

City of Cody City Council

AGENDA

Tuesday, March 5, 2013 - 7:00 p.m. (Pre-Meeting 6:30 p.m. in Conference Room A)
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
Mayor's Recognitions and Announcements

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 of the Special Work Session Meeting from 2/14/13, and Regular Meeting Minutes from 2/19/13.
 - b. Approve vouchers and payroll in the amount of \$528,014.13.
 - c. Consider a request from the Cody Events Committee to close Sheridan Avenue between 9th and 14th Streets on Saturday, March 16th for the annual St. Patrick's Day Parade beginning at 3:30 p.m. contingent upon the Cody Events Committee providing liability insurance listing the City of Cody as an additional insured and consider a request to sponsor the parade fee of \$100.00.
 - d. Consider awarding Quote 2013-03 for 3/8" Chip Seal Aggregate to Harris Trucking and Construction Company for 2,940 tons of material in the amount of \$17.50 per ton, with a total price of \$51,450.
 - e. Consider authorizing the Mayor to sign a letter, on behalf of the Governing Body to the Department of Transportation, in support of SkyWest as an Essential Air Service (EAS) for the Yellowstone Regional Airport in Cody, Wyoming.
 - f. Consider authorizing the Mayor to sign a letter to Yellowstone Landscaping accepting their request to withdraw their bid on the Cody Stampede Grant project and to return their bid bond.
 - g. Consider awarding the Cody Stampede Grounds Bid 2013-02 to Sletten Construction in the amount of \$542,292 and authorize the Mayor to sign the Notice of Award, Notice to Proceed, and all applicable contract documents contingent upon the review and approval of the City Attorney.
2. 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.
3. Public Hearing
4. Conduct of Business
 - a. Consider a request from the Nature Conservancy to partner with the City of Cody to make improvements to the Belfry river access and the trails along the Shoshone River Way in advance of the 1st Annual Cody Wild

West River Fest and authorize the Mayor to sign a letter of support to include with the submission of the funding proposal.

Staff Reference: Rick Manchester, Parks, Public Facilities and Recreation Director

Spokesperson: Katherine Thomson, Northwest Wyoming Program Director, The Nature Conservancy

- b. **ORDINANCE 2013-04 THIRD AND FINAL READING AS AMENDED
AN ORDINANCE AMENDING TITLE 10, OF THE CITY OF CODY CODE BY ADDING A CHAPTER 20 – OFF STREET PARKING.**

Staff Reference: Todd Stowell, City Planner

- c. **ORDINANCE 2013-03 THIRD AND FINAL READING
AN ORDINANCE REPEALING SECTION 9-4 OF THE CITY OF CODY MUNICIPAL CODE.**

Staff Reference: Todd Stowell, City Planner

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

Upcoming Meetings

Special City Council Meeting: Thursday, March 14, 2013 @ 4:15 p.m. – Council Chambers

Regular City Council Meeting: Tuesday, March 19, 2013 @ 7:00 p.m. – Council Chambers

City of Cody
Council Proceedings
Thursday, February 14, 2013

A special meeting of the Cody City Council was held in the Council Chambers at City Hall in Cody, Wyoming on Thursday, February 14, 2013 at 4:30 p.m.

Present: Mayor Nancy Tia Brown, Council Members Donny Anderson, Bryan Edwards, Jerry Fritz, Landon Greer, Steve Miller and Stan Wolz, Jenni Rosencranse, City Administrator and Cindy Baker, Administrative Services Officer.

Absent: None

Mayor Brown called the meeting to order at 4:15 p.m.

Lincoln Reese with the Youth Girls Softball Association (YGSA) provided background on the YGSA and the board that has been running this program. Lincoln presented the idea to the Governing Body of the City taking over the Youth Girls Softball League. Rick Manchester, Parks, Public Facilities and Recreation Director provided information on how the program cash flow could work to be sustainable and how running this program is similar to soccer program that the City currently operates. Staff was directed to review the cost and bring more information to the next Thursday meeting.

The Governing Body reviewed the Council Agenda for February 19, 2013. No action was taken.

There being no further discussion, the meeting adjourned at 6:14 p.m.

Cindy Baker
Administrative Services Officer

Nancy Tia Brown
Mayor

**City of Cody
Council Proceedings
Tuesday, February 19, 2013**

A regular meeting of the Cody City Council was held in the Council Chambers at City Hall in Cody, Wyoming on Tuesday, February 19, 2013 at 7:00 p.m.

Present: Mayor Nancy Tia Brown, Council Members Steve Miller, Stan Wolz, Donny Anderson, Jerry Fritz and Landon Greer, City Administrator Jenni Rosencranse, City Attorney Scott Kolpitcke, and Administrative Services Officer, Cindy Baker.

Absent: Council Member Bryan Edwards.

Mayor Brown called the meeting to order at 7:00 p.m.

Council Member Miller made a motion seconded by Council Member Fritz to remove item g from the Consent Calendar and add this item onto the Conduct of Business and approve the agenda as amended. Vote was unanimous.

Mayor Brown recognized Maureen Harris and many other citizens who while being ambassadors for the City of Cody help promote and draw visitors to our community.

Council Member Miller made a motion seconded by Council Member Greer to approve the Consent Calendar as amended including approval of Minutes of the Special Work Session Meeting from 1/31/13, and Regular Meeting Minutes from 2/5/13, approve vouchers and payroll in the amount of \$1,461,195.45, appoint Council Member Wolz to the Park County Travel Council for a three year term ending March 2016, authorize the Mayor to sign and enter into a one-year agreement with the City of Cody and Becky Kinkade, Wild West Extravaganza, to conduct the July 4th event at City Park on July 2, 3, and 4 in 2013 and approve the street closures of 10th Street between Beck and Sheridan Avenues; and close the north side of Beck Avenue between 9th and 10th Streets for either vendors or vendor parking for the same event starting July 1st through July 4th, award bid 2013-01 to Western United Electric Supply in the amount of \$51,109.00 for distribution transformers for the Olive Glenn and Cedar Ridge Subdivisions Cable Replacement Project, approve an Encroachment Lease Agreement between the City of Cody and Red Canyon River Trips to park a van and boat trailer on the dirt portion of the public right of way on Beck Avenue from 12th Street to the first approach west of 12th Street from May 1 through September 30th, and authorize the Mayor to sign the agreement contingent upon the final review and approval of the City Attorney. Vote was unanimous.

During Public Comments, Paul Lanchbury spoke in reference to House Bill 200. T. Robert Moore inquired after previous remarks if there was a misunderstanding about the intention of the bill. City Attorney, Scott Kolpitcke read the bill and further explained the original intent of the bill.

At 7:23 pm Mayor Brown began the public hearing to determine if it is in the public interest to authorize the submission of an application to the Wyoming Business Council Business Ready Communities Program for a Community Enhancement Grant to purchase and install ADA compliant spectator seating for the Victor J. Riley Center. Jenni Rosencranse provided information on the grant application, while James Klessens, Forward Cody provided an overview of this project. Others speaking in favor of this grant application were Colin Simpson, Park County Arena Board representative. After calling for public comments three times and there being none further, Mayor Brown closed the public hearing at 7:31 pm.

RESOLUTION 2013-05

A RESOLUTION AUTHORIZING SUBMISSION OF APPLICATION TO THE WYOMING BUSINESS COUNCIL-BUSINESS READY COMMUNITIES PROGRAM FOR A COMMUNITY ENHANCEMENT GRANT.

Council Member Wolz made a motion seconded by Council Member Anderson to approve Resolution 2013-05 on second reading. Vote was unanimous.

Council Member Miller made a motion seconded by Council Member Fritz to authorize the Mayor and/or City Administrator or designee the authority to request law enforcement to issue trespass orders or removal of individuals from City buildings or facilities if deemed necessary. Voting in favor were Council Members Anderson, Miller, Fritz, Wolz and Mayor Brown. Opposed was Council Member Greer. Motion carried.

Council Member Fritz made a motion seconded by Council Member Anderson to approve a request from the Nature Conservancy to reserve City Park and close Beck Avenue between 9th and 10th Streets on Saturday, August 24th, 2013 for the first Cody Wild West River Fest. Vote was unanimous.

Council Member Greer recused himself from voting on Bid 2012-18 due to a conflict of interest and excused himself from the Council Chambers. Council Member Fritz made a motion seconded by Council Member Miller to award Bid 2012-18 to Cowan Construction in the amount of \$559,798.40 for the construction of a new Sanitation Shop Building to be located off 15th Street, as well as, authorize the Mayor to enter into and sign a contract between the City of Cody and Cowan Construction contingent upon review and approval by the City Attorney. Vote was unanimous.
Council Member Greer returned to the meeting.

RESOLUTION 2013-06

A RESOLUTION ESTABLISHING A POLICY FOR THE COMMUNITY FUNDING PROGRAM AND DESIGNATING A FUNDING SOURCE FOR REQUEST UNDER THE PROGRAM.

Council Member Fritz made a motion seconded by Council Member Wolz to approve Resolution 2013-06. Vote was unanimous.

ORDINANCE 2013-04 SECOND READING AS AMENDED

AN ORDINANCE AMENDING TITLE 10, OF THE CITY OF CODY CODE BY ADDING A CHAPTER 20 – OFF STREET PARKING.

Council Member Wolz made a motion seconded by Council Member Greer to amend Section 10-20-080 H-1 striking “provided, parking lots located immediately adjacent and contiguous and within one hundred forty (140) feet from US Highway 14/16/20, US Highway 14 Alternate or State Highway 120, shall be paved with concrete or asphalt concrete pavement”. Vote was unanimous. Amendment passed.

Council Member Fritz made a motion seconded by Council Member Greer to amend Section 10-20-080 H2 to remove the entire section. Voting in favor of the amendment were Council Members Greer, Anderson, Fritz, Wolz and Mayor Brown. Opposed was Council Member Miller. Amendment passed.

Council Member Greer made a motion seconded by Council Member Miller to amend Section 10-20-080 H-3 to strike “public street” and insert arterial or collector street. Vote was unanimous. Amendment passed.

Council Member Wolz made a motion seconded by Council Member Miller to approve Ordinance 2013-04 on second reading as amended. Vote was unanimous.

ORDINANCE 2013-03 SECOND READING

AN ORDINANCE REPEALING SECTION 9-4 OF THE CITY OF CODY MUNICIPAL CODE.

Council Member Anderson made a motion seconded by Council Member Fritz to approve Ordinance 2013-03 on second reading. Vote was unanimous.

ORDINANCE 2013-01 THIRD AND FINAL READING

AN ORDINANCE AMENDING TITLE 3, CHAPTER 2, ARTICLE II, SECTION 9 OF THE CITY OF CODY CODE: TYPES OF LICENSES AND PERMITS.

Council Member Fritz made a motion seconded by Council Member Wolz to approve Ordinance 2013-01 on third and final reading. Vote was unanimous.

ORDINANCE 2013-02 THIRD AND FINAL READING

AN ORDINANCE AMENDING TITLE 3, CHAPTER 2, ARTICLE II, SECTION 14 OF THE CITY OF CODY CODE: LICENSE FEES.

Council Member Anderson made a motion seconded by Council Member Fritz to approve Ordinance 2013-02 on third and final reading. Vote was unanimous.

There being no further business, Mayor Brown adjourned the meeting at 8:51 pm.

Cindy Baker
Administrative Services Officer

Nancy Tia Brown
Mayor

Vendor Name Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
3M							
123188							
	TP82331	SIGN SHEETING	02/06/2013	1,113.75	1,113.75	03/06/2013	
Total 123188:				1,113.75	1,113.75		
A-1 ELECTRIC							
200							
	6803	FIRST RESPONDER BATTERY	02/20/2013	28.48	28.48	03/06/2013	
Total 200:				28.48	28.48		
ACE HARDWARE							
2390							
	250537	NUTS & BOLTS	02/08/2013	4.96	4.96	03/06/2013	
	250556	SPRINKLER REPAIR	02/08/2013	7.67	7.67	03/06/2013	
	250564	MATERIALS & SUPPLIES	02/08/2013	26.26	26.26	03/06/2013	
	250593	MATERIALS & SUPPLIES	02/09/2013	21.99	21.99	03/06/2013	
	250622	EXTENSION CORD - RECYCLE	02/11/2013	43.99	43.99	03/06/2013	
	250668	REPAIR FURNACE - PARKS SH	02/11/2013	5.96	5.96	03/06/2013	
	250689	STEP REPAIRS	02/12/2013	5.99	5.99	03/06/2013	
	250710	SHOP REPAIRS	02/12/2013	30.94	30.94	03/06/2013	
	250763	MATERIALS & SUPPLIES	02/13/2013	7.49	7.49	03/06/2013	
	250780	SHOP SUPPLIES	02/13/2013	10.98	10.98	03/06/2013	
	250793	CONCRETE MIX	02/13/2013	246.62	246.62	03/06/2013	
	250795	CREDIT FOR CONCRETE MIX	02/13/2013	246.62	246.62	03/06/2013	
	250796	CONCRETE MIX	02/13/2013	246.62	246.62	03/06/2013	
	250829	REPAIR PLAYGROUND EQUIPM	02/13/2013	9.98	9.98	03/06/2013	
	250882	THERMOSTAT - DRAW ST	02/14/2013	18.99	18.99	03/06/2013	
	250893	THERMOSTAT - DRAW ST	02/14/2013	18.99	18.99	03/06/2013	
	251091	SIGN STAND CASTERS	02/19/2013	32.96	32.96	03/06/2013	
	251127	THERMOSTAT - DRAW ST	02/19/2013	37.98	37.98	03/06/2013	
Total 2390:				531.75	531.75		
ADVANCED INFO SYSTEMS							
129162							
	10283	CYCLE 1 OUTSOURCE BILLS	02/15/2013	424.66	424.66	03/06/2013	
	10294	CYCLE 2 OUTSOURCE BILLS	02/21/2013	199.78	199.78	03/06/2013	
Total 129162:				624.44	624.44		
ALSCO							
126551							
	904457	RUGS - CITY HALL	02/12/2013	50.63	50.63	03/06/2013	
Total 126551:				50.63	50.63		
AMERICAN WELDING & GAS, INC.							
128592							
	02114573	CYLINDER RENTAL	02/14/2013	31.85	31.85	03/06/2013	
Total 128592:				31.85	31.85		
BEAR CO, INC							
1010							
	170331	TIRES A103	12/26/2012	356.00	356.00	03/06/2013	

Vendor Name Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
	170447	TIRES K05	01/02/2013	216.00	216.00	03/06/2013	
	170516	INVENTORY TIRE	01/07/2013	395.50	395.50	03/06/2013	
	170747	LUGNUT	01/21/2013	11.99	11.99	03/06/2013	
	170792	TIRES (2) E06	01/23/2013	359.34	359.34	03/06/2013	
	170935	GRADER TIRES (4)	02/01/2013	6,963.12	6,963.12	03/06/2013	
Total 1010:				8,301.95	8,301.95		
BIG HORN PAINT							
1180							
	0057339	REPAIR HOOPS - NEILSEN PAR	02/13/2013	55.18	55.18	03/06/2013	
Total 1180:				55.18	55.18		
BIG HORN WHOLESALE							
1210							
	5254	SPRAY BOTTLES	10/31/2012	25.05	25.05	03/06/2013	
	6489	SUPPLIES	02/20/2013	111.32	111.32	03/06/2013	
	6540	MATERIAL & SUPPLIES	02/18/2013	98.98	98.98	03/06/2013	
Total 1210:				235.35	235.35		
BLOEDORN LUMBER							
1590							
	966301	REPAIR BLEACHERS / SHELVIN	02/12/2013	57.60	57.60	03/06/2013	
	966301	REPAIR BLEACHERS / SHELVIN	02/12/2013	129.60	129.60	03/06/2013	
	969868	UTILITY KNIFE	02/15/2013	12.99	12.99	03/06/2013	
Total 1590:				200.19	200.19		
BLUE CROSS BLUE SHIELD OF WY							
1360							
	021913	INSURANCE PREMIUM	02/19/2013	385.81	385.81	03/06/2013	
	021913	INSURANCE PREMIUM	02/19/2013	103,459.60	103,459.60	03/06/2013	
Total 1360:				103,845.41	103,845.41		
BOBCAT OF BIG HORN BASIN, INC.							
128623							
	5754	CAB FILTER - BOBCAT G06	02/05/2013	24.63	24.63	03/06/2013	
	5813	WIPER REPAIR	02/14/2013	14.80	14.80	03/06/2013	
Total 128623:				39.43	39.43		
BOONE'S MACHINE SHOP							
1400							
	52625	PIPE STAND MATERIALS	02/11/2013	38.95	38.95	03/06/2013	
Total 1400:				38.95	38.95		
BOOT BARN, INC							
128267							
	153708	UNIFORMS - EL DEPT - FR Shirts (21)	02/14/2013	1,163.10	1,163.10	03/06/2013	
	CM00019789	CREDIT FOR RETURN / OVERP	10/23/2012	8.80-	8.80-	03/06/2013	
	CM00020216	CREDIT FOR RETURN / OVERP	11/15/2012	90.98-	90.98-	03/06/2013	
	IVC0033414	UNIFORMS - BOOTS - STEVE T	12/17/2012	169.99	169.99	03/06/2013	
	IVC0033771	UNIFORMS - DANE AUSTIN	12/31/2012	171.49	171.49	03/06/2013	

Vendor Name Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
Total 128267:				1,404.80	1,404.80		
BRESNAN COMMUNICATIONS							
123538							
	020413-PD	INTERNET - PD	02/04/2013	68.10	68.10	03/06/2013	
	021513-SHOP	INTERNET - SHOP	02/15/2013	149.95	149.95	03/06/2013	
	022013-CH	INTERNET - CITY HALL	02/20/2013	99.95	99.95	03/06/2013	
Total 123538:				318.00	318.00		
C & C WELDING							
1690							
	15886	TAIL GATE REPAIR C06	02/13/2013	9.10	9.10	03/06/2013	
	15896	SIGN SHOP RACK	02/15/2013	167.58	167.58	03/06/2013	
	15897	VENTS FOR VAULT TOILET RE	02/22/2013	53.80	53.80	03/06/2013	
	15901	City Hall STAIRWELL ENCLOSURE	2/15/2013	2,297.63		2,297.63	03/06/2013
	15911	GUSSETS FOR TANK C02	02/21/2013	179.10	179.10	03/06/2013	
Total 1690:				2,707.21	2,707.21		
CENTURY LINK							
10091							
	021913	PHONE CHARGES	02/19/2013	744.99	744.99	03/06/2013	
Total 10091:				744.99	744.99		
CITY OF CODY							
2260							
	022113	UTILITIES	02/21/2013	2,908.23	2,908.23	03/06/2013	
	022113	UTILITIES	02/21/2013	75.82	75.82	03/06/2013	
	022113	UTILITIES	02/21/2013	1,165.94	1,165.94	03/06/2013	
	022113	UTILITIES	02/21/2013	4,300.04	4,300.04	03/06/2013	
	022113	UTILITIES - REC CENTER	02/21/2013	2,575.83	2,575.83	03/06/2013	
	022113	UTILITIES - REC CENTER	02/21/2013	7,727.51	7,727.51	03/06/2013	
	022113	UTILITIES	02/21/2013	1,793.17	1,793.17	03/06/2013	
	022113	UTILITIES	02/21/2013	1,942.95	1,942.95	03/06/2013	
	022113	UTILITIES	02/21/2013	1,561.49	1,561.49	03/06/2013	
	022113	UTILITIES	02/21/2013	511.13	511.13	03/06/2013	
	022113	UTILITIES	02/21/2013	4,354.84	4,354.84	03/06/2013	
Total 2260:				28,916.95	28,916.95		
CODY CAB							
129079							
	021413	TIPSY TAXI VOUCHERS (11-12)	03/06/2013	35.00	35.00	03/06/2013	
	021413	TIPSY TAXI VOUCHERS (12-13)	03/06/2013	154.00	154.00	03/06/2013	
	021413	TIPSY TAXI VOUCHERS (11-12)	03/06/2013	21.00	21.00	03/06/2013	
	021413	TIPSY TAXI VOUCHERS (12-13)	03/06/2013	140.00	140.00	03/06/2013	
	022013	TIPSY TAXI VOUCHERS (12-13)	02/20/2013	175.00	175.00	03/06/2013	
Total 129079:				525.00	525.00		
CODY RACQUETBALL CLUB							
129626							
	020413	RQTBALLS, Blue Qty 3	02/04/2013	89.57	89.57	03/06/2013	100109

Vendor Name Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
Total 129626:				89.57	89.57		
CODY WINNELSON COMPANY							
2850							
	124699-00	GALV FITTINGS	02/01/2013	12.96	12.96	03/06/2013	
Total 2850:				12.96	12.96		
CRUM ELECTRIC							
3300							
	1400929-00	Conduit, 3" PVC - 3' radius 90	12/12/2012	14.78	14.78	03/06/2013	CONPVC390
	1418431-00	BALLASTS FOR REC CENTER	02/13/2013	17.48	17.48	03/06/2013	
	1420035-00	SAFETY SUPPLIES	02/19/2013	34.95	34.95	03/06/2013	
Total 3300:				67.21	67.21		
CUMMINS - ROCKY MT LLC							
123018							
	004-58705	ENGINE HEATER - East Lift Station GENERATOR	02/12/2013	192.76	192.76	03/06/2013	
Total 123018:				192.76	192.76		
CUSTOM DELIVERY SERVICE							
3343							
	166461	DELIVERY - PARTS	01/31/2013	45.54	45.54	03/06/2013	
	166461	DELIVERY - PARTS	01/31/2013	45.54	45.54	03/06/2013	
Total 3343:				91.08	91.08		
DANA KEPNER COMPANY							
3410							
	8123536-00	METER ADAPTORS	02/14/2013	116.62	116.62	03/06/2013	
Total 3410:				116.62	116.62		
DOLLARD, JUSTIN							
129368							
	525337-1	REIMBURSE FOR UNIFORMS	02/01/2013	99.98	99.98	03/06/2013	
	525337-1	REIMBURSE FOR UNIFORMS	02/01/2013	49.98	49.98	03/06/2013	
Total 129368:				149.96	149.96		
EASTECH FLOW CONTROLS, INC							
129630							
	0000016159	FIRST RESPONDER REPAIR	02/19/2013	877.69	877.69	03/06/2013	
Total 129630:				877.69	877.69		
ECOLAB PEST ELIM. DIV.							
128686							
	9026407	PEST CONTROL - AUDITORIUM	02/11/2013	70.00	70.00	03/06/2013	
Total 128686:				70.00	70.00		
ENERGY WEST							

Vendor Name Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
2630							
	021113	UTILITIES	02/11/2013	441.23	441.23	03/06/2013	
	021113	UTILITIES	02/11/2013	1,174.33	1,174.33	03/06/2013	
	021113	UTILITIES	02/11/2013	1,936.34	1,936.34	03/06/2013	
	021113	UTILITIES	02/11/2013	446.09	446.09	03/06/2013	
	021113	UTILITIES	02/11/2013	633.00	633.00	03/06/2013	
	021113	UTILITIES	02/11/2013	502.81	502.81	03/06/2013	
	021513	UTILITIES	02/15/2013	620.67	620.67	03/06/2013	
Total 2630:				5,754.47	5,754.47		
ENNIS TRAFFIC SAFETY SOLUTIONS							
4145							
	10243051	STREET PAINT	02/15/2013	26,751.45	26,751.45	03/06/2013	
Total 4145:				26,751.45	26,751.45		
FARM PLAN CORPORATION							
4210							
	1041532	ANTI FREEZE TANK - PARKS M	02/20/2013	39.96	39.96	03/06/2013	
Total 4210:				39.96	39.96		
FASTENAL COMPANY 01WYCDY							
126018							
	WYCDY45782	DOOR CLOSURE REFUND	02/11/2013	118.78-	.00		
	WYCDY45782	DOOR CLOSURE - SR. CENTER	02/11/2013	118.78	.00		
	WYCDY45856	EL CORD / EYEWASH STATION	02/07/2013	87.92	87.92	03/06/2013	
	WYCDY45910	IRRIGATION MARKING PAINT	02/12/2013	120.42	120.42	03/06/2013	
	WYCDY45936	METER INSTALL SUPPLIES	02/13/2013	24.09	24.09	03/06/2013	
	WYCDY45949	NUTS & BOLTS	02/13/2013	8.24	8.24	03/06/2013	
	WYCDY45961	BOLTS	02/14/2013	.69	.69	03/06/2013	
	WYCDY46025	SUPPLIES FOR GRINDER	02/19/2013	15.77	15.77	03/06/2013	
	WYCDY46086	SAFETY SUPPLIES	02/21/2013	7.91	7.91	03/06/2013	
	WYCDY46095	SUPPLIES	02/22/2013	2.22	2.22	03/06/2013	
Total 126018:				267.26	267.26		
GDA ENGINEERS							
4620							
	00002-02/12/1	SURVEY - CITY VALLEY VIEW L	02/12/2013	1,299.50	1,299.50	03/06/2013	
Total 4620:				1,299.50	1,299.50		
GLANZ, BILL							
129629							
	13291012	REFUND CREDIT BALANCE	02/20/2013	71.18	71.18	03/06/2013	
Total 129629:				71.18	71.18		
GRIZZLY FIREWOOD							
129604							
	124	SNOW REMOVAL - HANDICAP	02/18/2013	160.50	160.50	03/06/2013	
Total 129604:				160.50	160.50		

Vendor Name Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
HD SUPPLY POWER SOLUTIONS, LTD							
6730							
	2174171-01	VAULT, 3 PHASE FUSE CABINE	02/11/2013	3,060.00	3,060.00	03/06/2013	VLT3FC
	2201886-00	NEW SERVICES	02/11/2013	90.05	90.05	03/06/2013	
Total 6730:				3,150.05	3,150.05		
HEARTLAND PAPER COMPANY							
128769							
	G260012-1	SQUEEGEE BLADE FOR SCRU	02/14/2013	59.00	59.00	03/06/2013	
Total 128769:				59.00	59.00		
HOMAX OIL SALES, INC.							
129090							
	CL42865-IN	FUEL - PD	01/31/2013	3,263.79	3,263.79	03/06/2013	
	CL42866-IN	FUEL - PARKS	01/31/2013	485.04	485.04	03/06/2013	
	CL42866-IN	FUEL - PARKS	01/31/2013	100.06	100.06	03/06/2013	
	CL42866-IN	FUEL - WATER DEPT	01/31/2013	66.47	66.47	03/06/2013	
	CL42866-IN	FUEL - ELECTRIC	01/31/2013	83.14	83.14	03/06/2013	
	CL42866-IN	FUEL - ELECTRIC	01/31/2013	52.36	52.36	03/06/2013	
	CL42868-IN	FUEL - SKI BUS	01/31/2013	634.80	634.80	03/06/2013	
	CL42868-IN	FUEL - REC CENTER	01/31/2013	37.34	37.34	03/06/2013	
	CL42869-IN	FUEL - PD	01/31/2013	29.25	29.25	03/06/2013	
Total 129090:				4,752.25	4,752.25		
HOPKINS LIFE AND SAFETY							
5080							
	81002	FIRST AID SUPPLIES	01/15/2013	49.11	49.11	03/06/2013	
	81002	FIRST AID SUPPLIES	01/15/2013	49.12	49.12	03/06/2013	
	81002	FIRST AID SUPPLIES	01/15/2013	49.11	49.11	03/06/2013	
	81002	FIRST AID SUPPLIES	01/15/2013	49.12	49.12	03/06/2013	
Total 5080:				196.46	196.46		
HOTSY WY-MONT							
5100							
	4952	HOTSY HOSE	02/13/2013	45.45	45.45	03/06/2013	
	4952	HOTSY HOSE	02/13/2013	45.45	45.45	03/06/2013	
	4952	HOTSY HOSE	02/13/2013	45.45	45.45	03/06/2013	
	4952	HOTSY HOSE	02/13/2013	45.45	45.45	03/06/2013	
Total 5100:				181.80	181.80		
I STATE TRUCK CENTER							
126019							
	C251126794:0	REPAIR PARTS - C02, C06	02/06/2013	78.03	78.03	03/06/2013	
Total 126019:				78.03	78.03		
ICMA RETIREMENT-457-#303143							
5170							
	730495	Contributions	02/15/2013	5,937.69	5,937.69	02/15/2013	
Total 5170:				5,937.69	5,937.69		

Vendor Name Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
INTERMOUNTAIN SWEEPER CO.							
5340	89649	SWITCH - F01 SWEEPER	02/07/2013	63.06	63.06	03/06/2013	
Total 5340:				63.06	63.06		
INTERNATIONAL CODE COUNCIL							
124774	INV0248869	STUDY MATERIAL (ADA)	02/08/2013	53.00	53.00	03/06/2013	
Total 124774:				53.00	53.00		
126714	INV0250787	CODE REFERENCE MATERIAL	02/13/2013	49.95	49.95	03/06/2013	
Total 126714:				49.95	49.95		
MCCLELLAND, MELINDA							
129628	3151039	REFUND UTILITY DEPOSIT	02/19/2013	48.81	48.81	03/06/2013	
Total 129628:				48.81	48.81		
MOUNTAIN STATES PIPE & SUPPLY							
127866	307737-00	Itron 60W ERT, w/plug	02/14/2013	13,320.00	13,320.00	03/06/2013	1212-W
	307737-00	FREIGHT	02/14/2013	69.00	69.00	03/06/2013	
Total 127866:				13,389.00	13,389.00		
MOUNTAIN WEST INC							
6930	023822	GIRLS / WOMENS SPORT DAY	02/05/2013	937.18	937.18	03/06/2013	
	023831	UNIFORMS - JOE GARDNER	02/06/2013	256.05	256.05	03/06/2013	
	023877	UNIFORMS	02/21/2013	102.23	102.23	03/06/2013	
	023877	UNIFORMS	02/21/2013	102.23	102.23	03/06/2013	
Total 6930:				1,397.69	1,397.69		
NORTHWEST PIPE							
7400	172031-1	CHICKSAN FITTINGS - WATER TANK	02/18/2013	700.00	700.00	03/06/2013	
	185714	FIRE HYDRANT REPAIRS	02/11/2013	233.66	233.66	03/06/2013	
	185747	FIRE HYDRANT REPAIRS	02/11/2013	132.15	132.15	03/06/2013	
Total 7400:				1,065.81	1,065.81		
O'REILLY AUTOMOTIVE, INC.							
128494	3726200273	WHEEL SEALS - K03	01/21/2013	15.62	15.62	03/06/2013	
Total 128494:				15.62	15.62		
PARK COUNTY							
7670	976	LEC CONTRACT	02/24/2013	27,104.41	27,104.41	03/06/2013	
	976	LEC UTILITIES	02/24/2013	933.54	933.54	03/06/2013	

Vendor Name Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
Total 7670:				28,037.95	28,037.95		
PLAN ONE ARCHITECTS							
7980							
	02/15/13 - 4	SANITATION BUILDING	02/15/2013	1,250.00	1,250.00	03/06/2013	
Total 7980:				1,250.00	1,250.00		
RESPOND FIRST AID SYSTEMS							
128365							
	125489	SAFETY SUPPLIES AED UPDAT	02/12/2013	168.00	168.00	03/06/2013	
Total 128365:				168.00	168.00		
ROCKY MOUNTAIN POWER							
7570							
	021813	UTILITIES	02/18/2013	46.07	46.07	03/06/2013	
	021813	UTILITIES	02/18/2013	265.02	265.02	03/06/2013	
Total 7570:				311.09	311.09		
S & S AUDIO - VIDEO INC							
8840							
	10070544	SCORE BOARD REPAIR	02/08/2013	56.95	56.95	03/06/2013	
Total 8840:				56.95	56.95		
S & S WORLDWIDE INC							
124166							
	10707932	CREDIT FOR GYM BALLS	01/31/2013	70.00-	.00		
Total 124166:				70.00-	.00		
SHOSHONE OFFICE SUPPLY							
9140							
	0094413	COPIER PAPER (50 CASES)	02/07/2013	1,925.00	1,925.00	03/06/2013	
	0094447	OFFICE SUPPLIES	02/07/2013	8.62	8.62	03/06/2013	
	0094489	OFFICE SUPPLIES	02/12/2013	145.95	145.95	03/06/2013	
	0094494	OFFICE SUPPLIES	02/11/2013	20.40	20.40	03/06/2013	
	0094500	SUPPLIES	02/12/2013	122.99	122.99	03/06/2013	
	0094510	TONER	02/12/2013	90.99	90.99	03/06/2013	
	0094641	PAPER CUTTER	02/14/2013	21.93	21.93	03/06/2013	
	0094641	PAPER CUTTER	02/14/2013	21.93	21.93	03/06/2013	
	0094641	PAPER CUTTER	02/14/2013	21.93	21.93	03/06/2013	
	0094641	PAPER CUTTER	02/14/2013	21.94	21.94	03/06/2013	
	0094662	SUPPLIES	02/14/2013	25.09	25.09	03/06/2013	
	0094799	MATERIAL & SUPPLIES	02/20/2013	11.60	11.60	03/06/2013	
Total 9140:				2,438.37	2,438.37		
SITZ III, ALEX H.							
129379							
	13806	PROFESSIONAL FEES	02/22/2013	293.45	293.45	03/06/2013	
Total 129379:				293.45	293.45		

Vendor Name Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
SKINNER, JULIE							
129627							
	291106	REC CENTER REFUND	02/07/2013	70.00	70.00	03/06/2013	
Total 129627:				70.00	70.00		
SPECTRA ASSOCIATES, INC							
128499							
	33007-F	OFFICIAL CITY MINUTE BOOK	02/19/2013	121.80	121.80	03/06/2013	
Total 128499:				121.80	121.80		
STEWART'S MERCANTILE							
127774							
	2734-54	MEETING EXPENSE	02/14/2013	171.00	171.00	03/06/2013	
Total 127774:				171.00	171.00		
THE UPS STORE							
6240							
	08889	EVIDENCE SHIPPING	02/12/2013	18.68	18.68	03/06/2013	
Total 6240:				18.68	18.68		
TITAN ACCESS							
128471							
	1C14649	MOWER REPAIR	02/12/2013	112.97	112.97	03/06/2013	
Total 128471:				112.97	112.97		
ULINE							
128826							
	49063824	OFFICE SUPPLIES	02/05/2013	173.58	173.58	03/06/2013	
Total 128826:				173.58	173.58		
USA BLUE BOOK							
10127							
	880678	MANHOLE GUARD	02/08/2013	207.97	207.97	03/06/2013	
	880678	REMOVE SALES TAX (TAX EXE	02/08/2013	6.00-	6.00-	03/06/2013	
Total 10127:				201.97	201.97		
WAL MART COMMUNITY BRC							
10330							
	02753	OFFICE SUPPLIES	02/12/2013	17.29	17.29	03/06/2013	
	02754	TARPS FOR GYMNASTICS	02/12/2013	39.76	39.76	03/06/2013	
	04488	ASAP	02/11/2013	24.62	24.62	03/06/2013	
	04488	OFFICE SUPPLIES	02/11/2013	10.58	10.58	03/06/2013	
	08527	OFFICE PHONE	02/21/2013	48.97	48.97	03/06/2013	
	2755	Ramen Soup	02/12/2013	18.88	18.88	03/06/2013	20050
Total 10330:				160.10	160.10		
WATERWORKS INDUSTRIES							
10400							
	119407-00	Meters, iPERL 3/4" short, Itron (133)	02/14/2013	16,026.50	16,026.50	03/06/2013	1198-W

Vendor Name Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
	119407-00	Meter, iPERL 3/4" short, Itron	02/14/2013	1,325.50	1,325.50	03/06/2013	1198-W
Total 10400:				17,352.00	17,352.00		
WAYNE'S BOOT SHOP							
10430							
	12851	SAFETY BOOTS - KEITH VILES	02/16/2013	43.31	43.31	03/06/2013	
	12851	SAFETY BOOTS - KEITH VILES	02/16/2013	43.32	43.32	03/06/2013	
	12851	SAFETY BOOTS - KEITH VILES	02/16/2013	43.32	43.32	03/06/2013	
	12878	SAFETY BOOTS - TERRY SCHN	12/22/2012	180.00	180.00	03/06/2013	
	12881	SAFETY BOOTS - J. KEENAN	12/27/2012	169.95	169.95	03/06/2013	
	12907	SAFETY BOOTS - D. STEPPE	01/08/2013	139.95	139.95	03/06/2013	
	12956	SAFETY BOOTS - JEFF MATTH	02/15/2013	219.95	219.95	03/06/2013	
Total 10430:				839.80	839.80		
WCSTELECOM							
124746							
	21260762	LONG DISTANCE	02/01/2013	172.80	172.80	03/06/2013	
Total 124746:				172.80	172.80		
WOODWARD TRACTOR CO							
10660							
	82175	SUPPLIES	02/11/2013	13.11	13.11	03/06/2013	
	82219	EQUIPMENT RENTAL	02/13/2013	649.95	649.95	03/06/2013	
Total 10660:				663.06	663.06		
WYOMING ASSN OF MUNICIPALITIES							
10770							
	12819	LTS CERTIFICATION - NANCY T	02/14/2013	25.00	25.00	03/06/2013	
Total 10770:				25.00	25.00		
WYOMING BANK AND TRUST							
123957							
	021913	ELECTRIC BOND PAYMENT	02/19/2013	34,194.38	34,194.38	03/06/2013	
	021913	ELECTRIC BOND PAYMENT	02/19/2013	11,250.00	11,250.00	03/06/2013	
Total 123957:				45,444.38	45,444.38		
WYOPASS							
125411							
	0207-2013-MI	2013 WYOPASS DUES	02/07/2013	165.00	165.00	03/06/2013	
Total 125411:				165.00	165.00		
Grand Totals:				314,342.65	314,412.65		

Payroll \$213,601.48

TOTAL \$528,014.13

MEETING DATE: FEBRUARY 25, 2013
DEPARTMENT: ADMINISTRATION
PREPARED BY: CINDY BAKER
PRESENTED BY: CINDY BAKER

AGENDA ITEM SUMMARY REPORT

St Patrick's Day Parade - 2013

ACTION TO BE TAKEN:

The Cody Events Committee is requesting Sheridan Avenue to be closed from 9th Street to 14th Street at ~~11~~ p.m. for the 12th Annual St. Patrick's Day Parade at 4:00 p.m., along with a request to waive the \$100.00 parade fee. The staging area will be on 9th Street and the parade will start at the Chamber of Commerce Parking Lot moving east along Sheridan Avenue. Approval contingent upon liability insurance being provided.

FISCAL IMPACT:

\$100.00 Parade Fee

ALTERNATIVES:

- Approve sponsoring the \$100.00 parade fee
- Do not sponsor the event, but instead waive the fee.
- Deny the request

ATTACHMENTS:

None

AGENDA & SUMMARY REPORT TO:

Kim Richard and Margie Johnson, Cody Events Committee

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.

Name of person to appear before the Council

Kim Darby - Margie Johnson

Organization Represented

Cody Events Committee

Date you wish to appear before the Council

Mailing Address

P.O. Box 95 Cody

Telephone

307 899-2433

E-Mail Address

kimdarby18@gmail.com

Preferred form of contact: Telephone

E-Mail

Names of all individuals who will speak on this topic

Full description of topic to be discussed (include all relevant information)

Request to be on Consent agenda for the request of closing Sheridan Ave from 9th to 14th Street @ 4:00p to hold the annual Spring St. Patrick's DAY PARADE. Request to waive Parade fee. The parade will be at 4:30p. with starting location the Cody Chamber parking lot. Insurance will be provided
DATE of parade Sat. March 16, 2013

Which City employee(s) have you spoken to about this issue?

Signature

Kim Darby

Date Submitted

MEETING DATE:	MARCH 5, 2013
DEPARTMENT:	PUBLIC WORKS
PREPARED BY:	ROB KRAMER
DEPT. DIR. APPROVAL:	_____
CITY ADM. APPROVAL:	_____
PRESENTED BY:	

AGENDA ITEM SUMMARY REPORT

Quote 2013-03 3/8" Chip Seal Aggregate

BACKGROUND

A request was made by the Streets Division for the purchase of 3,000 tons of 3/8" chip seal aggregate. The chip seal aggregate will be used for chip seal and to maintain the streets, throughout the City of Cody. Quote requests for Quote 2013-03, 3/8" chip seal aggregate were sent to four suppliers, Harris Trucking and Construction, Big Horn Redi-Mix, Nicholson Dirt Contracting and Reiter Construction.

SUMMARY

One quote was submitted and opened at City Hall on February 15, 2013 at 2:00 p.m.

Harris Trucking & Construction Co. Cody, WY submitted one quote for 3,000 tons of 3/8" chip seal aggregate in the amount of \$17.50 per ton for a total price \$52,500.

Given the increase of \$.35 per ton, from the previous year, the Streets Division will have to decrease the amount of chips purchased to 2,940 tons, making the total price \$51,450. This is the amount budgeted for FY 2012/2013.

Roger of Harris Trucking & Construction has been contacted and is aware of the change in tonnage.

FISCAL IMPACT

The City Council approved \$51,450 for the purchase of this material in the City of Cody Budget, FY 2012/2013.

ALTERNATIVES

Approve or deny the award of Quote 2013-03, 3/8" Chip Seal Aggregate to Harris Trucking & Construction Co. Cody, WY for 2,940 tons of material in the amount of \$17.50, with a total price of \$51,450.

RECOMMENDATION

Staff recommends the Council approve the award of Quote 2013-03 to Harris Trucking & Construction Co. for 2,940 tons in the amount of \$51,450.

ATTACHMENTS

Quote 2013-03

AGENDA ITEM NO. _____

AGENDA & SUMMARY REPORT TO:

Harris Trucking and Construction Co.
PO Box 296
Cody, WY 82414



**REQUEST FOR QUOTES
QUOTE NO. 2013-03
³/₈" Chip Seal Aggregate**

Notice is hereby given that the City of Cody will receive quotes until 2:00 p.m., February 15th, 2013, at Cody City Hall, 1338 Rumsey Avenue, Cody, Wyoming, for the following items:

SEE ATTACHED SHEET(S).

All quotes will be publicly opened and read aloud at 2:00 p.m., February 15th, 2013, at Cody City Hall, 1338 Rumsey Avenue, Cody, WY 82414. Quotes may be mailed to the City of Cody, P.O. Box 2200, Cody, Wyoming, 82414-2200. Envelopes must be marked "Quote 2013-03 ³/₈" Chip Seal Aggregate", Attention: Rob Kramer.

No responsibility for delivery of quotes through the mail will be taken by the City of Cody.

The City reserves the right to reject any and/or all quotes and further reserves the right to waive any informalities if deemed in the best interest of the City of Cody. Direct all questions to Rob Kramer at (307) 587-2958.

Dated this 24th day of January, 2013.

Rob Kramer
Streets & Vehicle Maintenance Superintendent

CITY OF CODY



QUOTE # 2013-03 3/8" Chip Seal Aggregate

Description and location of work:

The City of Cody is requesting quotes for approximately **3,000 tons** of 3/8" Chip Seal Aggregate.

The contractor agrees to provide a quality Chip Seal aggregate per the attached specifications and gradation requirements found on page 3.

The contractor shall stockpile the finished products within 10 miles of the City Shop in a place readily accessible, Monday thru Friday from 7:00 a.m. until 4:30 p.m., by the City of Cody Streets Division.

3/8" Chip Seal Aggregate:

Estimated:

Tons: _____ approximately 3,000 _____

Ready Date: _____

Start Date: _____

Completion Date: _____

Sieve analysis samples and moisture content tests must be taken by the contractor to confirm that the 3/8" Chip Seal Aggregate meets the City of Cody's specifications. Results of these tests must be provided to the City of Cody before payment will be made. The City, at its sole discretion, may conduct additional sieve analysis and moisture tests to assure the aggregate conforms to City of Cody specifications. These tests may be taken during production and/or at the time of delivery.

Price per ton: \$ _____

Total Price: \$ _____

Price Provided by: _____ **Date:** _____

Accepted – City of Cody: _____ **Date:** _____

3/8" Chip Seal Aggregate

CITY OF CODY CHIP SEAL AGGREGATES

A. **DESCRIPTION.** The work to be done under this Article consists of furnishing all labor, tools, and equipment and performing all operations necessary to produce a crushed aggregate conforming to these specifications and delivering materials to locations specified.

B. **MATERIALS.** The aggregate shall consist of clean, hard, durable particles of crushed gravel or stone, free from soft, thin, elongated, or laminated pieces of organic material and shall have a percentage of wear of not more than 50. A minimum of 75% of the materials retained on the No. 4 (4.75 mm) sieve shall have one fractured face. The fraction passing the No. 40 (0.425 mm) sieve shall have a liquid limit not greater than 25 and a plasticity index not greater than three, except that, when the plasticity index is nonplastic the liquid limit shall not be more than 30. The materials shall meet the following listed gradation requirements when tested by means of laboratory sieves with square openings in accordance with AASHTO Method T-27-46 and T-11-42.

City of Cody
3/8" Chip Seal Aggregate
Standard Specification

Sieve Designation	Percent Passing
3/8" (9.5 mm)	100
#4 (4.75 mm)	0-10
#8 (2.36 mm)	0-5
#200 (0.075 mm)	0-2

The gradations in the table represent limits within which the Engineer shall approve the materials. The final gradation decided upon shall be uniformly graded from coarse to fine and shall not vary from the low limit on one sieve to the high limit on the adjacent sieves or vice versa.

C. **METHOD OF MEASUREMENT.** Measurement shall be by the ton of specification material produced as measured on certified scales with weigh tickets supplied by the contractor.

Representative product moisture samples will be taken, by the Contractor, and the measured production quantity will be adjusted for all moisture in excess of two percent (2%) for payment. That is, the pay quantity will be the measured quantity for all moisture contents of two percent (2%) or less, and for greater moisture contents, will be the measured quantity multiplied by the factor obtained by dividing 102 by the actual moisture content (in percent) plus 100. Example: 50 tons at 5% moisture is measured. The pay quantity would be $50T \times 102/105 = 48.57T$.

D. **BASIS OF PAYMENT.** Payment will be made for each ton of specification material produced, stockpiled and measured as provided in these specifications at the price bid per ton for 3/8" Chip Seal Aggregate. Said unit price shall be full compensation for production of the materials and furnishing all equipment, labor, mobilization and any other items incidental to the production and stockpiling of said material.

CITY OF CODY



QUOTE # 2013-03 3/8" Chip Seal Aggregate

Description and location of work:

The City of Cody is requesting quotes for approximately 3,000 tons of 3/8" Chip Seal Aggregate.

The contractor agrees to provide a quality Chip Seal aggregate per the attached specifications and gradation requirements found on page 3.

The contractor shall stockpile the finished products within 10 miles of the City Shop in a place readily accessible, Monday thru Friday from 7:00 a.m. until 4:30 p.m., by the City of Cody Streets Division.

3/8" Chip Seal Aggregate:

Estimated:

Tons:	<u>approximately 3,000</u>
Ready Date:	<u>FEBRUARY 2013</u>
Start Date:	<u>FEBRUARY 2013</u>
Completion Date:	<u>MARCH 2013</u>

Sieve analysis samples and moisture content tests must be taken by the contractor to confirm that the 3/8" Chip Seal Aggregate meets the City of Cody's specifications. Results of these tests must be provided to the City of Cody before payment will be made. The City, at its sole discretion, may conduct additional sieve analysis and moisture tests to assure the aggregate conforms to City of Cody specifications. These tests may be taken during production and/or at the time of delivery.

Price per ton: \$ 17⁵⁰

Total Price: \$ 52,500⁰⁰

Price Provided by: Roger D. Goertz Date: 2/6/13

Accepted - City of Cody: _____ Date: _____

The City of Cody reserves the right to require the contractor to stockpile and measure the aggregate at the City Shop. The aggregate shall be delivered to the City Shop in a timely manner. The contractor shall be responsible for all equipment, labor, mobilization and other costs associated with the material.

March 5, 2013

Michael Martin
United States Department of Transportation

Dear Mr. Martin:

On behalf of the City of Cody Governing Body, please accept this letter of support for SkyWest Airlines providing essential air service to Yellowstone Regional Airport in Cody, Wyoming.

As you are well aware, the number of enplanements at Yellowstone Regional Airport has a huge economic impact to the City of Cody and the sustainability of economic growth and future development for Cody. SkyWest has been a great partner to the Yellowstone Regional Airport for many years and we are encouraged that this partnership will continue.

Thank you all once again for your leadership and insight in this program and we wish you great success in ensuring the continuation of year round air service in the Cody Community.

Sincerely,

Nancy Tia Brown
Mayor

MEETING DATE: MARCH 5, 2013
DEPARTMENT: CITY ADMINISTRATOR
PREPARED BY: JENNI ROSENCRANSE
DEPT. DIR. APPROVAL: _____
CITY ADM. APPROVAL: _____
PRESENTED BY: JENNI ROSENCRANSE

AGENDA ITEM SUMMARY REPORT **Yellowstone Landscaping Request for Withdrawal**

ACTION:

Staff requests the Governing Body to authorize the Mayor to sign a letter to Yellowstone Landscaping accepting their request to withdraw their bid on the Cody Stampede Grant project and to return their bid bond.

BACKGROUND

On February 20, 2013, bids for the Cody Stampede Board Community Enhancement Grant were opened and publicly read aloud. The City received five (5) bids on time from the following companies: Cowan Construction, Diamond Point, Sletten Construction, Groathouse Construction and Yellowstone Landscaping. The City received one bid on Friday, February 22nd from Apsalooke Contracting, LLC, however, since it was received after the deadline, it remains unopened. The bid tab is attached for reference. The apparent low bid for this project was Yellowstone Landscaping in the amount of \$488,120 (without deductions). The second lowest bid was from Groathouse Construction and was \$589,114 (without deductions) a difference of \$100,994.

In reviewing the remaining three bids, the bids were within 6% of the second low bid, and led us to believe that the low bidder may have an error or omission contained within the bid provided. Yellowstone Landscaping reviewed their bid tabulations and sent a written request to withdraw their bid and have their bid bond returned as they omitted a mobilization fee in the amount of \$55,000 from their bid. According to the project manual and specifications prepared by Engineering Associates, bidders may withdraw their bond if they request to do so within 24 hours of the bid opening. Yellowstone Landscaping made their request within the timeframe required. I have attached that page of the project manual for your review.

FISCAL IMPACT

This project is funded through a partnership between the Wyoming Business Council and the Cody Stampede Board. The total project cost was estimated to be \$484,902 of which the Wyoming Business Council is to pay \$242,451 or 50%. Any amount over and above this cost would be paid for by the Cody Stampede Board. All of the bids received were higher than what the grant funding will pay for and therefore, the Cody Stampede Board will be required to make up the difference.

ALTERNATIVES

Award the Bid to Yellowstone Landscaping for the bid price provided, however, it would not be in the best interest of the City, Yellowstone Landscaping or the Cody Stampede Board as we are all aware that a mistake was made and would be detrimental to the contractor which would most likely negatively affect the outcome of the project. Because the City has always had a great relationship with the Wyoming Business Council, staff does not recommend doing anything that would jeopardize our ability to see through the completion of the project in the manner in which we represented it would be done and within the time frame we requested.

RECOMMENDATION

Staff recommends that the Mayor and Council authorize the Mayor to sign a letter accepting Yellowstone Landscaping's request to withdraw their bid and return their bid bond.

AGENDA ITEM NO. _____

ATTACHMENTS

1. Bid Tabulation
- 2.

AGENDA & SUMMARY REPORT TO:

Yellowstone Landscaping – 272-1936

Engineering Associates - Rob Overfield - robertov@eaengineers.com

Cody Stampede Board – Larry Johnson – lbj@bresnan.net

MEETING DATE:	MARCH 5, 2013
DEPARTMENT:	CITY ADMINISTRATOR
PREPARED BY:	JENNI ROSENCRANSE
DEPT. DIR. APPROVAL:	_____
CITY ADM. APPROVAL:	_____
PRESENTED BY:	JENNI ROSENCRANSE

AGENDA ITEM SUMMARY REPORT

Bid – Cody Stampede Grounds

ACTION:

Staff requests the Governing Body award the Cody Stampede Grounds Bid to Sletten Construction in the amount of \$542,292 and authorize the Mayor to sign the Notice of Award, Notice to Proceed, and all applicable contract documents contingent upon the review and approval of the City Attorney.

BACKGROUND

On February 20, 2013, bids for the Cody Stampede Board Community Enhancement Grant were opened and publicly read aloud. The City received five (5) bids on time from the following companies: Cowan Construction (Cody), Diamond Point (Buffalo), Sletten Construction (Cody), Groathouse Construction (Cody) and Yellowstone Landscaping (Cowley). The City received one bid on Friday, February 22nd from Apsalooke Contracting, LLC, however, since it was received after the deadline, it remains unopened. The bid tab is attached for reference. The apparent low bid for this project was Yellowstone Landscaping in the amount of \$488,120, and with the deductions it was \$464,390. However, their bid contained an error and pursuant to the Suggested Instructions to Bidders, article 16.02, they requested to withdraw their bid within the 24 hours required.

The second lowest responsible bidder, including the deductions was Sletten Construction in the amount of \$542,292. Members of the Stampede Board, City of Cody Staff and Engineering Associates met on Monday, February 25, 2013 to discuss whether or not we would recommend to Council awarding the bid with the deductions as listed in the bid specifications. Deduction #1 removed the interior LED lighting on the entrance sign and Deduction #2 changed the entrance gates from a powder coated finish to a three part urethane paint finish. Since the bid overall is higher than what the grant funds allow, the Cody Stampede Board, City Staff, and Engineering Associates felt it was best to award the bid based upon the lowest bid including both deductions. Therefore the recommendation is to award the bid to Sletten Construction in the amount of \$542,292. This will require the Cody Stampede Board to pay \$57,390 more than what we originally anticipated under the grant. They have discussed this with their board members and feel it is in the best interest of the project and the community to do so and not make changes to the scope of the project.

FISCAL IMPACT

This project is funded through a partnership between the Wyoming Business Council and the Cody Stampede Board. The total project cost was estimated to be \$484,902 of which the Wyoming Business Council is to pay \$242,451 or 50%. With the low bid coming in at \$542,292, the Stampede Board's investment in this project is projected to be \$299,841.

ALTERNATIVES

1. Reject all bids.

RECOMMENDATION

Staff recommends that the Mayor and Council award the Cody Stampede Grounds Bid to Sletten Construction in the amount of \$542,292 and authorize the Mayor to sign the Notice of Award, Notice to Proceed, and all applicable contract documents contingent upon the review and approval of the City Attorney.

ATTACHMENTS

1. Bid Tabulations

AGENDA ITEM NO. _____

AGENDA & SUMMARY REPORT TO:

Yellowstone Landscaping – 272-1936

Engineering Associates - Rob Overfield - robertov@eaengineers.com

Cody Stampede Board – Larry Johnson – lbj@bresnan.net

Sletten Construction

STAMPEDE PARK RENOVATIONS - BID EVALUATION FOR AWARD

PRINTED: 2/25/2013

A. LOW BASE BID

LOW - GROATHOUSE	\$589,111.60		
SLETTEN	\$600,024.00		DIFF = -\$10,912.40

B. LOW BASE BID WITH DEDUCT #1 (NO SIGN INTERIOR LIGHTING)

	BASE	DEDUCT #1	NET	
LOW - GROATHOUSE	\$589,111.60	\$7,300.00	\$581,811.60	
SLETTEN	\$600,024.00	\$12,932.00	\$587,092.00	DIFF = -\$5,280.40

C. LOW BASE BID WITH DEDUCT #2 (CHG POWDERCOAT TO PAINT SYSTEM)

	BASE	DEDUCT #2	NET	
GROATHOUSE	\$589,111.60	\$13,369.00	\$575,742.60	
LOW - SLETTEN	\$600,024.00	\$44,800.00	\$555,224.00	DIFF = \$20,518.60

D. LOW BASE BID WITH DEDUCT #1 & #2

	BASE	DEDUCT #1 & 2	NET	
GROATHOUSE	\$589,111.60	\$20,669.00	\$568,442.60	
LOW - SLETTEN	\$600,024.00	\$57,732.00	\$542,292.00	DIFF = \$26,150.60

OWNER: CITY OF CODY

PROJECT: CODY STAMPEDE PARK RENOVATIONS

JOB NO.: 12106.00

BID SCHEDULE

BID DATE: JANUARY 30, 2013

Rev. 02/12/13

BID ITEM NO.	DESCRIPTION	UNITS	EST. QTYS.	UNIT PRICE	TOTAL
1	DEMOLITION	LS	1		
2	HANDICAP PARKING STALLS & ACCESSWAYS	LS	1		
3	HOT PLANT PAVEMENT - 1/2" COMMERCIAL MIX	SY	1,160		
4	PAVEMENT PAINTING	LS	1		
5	EAST & WEST ENTRANCE GATES	LS	1		
6	HANDICAP PLATFORM & RAMPS	LS	1		
7	REMOVE & REPLACE FRONT AISLE DECKING	LS	1		
8	GRANDSTANDS ROOF DECKING & RAIN GUTTER	LS	1		
9	ELECTRIC SIGN	LS	1		
TOTAL BASE BID:					

BID ALTERNATE - DEDUCT #1

ELIMINATE "CUT OUT" LETTERS, INTERIOR BACKLIT ILLUMINATION, WEATHER-PROOF CABINET, AND INTERNAL ELECTRIC WORK ON ENTRY SIGN.
REPLACE WITH POWDER COATED (COLOR) RAISED STEEL LETTERING ON BOTH PANEL FACES.

DEDUCT:

BID ALTERNATE - DEDUCT #2

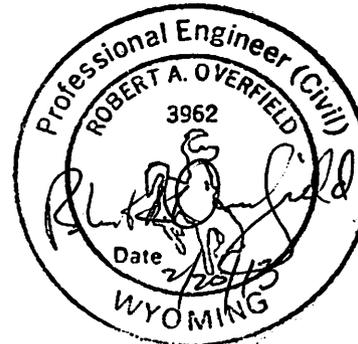
ELIMINATE "POWDER COATING" ON EAST ENTRANCE GATES AND ARCHWAY, WEST ENTRANCE GATE POSTS, AND ELECTRIC SIGN SUPPORTS AND CABINET.
REPLACE WITH PRIMER PLUS TWO 2-PART POLYURETHANE COATINGS.

DEDUCT:

OWNER: CITY OF CODY
 PROJECT: CODY STAMPEDE PARK RENOVATIONS
 JOB NO.: 12106.00
 BID DATE: February 20, 2013

BID TABULATION

BID ITEM NO.	DESCRIPTION	UNITS	EST. QTYS.	ENGINEER'S ESTIMATE		YELLOWSTONE LANDSCAPING		SLETTEN CONSTRUCTION OF WYO		GROATHOUSE CONSTRUCTION	
				UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	DEMOLITION	LS	1	\$6,000.00	\$6,000.00	\$15,000.00	\$15,000.00	\$12,700.00	\$12,700.00	\$33,956.00	\$33,956.00
2	HANDICAP PARKING STALLS & ACCESSWAYS	LS	1	\$13,000.00	\$13,000.00	\$10,000.00	\$10,000.00	\$21,800.00	\$21,800.00	\$14,079.00	\$14,079.00
3	HOT PLANT PAVEMENT - 1/2" COMMERCIAL MIX	SY	1,160	\$8.00	\$9,280.00	\$14.50	\$16,820.00	\$8.90	\$10,324.00	\$9.66	\$11,205.60 *
4	PAVEMENT PAINTING	LS	1	\$6,000.00	\$6,000.00	\$3,300.00	\$3,300.00	\$2,500.00	\$2,500.00	\$2,657.00	\$2,657.00
5	EAST & WEST ENTRANCE GATES	LS	1	\$65,000.00	\$65,000.00	\$95,000.00	\$95,000.00	\$90,000.00	\$90,000.00	\$69,554.00	\$69,554.00
6	HANDICAP PLATFORM & RAMPS	LS	1	\$160,000.00	\$160,000.00	\$220,000.00	\$220,000.00	\$230,000.00	\$230,000.00	\$246,097.00	\$246,097.00
7	REMOVE & REPLACE FRONT AISLE DECKING	LS	1	\$50,000.00	\$50,000.00	\$15,000.00	\$15,000.00	\$26,300.00	\$26,300.00	\$11,472.00	\$11,472.00
8	GRANDSTANDS ROOF DECKING & RAIN GUTTER	LS	1	\$75,000.00	\$75,000.00	\$38,000.00	\$38,000.00	\$95,000.00	\$95,000.00	\$110,003.00	\$110,003.00
9	ELECTRIC SIGN	LS	1	\$125,000.00	\$125,000.00	\$75,000.00	\$75,000.00	\$111,400.00	\$111,400.00	\$90,088.00	\$90,088.00
* INDICATES A MATHEMATICAL ERROR				TOTAL BASE BID:		\$509,280.00		\$488,120.00		\$589,111.60 *	
				Bid Alternate - Deduct #1:		\$35,000.00		\$7,300.00		\$7,300.00	
				Bid Alternate - Deduct #2:		\$25,000.00		\$16,430.00		\$13,369.00	
				TOTAL BID:		\$449,280.00		\$464,390.00		\$568,442.60	



ARTICLE 16 – MODIFICATION AND WITHDRAWAL OF BID

16.01 A Bid may be modified or withdrawn by an appropriate document duly executed in the same manner that a Bid must be executed and delivered to the place where Bids are to be submitted prior to the date and time for the opening of Bids.

16.02 If within 24 hours after Bids are opened any Bidder files a duly signed written notice with OWNER and promptly thereafter demonstrates to the reasonable satisfaction of OWNER that there was a material and substantial mistake in the preparation of its Bid, that Bidder may withdraw its Bid, and the Bid security will be returned. Thereafter, if the Work is rebid, that Bidder will be disqualified from further bidding on the Work.

ARTICLE 17 – OPENING OF BIDS

17.01 Bids will be opened at the time and place indicated in the Advertisement or Invitation to Bid and, unless obviously non-responsive, read aloud publicly. An abstract of the amounts of the base Bids and major alternates, if any, will be made available to Bidders after the opening of Bids.

ARTICLE 18 – BIDS TO REMAIN SUBJECT TO ACCEPTANCE

18.01 All Bids will remain subject to acceptance for the period of time stated in the Bid Form, but OWNER may, in its sole discretion, release any Bid and return the Bid security prior to the end of this period.

ARTICLE 19 – EVALUATION OF BIDS AND AWARD OF CONTRACT

19.01 OWNER reserves the right to reject any or all Bids, including without limitation, nonconforming, nonresponsive, unbalanced, or conditional Bids. OWNER further reserves the right to reject the Bid of any Bidder whom it finds, after reasonable inquiry and evaluation, to not be responsible. OWNER may also reject the Bid of any Bidder if OWNER believes that it would not be in the best interest of the Project to make an award to that Bidder. OWNER also reserves the right to waive all informalities not involving price, time, or changes in the Work and to negotiate contract terms with the Successful Bidder.

19.02 More than one Bid for the same Work from an individual or entity under the same or different names will not be considered. Reasonable grounds for believing that any Bidder has an interest in more than one Bid for the Work may be cause for disqualification of that Bidder and the rejection of all Bids in which that Bidder has an interest.

19.03 In evaluating Bids, OWNER will consider whether or not the Bids comply with the prescribed requirements, and such alternates, unit prices and other data, as may be requested in the Bid Form or prior to the Notice of Award.

19.04 In evaluating Bidders, OWNER will consider the qualifications of Bidders and may consider the qualifications and experience of Subcontractors, Suppliers, and other individuals or entities proposed for those portions of the Work for which the identity of Subcontractors,

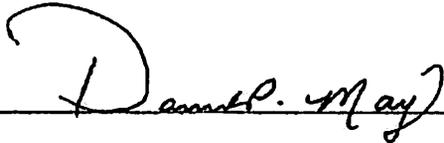
FROM: YELLOWSTONE LANDSCAPING, INC.

To The City of Cody,

In regards to the Cody Stampede Park Renovations project, we have found that our estimator for this project has made a substantial mistake in the bid process. Our mobilization and overhead pricing in the amount of \$55,000.00 was mistakenly left out of the bid items on the bid form. Normaly, if there is not a bid item for mobilization, which is the case for this project, than those costs/prices would be implemented into each existing bid item as needed, and in this case did not get done. At this time we feel that it is in our and the City of Cody's best interests that we withdrawl our bid for the above mentioned project.

Sincerely, Daniel May

Signed:



Feb, 21 2013

Daniel P. May

President



ENGINEERING ASSOCIATES

OWNER: CITY OF CODY

JOB NO. 12106.00

PROJECT: CODY STAMPEDE PARK RENOVATIONS

BID OPENING: 2/20/13

BIDDER		AMOUNT BID
1.	Cody Sletten Construction Bid Bond ✓ Signatures ✓ 1-5 ✓	\$ 600,024.00 #1 \$ 12,932.00 #2 \$ 44,800.00 \$512,292
2.	Buffalo Diamond Point Construction Bid Bond ✓ Signatures ✓ 1-5 ✓	Base \$ 626,500.00 #1 \$ 12,800.00 #2 \$ 30,000.00 \$583,700
3.	Cody Ghoathouse Construction Bid Bond ✓ Signatures ✓ 1-5 ✓	Base \$ 589,114.00 #1 7,300.00 #2 13,309.00 \$508,445
4.	Cody Cowan Construction Bid Bond ✓ Signatures ✓ 1-5 ✓	Base \$ 622,921.00 #1 \$ 10,500.00 #2 \$ 0 \$612,421
5.	Cowley Yellowstone Landscaping Bid Bond ✓ Signatures ✓ 1-5 ✓	Base \$ 488,120.00 #1 \$ 7,300.00 #2 \$ 14,430.00 \$464,390
6.		\$
7.		
8.		
9.		
10.		
ENGINEER'S OPINION OF PROBABLE CONSTRUCTION COSTS		\$ 509,000

AGENDA ITEM SUMMARY REPORT

Improvements to open space at Belfry river access and the Shoshone River Way:
A partnership proposal by The Nature Conservancy

ACTION TO BE TAKEN:

The Nature Conservancy is requesting City Council's permission to partner with the City to make some improvements to the Belfry river access and the trails along the Shoshone River Way in advance of the 1st Annual Cody Wild West River Fest.

SUMMARY OF INFORMATION:

The Conservancy is currently fundraising for the 1st Annual Cody Wild West River Fest, which will be held on August 23-24, 2013. Assuming our efforts are successful, we propose to direct some of those funds toward improvements at the Belfry public access, and elsewhere along the City-owned Shoshone River Way trail system. Proposed improvements would include:

- The installation of permanent directional and interpretive signage to and about the river.
- Constructing two picnic shelters over existing picnic tables.
- Adding bench seating.
- Expanding and designating parking spaces.
- Planting native vegetation to stabilize shoreline areas, trails, and hillside.
- Maintaining trails & trailheads.
- Hosting river and trail cleanups.

The Conservancy would like to apply to the Laura Jane Musser Fund for these activities. If the funding proposal is successful, we would work closely with the City to implement the improvements in advance of the 1st Annual Cody Wild West River Fest.

FISCAL IMPACT

We expect this project would have a positive fiscal impact on the City, since the Conservancy would both manage the project and provide the funds necessary to make the proposed improvements.

ALTERNATIVES

1. Grant permission for the Conservancy to lead this partnership effort with the City.
2. Do not grant the request.

ATTACHMENTS

1. Draft proposal to the Laura Jane Musser Fund.
2. Draft letter of support from the Mayor to be submitted with the funding proposal.

AGENDA & SUMMARY REPORT TO:

Katherine Thompson, Northwest Wyoming Program Director, The Nature Conservancy
1128 12th Street, Suite A, Cody, WY 82414; katherine_thompson@tnc.org

AGENDA ITEM NO. _____

Cody Wild West River Fest, The Nature Conservancy

LAURA JANE MUSSER FUND, ENVIRONMENTAL INITIATIVE

DATE: February 26, 2013

FED ID#: 53-0242652

ORGANIZATION NAME: The Nature Conservancy

YEAR FOUNDED: 1951

Name of Executive Director: Andrea Erickson-Quiroz, Wyoming State Director

Address: 258 Main Street, Ste 200

City, State, Zip: Lander, WY 82520

Telephone & Fax: 307.587.1655 ph; 307.587.9066 fax

E-mail & Website: katherine_thompson@tnc.org / www.nature.org/wyoming

Contact Person: Katherine Thompson, Northwest Wyoming Program Director

PROJECT/PROGRAM NAME

Cody Wild West River Fest

PROJECT/PROGRAM DESCRIPTION

In late August of 2013, a diverse group of partners will host the 1st annual Cody Wild West River Fest. The festival is designed to promote river recreation for people of all ages, as well as to raise awareness of the important roles that healthy rivers play in our communities. Rivers provide clean drinking water, irrigation water for farms and ranches, numerous recreational opportunities, and habitat for Wyoming's fish and wildlife. The festival will include engaging activities for boaters, anglers, landowners, and families. We hope the festival will introduce attendees to the many river recreation opportunities in the Cody area, well as encourage their involvement in river conservation.

Dollar Amount Requested: \$35,000

Total Organization Budget: \$_____

Program/Project Budget: \$103,509

Program/Project Period: 2013

Type of request: new project ongoing project (year project started: _____)

PLANNED ACTIVITIES

A grant from the Laura Jane Musser Fund will be used to promote and implement the 1st Annual Cody Wild West River Fest, as well as to improve Cody Wyoming's major river access site in advance of festival activities. In particular, we propose to create interpretive signs for display to and along the Shoshone River Way, and to purchase supplies and equipment for education stations that will introduce festival-goers to river ecology, restoration, and recreation. We also propose to make improvements to the Shoshone River Way public access and open space owned and maintained by the City of Cody. Picnic shelters, benches, landscaping, trail maintenance, and river cleanups will enhance this public space in advance of the river festival.

CONSTITUENCIES SERVED

The river festival is a community effort being organized by The Nature Conservancy, Trout Unlimited, the Buffalo Bill Historical Center, Cody Parks and Recreation, the University of Wyoming, the Wyoming Game and Fish Department, the Cody Chamber of Commerce, and others. Our intention is to create an event that is inclusive of Wyoming's many different communities – boaters and anglers, families with young kids, agricultural producers, high school and college students, land managers, bluegrass fans, and others. A broad-based group of other organizations will also participate in the festival, including recreation-oriented business owners, land managers, conservation and weed & pest districts, the Wyoming Conservation Corps, and local Trout Unlimited and Audubon Society volunteers, all aimed at reaching their various constituencies.

EXPECTED OUTCOME AND METRICS OF SUCCESS

Our project outcomes are: to increase community engagement in river conservation, to promote river recreation, to create an annual event, and to improve the open space that the festival will utilize. We plan to measure our success by recording the number of: 1) residents and visitors, 2) agricultural producers, 3) Best Management Practice pamphlets distributed, 4) people who sign up to volunteer with cooperating agencies on river conservation projects, 5) partners implementing the festival, 6) visitors to various educational booths and demonstrations, 7) people who sign up to learn more about local river recreation opportunities, 8) dollars raised in festival revenue. We will also monitor the condition of the riparian habitat and public enjoyment of the Shoshone River Way.

PROPOSAL NARRATIVE

SUMMARY

Our objective is to build a constituency in support of river conservation in northwest Wyoming by promoting river recreation and opportunities for engagement in on-the-ground river restoration projects. In late August of 2013, the 1st annual Cody Wild West River Fest will introduce people of all ages to various forms of river recreation, and it will also raise awareness of the important roles that healthy rivers play in our communities and how community members can get involved in river conservation efforts. In advance of the festival, we will also improve the condition of the public spaces where festival activities will be held.

BACKGROUND

The Nature Conservancy in Wyoming has significant experience with managing diverse, collaborative projects, conserving and restoring riparian and aquatic habitats, and planning community events. We are bringing a diverse and experienced team to this project, including a program director, a project coordinator, several marketing professionals, an attorney, and other support staff, as needed. In addition, we will work on the festival with steering committee members representing diverse agencies and community organizations.

The Nature Conservancy is a leading conservation organization working around the world to protect ecologically important lands and waters for nature and people. We address the most pressing conservation threats at the largest scale. Partnering with indigenous communities, businesses, governments, multilateral institutions, and other non-profits, we implement non-confrontational, pragmatic solutions to conservation challenges around the world. To date, the Conservancy and its more than 1 million members have helped protect 130 million acres worldwide.

ENVIRONMENTAL RESOURCE IN FOCUS

We propose to make improvements to the Shoshone River Way in Cody, WY. The River Way is a multiple use area with walking trails and river access for boating, fishing, dog walking, biking, and other recreational uses. This open space is owned and maintained by the City of Cody as open space for the community. The Wyoming Game and Fish Department manages a fishing access site in the area and has been actively removing Russian olive trees, which have infested the riparian area. These alien, invasive trees impede access to the river and negatively impact wildlife habitat.

The Shoshone River Way will be the site of several activities during the Cody Wild West River Fest, including a fishing tournament, a downriver race, and several educational activities for kids. It is also the main public access to the lower Shoshone River in the town of Cody, Wyoming. This access point is a busy place in the summer: fisherman put in here, whitewater boaters take out here, and locals of all ages come here to fish from the banks and play in the river.

The Belfry Bridge river access along the Shoshone River Way currently contains an unpaved parking lot, trailheads heading in either direction along the river, a boat ramp, a pit toilet, two concrete picnic tables, and a couple of benches. It is a well-used access site that needs some sprucing up. We propose to work together with volunteers, a University crew, private contractors and others to help this popular public site to meet its potential and become a place in which the Cody community can take pride.

GOALS AND ACTIVITIES

The first annual Cody Wild West River Fest will be held in Cody, Wyoming, on August 23 and 24, 2013. The river festival project is bringing together a diverse group of partners interested in protecting our water resources, while promoting Cody as a destination for river recreation. The Nature Conservancy in Wyoming is investing in river protection and restoration for both nature and people. The annual river festival will be a place where we can share our successes and build support to do more.

Rivers in northwest Wyoming provide habitat for fish and wildlife, numerous recreational opportunities, irrigation water for farms and ranches and clean drinking water. Festival participants can learn more about the importance of healthy rivers to human communities by attending a water quality improvement forum and visiting various demonstrations of best management practices during the festival. A series of fun and engaging educational stations will teach participants about aquatic bugs, how to identify riparian vegetation, how to plant a tree to stabilize the river bank, how to monitor water quality, and more.

The Cody Wild West River Fest will also introduce attendees to a number of ways to enjoy our river resources. Children and adults will be able to cast a fly rod, try a kayak, watch a river race, learn to use a GPS unit, and more. Recreation in wild places is good for people because it improves their physical and mental well-being. Because people care about the places where they recreate, the river festival will encourage attendees to support ongoing river conservation efforts across northwest Wyoming.

Prior to the festival, we will engage a work crew from the Wyoming Conservation Corps (WCC) to complete a number of on-the-ground enhancements of the Cody Riverfront Park area. The mission of the WCC is to connect young adults to a diverse array of hands-on natural resource and environmental management experiences, and promote leadership,

through the completion of service projects that benefit lands in Wyoming. WCC crewmembers will work to physically enhance sites where festival activities will be held – maintaining trails and facilities, cleaning up riparian areas, planting trees, and removing weeds, for example. In addition, they may work with partners to create some of the festival’s educational activities for kids and their families, including predator-prey games, food web activities, introduction to hunting and fishing, geocaching, and arts and crafts. Crewmembers will also interact with the local community by coordinating a volunteer workday. The Conservancy has hosted WCC crews on watershed improvement projects for the past two years. We strongly support this training program and are excited to work with these young people to build an event aimed at improving both human and wild communities.

We propose to use a \$35,000 grant from the Laura Jane Musser Fund in the following ways. The event promotion and implementation will be complete in advance of the Cody Wild West River Fest. To the extent possible, the remainder of this work will be complete by August 24, 2013 or soon thereafter:

Event Promotion and Implementation (total: \$10,500)

- Create permanent directional and interpretive signage to and about the river. \$6,000
- Produce festival promotional and educational materials. \$1,500
- Supplies, stipends for guest educators, canopy tent rental, etc. \$3,000

Facilities and infrastructure (total \$24,500)

- Build two picnic shelters over existing picnic tables. \$12,000
- Expand and designate parking options. \$5,000
- Add bench seating. \$2,500
- Plant native vegetation to stabilize shoreline areas, trails, and hillside. \$1,500
- Maintain trails and trailheads to improve access. \$2,500
- Host volunteers for river and trail cleanup. \$1,000

COMMUNITY INVOLVEMENT & STAKEHOLDER ENGAGEMENT

The river festival is a community effort being organized by The Nature Conservancy, Trout Unlimited, the Buffalo Bill Historical Center, Cody Parks and Recreation, the University of Wyoming, the Wyoming Game and Fish Department, the Cody Chamber of Commerce, and others. The intention of these partners is to create an event that is inclusive of Wyoming’s many different communities – boaters and anglers, families with young kids, agricultural producers, high school and college students, land managers, bluegrass fans, and others. Diverse activities will appeal to different sectors of the community.

The steering committee includes agencies and organizations that represent different perspectives in the local community. The Chamber of Commerce brings the perspectives and viewpoints of the local business community, while also contributing significant experience with event planning. The University of Wyoming extension educator is an expert group facilitator and strategic planner. The Cody Parks and Recreation Department plans dozens of kid-friendly events and has a thorough understanding of the city’s resources and permitting processes. The Buffalo Bill Historical Center, Wyoming Game and Fish Department, and Trout Unlimited bring significant expertise with teaching about natural history, wildlife ecology, and hunting and fishing. In addition, a number of other organizations and community leaders will participate in the festival in various capacities, including owners of recreation-oriented businesses, land management agencies, Marathon

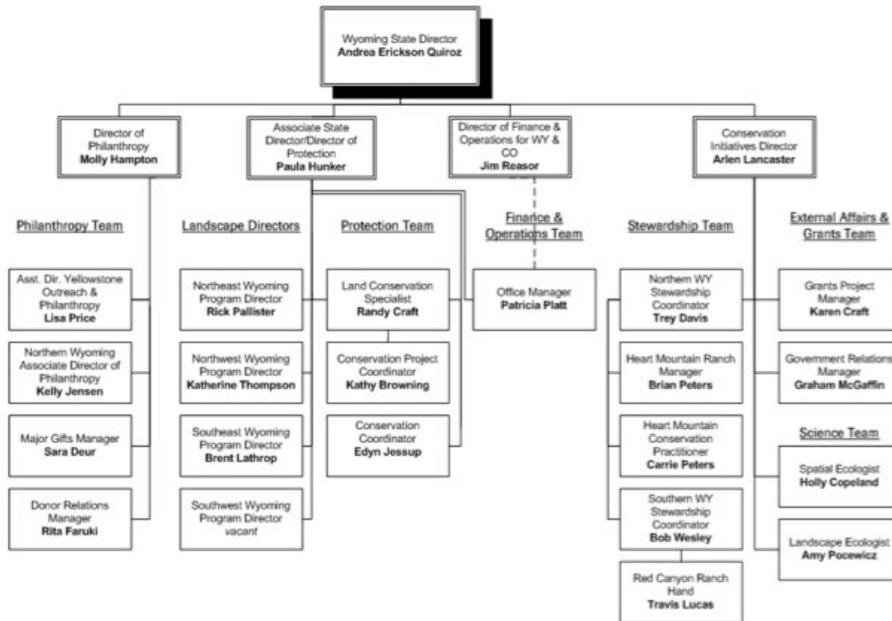
Oil employees, and local chapters of Trout Unlimited and the Audubon Society. We will also work with a wide variety of local contractors, community volunteers, and a work crew from the Wyoming Conservation Corps (see above) to prepare the city for the festival.

Diverse agencies are providing funding and other support for the river festival. The Wyoming Department of Environmental Quality’s Water Quality Division is providing significant support through the 319 Nonpoint Source Pollution Reduction Program. Their interest is in the dissemination of information to communities on the impact of best management practices on water quality. The Park County Travel Council is providing funding to promote the festival outside of Park County. TCTWest, a local broadcast company, will document the event at their expense and promote it through various broadcast channels.

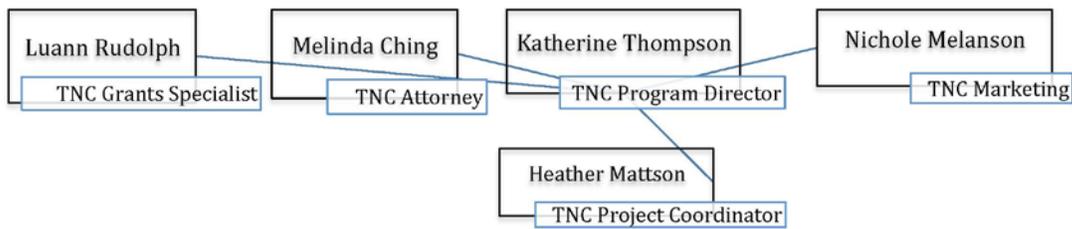
PROJECT LEADERS/ORGANIZATIONAL CHART

The Wyoming Chapter of The Nature Conservancy is coordinating the 1st Annual Cody Wild West River Fest and will provide project management, as well as legal and financial oversight for the project. Not all Conservancy staff working on the project are not listed in the chart below because they are not permanent employees of The Conservancy in Wyoming.

**WYOMING CHAPTER ORGANIZATIONAL CHART
OCTOBER 2012**



Katherine Thompson, the festival coordinator, has managed many grant-funded, collaborative, river conservation projects for the Conservancy since 2006. Heather Mattson has been a grant-funded project assistant for the Conservancy since 2010. Nichole Melanson is the Conservancy’s lead marketing professional for the river festival project; she has worked on a wide variety of highly successful public initiatives and events for the Conservancy. Melinda Ching, a senior Conservancy attorney, will provide legal oversight, while Luann Rudolph, a Conservancy Grants Specialist, will provide financial oversight.



In addition to Conservancy staff, the Cody Wild West River Fest Steering Committee includes the following members:

- Katherine Thompson, Program Director - The Nature Conservancy; Festival Coordinator
- Rick Manchester, Director - Cody Parks & Recreation Department
- Amy Quick, Recreation Assistant - Cody Parks & Recreation
- Tommy Thompson, Project Manager - Trout Unlimited
- Emily Buckles, Interpretive Specialist - Buffalo Bill Historical Center
- Tara Teaschner, Education Specialist - Wyoming Game & Fish Department
- Tara Kuipers, Community Development Educator - University of Wyoming Extension
- Jill Osieki-Gleich, Events Coordinator - Cody Chamber of Commerce

OUTCOMES & COMMUNITY IMPACT

1. Stronger partnerships and increased community engagement in river conservation.

Agencies and organizations working together to create a fun and educational community event will be better able to work together in the future to improve river health. There will also be many opportunities for community members to learn about some of the exciting river conservation projects underway in northwest Wyoming, and the ways that they might contribute to this work. Volunteer opportunities, philanthropic opportunities, technical trainings, funding availability – all of these will be shared at the river festival. We propose to measure the success of our outreach efforts by recording the following metrics: number and residency of attendees, number of agricultural producers in attendance, number of Best Management Practices (BMP) pamphlets distributed, number of people who sign up to volunteer with cooperating agencies on river conservation projects, and the level of participation of project partners in organizing the event itself. We will produce a final report that includes our results – this report will be made public.

2. Increased river recreation in northwest Wyoming.

Through the Cody Wild West River Fest we will promote Cody as a destination for anglers, boaters, and others who enjoy river sports. An increase in visitors will be a boon to the local economy. At the festival, we will also encourage residents of all ages to explore the area’s resources in a new way – exposing local kids, for example, to river sports which they may not otherwise have had a chance to try. River recreation is good for the soul, and people care about the places where they recreate, so this third objective is closely related to our second objective described above. We will measure this objective by counting visitors to relevant booths, and by having people sign up to learn more about local river recreation opportunities.

3. A financially sustainable, *annual* river festival for Cody.

While many festival activities are free to the public, we will generate revenue from a number of sources, including: the fishing tournament, the fly fishing film tour, the river races, the sale of beer and food, corporate and private sponsorships, and the sale of festival merchandise. In addition, we are applying for a number of public and private grants in order to diversify the sources of support for the event.

4. Improved condition of riparian habitat and open space for community enjoyment.

Trail maintenance, tree planting, river clean-up, and native xeriscaping will improve the riparian habitat on the Shoshone River Way, as well as improve the experience of this public space for the community.

PROGRAM BUDGET

Task Area	Funding Source								Subtotals
	Wyoming Department of Environmental Quality	In-kind from project partners	Park County Travel Council	Wyoming Community Foundation	Shoshone and Park County Recreation Districts	Wyoming Conservation Corps	Laura Jane Musser Fund	Christ Episcopal Church	
Admin / Overhead	\$2,284								\$2,284
Planning / Implementation	\$12,704	\$8,124					\$6,000		\$26,828
Event Promotion		\$6,035	\$10,000				\$1,500	\$1,500	\$17,535
Facilities / Infrastructure		\$1,350				\$11,500	\$24,500		\$37,350
Conservation Activities	\$5,012			\$2,000			\$3,000		\$10,012
Recreation Activities				\$3,000	\$5,000				\$8,000
Subtotals	\$20,000	\$15,509	\$10,000	\$5,000	\$5,000	\$11,500	\$35,000	\$1,500	\$103,509
Status of funding request:	secured	secured	secured	pending	pending	pending	pending	pending	44% secured



March 5, 2013

Ms. Katherine Thompson
Northwest Wyoming Program Director
The Nature Conservancy
1128 12th Street, Suite A
Cody, WY 82414

Dear Katherine,

I am writing to express my support for your efforts to create the 1st Annual Cody Wild West River Fest to be held in August of 2013. The City of Cody appreciates the time and effort you have put into getting this community event off the ground.

The City of Cody is excited to support the Cody Wild West River Fest because it will promote our community throughout the region and beyond. Locals know that Cody has amazing river recreation opportunities, and that Cody works hard to conserve our rivers for future generations. A river festival is the perfect place to share that information beyond outside of our community. We have been impressed by your efforts to engage a broad-based partnership to create this event and believe that will result in a strong and enduring event for Cody.

We are also very supportive of your efforts to enhance the publicly owned open space at Belfry Bridge and the Shoshone River Way. This is an important river access site for the community and excited to partner on its improvement. We commit to working closely with you to see those improvements made before August 24, 2013 and will bring whatever resources we can to help make that happen.

In closing, the City of Cody is looking forward to working with The Nature Conservancy to host a successful river festival this summer as well as to prepare the Cody river front for that event. Thank you for your work on this exciting event.

Sincerely,

Nancy Tia Brown
Mayor of Cody

Nancy Tia Brown
MAYOR

Donny Anderson
Bryan Edwards
Jerry Fritz
Landon Greer
Steve Miller
Stan Wolz
COUNCIL MEMBERS

C. Edward Webster II
MUNICIPAL JUDGE

Jenni R. Rosencranse
CITY ADMINISTRATOR

1338 Rumsey Avenue
P.O. Box 2200
Cody, Wyoming 82414

(307) 527-7511
FAX (307) 527-6532

MEETING DATE: MARCH 5, 2013
DEPARTMENT: COMMUNITY DEVELOPMENT
PREPARED BY: TODD STOWELL
CITY ADM. APPROVAL: _____
PRESENTED BY: TODD STOWELL

AGENDA ITEM SUMMARY REPORT
Ordinance 2013-03 and Ordinance 2013-04
Off-Street Parking

ACTION TO BE TAKEN

Approve on third reading Ordinance 2013-03 and Ordinance 2013-04, as amended.

SUMMARY

I. The City received a written comment on the proposed off-street parking ordinance from Linda Raynolds. She expressed the idea that environmentally-friendly hardsurfaced parking lots, such as pervious asphalt and engineered ground reinforcement systems (Grasscrete, Grasspave, Gravelpave, etc.) should be an option for surfacing of parking lots. These systems typically act as both surfacing for parking areas and storm water infiltration.

The following modification to section 10.20.080(H)(1) is proposed to accommodate a request to use such materials, which may be appropriate in some, but not all, instances.

H. Parking lots containing five or more required spaces shall be designed and constructed to the following minimum standards:

1. Surfacing. Parking spaces, drives, and aisles shall be constructed of either concrete, asphalt concrete pavement, recycled asphalt, asphalt millings, ~~or~~ compacted gravel meeting WYDOT "Grading GR" or "Grading W" specifications, or other functionally comparable materials approved by the Planning and Zoning Board. Base material in a depth suitable for the traffic anticipated to utilize the facility, including emergency vehicles, shall also be provided. ADA spaces must be concrete or asphalt concrete pavement.

II. Due to potential "readability" issues on the electronic version of the ordinance, the data in the parking stall dimension drawings has been converted to a table format and single larger drawing serves as a legend. This is a formatting change and is found in Section 10-20.100(B).

The attached amended ordinance contains the above changes, along with the additional changes made at second reading (general edits previously noted; removing the part of 10.20.080(H)(1) requiring paved parking lots within 140 feet of highway corridors; removing what was 10.20.080(H)(2) which required paved entrances along major streets; modifying 10.20080(H)(3) to limit the back-out prohibition to "an arterial or collector street"; and changing the performance bond amount to the remaining value rather than 110% of the value).

FISCAL IMPACT

No direct measureable financial impacts to the City budget are anticipated.

AGENDA ITEM NO. _____

ALTERNATIVES

Table, Deny, or Approve the third reading of Ordinance 2013-4, as amended, to establish new off-street parking regulations, and approve Ordinance 2013-3 to repeal the existing off-street parking regulations.

ATTACHMENT

Ordinance 2013-04, as most recently amended.
Email from Linda Raynolds.

ORDINANCE NO. 2013-04

**AN ORDINANCE AMENDING TITLE 10 OF THE CITY OF CODY
CODE, BY ADDING A CHAPTER 20, "OFF STREET PARKING"**

**BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF CODY,
PARK COUNTY, WYOMING:**

Section 10-20 of the City of Cody Code is hereby established to provide as follows:

Section 10-20 OFF STREET PARKING

10-20-010 Intent

This chapter is intended to regulate the design, construction, use, and maintenance of public and private off-street parking facilities, so as to provide for the parking needs in the community in an efficient, coordinated, and safe manner.

10-20-020 Applicability

The requirements of this chapter apply to all off-street parking within the city, whether required or voluntarily provided, except as follows.

Within the downtown parking district, the use of buildings and land shall be exempt from providing up to one-hundred (100) off-street parking spaces otherwise required by this chapter. Uses in the downtown parking district that exceed this 100-space threshold shall provide off-street parking in the amount required in excess of 100 spaces.

All construction requirements of this chapter, including dimensional standards and drainage control, remain applicable to off-street parking constructed in the downtown parking district after adoption of this ordinance.

The downtown parking district includes all land within the downtown architectural district described in Section 9-2-2 of the City of Cody code.

10-20-030 Parking Facilities Required

Off-street parking facilities shall be provided in accordance with this chapter for any building or use hereafter established, enlarged, increased in capacity, replaced, or reconstructed as follows:

- A) For new buildings and uses, off-street parking facilities shall be provided as required by this chapter based on the proposed use and capacity of the building.
- B) Any building or use that is hereafter enlarged, or increased in capacity through physical expansion or conversion of an area to a use with an increased parking demand (e.g. conversion of storage to commercial floor space, addition of dwelling units, utilization of vacant land for business purposes), shall provide parking as required for the increase in area or capacity.
- C) Any building or use that is replaced or reconstructed in an amount greater than 75% of the area or assessed value of the building, within any five-year time period, shall provide parking for the entire building in accordance with this requirements of this chapter for new buildings and uses.

10-20-040 Plan Review

- A) Plan Submittal:

Before the granting of a development or building permit for any building or use requiring parking pursuant to this chapter, the applicant shall present satisfactory plans to the community development department showing how all parking and loading facilities will be provided as required by this chapter. A determination that the parking plan meets the requirements of this title and other city ordinances shall be obtained before issuance of a building permit for the project. If site plan review by the planning, zoning and adjustment board (planning and zoning board) is required, this determination is to be made by the planning and zoning board in conjunction with the site plan review. For projects not requiring planning and zoning board site plan review, administrative approval of the parking plan by the city engineer and city planner, or their designee, is sufficient, provided no variance or special exemption to the parking standards is requested.

Parking facilities that are to be reconstructed or reconfigured independent of any building permit or other development approval shall be subject to the dimensional and construction standards of this chapter unless the planning and zoning board determines that physical conditions peculiar to the site prevent otherwise. New parking facilities independent of any other development approval shall likewise require plan review. Plans for reconstructed, reconfigured or new parking facilities shall be submitted for review as described in the previous paragraph.

- B) Plan contents: The parking plan shall be drawn to a standard dimensional scale and show all parking facilities, adjacent streets, driveway locations and widths, surfacing material(s), and as applicable, internal traffic circulation, ADA parking and loading details, proposed drainage, parking lot lighting locations and fixture details, entrance gates, fencing or screening methods, wheel stops/curbing, loading docks/bays, and other features proposed or necessary to address site-specific safety issues.
- C) Plan compliance: Parking improvements are to be installed and completed as shown on the approved plans prior to occupancy of the building, structure or use served by the parking facilities; provided, a performance bond in the amount of the remaining value of construction shall be provided to postpone installation of pavement or concrete work for up to one hundred fifty (150) days when cold weather precludes such work.

10-20-050 Location and Zoning Requirements.

Except as specified in 10-20-070, required off-street parking facilities shall be on the same property as the building or use they serve, and the zoning of the parking facilities shall either be in the same zoning district, a zoning district that also permits the use served, or a zone that permits public parking facilities. (e.g. parking for a commercial use is not permitted in areas zoned residential, parking for multi-family development is not permitted in areas zoned single-family residential, parking for an industrial use is not permitted in an area zoned residential or neighborhood commercial, etc...)

10-20-060 Joint Parking Facilities, Multiple or Mixed Uses.

In the case of joint parking facilities that will serve multiple or mixed uses, the number of off-street parking spaces required shall be the sum of the requirements for the individual uses computed separately, unless the planning and zoning board authorizes otherwise based on reliable data, such as a parking demand study prepared by a qualified parking consultant or engineer that justifies a reduced number. Site-specific characteristics, such as offset peak parking times/days, are to be considered when determining whether a reduction in the number of spaces is justified for joint parking

facilities.

10-20-070 Off-Site Parking

The planning and zoning board may authorize parking facilities located on neighboring private property to qualify as required off-street parking under the following conditions:

- A) The parking spaces are not required for another building, structure or use, unless joint parking is allowed pursuant to 10-20-060;
- B) The nearest point of the parking lot is within the following distances, as measured along the pedestrian's path of travel, from the building served:
 - a. One hundred (100) feet for accessory apartments, single-family dwellings, and two-family dwellings;
 - b. Two hundred (200) feet for multiple-family dwellings, hotels, motels, and lodging facilities;
 - c. Three hundred (300) feet for hospitals, medical offices, homes for the aged, and clubs/fraternal orders; and,
 - d. Five hundred (500) feet for uses not otherwise specified above.
- C) A legally binding long-term agreement, typically a minimum of 10 years, for the off-site parking, in a form and with conditions acceptable to the city planner, city attorney and planning and zoning board, is entered into between the affected property owner(s) and recorded in the office of the county recorder. An agreement shall be required regardless of whether the neighboring property is owned by a different or same property owner as the use requiring the parking.
- D) If the off-site parking is no longer available for any reason, including but not limited to expiration or termination of the parking agreement, then the certificate of occupancy may be revoked pursuant to section 10-20-120, and the property owner shall be subject to such other penalties as provided in this Title.

10-20-080 Parking Lot Design and Construction Standards

Off-street parking facilities shall be designed and constructed to the following standards:

- A) The parking facilities must have adequate ingress, egress, and internal circulation and shall provide the number of off-street spaces required under Section 10-20-090, as determined by the reviewing official specified by section 10-20-040(A) .
- B) All off-street parking spaces must be entirely outside of the public street right-of-way and required sight-distance triangles.
- C) As required by the International Building Code, handicap accessible (ADA) parking space(s), loading areas, and travel ways from the ADA space to the building, shall be provided in accordance with adopted ADA standards. Required ADA parking spaces count towards the number of spaces required by Section 10-20-090.
- D) Entrances/Exits: The city engineer shall determine and specify the locations, widths, and designs of all approaches to and from all city streets. The parking lot designer and city engineer shall consider and apply appropriate access management techniques consistent with professional engineering practices, such as those found in the *Access Management Manual*, (2003 or current edition, Transportation Research Board), to preserve street capacity, minimize safety issues, and minimize future costs to the city. The access management requirements of the city engineer shall be incorporated in the parking lot/access design; provided, any appeal to such requirements from the applicant may be presented to the planning, zoning, and adjustment board for a ruling. For access to state highways, access management techniques shall be determined through consultation and permitting with WYDOT prior to City approval of the parking plan. (see also *WYDOT Access Manual*, 2005 or current edition)

- E) Parking areas for civic, commercial, and industrial uses that will be utilized outside of daylight hours shall be provided with illumination. All parking lot lighting shall be designed and installed such that illumination will be directed away from any neighboring residential properties and shall be directed downward by utilizing full cut off or fully shielded fixtures.
- F) Parking spaces and aisles shall have a vertical clearance of at least seven (7) feet.
- G) Tandem Configuration: Single-family residential (attached or detached), two-family residential (duplex), and family daycare home uses may utilize a tandem (one vehicle directly behind the other) parking configuration and have both spaces count toward the required number, so long as both tandem spaces are designated to serve the same dwelling unit. Tandem parking space configuration shall not be permitted for off-street parking required of any other type of use.
- H) Parking lots containing five or more required spaces shall be designed and constructed to the following minimum standards:
 1. Surfacing. Parking spaces, drives, and aisles shall be constructed of either concrete, asphalt concrete pavement, recycled asphalt, asphalt millings, compacted gravel meeting WYDOT “Grading GR” or “Grading W” specifications, or other functionally comparable materials approved by the Planning and Zoning Board. Base material in a depth suitable for the traffic anticipated to utilize the facility, including emergency vehicles, shall also be provided. ADA spaces must be concrete or asphalt concrete pavement.
 2. Back Out Prohibited. Off-street parking for commercial, industrial, civic, and multiple-family development shall be designed so as to make it unnecessary for a vehicle to back out into an arterial or collector street. Backing into alleys is acceptable.
 3. Hard-surfaced parking areas shall use paint, curbing, or similar improvements to delineate car stalls. Painted parking lot stripes and directional markings must be white or yellow.
 4. Parking areas of gravel or similar material shall use wheel stops/parking stops to delineate car stalls, and signage as necessary for the direction of traffic. The wheel stops/parking stops may be pre-manufactured stops (typically made of concrete, rubber, or composite material), 6-inch tall treated wood timbers, or other functionally comparable items approved by the Planning and Zoning Board.
 5. Wheel stops or parking blocks shall be provided next to sidewalks and pedestrian aisles when necessary to prevent vehicle overhang from reducing the sidewalk or pedestrian aisle to less than four (4) feet in width. When determining possible encroachment into the sidewalk or pedestrian aisle, an overhang of 2.0 feet is to be assumed for 90-degree parking, 1.7 feet for 60-degree parking, 1.6 feet for 45-degree parking, and 1.0 feet for 30-degree parking. The wheel stops/parking stops may be pre-manufactured stops, 6-inch tall treated wood timbers, or other functionally comparable items approved by the Planning and Zoning Board.
 6. Primary access gates located next to an arterial or collector street shall be set back sufficiently from the public street to allow an appropriate design vehicle to completely pull off the street before having to stop to open or close the gate.
 7. Parking areas situated within twenty (20) feet of a neighboring residence shall provide a visual screen as defined in Title 10, or functionally equivalent vegetative screen, as necessary to prevent headlight glare disturbance to the occupants of the neighboring residence.
 8. When off-street parking is provided to the rear of a building, and a driveway or lane alongside the building provides access to the rear parking area, such driveway shall be a minimum of twelve (12) feet wide and a minimum four-foot wide walkway must be installed adjoining the building.

9. Dead-end one-way parking aisles shall not be permitted. Additional back-up area or turnaround area shall be provided at the end of two-way dead-end parking aisles.

10-20-090 Number of Spaces Required

The minimum number of parking spaces required for a use shall be according to Table 1, unless the planning and zoning board authorizes otherwise based on reliable data, such as parking data from a highly comparable facility or a parking demand study prepared by a qualified parking consultant or engineer, which justifies use of a different parking ratio.

Calculations based on the following figures that result in a fraction of one-half ($\frac{1}{2}$) or greater are to be rounded up, and fractional results of less than one-half ($\frac{1}{2}$) may be rounded down. Area per square foot (sq. ft.) refers to square foot of gross floor area, unless noted otherwise.

Table 1. Minimum number of parking spaces.

<u>CATEGORY:</u>	<u>MINIMUM SPACES REQUIRED:</u>
<u>RESIDENTIAL AND LODGING:</u>	
Accessory Apartments, Guest Houses, and Bed and Breakfast Inns.	1.4 spaces for a 1-bedroom unit 2 spaces per 2-bedroom unit 2.25 spaces for a 3+ bedroom unit (In addition to the spaces for the main dwelling.)
Congregate Care Facility	0.5 spaces per dwelling unit
Hotels, Motels, and other Lodging Facilities not otherwise listed.	1.1 spaces per rentable room or sleeping unit, plus 1 space per hotel/motel vehicle (e.g. shuttle), and 0.75 spaces per employee on the maximum shift. Parking for any conference/banquet room is to be calculated separately at a ratio of one space per 150 sq. ft. Any full-service restaurant is to be calculated as a restaurant.
Multiple-Family Dwellings (3 or more units in same building).	1.4 spaces per 1-bedroom unit 2 spaces per 2-bedroom unit 2.25 spaces per 3+ bedroom unit
Residential Care Facility/Assisted Living	0.5 spaces per bed, plus 1 per day-shift employee
Single-Family Attached (e.g. townhouse), Single-Family Detached, and Two-Family Dwellings.	2 spaces per dwelling unit
<u>CIVIC AND PUBLIC ASSEMBLY:</u>	
Hospitals	4.9 spaces per bed
Public Assembly, including, but not limited to, Auditoriums, Churches, and Theaters.	Fixed Seats: 0.3 spaces per seat Without Fixed seats: 11.3 spaces per

	1,000 sq. ft. of gross floor area, or 1 space per 45 sq. ft. of all assembly area(s) occupied concurrently, whichever is less.
Schools: (The planning and zoning board may authorize public schools to count available on-street parking towards the following requirements.)	Elementary Schools: 0.2 spaces per student Middle Schools: 0.2 spaces per student High Schools: 0.5 spaces per student
<u>COMMERCIAL/OFFICE/SERVICE:</u>	
Auto Parts Sales	1 space per 200 sq. ft.
Banks, Credit Unions, Financial Institutions	1 space per 300 sq. ft.
Bar or Lounge, with or without eating facilities.	17.3 spaces per 1,000 sq. ft.; or 0.3 spaces per fixed seat where seating is fixed. Indoor and outdoor seating areas are counted.
Convenience Store, without gas pumps.	5.7 spaces per 1,000 sq. ft.
Daycare Center	3.5 spaces per 1,000 sq. ft.; or 0.2 spaces per child, whichever is less.
Discount Store, freestanding.	1 space per 200 sq. ft.
Drugstore/Pharmacy	5.4 spaces per 1,000 sq. ft.
Furniture, Carpet, Tile, Home Furnishing Showrooms/Stores.	2.3 spaces per 1,000 sq. ft.
Gas Station	With convenience store: 0.75 spaces per fueling position, in addition to fueling spaces. Without Convenience Store or Service Station: 1 per on-site employee.
Laundromat	0.5 spaces per washing machine, plus 1 per employee.
Medical and Dental Offices	1 space per 250 sq. ft.
Office Supply Store	1.2 spaces per 1,000 sq. ft.
Professional Offices, General.	4 spaces per 1,000 sq. ft.
Restaurant, Fast Food	With Drive-thru: 15.2 spaces per 1,000 sq. ft., or 0.6 spaces per fixed seat where seating is fixed. Without Drive-thru: 12.7 spaces per 1,000 sq. ft. Indoor and outdoor seating areas are counted.
Restaurant, Sit Down	14.3 spaces per 1,000 sq. ft.; or 0.5 spaces per fixed seat where seating is fixed. Indoor and outdoor seating areas are

	counted.
Retail Establishments; including Appliance, Clothing, Hardware, Housewares, Specialty Items, Sporting Goods, and other retail establishments not otherwise listed.	1 space per 300 sq. ft.
Shopping Centers:	4.1 spaces per 1,000 sq. ft. for <30,000 sq. ft. of gross leasable area. 4.7 spaces per 1,000 sq. ft. for 30,000+ sq. ft. of gross leasable area.
Supermarkets, up to 5,000 sq. ft. in size.	3.33 spaces per 1,000 sq. ft.
Supermarkets, larger than 5,000 sq. ft.	5.8 spaces per 1,000 sq. ft.
Vehicle Repair and Maintenance Services.	4 spaces per service bay, except vehicle repair/maintenance accessory to vehicle sales is 3 spaces per service bay.
Vehicle Sales (New or Used)	1 space per 300 sq. ft. of office and indoor sales area.
<u>INDUSTRIAL:</u>	
Light Industry, General (not manufacturing).	1.1 spaces per 1,000 sq. ft.
Manufacturing	1.3 spaces per 1,000 sq. ft.
Warehousing	1 space per 2,000 sq. ft. for warehouses. Mini-storage/self-storage has no parking required.

10-20-100 Dimensional Standards for Off-Street Parking

- A) **Parking Stall Dimensions:** A standard angled or perpendicular parking space on a paved or concrete surface shall measure a minimum of nine (9) feet in width by twenty (20) feet in length. A standard angled or perpendicular parking space on a gravel or similar surface shall measure a minimum of ten (10) feet in width by twenty (20) feet in length. The minimum length may be reduced to eighteen (18) feet when an additional space of two (2) feet is provided for the front overhang of vehicles (e.g. overhanging a curb, sidewalk, wheel stop, landscaped area or combination thereof). Any front overhang of a vehicle may not reduce the clear width of an adjacent sidewalk or ADA accessible route to less than four (4) feet in width. The minimum dimensions for an off-street parallel parking space shall be nine (9) feet wide by twenty-two (22) feet long.

Parking lots serving a high-turnover of short duration users, such as convenience stores, grocery stores, and hardware stores should consider use of 10-foot wide stalls.

Covered parking stalls (i.e. carports) are to exclude the width of any support poles/columns from the parking stall width, and all support poles/columns must be at least two (2) feet from the back of the stall.

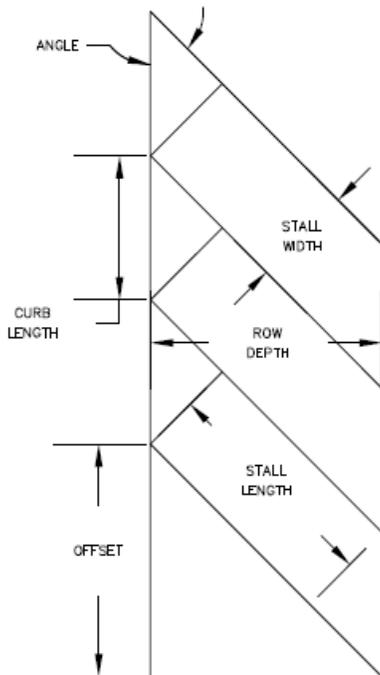
- B) **Standards for Parking Rows and Aisles:** Parking lot rows and aisles shall meet the following minimum dimensional requirements, as set forth in Table 2. Refer to 10-20-100(A) for which minimum stall width and length is applicable to the

parking lot.

Table 2: Dimensional Standards.

PARKING ANGLE	STALL WIDTH in Feet	STALL LENGTH in Feet	ROW DEPTH in Feet	OFFSET in Feet Note: Sight distance requirements may increase needed offset.	FRONT OVERHANG in Feet, measured perpendicular to curb.	CURB LENGTH in Feet	MINIMUM AISLE WIDTH		
0-degrees (Parallel)	9.0	22.0	9.0	None	N/A	22.0	12 Feet one-way, 24 Feet two-way.		
30-degrees	9.0	18	16.8	29.1	1.0	18.0	12 Feet one-way, 24 Feet two-way.		
		20	17.8	30.8	None				
	10.0	18	17.1	30.6	1.0	20.0			
		20	18.7	32.3	None				
45-degrees	9.0	18	19.1	19.1	1.6	12.7	13 Feet one-way, 24 Feet two-way.		
		20	20.5	20.5	None				
	10.0	18	19.8	19.8	1.6	14.1			
		20	21.2	21.2	None				
	60-degrees	9.0	18	20.1	11.6	1.7		10.4	18 Feet one-way, 24 Feet two-way.
			20	21.8	12.6	None			
10.0		18	20.6	11.9	1.7	11.5			
		20	22.3	12.9	None				
90-degrees	9.0	18	18.0	None	2.0	9.0	24 Feet.		
		20	20.0	None	None				
	10.0	18	18.0	None	2.0	10.0			
		20	20.0	None	None				

Figure 1: Legend.



10-20-110 Off-Street Loading Facilities

Outside of the downtown parking district, buildings or structures used for commercial, industrial, institutional, or warehouse purposes that regularly receive or distribute material or merchandise by truck shall provide and maintain off-street loading spaces or docks in sufficient size and number to fill the anticipated needs of the use.

Loading facilities shall be designed to the following standards when located outside of the downtown parking district.

- A) A minimum of one off-street loading space or dock shall be provided for each 50,000 square feet of building, or portion thereof.

- B) No part of a truck or van using the loading space or dock may project into a public street.
- C) Forward motion. New loading facilities that will be accessed from an arterial or major collector street must be designed so that vehicles enter and exit the site in a forward motion.

10-20-120 Availability of Required Parking.

Off-street parking facilities required by this chapter shall remain available and dedicated for parking purposes so long as the building, structure or use for which they are provided exists, unless an equivalent number of substitute off-street parking spaces is approved by the City, provided, and thereafter maintained as specified by this chapter.

In the event any off-street parking facilities required in connection with any building, structure or use are at any time altered, modified, eliminated, or otherwise changed in a manner that they are not available and dedicated for parking purposes to the extent required, the planning, zoning and adjustment board shall direct the building official to revoke and cancel the certificate of occupancy for such building, structure or use after holding a hearing. At least ten (10) days written notice of the time, place and purpose of the hearing shall be mailed to the owner or other person occupying the same as shown on the records of the city clerk. Provided, that if it appears that the failure to maintain such required parking was reasonably beyond the control of the person required to maintain the same, no certificate of occupancy shall be revoked until such person shall have had ninety (90) days to reestablish the minimum required parking. In the event any certificate of occupancy is revoked, the premises covered thereby shall not be occupied or used for any purpose until a new certificate of occupancy has been issued.

10-20-130 Variances

Variances to the requirements of this chapter are to be considered under the Special Exemption process of Section 10-14-2, Special Exemptions.

This Ordinance shall become effective at the final passage and publication in the Cody Enterprise as required by law.

PASSED ON FIRST READING:	<u>February 5, 2013</u>
PASSED ON SECOND READING:	<u>February 19, 2013</u>
PASSED ON THIRD READING:	_____, 2013

Nancy Tia Brown, Mayor

Attest:

Cynthia Baker
Administrative Services Director

ORDINANCE NO. 2013-03

**AN ORDINANCE REPEALING SECTION 9-4 OF THE CITY OF CODY
MUNICIPAL CODE**

**BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF CODY,
PARK COUNTY, WYOMING:**

Section 9-4 IS REPEALED in its entirety, and this section shall be reserved for future use by the Governing Body.

This Ordinance shall become effective at the final passage and publication in the Cody Enterprise as required by law.

PASSED ON FIRST READING: ___February 5, 2013
PASSED ON SECOND READING: ___February 19, 2013
PASSED ON THIRD READING: _____, 2013

Nancy Tia Brown, Mayor

Attest:

Cynthia Baker
Administrative Services Director