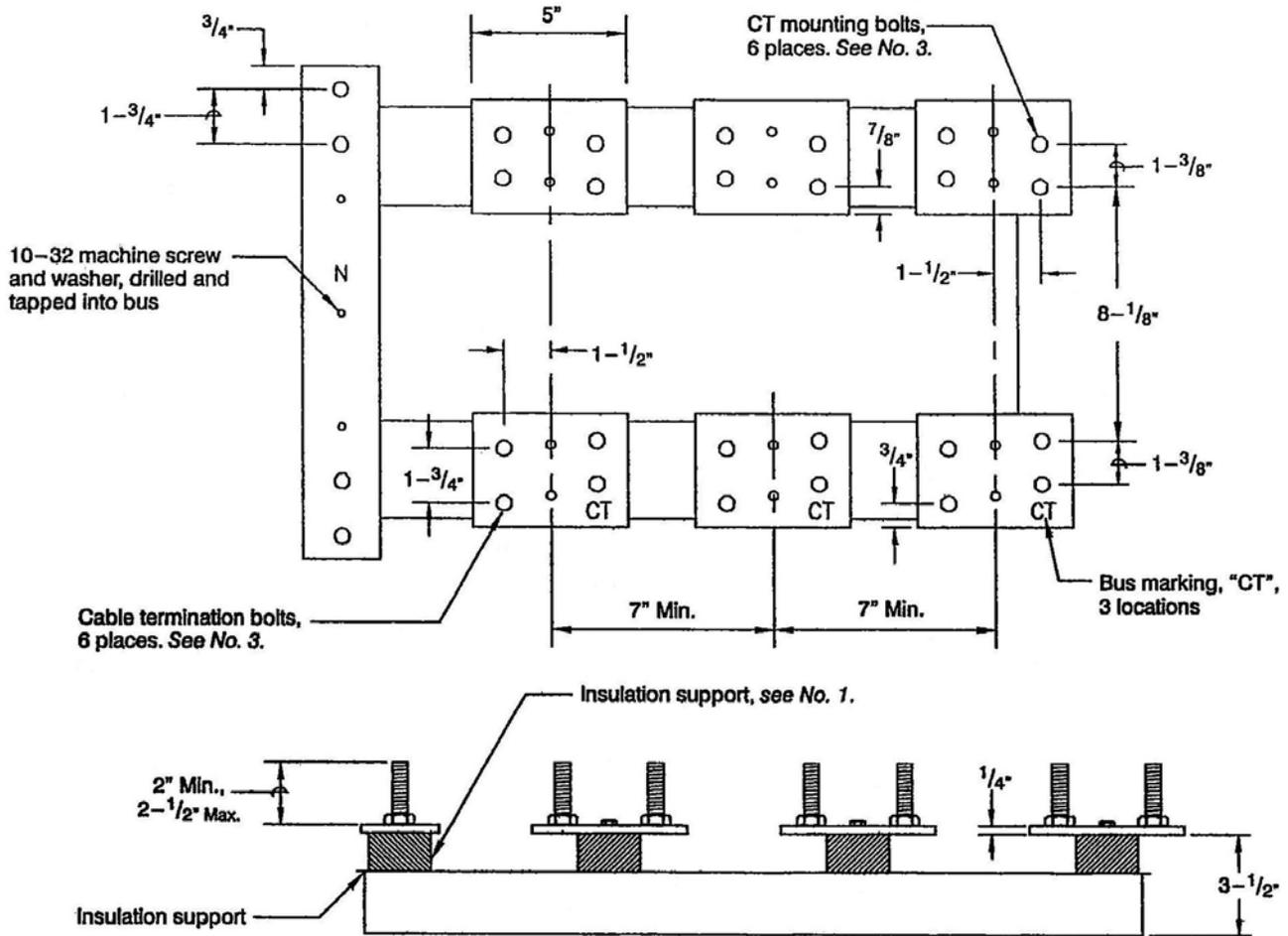
Note:

- Customer furnished CT cabinet, CT mounting bracket, & remote meter socket.
- Hinged door to open away from remote meter.
- 36"x 48" Min with 48"x 48" required at times (City option)

Transformer Mounting Base
For installation in a Current Transformer Enclosure
(Single-Phase, Three-Wire, 800-amp Max)
EUSERC 328A, 328B SHOWN



Transformer Mounting Base
For installation in a Current Transformer Enclosure
 (Three-Phase, Four-Wire, 800-amp Max.)
 EUSERC 328A, 328B SHOWN



Additional Requirements

- Meter sockets shall not be located above or below CT enclosures.
- The top of the CT mounting bracket shall not be more than 6 feet above floor level. The cover shall have factory-installed hinges for side opening, with sealing provisions and shall hold the cover in the open position at 90 degrees or more.
- The City of Cody Electrical Dept. shall be consulted as to placement of line/load conduits.

Section VII

Clearances at Meter Locations

7.01 General:

The customer shall provide suitable space and provisions for mounting a meter base at a location approved by the City of Cody. Both the customer and the City share an interest in providing a location of the utmost convenience to both parties for, reading, testing, repairing, disconnecting, and replacing meters. Egress and regress with a minimum violation of privacy is desirable.

7.02 Meter Clearance Dimensions:

The minimum unobstructed working space required in front of a single meter is 78" high, 36" wide, and 36" deep. The minimum working space required with use of current transformers is 78" high, 70" wide, and 48" deep. Meters installed in a cabinet require a minimum space of 48" deep to open the cabinet door. For further detail see NEC 110.26 A. Dimensions do not refer to meters housed in approved switchboards or enclosures. Locate all meters at least 36" horizontally from a gas meter.

The center of any meter socket shall be set no more than 6' above the **finished** grade in front of the meter. **Finished** grade shall be established prior to setting of meter. For gang mounted meter installations see the City Engineer.

7.03 Residential Meters:

Install meters outdoors at a location acceptable to the City of Cody. Avoid locations behind fences or bushes. Avoid locations near gas meters, over stairwells, or over window wells. Install meter 36" from windows or doors (including egress windows).

7.04 Non-residential Meters:

Locate meters outdoors. Any alternative must have prior approval of the City Engineer and allow for access during working hours. Any gated or fenced area must have allowances for a City of Cody lock. Avoid any unsafe locations and a clear zone around meter is required.

7.05 Access:

If a customer makes a meter inaccessible (in the opinion of the City) the customer shall, at their expense, either modify the area to provide a safe, unobstructed access to the meter, or move the meter socket to a location acceptable to the City of Cody.

7.06 NESC Clearances for Service Drops and Drop Loops:

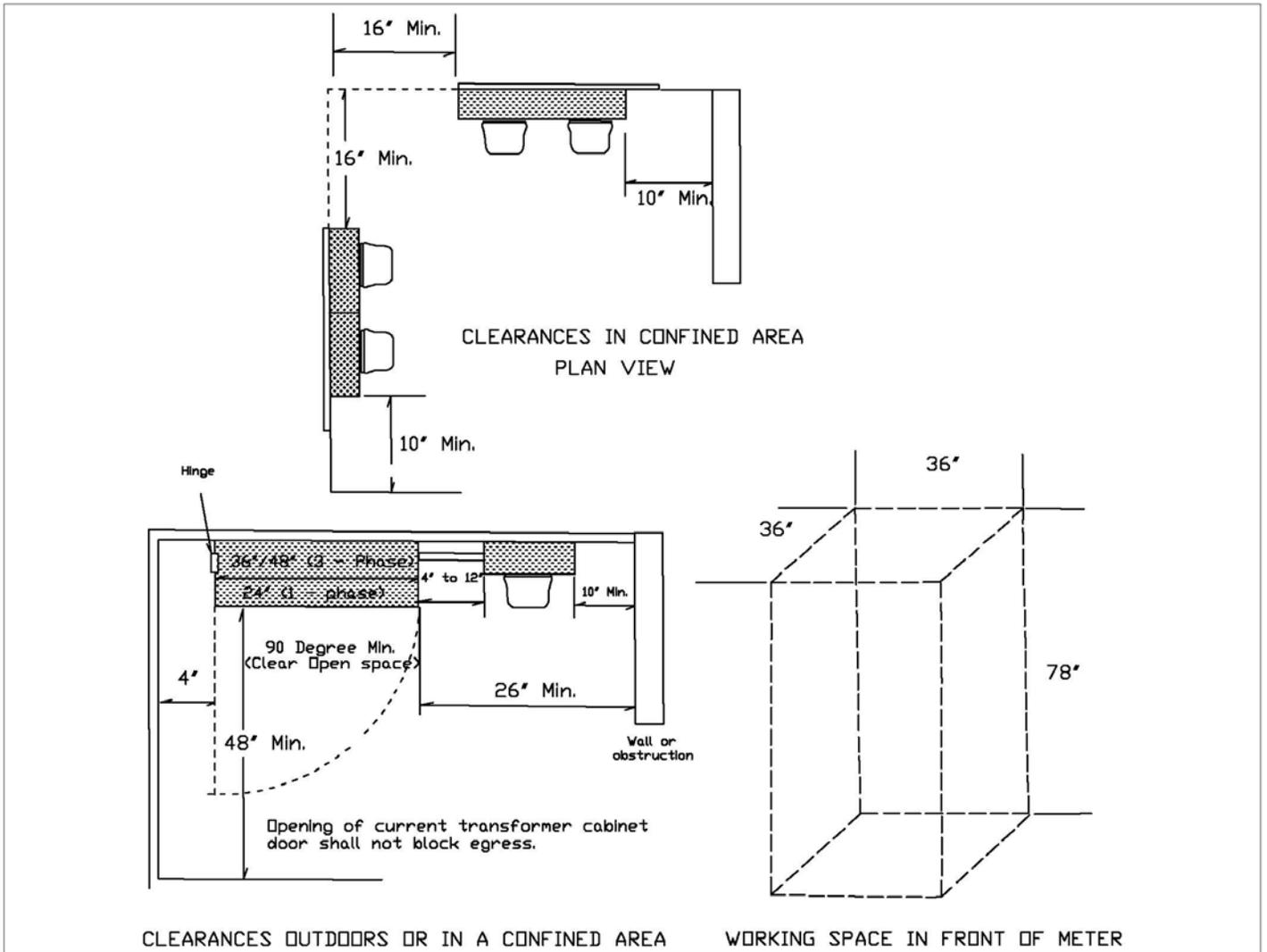
750 Volts and Below (Distances in feet)

The customer shall provide a point of attachment which allows NESC minimum clearances to be met in all conditions. A two foot addition to certain NESC values is required by the City to ensure minimum clearances in extreme conditions. These required heights are noted as “clearances required at time of construction” in the table below and are marked with asterisks. Extra long services or other special cases may require clearance additions greater than two feet.

<u>NESC Minimum Clearance</u>	<u>Clearance at Time of Construction</u>
Service drop clearance (NESC Table 232-1)	
16’ Over roads, streets, and other areas subject to truck traffic	18’*
16’ Over or along alleys, parking lots and nonresidential driveways	18’*
16’ Over land traveled by vehicles	18’*
Clearances over residential driveways (NESC Table 232-1)	
16’ If height of building or installation will permit	18’*
If height of building or installation will not permit and is not subject to truck traffic	
12’ - For service drops 120/240 & 208Y/120 volt	14’*
10’ - For drip loops of service drops 120/240 & 208Y/120 volts	12’*
Clearances over spaces and ways subject to pedestrian/restricted vehicle traffic only (see note b. on page 21, NESC Table 232-1)	
12’ If height of building or installation will permit	14’*
If height of building or installation will not permit, drip clearances may be reduced:	
10.5’ - For 480Y/277V (see Note 8-b of NESC Table 232-1)	10.5’
10’ - For 120/240 & 208Y/120 volt (see Note 8-d of NESC Table 232-1)	10’
Clearances from buildings for service drops not attached to the building (NESC Table 234-1)	
Vertical clearances over or under balconies and roofs:	
- Accessible to pedestrians, if cabled with	
11’ a grounded bare neutral	13’*
- Accessible to pedestrians, if open wire or cabled with	
11.5’ an insulated neutral	13.5’*
- Not accessible to pedestrians, if cabled with	
3.5’ a grounded bare neutral	5.5’*
- Not accessible to pedestrians, if open wire or cabled with	
10.5’ an insulated neutral	12.5’*
Horizontal clearances to walls, projections, windows, balconies and areas accessible to pedestrians	
5’ - If cabled with grounded bare neutral	5’
Clearances for service drops attached to a building or other installation (over or along installation to which they are attached; service cable with an effectively grounded bare neutral, NESC 230.C)	
From the highest point of roofs, decks or balconies over which they pass:	
8’ - If readily accessible (see NESC 234.C.3.d.1)	10’*
3’ - If not readily accessible (see NESC 234.C.3.d.1 exception 1)	5’*
- Above a not-readily-accessible roof and terminating at a (through-the-roof) service conduit or approved support, the service and its drip loops set no less than 18 inches above the roof. No more than 6 feet of the service cable passes over the roof	
1.5’ or within 4 feet if the roof edge (see NESC 234.C.3.d.2)	1.5’
- In any direction from windows designed to open (does not apply to service cable	
3’ above the top level of a window, see NESC 234.C.3.d.2)	3’
3’ - In any direction from doors, porches, fire escapes etc (see NESC 234.C.3.d.2)	3’
* Two additional feet have been included above the NESC minimums; see the introductory paragraph above.	

Clearances Around Meter Installations

These are minimum clearances required around meter installations for safe maintenance and access. A clear path for egress and regress is also required.



Section VIII

Developer Fees and Responsibilities

8.01 Subdivision Development Fees and Responsibilities

The City of Cody requires all new subdivisions and/or commercial developments to be constructed utilizing underground electrical distribution systems unless reasons exist making the use of underground power lines unreasonable. If a development project requires the extension of the City's primary electrical power lines to reach the development property, the full cost of that extension shall be born by the developer requiring the extension. The electric distribution lines installed within the boundaries of the project shall be installed as follows:

- **System Design Procedures** – The City of Cody's Electrical Services Division shall be provided a copy of the preliminary plat for the subdivision or development so that the City's electrical engineer can design the distribution system needed to supply the project. The developer shall incorporate the City's electrical system design into the final plat of the development.
- **Developer Fees** – The City shall provide an estimate of the total project material cost to the developer based on the final plat. The developer shall submit **100%** of this amount to the City, prior to final approval of the project. Prices on this estimate shall reflect material and equipment costs at the time the estimate is prepared. Any subsequent material cost increases shall be reflected in the final as-built invoice.
- **Developer Responsibilities** – The developer shall provide and install all conduits (grey, electrical grade, schedule 40) for the project, including excavation, padding and backfill of utility trenches. The labor and equipment charges for this installation shall be born entirely by the developer. The developer's contractor shall (at developer's expense) install all City supplied transformer ground sleeves, vault ground sleeves, secondary pedestals, ground rods and streetlight bases during the conduit installation phase of the project. Conduit provided by the developer shall meet City specifications as to type and size. These specifications are outlined in Section 5, page 13 of this Electric Service Requirements Manual.
- **City Responsibilities** – Without charge to the developer, the City shall install all primary and secondary power cable, all transformers, cabinets and streetlight poles and luminaires. The City will order and supply all electrical material and equipment other than conduit.
- **Project Completion** – Upon completion of the project, the City's electrical engineer shall produce an invoice using as-built figures giving the actual cost of the project. If the as-built price is higher than the original estimate, the difference shall be billed to the developer. If the as-built price is lower than the original estimate, the City shall refund the difference to the developer.

8.02 Underground Service Connection Fees

- **Service Size of 200 Amps or Less:** For services of 200 amps or less, the City will install up to 125 feet of conduit and cable from the transformer or secondary pedestal to the customer's service equipment. If the service lateral is greater than 125 feet in length, the customer shall be billed at a rate of \$11.21 per foot of the line in excess of 125 feet.
- **Service Size Greater Than 200 Amps:** For services greater than 200 amps, the customer shall provide and install all conduit and cable from the City's transformer or service pedestal to the customer's service equipment. This will include the cost of the service riser and weather head.
- **To re-establish a service to a lot that previously had a service:** The customer shall be responsible for the entire cost of that service. Contact the Electrical Services Department.

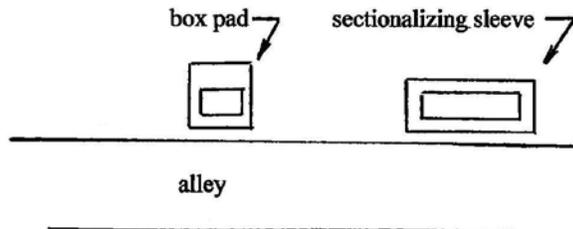
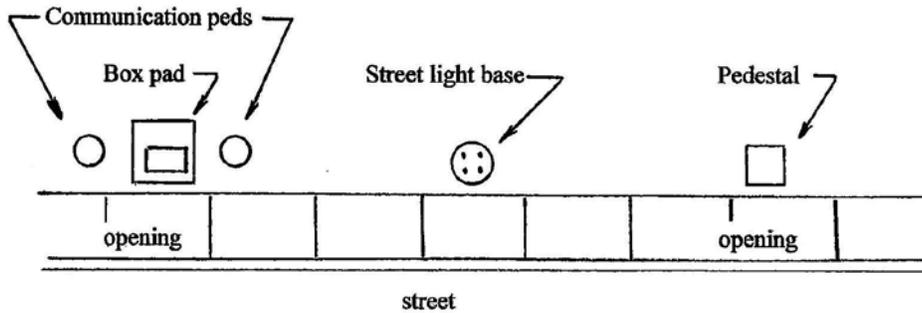
8.03 Overhead Service Connection Fees

- **Service Size of 200 Amps or Less:** For services of 200 amps or less, the City will install up to 125 feet of cable from the transformer to the customer's service equipment. For any service equipment necessary in excess of 125 feet, the customer shall be billed for the extra cost. For an estimate of this cost, see the City of Cody Electrical Engineer.
- **Service Size Greater Than 200 Amps:** For services greater than 200 amps, the City will install the service drop cable and bill the customer for the material and installation costs.
- **To re-establish a service to a lot that previously had a service:** The customer shall be responsible for the entire cost of that service. Contact Electrical Services Department.

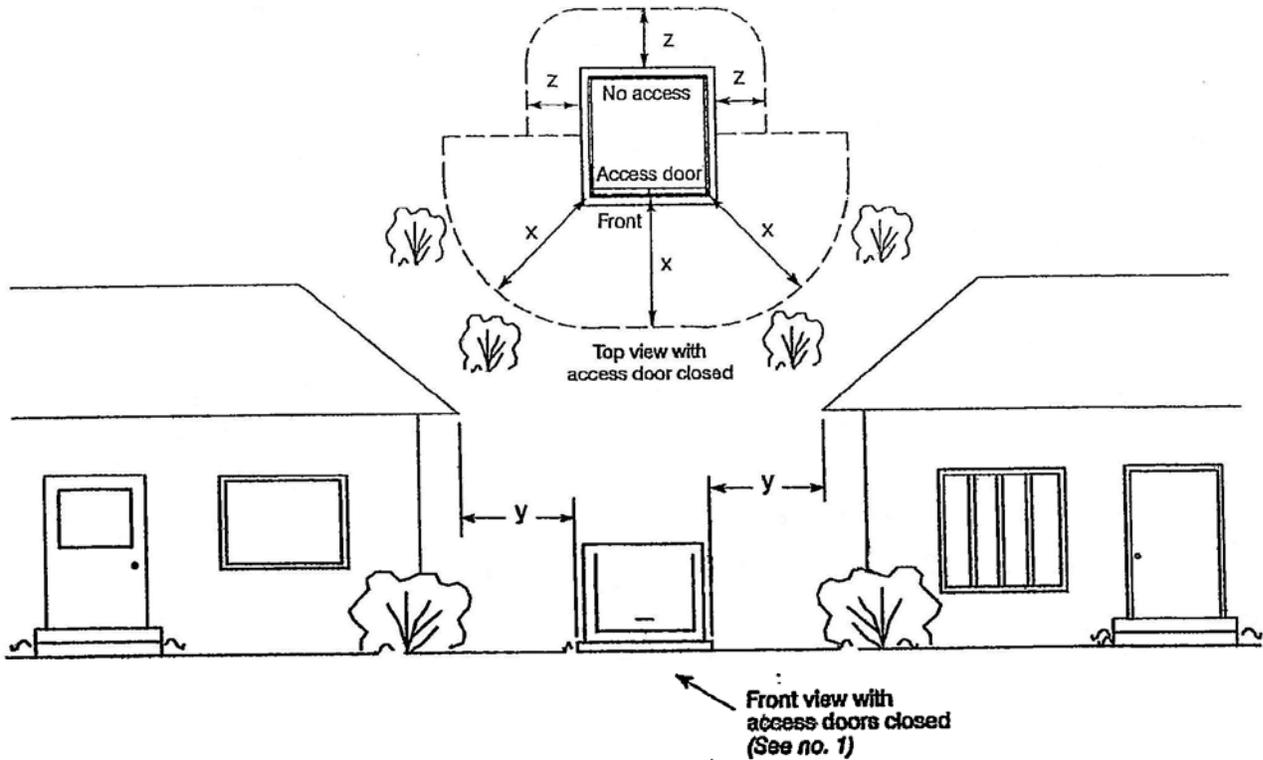
Section IX Placement of City Facilities within a Subdivision

9.01 Transformer Box Pads, Pedestals, Sectionalizing Cabinet Sleeves, Streetlight Bases

- Placement to be as specified by Engineering Drawings
- Opening of each unit to face sidewalk, roadway or alley traffic lane
- Ground rods shall be installed leaving ground wire protruding into vaults.
 - Suggestion – wrap ground wire tail around conduit sweeps
- Per International Fire Code 508.5.5, “a three foot clear space shall be maintained around the circumference of fire hydrants”
- Communications Pedestals are to be placed 2 feet away on either side of the City’s electrical equipment
- Streetlight bases are to be placed behind the sidewalk with the bolt pattern placed in line with the street roadway.
- Conduits shall be cut off so only 3 inches of the conduit is above the ground surface inside of a secondary pedestal. *Conduit sweeps are not to be cut off inside transformer box pads or sectionalizing cabinet ground sleeves.*



9.02 Minimum Clearances For Pad Mounted Equipment



MINIMUM DISTANCE REQUIRED FROM PAD

x = 10 ft. clear area in front of, any equipment access door or opening to allow the use of hot sticks (See dimensions in drawing above, and in requirement 1 below.)

y = 8 ft. from any structure or roof overhang consisting of combustible material. See dimensions in the drawing above.

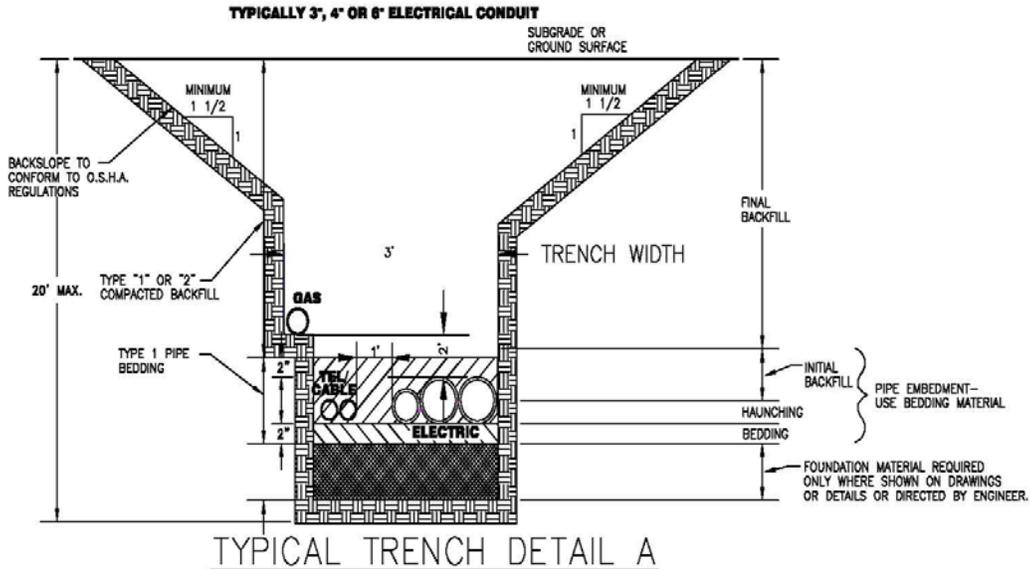
Z = 3 ft. clear area on non-access sides of the equipment to allow work space. See dimensions in the drawing above.

Requirements:

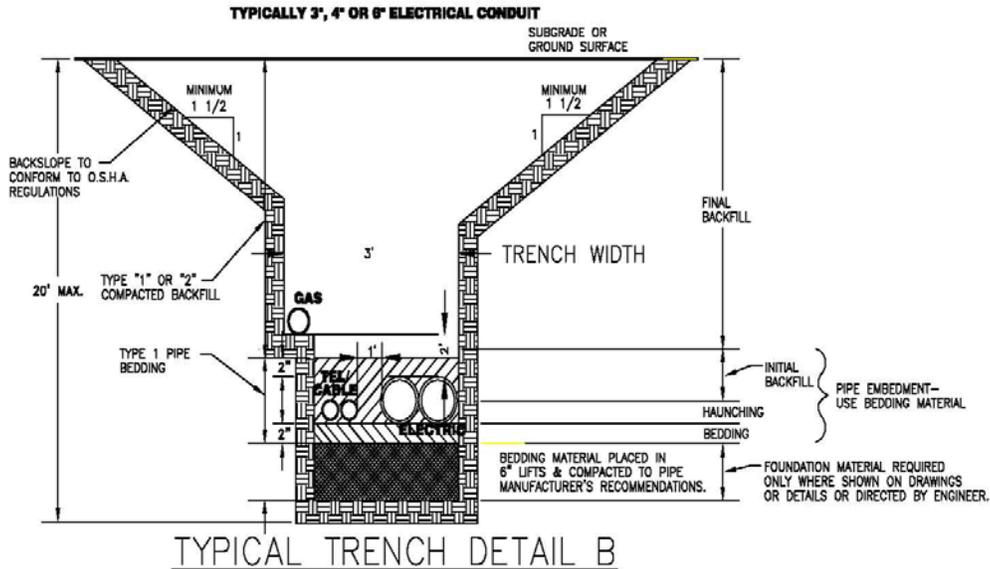
1. Locate padmounted equipment with access doors away from building walls or other barriers to allow safe working practices. If the equipment access side must face a wall, allow 10 feet for working clearance. No vegetation or trip hazards in this work space are permitted.
2. The City reserves the right to remove any vegetation that does not meet the above clearances and will not reimburse the customer for any removed vegetation.

9.03 – Joint Trenching Details

- Trench Detail A – Three electric utility primary conduits, gas pipe and multiple communications conduits in same trench.
- Trench Detail B – Two electric utility primary conduits, gas pipe and two communications conduits in same trench.



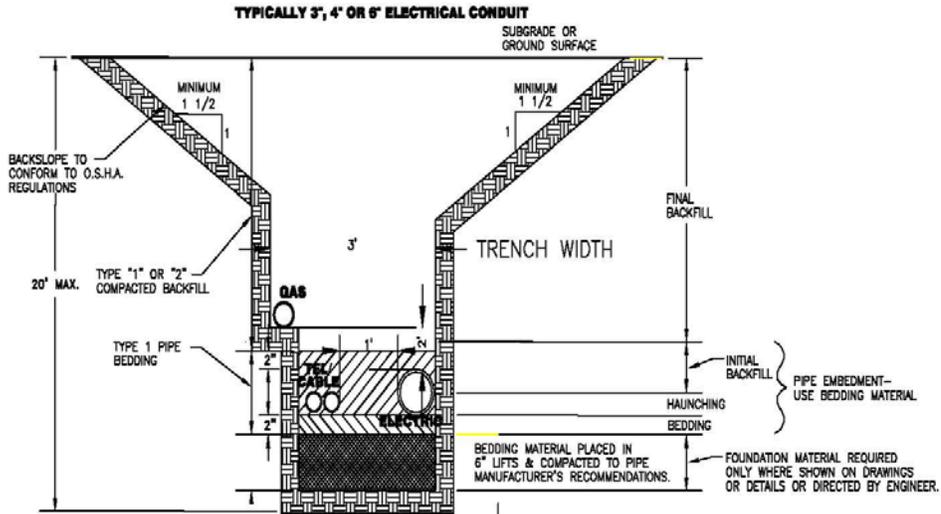
IF SUPPORT OR SHIELD SYSTEM IS NOT USED,
 MAXIMUM ALLOWABLE SLOPE FOR ALL TRENCHES
 LESS THAN 20 FT. DEEP WILL BE 1 1/2H : 1V.
 COMPLY w/ALL APPLICABLE SAFETY REQUIREMENTS



IF SUPPORT OR SHIELD SYSTEM IS NOT USED,
 MAXIMUM ALLOWABLE SLOPE FOR ALL TRENCHES
 LESS THAN 20 FT. DEEP WILL BE 1 1/2H : 1V.
 COMPLY w/ALL APPLICABLE SAFETY REQUIREMENTS

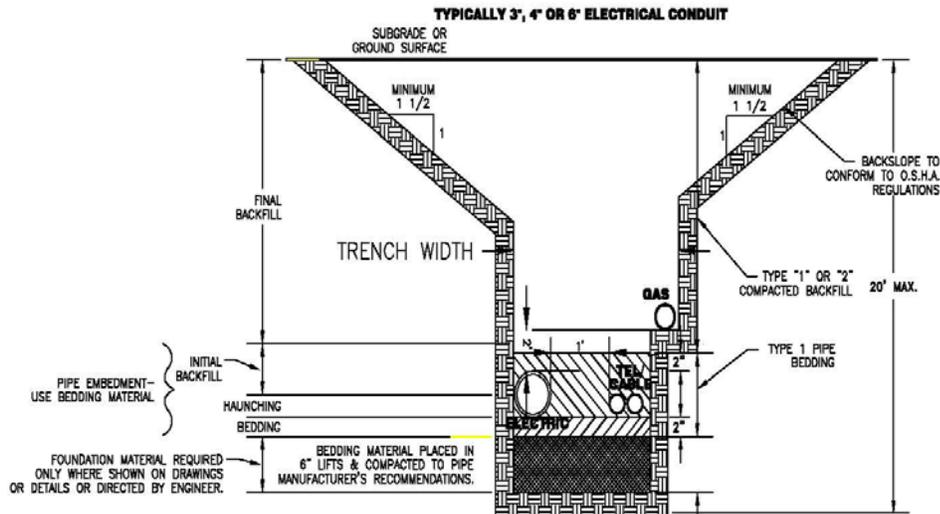
9.03 Joint Trenching Details (cont'd)

- Trench Detail C – Single electric utility conduit, single gas pipe and two communications conduits in same trench
 - Alternate trench detail



TYPICAL TRENCH DETAIL C

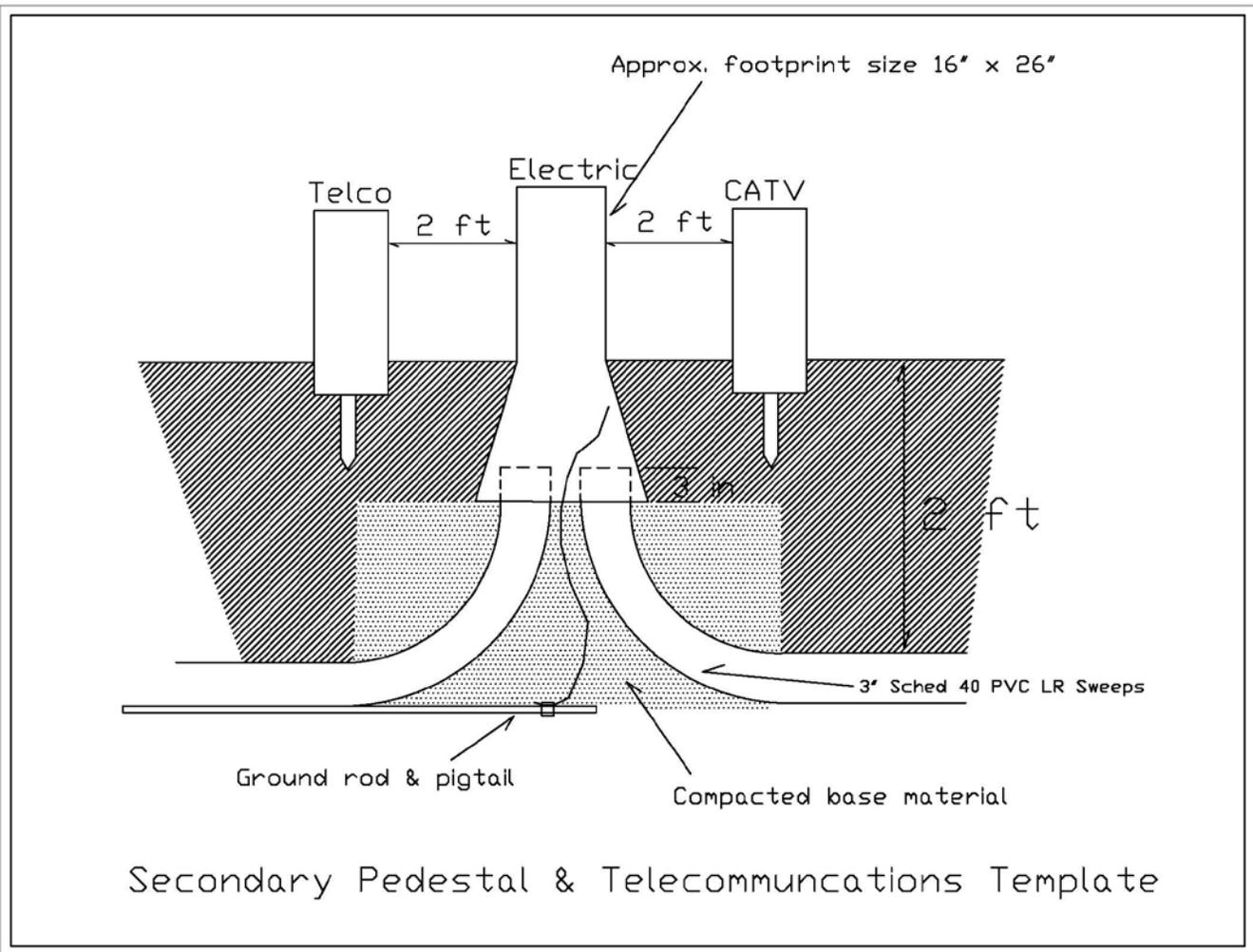
IF SUPPORT OR SHIELD SYSTEM IS NOT USED,
 MAXIMUM ALLOWABLE SLOPE FOR ALL TRENCHES
 LESS THAN 20 FT. DEEP WILL BE 1 1/2H : 1V.
 COMPLY w/ALL APPLICABLE SAFETY REQUIREMENTS



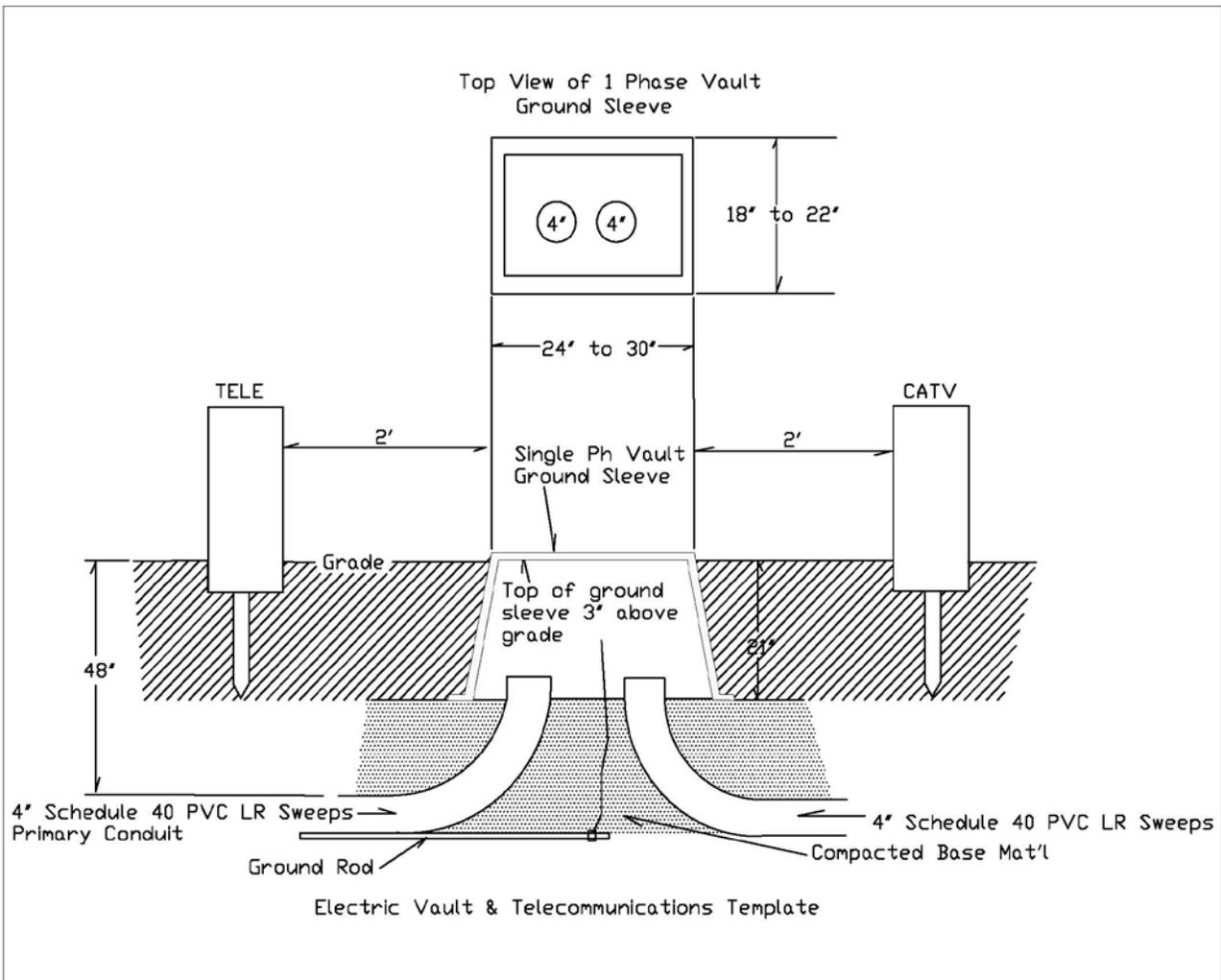
TYPICAL TRENCH DETAIL

IF SUPPORT OR SHIELD SYSTEM IS NOT USED,
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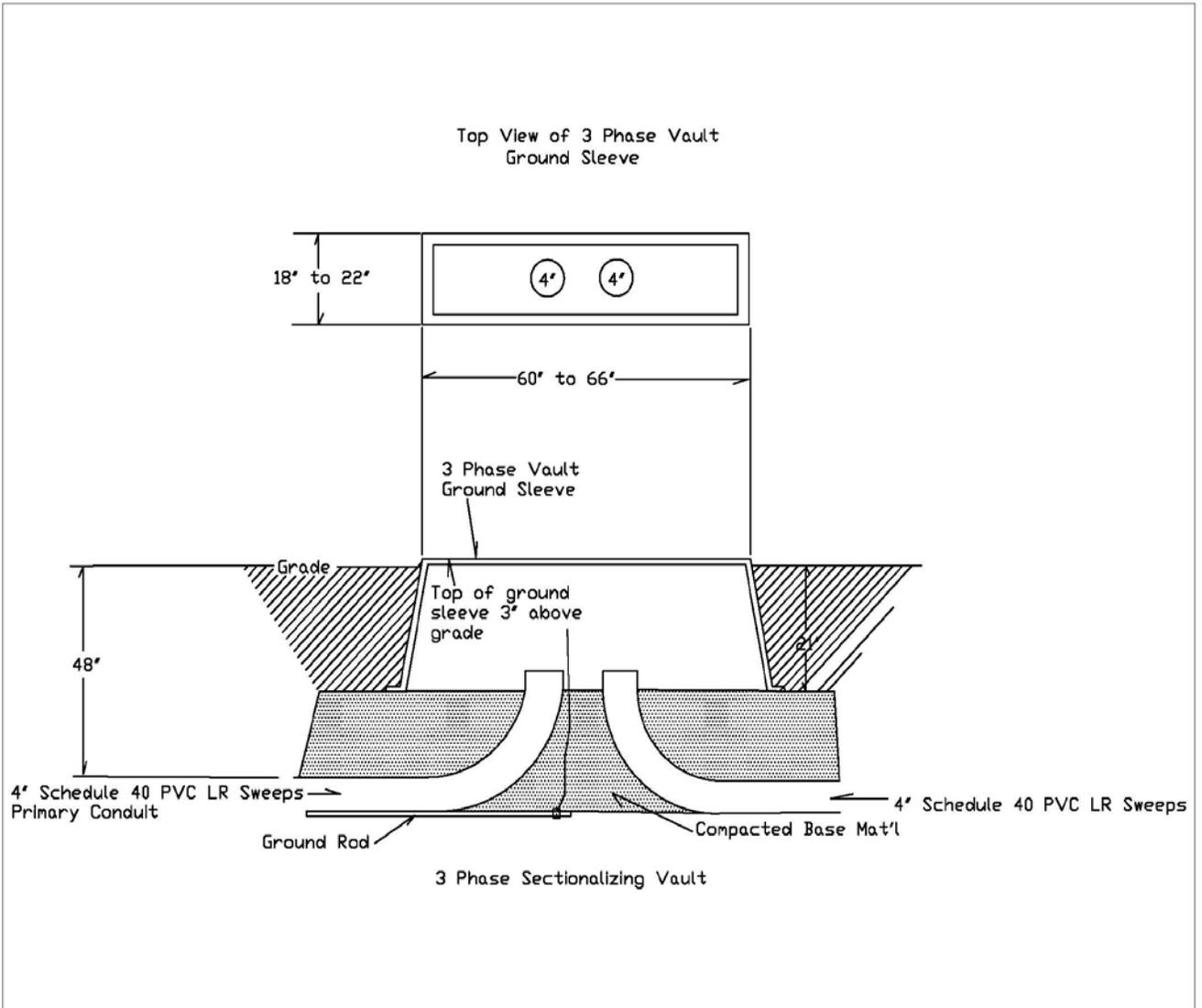
9.04 Secondary Pedestal Photograph (typical) and Installation Template



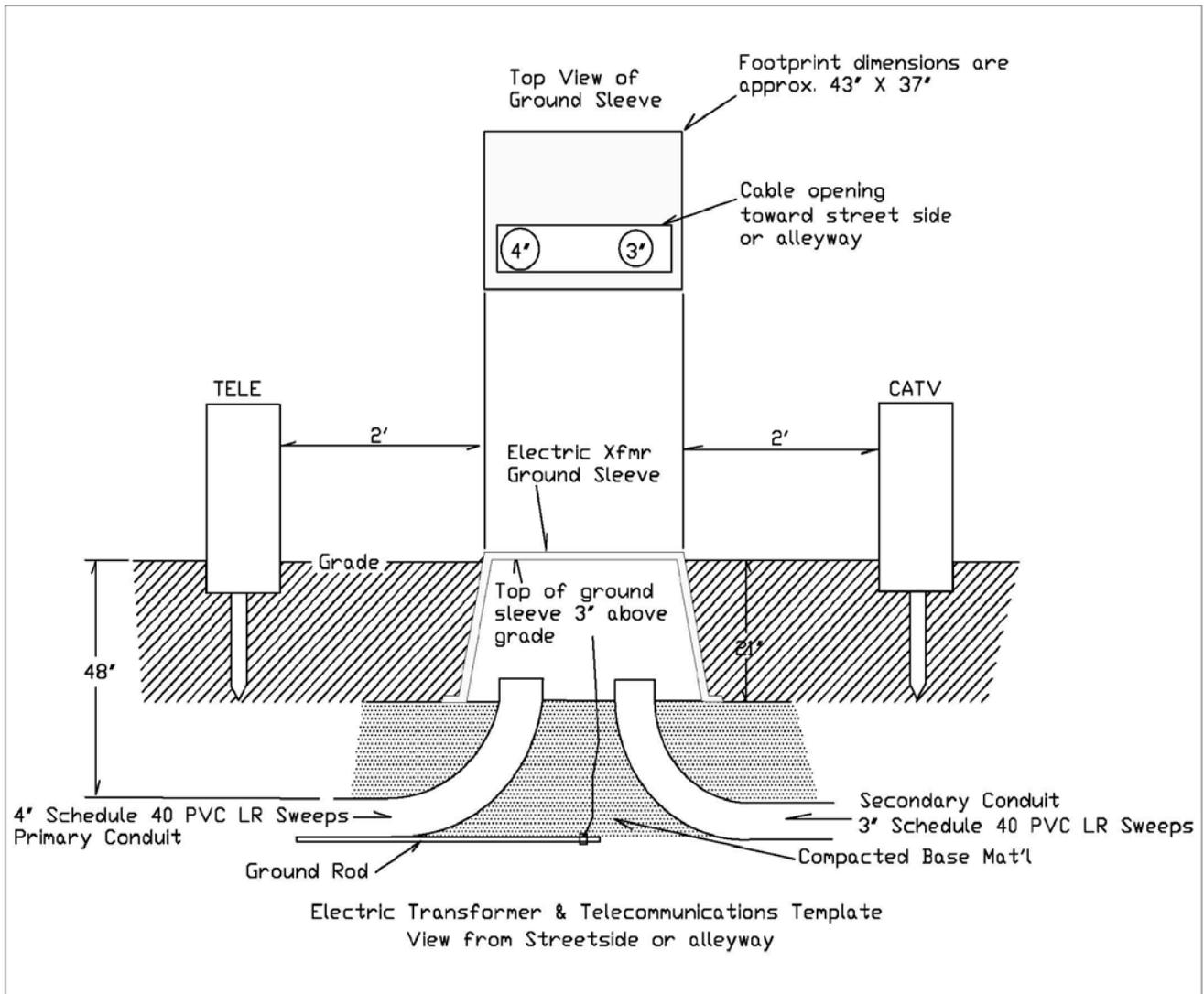
9.05 Single Phase Sectionalizing Cabinet Ground Sleeve Photo (typical) and Installation Template



9.06 Three-Phase Sectionalizing Cabinet Ground Sleeve Photograph (typical) and Installation Template



9.07 Padmount Transformer Box Pad Photograph (typical) and Installation Template



9.08 Overhead Communications Location Assignments on Utility Poles – Whenever possible, the attachment of overhead communications facilities on utility poles for current communications utilities operating in the City of Cody shall follow the following order:

- 1) Bresnan Communications – Attachment Point 40” below the lowest power attachment.
- 2) TCT West Communications – Attachment Point 12” to 14” below Bresnan attachment.
- 3) Qwest Communications – Attachment Point 12” to 14” below TCT West attachment.

**Section X
ELECTRICAL PERMITS**

ELECTRICAL PERMITS WILL BE ISSUED TO ELECTRICAL CONNTRACTORS HOLDING A CURRENT CITY OF CODY LICENSE. OWNERS OF SINGLE FAMILY DWELLINGS MAY BE ISSUED PERMIT. ALL PERMITS REQUIRE INSPECTIONS BASED ON THE CURRENT EDITION OF THE NATIONAL ELECTRICAL CODE.

SERVICE UPGRADES

- THRU 200 AMP \$25.00
- OVER 200 AMP \$50.00

NEW SINGLE & TWO FAMILY DWELLINGS

- INCLUDES PERMANENT SERVICE, ROUGH-IN, AND FINAL INSPECTIONS. \$50.00

DWELLING ADDITIONS

- WITH NEW SERVICE UPGRADE \$50.00
- NOT REQUIRING NEW SERVICE \$25.00

REINSPECTIONS:

- REQUIRING REMOVAL OF RED TAGS \$25.00

COMMERCIAL WIRING PERMITS

INCLUDES PERMANENT SERVICE, ROUGH-IN AND FINAL INSPECTIONS.

FEES SHALL BE COMPUTED ON THE DOLLAR VALUE OF THE ELECTRICAL INSTALLATION, INCLUDING FIXTURES AND INSTALLATION COSTS THEREOF, AS FOLLOWS:

- MINIMUM PERMIT \$ 75.00
- \$5,001-\$25,000 \$100.00
- \$25,001-\$50,000 \$150.00
- \$50,001-\$100,000 \$250.00
- \$100,001 AND OVER \$250.00 FOR
THE FIRST \$100,000 PLUS \$1.00 FOR
EACH \$1,000 OVER

REINSPECTIONS:

- REQUIRING REMOVAL OF RED TAGS \$ 50.00

Section XI

NET METERING POLICY

11.01 - General Information

The City of Cody Electric Division allows net metering installations for renewable energy sources with a maximum capacity of 25 kW. Any request for larger installations will have to be cleared through the Wyoming Municipal Power Agency as well as the City Council. Cody is a member of WMPA and as such, is bound to an all-requirements power contract with WMPA. Larger installations must negotiate an agreement with WMPA for installation on the City Electrical Distribution System. If a larger system is being contemplated by a customer, contact information for WMPA can be obtained from the Administrative Services Department at Cody City Hall.

11.02 - Metering Requirements

1. The City of Cody will supply a dual reading meter to allow measurement of both City supplied electrical service and customer supplied excess electrical energy that is fed back onto the City's distribution system. The Customer will be billed for the cost of the meter by the City.
2. The customer shall provide an automatic disconnect device that will prevent backflow of power onto the City's electrical grid in the event that City service to the meter is interrupted. This device should provide a visible open point to verify that the renewable energy source or customer generation equipment is not backfeeding power onto the City grid. If the automatic disconnect device does not provide a visible open, a manual disconnect device must be installed that will provide the visible open.

11.03 - Net Metering Energy Reconciliation

1. Both registers on the dual reading meter will be read each month. The energy generated by the customer shall be deducted from the energy supplied to the customer by the City and the customer will be billed or credited with the difference at the retail rate.

Section XII

SECURITY LIGHTING POLICY

12.01 - General Information

The City of Cody will provide unmetered security lighting for customers for residential or commercial use under the following guidelines:

12.02 - Security Light Applications Procedures

1. Security light installation requests must be submitted in writing to Administrative Service with the following information provided with the request:
 - a. Name and contact information for customer requesting the light.
 - b. Site plan showing location of requested security light
 - c. Size (in watts) of requested light
 - d. Orientation of security light (direction light arm will point)

e. Requested date for installation of light

12.03 Customer Responsibilities

1. Customers requesting unmetered security lights shall be responsible for:

- a. Full cost of material and installation of the security light, pole if required and wiring.
- b. Monthly charge based on the wattage rating of the security light as listed in Article III Section 9-13 (f) of the City Ordinance.
- c. Notification to the City of Cody when repairs are required for the security light. Such notification should be made to Administrative Services at the Cody City hall. Administrative Services shall then issue a service order to the Electric Division for repair of the security light.

12.04 The City of Cody Responsibilities

1. The City of Cody will:

- a. Provide a written estimate of the material and installation costs associated with the security light after receiving a security light request.
- b. Perform all necessary repairs to the security light at no cost to the customer upon receiving a service order from City Hall for repair of the security light.
- c. Retain ownership of the security light and any other material or equipment required for installation of the security light.

MEETING DATE: JANUARY 4, 2011
DEPARTMENT: PUBLIC WORKS
PREPARED BY: BERT POND
DEPT. DIR. APPROVAL: _____
CITY ADM. APPROVAL: _____
PRESENTED BY: STEVE PAYNE

AGENDA ITEM SUMMARY REPORT

Electric Rate Ordinance 2011-01

BACKGROUND

At the WMPA November Board Meeting, the WMPA Board of Directors decided that the wholesale electric rates to their municipal members will have to be raised. The increase was required for the following reasons:

- 1) Economic conditions that reduce the cost of surplus power sales and therefore revenue to the agency.
- 2) Rate increases to WMPA from the Western Area Power Administration for transmission service. This is primarily due to the transmission requirements when Dry Fork Station goes on line in June of 2011.

In January of 2011, WMPA will raise the composite wholesale mill rate from approximately \$0.050 per kWhr to \$0.055 per kWhr. Attached to this summary report is the new rate ordinance, showing the proposed new retail electric rates.

If this rate increase is approved, it will represent an average percent increase for an aggregate of all customers of 5.76%.

SUMMARY

The wholesale cost of power to the City over the next year will be approximately \$600,000 to \$650,000 higher than last year. The average monthly increase for each class of customer is estimated as follows:

<u>Customer Class</u>	<u>Average Bill-Current Rates</u>	<u>Average Bill-New Rates</u>	<u>Increase</u>
Residential	\$67.05	\$70.38	\$3.33
Small Commercial	\$156.98	\$162.17	\$5.19
Large Commercial	\$1,288.34	\$1,383.05	\$94.71

Please see the attached sheet that outlines changes in a range of current customers' bills if the new rate is applied. Also attached is the letter from WMPA notifying the City of the wholesale power rate increase to take effect January 1, 2011. On the tariff sheet on the second page of the letter, the new tariff's involve an increase to both the demand charge that we pay as well as the wheeling charge for transmission services for power delivery. The demand charge and a portion of the wheeling charge are applied to the demand charge category and therefore required the increase in our demand charge to commercial customers.

AGENDA ITEM NO. _____

FISCAL IMPACT

This increase will provide the additional revenues to cover the increased wholesale power purchase costs.

ALTERNATIVES

- 1) Increase retail electric rates as presented in the rate ordinance 2011-01.
- 2) Increase retail electric rates as modified by the City Council.
- 3) Leave the retail electric rates as they are currently configured. This will mean that we will not make sufficient revenues to cover power purchases from WMPA and will need to cover the shortfall out of reserves. This will mean a draw of approximately \$60,000 per month from current reserves which stand at \$1,742,591.00. By council action, this amount is at the required minimum level.

RECOMMENDATION

It is the recommendation of the City of Cody Public Works staff that the City adopt the new electric rate ordinance 2011-01 to become effective on March 1, 2011.

ATTACHMENTS

- 1) Electric Rate Ordinance 2011-01
- 2) City Customer Bill Comparisons – Old vs. New
- 3) WMPA Memo – Notification of Rate Increase

ORDINANCE 2011-01

AN ORDINANCE AMENDING THE HEREIN BELOW IDENTIFIED SECTIONS OF CHAPTER 9, ARTICLE III, OF THE CODY CITY CODE TO MODIFY ELECTRICAL RATES.

Article III, Section 9-13 shall be hereby amended as follows:

Sec. 9-13. Schedule of rates.

(a) Residential service rate.

(1) The rates to be charged for domestic purposes shall be as follows:

(i) For electrical usage billed after ~~February~~ March 1, 2011

A. Each customer shall pay a monthly customer charge of \$14.~~9030~~;
and

B. Additionally, each customer shall pay \$0.~~089-088~~ per kilowatt-hour used per month as an energy charge.

(b) Commercial and miscellaneous service rate.

(1) The rates to be charged for commercial and miscellaneous purposes shall be as follows:

(i) For electrical usage billed after February 1, 2011

A. Each customer shall pay a monthly customer charge of \$~~41.00~~42.90,
and

B. Additionally, each customer shall pay \$0.~~089-084~~ per kilowatt-hour.

(c) Optional small commercial and miscellaneous service rate.

(1) The rates to be charged for the optional commercial and miscellaneous service rate shall be as follows:

For electrical usage after February 1, 2011

(i) Each customer shall pay a monthly customer charge of \$14.~~7054~~; and

(ii) Additionally, each customer shall pay \$0.~~133-132~~ per kilowatt-hour for all energy used per month as an energy charge.

(d) General service rate.

(1) The rates to be charged for those customers with demand meters shall be as follows:

(i) For electrical usage billed after February 1, 2011

A. Each customer shall pay a monthly customer charge of \$~~82.00~~85.80 and

B. Additionally, each customer shall pay \$0.~~0355-031~~ per kilowatt-hour for all energy used per month as an energy charge, and

C. Additionally, each customer shall pay a monthly demand charge of ~~\$9.50~~11.00 per kilowatt of demand as shown or computed from the readings of the City's demand meter installed at the customer's location for the fifteen-minute period of customer's greatest use during the billing period.

(2) Customers requesting or transferring service of more than two hundred amperes after May 14, 2001 shall be billed under this demand rate.

(3) The Public Works Director or his/her designee shall recommend to the Administrative Services Director the rate classification for new commercial customers requesting electrical service, based on the customer's energy and demand requirements.

(e) Irrigation rate.

(1) The rates to be charged for those customers with irrigation and pumping shall be as follows:

(2) For electrical usage after February 1, 2011

- A. Each customer shall pay an annual customer charge of ~~\$88.20~~87.47 for twenty-five horsepower or less.
- B. Each customer shall pay an annual customer charge of ~~\$147.25~~146.00 for everything over twenty-five horsepower.
- C. Additionally, each customer shall pay ~~\$0.059~~.0582 per kilowatt-hour for all energy used per month as an energy charge.

(f) Outdoor nighttime lighting.

The rates to be charged for those customers who have city installed outdoor lighting on City of Cody structures shall be as follows:

Security Light Watts	Charge per Month	Energy Rate Used
63 Watt	\$2.00 <u>1.91</u>	\$0.089/kWh
175 Watt	\$5.60 <u>5.29</u>	\$0.089/kWh
150 Watt	\$4.80 <u>4.54</u>	\$0.089/kWh
200 Watt	\$6.40 <u>6.05</u>	\$0.089/kWh
250 Watt	\$8.00 <u>7.46</u>	\$0.089/kWh
400 Watt	\$12.80 <u>12.10</u>	\$0.089/kWh
1000 Watt	\$32.00 <u>30.24</u>	\$0.089/kWh

This includes all energy costs and maintenance costs associated with each unit.

(g) Service Charges

The following charges apply to all levels of service in addition to any other charges.

Connection and Reconnection Charge:	
Normal Office Hours (7:30 a.m. to 5:00 p.m.)	\$25.00
Other than Normal Office Hours	\$110.00
Trouble Calls on Customer-Owned Equipment:	
Normal Office Hours (7:30 a.m. to 5:00 p.m.)	No Charge
Other than Normal Office Hours (for first two hours, actual labor costs for work in excess of two hours)	\$110.00
Temporary Service Connection:	
Single Phase and Three Phase	\$105.00

Returned Check Charge:	\$30.00
Utility Deposit:	
Residential	\$100.00
Commercial	\$200.00
Meter Testing:	
Testing of meters more than once at customer's request in a twelve month period, where meter is found to be accurate within two percent.	\$50.00

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF CODY, WYOMING;

PASSED ON FIRST READING _____

PASSED ON SECOND READING _____

PASSED, APPROVED AND ADOPTED
ON THIRD AND FINAL READING. _____

Nancy Tia Brown, Mayor

ATTEST:

Jenni Rosencranse,
Administrative Services Director