City of Cody City Council

AGENDA

Tuesday, November 1, 2011 - 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 Meeting from 10/13/11, and Regular Meeting Minutes from 10/18/11.
   b. Approve vouchers and payroll in the amount of $564920.74.
   c. Amend the Regular Meeting Minutes from 9/20/11 regarding the Proclamation for the week of September 17th as Constitution Week, to include the word "American" in the line denoting sponsored by the Daughters of the American Revolution.
   d. Authorize the use and closure of Sheridan Avenue from 9th Street to 14th Street and Beck Avenue from 8th Street to 10th Street for the Cody Events Committee's 19th Annual Christmas Parade on Saturday, November 26, 2012 beginning at 5:30 p.m., waive the $100 parade permit fee, and contingent upon the Cody Events Committee providing the City of Cody with proof of insurance as well as the Wyoming Department of Transportation paperwork be submitted for the Mayor's signature.
   e. Consider a request to declare equipment and miscellaneous items as surplus and authorize staff to proceed with the auction process for sale of such equipment and miscellaneous items.
   f. Consider entering into an agreement with Park County and the City of Cody for Landfill Disposal Service and Authorize the Mayor to sign said Park County Landfill Disposal Service Agreement.
   g. Consider entering into a Services Contract with Big Horn Horticultural Services and the City of Cody for professional tree trimming services and authorize the Mayor to sign said Professional Tree Trimming Services Contract.

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. Authorize the Mayor to sign the Safe Route to School Grant application for the construction of a pathway along the west side of 29TH Street from Central Avenue to East Sheridan Avenue.

   Staff Reference: Steve Payne, Public Works Director

b. ORINANCE 2011-22 – 1st READING
AN ORDINANCE AMENDING TITILE IX, CHAPTERS 1 THROUGH 3 OF THE CODY CITY CODE PERTAINING TO BUILDINGS.
Staff Reference: Steve Payne, Public Works Director

c. ORDINANCE 2011-26 – 2nd READING
AN ORDINANCE AMENDING TITLE 10, CHAPTER 15 OF THE CITY OF CODY MUNICIPAL CODE REGARDING SIGNS.
Staff Reference: Scott Kolpitcke, City Attorney

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

Upcoming Meetings:
Thursday, October 27, 2011 @ 4:15 p.m. – Work session
Tuesday, November 1, 2011 @ 7 p.m. – Regular Meeting

City of Cody
Council Proceedings
Thursday, October 13, 2011

A special meeting of the Cody City Council was held in Council Chambers of City Hall in Cody, Wyoming on Thursday, October 13, 2011 at 4:15 p.m.

Present: Mayor Nancy Tia Brown , Council President Steve Miller, Council Members Bryan Edwards, Donny Anderson, Jerry Fritz, Charles Cloud and Stan Wolz, City Administrator, Jenni Rosencranse, City Attorney, Scott Kolpitcke, and Administrative Services Officer, Cindy Baker

Absent: None

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

Cindy Baker, Administrative Services Officer, informed the Governing Body of the open nomination period for LGLP Board and the October 31st deadline for submission. No action was taken.

Cindy Baker, Administrative Services Officer, update the Governing Body on Bid 2011-16 and 2011-17. No bids were received. Staff was directed to list the properties on the on-line auction with a reserve of $38,000 and minimum bid of $25,000.

Jenni Rosencranse, City Administrator, discuss a letter of support for Tiger III funds for Wyoming Department of Transportation. The Governing Body concurred with the letter of support and directed the Mayor to sign.

The Governing Body reviewed the agenda for the Tuesday, October 18th Regular Council Meeting. No action was taken.

Council updates included Council Member Fritz reporting that the Liquor Committee is meeting on Friday, October 14 and is getting close to bringing something to the Council. Council Member Anderson reported he and Council Member Miller continue to visit with different departments within the Public Works Division. Council Member Miller asked the Governing Body for direction on educating the public and making them aware of the proposed changes to the nuisance ordinance. The draft will be sent to the Council and a public meeting will be advertised to be held after the work session on Thursday, October 27th.

Meeting Reminders included: Tuesday, October 18, 2011 – Regular Council Meeting 7 p.m. City Council Chambers (pre-meeting at 6:30 p.m.), Thursday, October 27, 2011– Council Work session 4:15 p.m. City Council Chambers, Tuesday, November 1, 2011 – Regular Council Meeting 7 p.m. City Council Chambers (pre-meeting at 6:30 p.m.)

There being no further discussion, the meeting adjourned at 4:58 p.m.

Cindy Baker	Nancy Tia Brown
Administrative Services Officer	Mayor

City of Cody
Council Proceedings
Tuesday, October 18, 2011

A regular meeting of the Cody City Council was held in Council Chambers of City Hall in Cody, Wyoming on Tuesday, October 18, 2011 at 7:00 p.m.

Present: Council Members Stan Wolz, Charles Cloud, Bryan Edwards, Donny Anderson, Jerry Fritz, and Steve Miller, City Administrator, Jenni Rosencranse, City Attorney, Scott Kolpitcke and Assistant Administrative Services Officer, Sara Wead

Absent: Mayor Nancy Tia Brown

Council President Miller called the meeting to order at 7:00p.m.

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

Police Chief, Perry Rockvam introduced Regular part-time Community Service Officer Craig Sax and Assistant Administrative Services Officer Sara Wead performed the Oath of Office.

Council President Miller presented the Proclamation for "Extra Mile Day" on November 1, 2011.

Council Member Wolz made a motion seconded by Council Member Fritz to approve the Consent Calendar including approval of Special Meeting Minutes from 9/29/11 and Regular Meeting Minutes from 10/04/11, approve vouchers and payroll in the amount of $1,798,391.57, award Bid No. 2011-15 for (2) new 2012 or newer front wheel drive Police Cars to Webster Motors in the amount of $38,664, and approve and authorize the Mayor to sign the Alcohol Inspection Contract between the Wyoming Association of Sheriffs and Chiefs of Police and the Cody Police Department for Alcohol and Tobacco Compliance inspections contract term July 1, 2011 through May 28, 2012. Vote was unanimous.

ORDINANCE NO. 2011-26 – FIRST READING
AN ORDINANCE AMENDING TITLE 10, CHAPTER 15 OF THE CITY OF CODY MUNICIPAL CODE REGARDING SIGNS
Council Member Cloud made a motion seconded by Council Member Anderson to pass Ordinance 2011-26 on first reading. Vote was unanimous.

Steve Payne, Public Works Director gave an update that the Cougar Avenue construction is scheduled to be completed by the end of the week.

Jenni Rosencranse, City Administrator gave a reminder that there is a meeting open to the public next Thursday, October 27 at 6:30pm at the Cody Club Room on the proposed nuisance ordinance. The tree and brush and large item pick up will begin November 1st. The program is available to residential customers and a pick up can be scheduled by contacting City Hall.

There being no further business, Council President Miller adjourned the meeting at 7:13 p.m.

Sara Wead	Steve Miller
Assistant Administrative Services Officer	Council President

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD	Inventory No
200	A-1 ELECTRIC	01827	OUTLET INSTALLATION - LAGOONS	09/29/2011	127.84			
Total 200					127.84	.00		
2390	ACE HARDWARE	215866	RENT EQUIPMENT FOR DOG PARK TF	09/06/2011	39.60			
		216033	BATTERIES	09/08/2011	4.29			
		216166	RAW WATER REPAIRS	09/09/2011	22.45			
		217531	SUPPLIES	09/29/2011	14.94			
		217870	SUPPLIES	10/04/2011	24.47			
		217917	REPAIR WEED EATER HANDLE	10/05/2011	6.99			
		218072	SUPPLIES	10/06/2011	23.76			
		218212	STRAP HANGER	10/10/2011	2.29			
		218347	EQUIPMENT TO BLOW OUT SPRINKLE	10/11/2011	3.58			
		218386	REPAIR TENNIS NET	10/12/2011	21.99			
		218538	OUTLET COVER	10/14/2011	.55			
		218554	PAINT FOR TED EBERT PICNIC SHELT	10/14/2011	31.43			
		218562	DRAW KEY - TOBY	10/14/2011	1.49			
		218793	SAFETY GLOVES	10/19/2011	12.99			
		218814	REPAIR TENNIS NETS	10/19/2011	6.99			
			SHOP SUPPLIES		25.47			
		218874	SUPPLIES	10/19/2011	13.98			
		218884	REPAIR TENNIS NET	10/20/2011	13.47			
		218892	SUPPLIES	10/20/2011	6.49			
		218919	STEP LADDER	10/20/2011	38.99			
		218989	SUPPLIES	10/21/2011	5.49			
Total 2390					321.70	.00		
129162	ADVANCED INFO SYSTEMS	8807	OUTSOURCING BILLS	09/30/2011	283.31			
		8820	OUTSOURCING BILLS	10/14/2011	441.07			
		8841	OUTSOURCING BILLS	10/24/2011	209.84			
Total 129162					934.22	.00		
450	ALDRICH LUMBER CO	440903	SUPPLIES	09/30/2011	160.50			
		441444	SCREWS	10/10/2011	21.79			
		441459	INSULATION	10/10/2011	27.32			
		441471	INSULATION	10/10/2011	30.98			
		441529	INSULATION	10/11/2011	84.30			
		441532	CREDIT FOR RETURN	10/11/2011	74.07 -			
		441533	INSULATION	10/11/2011	95.97			
		441542	PRY BAR	10/11/2011	12.99			
		441551	INSULATION	10/11/2011	31.99			
		442057	SUPPLIES	10/20/2011	94.32			
		442067	SUPPLIES	10/20/2011	35.37			
Total 450					521.46	.00		
126551	ALSCO	775431	RUGS - CITY HALL	10/11/2011	45.95			
		776540	TOWELS & RUGS	10/14/2011	93.04			
Total 126551					138.99	.00		
128592	AMERICAN WELDING & GAS, IN	01468976	SUPPLIES	10/07/2011	77.00			
		01472374	TED EBERT PARK PICNIC SHELTER	10/12/2011	13.20			
		01477801	TIP CLEANER	10/18/2011	4.27			

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD	Inventory No
Total 128592					94.47	.00		
126865	ASPHALT ZIPPER INC	21659	BELTS	10/04/2011	1,116.00			
Total 126865					1,116.00	.00		
1010	BEAR CO, INC	159667	TIRES D02	08/31/2011	2,625.08			
		160057	TIRES D01	09/14/2011	414.32			
		160062	REPAIR FLAT - SERVICE CALL	09/14/2011	83.00			
		160355	TIRES DO1	09/26/2011	769.52			
Total 1010					3,891.92	.00		
129183	BEDOYA, ANGELA	17173011	UTILITY REFUND	10/13/2011	100.00			
			UTILITY REFUND		8.70			
Total 129183					108.70	.00		
128244	BENNETT, EVAN	100611	REIMBURSE FOR EXAM FEES	10/06/2011	180.00			
Total 128244					180.00	.00		
123189	BIG HORN HORTICULTURAL SE	230145	RIGHT OF WAY CLEARING	10/20/2011	4,125.00			
Total 123189					4,125.00	.00		
1180	BIG HORN PAINT	0057809	PAINTING TIP	10/11/2011	76.00			
Total 1180					76.00	.00		
1210	BIG HORN WHOLESALE	132679	CLEANING SUPPLIES	10/10/2011	63.93			
Total 1210					63.93	.00		
4125	BLAKEMAN PROPANE, INC	294876	PROPANE	10/13/2011	10.73			
Total 4125					10.73	.00		
1360	BLUE CROSS BLUE SHIELD OF	101711	INSURANCE PREMIUM	10/17/2011	98,344.22			
			INSURANCE PREMIUM		713.01			
			INSURANCE PREMIUM		1,404.39 -			
Total 1360					97,652.84	.00		
129191	BNSF RAILROAD COMPANY	102511	BNSF CROSSING PERMIT APPLICATIC	10/25/2011	600.00			
Total 129191					600.00	.00		
128623	BOBCAT OF BIG HORN BASIN, I	3007	EQUIPMENT REPAIR	10/06/2011	40.23			
Total 128623					40.23	.00		
129182	BOGART, JENNIFER	101811	REFUND CASH BOND MC-1108-003	10/18/2011	140.00	140.00	10/19/2011	
Total 129182					140.00	140.00		
1400	BOONE'S MACHINE SHOP	48777	TED EBERT PICNIC SHELTER	09/30/2011	1,186.08			
		48821	TED EBERT PICNIC SHELTER	10/06/2011	27.02			

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD	Inventory No
Total 1400					1,213.10	.00		
128267	BOOT BARN, INC	IVC0023662	UNIFORMS	10/12/2011	114.96			
Total 128267					114.96	.00		
1420	BORDER STATES INDUSTRIES I	903071213	NEW SERVICE	10/17/2011	177.72			
Total 1420					177.72	.00		
123538	BRESNAN COMMUNICATIONS	00611-MNTK	MENTOCK PARK SECURITY	10/06/2011	13.60			
		100611-PD	INTERNET - PD	10/04/2011	68.10			
		01511-SHOP	INTERNET - SHOP	10/15/2011	149.95			
Total 123538					231.65	.00		
124607	BROWN, JULIE	101911	MILEAGE REIMBURSEMENT	10/19/2011	288.66			
Total 124607					288.66	.00		
1550	BRUCO INC	292655	CLEANING SUPPLIES	10/13/2011	162.37			
Total 1550					162.37	.00		
1690	C & C WELDING	13659	STRAIGHT FOR PAVEMENT	08/05/2011	24.80			
		13956	TARP INSTALLATION	10/06/2011	55.84			
		13966	TARP INSTALLATION	10/10/2011	43.43			
Total 1690					124.07	.00		
124671	CDW GOVERNMENT, INC.	ZSW1889	TONER	09/23/2011	132.30			
Total 124671					132.30	.00		
10091	CENTURY LINK	100111	PHONE CHARGES	10/19/2011	1,186.09			
		101911	PHONE CHARGES	10/19/2011	706.10			
Total 10091					1,892.19	.00		
2165	CHILDREN'S PLAY STRUCTURE	4735	REPAIR TED EBERT PLAYGROUND EC	10/10/2011	145.00			
Total 2165					145.00	.00		
2230	CHUCKS SIGN COMPANY	1360	PAINT MARQUEE SIGN - REC CENTER	10/06/2011	96.00			
Total 2230					96.00	.00		
129184	CHURCH, JODY	10050013	UTILITY REFUND	10/17/2011	33.85			
Total 129184					33.85	.00		
2260	CITY OF CODY	102411	UTILITIES	10/24/2011	1,713.75			
			UTILITIES		1,248.15			
			UTILITIES		10,097.27			
			UTILITIES		2,646.65			
			UTILITIES		7,939.98			
			UTILITIES		1,360.80			
			UTILITIES		5,378.03			

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD	Inventory No
			UTILITIES		724.62			
			UTILITIES		499.20			
			UTILITIES		3,448.26			
		614-1	COMMERCIAL REVIEW 531 15TH ST	10/14/2011	50.00			
		614-2	BUILDING PERMIT 531 15TH ST	10/14/2011	714.00			
Total 2260					35,820.71	.00		
129079	CODY CAB	101011	TIPSY TAXI VOUCHERS (14)	10/10/2011	98.00			
		101811	TIPSY TAXI VOUCHERS (5)	01/01/1981	35.00			
		102411	TIPSY TAXI VOUCHERS (10)	10/24/2011	70.00			
Total 129079					203.00	.00		
2765	CODY ROTARY CLUB	101069	ROTARY DUES - RICK MANCHESTER	09/30/2011	61.50			
			ROTARY DUES - RICK MANCHESTER		61.50			
Total 2765					123.00	.00		
128724	COE CONSTRUCTION	101111	REFUND ENCROACHMENT DEPOSIT	10/11/2011	150.00			
Total 128724					150.00	.00		
3240	COWAN CONSTRUCTION	CC-01	INSTALL JAMS FOR NEW DOOR EAST	10/06/2011	1,410.44			
Total 3240					1,410.44	.00		
3300	CRUM ELECTRIC	1273445-00	ST LIGHT REPAIRS	10/06/2011	53.46			
		1274816-00	BULBS	10/11/2011	91.11			
		1276126-00	SYSTEM REPAIRS	10/14/2011	136.13			
		1276306-00	NEW SERVICE	10/14/2011	53.96			
		1278064-00	ST LIGHT REPAIRS	10/20/2011	210.16			
		1278439-00	SUPPLIES	10/21/2011	15.32			
		1278598-00	SYSTEM REPAIR	10/21/2011	86.33			
Total 3300					646.47	.00		
3765	DOMINO'S PIZZA	1465	PIZZA BY THE SLICE	10/14/2011	47.94			20145
Total 3765					47.94	.00		
3857	DUNCAN & ALLEN	101111	LEGAL SERVICES - SEPT. 2011	10/11/2011	4,206.68			
Total 3857					4,206.68	.00		
126679	EAGLE RECOVERY & TOWING	5473	TOW VEHICLE TO SHOP	06/06/2011	97.00			
Total 126679					97.00	.00		
3960	EASTGATE CLEANERS	402524	CLEAN CITY FLAG	09/30/2011	11.00			
Total 3960					11.00	.00		
128686	ECOLAB PEST ELIM. DIV.	6920699	PEST CONTROL - REC CENTER	10/12/2011	57.50			
			PEST CONTROL - REC CENTER		57.50			
		6920700	PEST CONTROL - AUDITORIUM	10/12/2011	65.00			

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD	Inventory No
Total 128686					180.00	.00		
4120	ENERGY LABORATORIES INC	311050833	PERMIT RENEWAL TESTING	10/12/2011	150.00			
Total 4120					150.00	.00		
2630	ENERGY WEST	101111	UTILITIES	10/11/2011	46.71			
			UTILITIES		105.80			
			UTILITIES		84.50			
			UTILITIES		19.23			
			UTILITIES		20.60			
		101411	UTILTITIES	10/14/2011	116.76			
Total 2630					393.60	.00		
4140	ENGINEERING ASSOCIATES	3110038	NORTH CODY DISTRIBUTION FEEDER	10/20/2011	2,410.25			
		3110039	COUGAR AVE RECONSTRUCTION	10/20/2011	6,291.75			
Total 4140					8,702.00	.00		
129185	ERA BEARTOOTH REALTY	16083214	REFUND UTILITY DEPOSIT	10/17/2011	29.84			
Total 129185					29.84	.00		
4210	FARM PLAN CORPORATION	2715370	UNIFORMS	10/14/2011	94.99			
		607704	HITCH ON MOWER	07/06/2011	24.94			
Total 4210					119.93	.00		
126018	FASTENAL COMPANY 01WYCD\	/YCDY37537	RESPIRATOR CARTRIDGES	09/29/2011	38.19			
		/YCDY37787	ROLLERS FOR IVY DUMPSTERS	10/14/2011	253.06			
Total 126018					291.25	.00		
123727	FOOD SERVICE OF AMERICA	4040649	Plain Pretzels	10/14/2011	77.64			20048
			FUEL SURCHARGE		7.00			
Total 123727					84.64	.00		
127301	FREMONT BEVERAGES INC	27811	Drink Syrups	10/13/2011	67.00			20004
Total 127301					67.00	.00		
4370	FREMONT MOTOR CODY INC	101811	RETURN BID BOND, BID 2011-15	10/18/2011	2,148.54			
		178077	PARTS FOR DODGE CHARGER A01	10/14/2011	571.18			
Total 4370					2,719.72	.00		
123014	GALLS, AN ARAMARK COMPAN'	511667806	NAME TAGS C13	10/04/2011	17.20			
Total 123014					17.20	.00		
127690	GONZALES, RAYMOND & ANNE'	1477	RANDOM TESTING	10/14/2011	30.00			
			RANDOM TESTING		160.00			
			RANDOM TESTING		30.00			
			RANDOM TESTING		40.00			

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD	Inventory No
Total 127690					260.00	.00		
125939	GOODYEAR PRINTING	6164	MAYOR'S NOTECARDS	10/20/2011	213.00			
Total 125939					213.00	.00		
126187	HALL'S SAFETY EQUIPMENT	1011-0797	EQUIPMENT MAINT.	10/19/2011	35.65			
Total 126187					35.65	.00		
4780	HARRIS TRUCKING & CONST. C	122023	ASPHALT	09/28/2011	1,544.13			
		#1-COUGAR	PAY EST #1 - COUGAR RECONSTRUC	10/17/2011	106,581.42			
Total 4780					108,125.55	.00		
129090	HOMAX OIL SALES, INC.	CL29996-IN	FUEL - ELEC DEPT	09/30/2011	1,063.47			
			FUEL - ELEC DEPT		918.58			
		CL29999-IN	FUEL - PD	09/30/2011	4,403.91			
			FUEL - PD		115.71			
		CL30000-IN	FUEL - PARKS	09/30/2011	2,163.03			
			FUEL - PARKS		748.62			
		CL30001-IN	FUEL - FAC. MAINT.	09/30/2011	277.52			
		CL30002-IN	FUEL - AQUATICS	09/30/2011	38.29			
			FUEL - REC CENTER		46.91			
		CL30003-IN	FUEL - BLDG INSPEC.	09/30/2011	231.23			
		CL30004-IN	FUEL - SHOP	09/30/2011	173.91			
			FUEL - SHOP		46.90			
			FUEL - SHOP		142.52			
			FUEL - SHOP		815.12			
			FUEL - SHOP		2,692.26			
			FUEL - SHOP		16.96			
		CL30005-IN	FUEL - SOLID WASTE	09/30/2011	75.86			
			FUEL - SOLID WASTE		6,986.16			
			FUEL - SOLID WASTE		372.12			
		CL30006-IN	FUEL - WATER DEPT	09/30/2011	421.45			
			FUEL - WATER DEPT		897.60			
		CL30007-IN	FUEL - WASTE WATER	09/30/2011	434.11			
			FUEL - WASTE WATER		395.28			
Total 129090					23,477.52	.00		
5080	HOPKINS LIFE AND SAFETY	80250	SAFETY SUPPLIES	10/07/2011	35.92			
			SAFETY SUPPLIES		35.92			
			SAFETY SUPPLIES		35.93			
			SAFETY SUPPLIES		35.93			
		80252	SAFETY SUPPLIES	10/07/2011	94.09			
Total 5080					237.79	.00		
126019	I STATE TRUCK CENTER	51093360:01	PARTS - SANITATION TRUCK	10/08/2011	173.39			
		51095680:01	DIESEL EXHAUST FLUID	10/12/2011	148.50			
		51095770:01	ERG COOLER REPALCE - C04	10/13/2011	1,530.46			
Total 126019					1,852.35	.00		
5170	ICMA RETIREMENT-457-#303143	492628	Contributions	10/17/2011	5,142.60	5,142.60	10/17/2011	

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD	Inventory No
Total 5170					5,142.60	5,142.60		
5280	INT'L SOCIETY OF ARBORICUL	102011	ISA DUES - MONTE BALES	10/20/2011	177.00			
Total 5280					177.00	.00		
127571	JARVIS, GEORGE B	102111	VOLLEYBALL REFEREE	10/21/2011	100.00			
Total 127571					100.00	.00		
5560	JIRDON	821-1092	BROADLEAF WEED CONTROL IN TURI	10/07/2011	325.68			
Total 5560					325.68	.00		
5690	K MART	60659	SUPPLIES	10/11/2011	22.27			
Total 5690					22.27	.00		
5700	K-B COMMERCIAL PRODUCTS	2972420.001	CLEANING SUPPLIES	10/13/2011	251.20			
Total 5700					251.20	.00		
9029	KENCO SECURITY & TECHNOLC	916526	FRONT DESK RECORDER & CAMERA	10/03/2011	2,828.30			
Total 9029					2,828.30	.00		
124776	KRAMES STAYWELL, LLC	6720134	BABYSITTING TRAINING INST. BOOKS	09/30/2011	155.01			
Total 124776					155.01	.00		
127743	LEGEND COMMUNICATIONS OF	MT-10/21/11	CREDIT FOR OVERPAYMENT	10/21/2011	204.00 -			
			CREDIT FOR OVERPAYMENT		346.80 -			
Total 127743					550.80 -	.00		
123209	LYLE SIGNS INC	830161	SIGN BLANKS	10/10/2011	162.01			
Total 123209					162.01	.00		
6390	MC CUMBER LOCKSMITH SHOP	2647A	KEY COPIES	10/10/2011	27.00			
Total 6390					27.00	.00		
6930	MOUNTAIN WEST INC	021972	UNIFORMS C21	10/11/2011	23.90			
Total 6930					23.90	.00		
126117	NEENAH FOUNDRY CO	44218	DRAINAGE GRATES	10/12/2011	3,261.69			
Total 126117					3,261.69	.00		
7330	NORTH PARK TRANSPORTATIO	16819775	SYSTEM UPGRADE	10/06/2011	223.52			
			SYSTEM REPAIR		236.59			
			NEW SERVICE		16.97			
Total 7330					477.08	.00		
7340	NORTHERN GARDENS	065044	SOD - SYSTEM REPAIRS	08/30/2011	30.40			

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD	Inventory No
Total 7340					30.40	.00		
123035	ORIENTAL TRADING CO	47067449-01	REC CENTER PROGRAMS - AQUATICS	10/10/2011	65.47			
		47184695-01	PILATES FOR PINK - REC CENTER	10/13/2011	83.50			
Total 123035					148.97	.00		
125181	OWEN, DON	102111	VOLLEYBALL REFEREE	10/21/2011	112.50			
Total 125181					112.50	.00		
128493	PARK COUNTY CIRCUIT COURT	10/12/2011	CV-2011-251	10/17/0201	62.08	62.08	10/17/2011	
Total 128493					62.08	62.08		
129116	PARK COUNTY CLERK	101811	FILING FEE - EASEMENT	10/18/2011	17.00			
Total 129116					17.00	.00		
129189	POWELL DAIRY SERVICE	97533	Chocolate milk	10/13/2011	21.00			20052
Total 129189					21.00	.00		
430	PURCHASE ADVANTAGE CARD	013840	Fruit	10/13/2011	22.36			20035
		21052	REC CENTER BIRTHDAY PARTY	10/15/2011	16.99			
Total 430					39.35	.00		
125076	QUAD STATE INSTRUCTORS, IN	101411	MEMBERSHIP RENEWAL - R POND	10/14/2011	50.00			
Total 125076					50.00	.00		
125010	QUALITY ASPHALT PAVING INC	1160	ASHPALT REPAIRS	10/03/2011	7,557.30			
			ASHPALT REPAIRS		1,231.20			
		1164	ASPHALT REPAIRS	10/04/2011	957.60			
Total 125010					9,746.10	.00		
7570	ROCKY MOUNTAIN POWER	102011	UTILITIES	10/20/2011	47.07			
			UTILITIES		191.44			
Total 7570					238.51	.00		
124586	ROGER'S SPORT CENTER	4000515	PUSH MOWER	09/12/2011	389.00			
Total 124586					389.00	.00		
124166	S & S WORLDWIDE INC	7110485	HALLOWEEN CARNIVAL	10/04/2011	65.54			
		7110618	PROGRAM SUPPLIES	10/04/2011	256.96			
Total 124166					322.50	.00		
123147	SCHOENING, WILLIAM D	102111	VOLLEYBALL REFEREE	10/21/2011	100.00			
Total 123147					100.00	.00		
9010	SEARS	T517392	BATTERIES FOR DRILLS	10/04/2011	169.98			

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD	Inventory No
Total 9010					169.98	.00		
127725	SHERWIN-WILLIAMS COMPANY	5688-5	FLAME RETARDENT PAINT	10/17/2011	2,517.97			
Total 127725					2,517.97	.00		
9140	SHOSHONE OFFICE SUPPLY	0084631	SUPPLIES	10/04/2011	5.49			
		0084686	OFFICE SUPPLIES	10/10/2011	9.04			
		0084838	OFFICE SUPPLIES	10/10/2011	26.08			
		0084842	SUPPLIES	10/10/2011	11.19			
		0084851	SUPPLIES	10/11/2011	80.07			
		0084880	TONER	10/13/2011	77.99			
		0084890	ORGANIZER	10/14/2011	16.19			
		0084920	OFFICE SUPPLIES	10/12/2011	25.90			
		0084921	OFFICE SUPPLIES	10/12/2011	18.99			
Total 9140					270.94	.00		
124117	SMITH, KENNETH	14119027	UTILITY REFUND	10/13/2011	93.21			
Total 124117					93.21	.00		
9635	STROUPE PEST CONTROL CO	100411-EL	PEST CONTROL - EL	10/04/2011	55.00			
		00611-SHOP	PEST CONTROL - SHOP	10/06/2011	83.00			
Total 9635					138.00	.00		
129186	STYNES, EVELYN	7153037	REFUND UTILITY DEPOSIT	10/13/2011	46.55			
Total 129186					46.55	.00		
124941	SUBWAY	0000137395	3" Subs	10/14/2011	40.00			20012
Total 124941					40.00	.00		
128471	TITAN ACCESS	1C09654	THERMOSTAT SWITCH	10/04/2011	62.38			
		1C09654A	REPAIRS	10/05/2011	46.16			
		1C09736	GLASS - G05 BACKHOE	10/10/2011	170.14			
Total 128471					278.68	.00		
128338	ULMER, JAMES	13196047	REFUND UTILITY DEPOSIT	10/17/2011	81.99			
Total 128338					81.99	.00		
129187	US DEPT OF HUD	16703015	REFUND UTILITY DEPOSIT	10/06/2011	44.58			
Total 129187					44.58	.00		
129112	US POSTMASTER	102411	POSTAGE FOR OUTSOURCING BILLS	10/24/2011	3,700.00			
Total 129112					3,700.00	.00		
10150	V F W CLUB	101111	FLAGS	10/11/2011	349.00			
Total 10150					349.00	.00		
126586	VERDERAME, JOHN	162919	REIMBURSE FOR HOLSTER (LESS SA	10/19/2011	34.99			

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD	Inventory No
Total 126586					34.99	.00		
10330	WAL MART COMMUNITY BRC	00231	REC CENTER PROGRAMS	10/11/2011	43.63			
		01900	COFFEE FOR PARKS OFFICE	10/19/2011	103.42			
		08929	OFFICE SUPPLIES	10/19/2011	7.96			
		09621	BATTERIES	10/12/2011	7.97			
		09622	Popcorn	10/12/2011	10.00			20049
			Coffee Cup w/ lids		5.52			20005
			Ramen Soup		18.88			20050
			SUGAR MIX		15.96			20129
			TREAT BAGS		4.45			20025
			Chocolate syrup		1.48			23002
			Granola Bars		14.82			20038
			Crackers		6.84			20034
		09690	REC CENTER PROGRAMS - PUMPKINS	10/19/2011	178.50			
Total 10330					419.43	.00		
129188	WARDELL, T L	100811	SHOP INSULATION - EAST BAYS	10/08/2011	13,566.00			
Total 129188					13,566.00	.00		
10370	WATCO POOLS	13113	REPAIR NEW GAUGE	10/04/2011	25.20			
		13140	REPAIR PUMP SEAL & FILTER GUAGE	10/04/2011	369.40			
		13157	SHIPPING AND HANDLING	10/12/2011	42.21			
Total 10370					436.81	.00		
124794	WATER SAFETY PRODUCTS	125129	LIFE JACKET RACK	10/11/2011	764.87			
Total 124794					764.87	.00		
10460	WEBSTER MOTORS, INC	7574	REPAIRS E01	09/02/2011	219.04			
Total 10460					219.04	.00		
10500	WEST PARK HOSPITAL	37808300	CASE 11-1887	09/10/2011	141.55			
Total 10500					141.55	.00		
128433	WESTERN EMULSIONS	9644	CHIP SEAL OIL	09/29/2011	3,553.20			
Total 128433					3,553.20	.00		
129190	WHISLER CHEVROLET	101811	RETURN BID BOND 2011-15	10/18/2011	2,162.00			
Total 129190					2,162.00	.00		
127631	WY CHILD SUPPORT #167207	10/12/2011	CHILD SUPPORT #167207/CV 1124836	10/17/2011	159.23	159.23	10/17/2011	
Total 127631					159.23	159.23		
10805	WYOMING DEPT OF TRANSPOR	0000044323	SHERIDAN AVE 29TH - 35TH	09/29/2011	1,275.60			
Total 10805					1,275.60	.00		
128282	YANKEE CAR WASH	093011	CAR WASHES - ELEC. DEPT.	09/30/2011	10.00			
			CAR WASHES - BUILDING INSPEC.		10.00			

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD	Inventory No
			CAR WASHES - PD		97.94			
			CAR WASHES - PD		6.00			
Total 128282					123.94	.00		

Total Paid:	5,503.91
Total Unpaid:	353,193.18
Grand Total:	358,697.09

Payroll $206,223.65

TOTAL $564,920.74

MEETING DATE:	NOVEMBER 1, 2011
DEPARTMENT:	ADMINISTRATION
PREPARED BY:	CINDY BAKER
DEPT. DIR. APPROVAL:	CDB
CITY ADM. APPROVAL:	_____
PRESENTED BY:	CINDY BAKER

Regular Meeting Minutes Correction Request

☐ For Your Information ■ Action Necessary ☐Response Requested

ACTION REQUIRED

Staff is requesting to amend the Regular Meeting Minutes from September 20th, approved at the October 4th meeting, to reflect the Proclamation of the Week of September 17th as Constitution Week, sponsored by the Daughters of the American Revolution. The minutes reflect the omission of the word "American".

BACKGROUND

The proclamation reads Daughters of the American Revolution; however the minutes of the Regular Meeting on 9/20 reflect only Daughters of the Revolution. Tracy L Clark, Recording and Corresponding Secretary of the Big Horn Chapter, National Society Daughters of the American Revolution brought this word omission to the City's attention and have requested the minutes be amended to add the word American.

They do not wish to be confused with any other current or former revolution. Daughters of the American Revolution is a nonprofit women's service organization devoted to providing for our current and former military people, promoting patriotism, historic preservation and conservation, genealogy, and historic education. The Big Horn Chapter have had family members serving in every conflict in and out of America since 1775, and just want proper designation made in the official record.

FISCAL IMPACT

None

ALTERNATIVES

1. Approve corrections to 9/20/11 minutes.
2. Do not approve corrections to 9/20/11 minutes.

ATTACHMENTS

None

AGENDA & SUMMARY REPORT TO:

None

AGENDA ITEM NO. _____

City of Cody
Agenda Request Form

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

Please provide the following detailed information relating to your concern or request. This form (and any relevant attachments) is due no later than seven days prior to a Council meeting to allow sufficient time for internal review. Council packets are prepared the Wednesday prior to the Tuesday meetings. Meetings are held the first and third Tuesday of each month. Please complete the following information in full.

****

Name of person to appear before the Council Connie Lockwood - Kim Richard

Organization Represented Cody Events Committee

Date you wish to appear before the Council 11/1/11

Mailing Address 1192 Sheridan Ave Telephone 307.250.1587

redplano711@yahoo.com 307-587-4221

E-Mail Address kim@irmanet.com

Preferred form of contact: Telephone ____ E-Mail ____

Names of all individuals who will speak on this topic

Connie Lockwood + Kim Richard

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

The Cody events Committee is seeking permission to hold their 19th Annual Lighted Christmas Parade in downtown Cody Saturday November 26, 2011 Starting at 6pm. The parade consist of lighted events including: horses, pedestrians, trailers floats + trucks. Parade map + route included: staging area closed @ 4:30pm

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

Connie Lockwood 20 October 2011

Signature Date Submitted

Revised 3/2007

The parade route will shutdown at 5:30pm + parade begins at 6pm. Sheridan Avenue will re-open after last parade entry.

Cody Events Committee is requesting that the Council waive the 100 parade fee due to committee being a non-profit organization

insurance enclosed

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 2/15/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
MEEKER INSURANCE AGENCY LLC
927 12th Street
Cody, WY 82414

CONTACT NAME:
PHONE (A/C, No, Ext): (307) 587-4906 FAX (A/C, No): (307) 587-4908
E-MAIL ADDRESS: meekerins@vcn.com

INSURER(S) AFFORDING COVERAGE	NAIC#
INSURER A :	
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
CODY EVENTS COMMITTEE

P.O. BOX 2582
CODY, WY 82414

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC			tbd	03/12/11	01/15/12	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 1,000,000
							PRODUCTS - COMP/OP AGG	$ 1,000,000
								$
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	$
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		COPY			WC STATU-TORY LIMITS OTH-ER	
							E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

IT IS UNDERSTOOD AND AGREED THAT THE CERTIFICATE HOLDER IS NAMED AS ADDITIONAL INSURED, BUT ONLY WITH RESPECT TO ITS LIABILITY ARISING OUT OF THE ACTIVITIES OF THE NAMED INSURED. INCLUDES COVERAGE FOR HIGHWAY BANNERS FOR SCHEDULED EVENTS. EVENTS:03/12/11:ST PATRICKS DAY PARADE ON SHERIDAN AVE.,& SPRING FLING ON 12TH STREET, CODY, WYOMING 82414. 11/26/11: CHRISTMAS PARADE & STROLL ON SHERIDAN AVE, CODY, WY 82414. 12/01/11-01/01/12: SANTA HOUSE IN CITY PARK, CODY, WY 82414.

CERTIFICATE HOLDER

CITY OF CODY
PO PO BOX 2200
CODY, WYOMING 82414

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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MEETING DATE:	
DEPARTMENT:	CODY POLICE DEPT.
PREPARED BY:	CINDY BAKER
DEPT. DIR. APPROVAL:	10/24/2011
CITY ADM. APPROVAL:	_____
PRESENTED BY:	CHIEF ROCKVAM

AGENDA ITEM SUMMARY REPORT

2011 Cody Christmas Parade

BACKGROUND

The Cody Events Committee is seeking permission to hold their 19th Annual Christmas Parade in downtown Cody on Saturday, November 26, 2011.

SUMMARY

The Cody Events Committee is seeking permission to hold their 19th Annual Christmas Parade on Sheridan Avenue on Saturday, November 26, 2011, starting at 6:00 p.m. The parade will consist of lighted events to include: horses, pedestrians, trailers, floats and trucks. The Cody Events Committee is hoping to have 30+ parade entries.

For information on the parade route and staging areas, please refer to the below listed attachments for the Traffic Control Plan and Parade Map.

The staging area will be closed at 4:30 p.m. The parade route will be shutdown at 5:30 p.m. and the parade will begin at 6:00 p.m. Sheridan Avenue will re-open after the last parade entry exits Sheridan Avenue.

The Cody Events Committee has obtained an insurance policy for the Cody Christmas Parade that lists the City of Cody as an “additionally insured” party.

The Cody Events Committee is requesting that the Council waive the $100.00 parade fee due to the committee being a non-profit organization.

FISCAL IMPACT

Since this event is scheduled on a weekend, the City of Cody will incur overtime costs for personnel setting up the staging area, working traffic control duties during the parade and cleaning the streets at the conclusion of the parade.

ALTERNATIVES

- Approve as presented
- Approve with Conditions
- Deny the request

AGENDA ITEM NO. _____

RECOMMENDATION

Staff recommends that once a permit from the Wyoming Department of Transportation has been obtained authorizing the closure of Sheridan Avenue for the parade, approve the request.

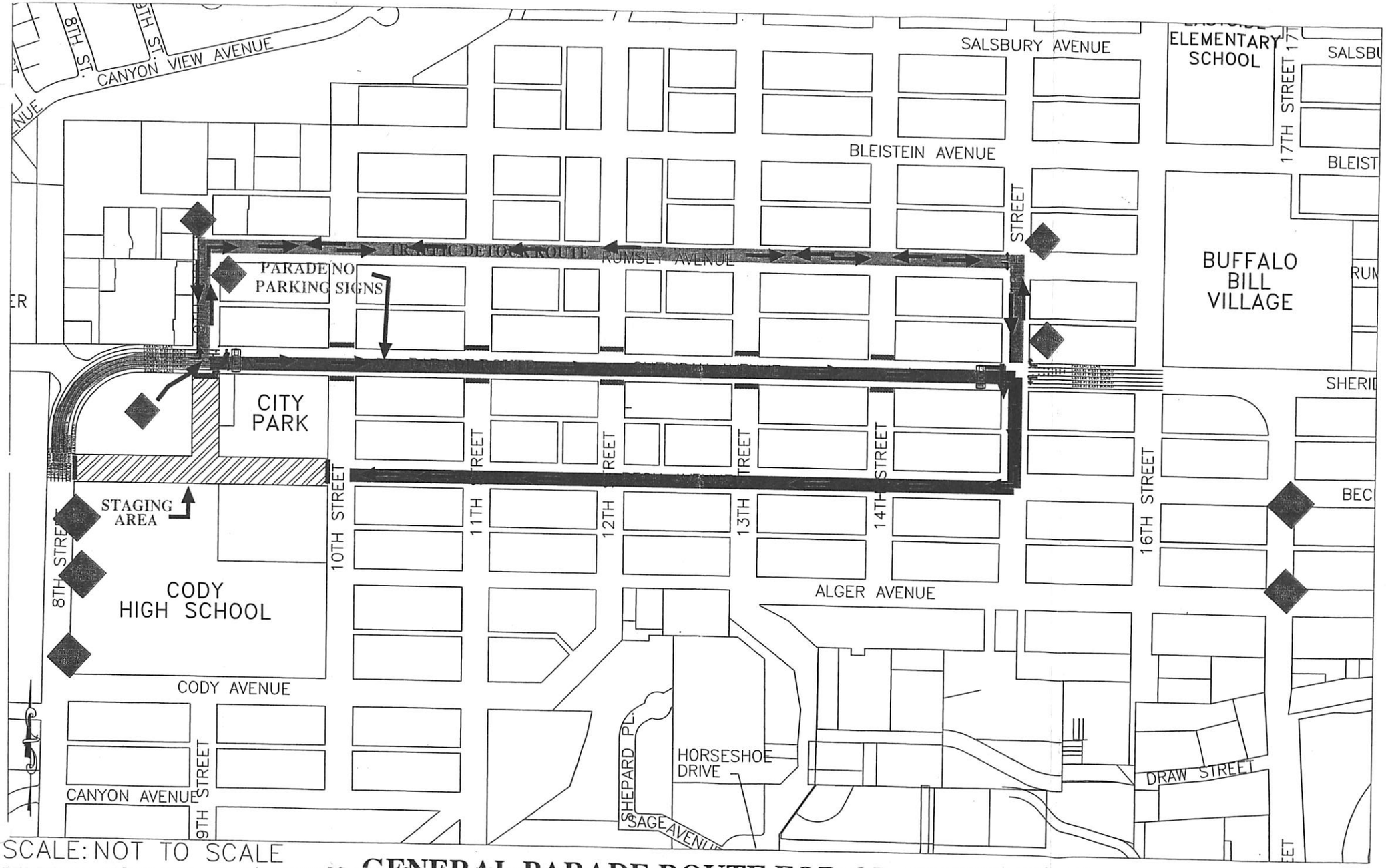
ATTACHMENTS

1. City of Cody Agenda Request Form
2. Traffic Control Plan and Parade Route Map
3. Certificate of Liability Insurance

AGENDA & SUMMARY REPORT TO:

1. Kim Richard or Connie Lockwood
   Cody Events Committee
   1192 Sheridan Avenue
   Cody, WY 82414
   587-4221 or 250-1587
   kim@irmahotel.com
   redpiano711@yahho.com

AGENDA ITEM NO. _____



GENERAL PARADE ROUTE FOR OTHER EVENTS:

H:\PUBLIC WORKS\CITY DEPARTMENTS\POLICE DEPT. MAPS\PARADE ROUTE\GENERAL EVENT PARADE ROUTE.DWG 11/8/2006 10:48 AM MDT

MEETING DATE: NOVEMBER 2, 2011
DEPARTMENT: ADMINISTRATIVE SERVICES
PREPARED BY: LESLIE BRUMAGE, FINANCE OFFICER
DEPT. DIR. APPROVAL: _____
CITY ADM. APPROVAL: _____

AGENDA ITEM SUMMARY REPORT

Declaration of Surplus Items for Auction

BACKGROUND
The City recently completed two online auctions with success and after a discussion with the Department Heads it was determined that the online auction process should continue on a quarterly basis to dispose of surplus equipment.

SUMMARY
Staff is requesting the following items be declared surplus and listed online for auction:

Description	Dept	Reserve
Lot of various computer equipment and parts	240	None
Lot of misc office supplies	240	None
Pitney Bowes folder/stuffer machine	240	None
HP laserjet P3005x printer	240	None
HP laserjet M1522N printer	240	None
HP laserjet 2420 printer	240	None
HP color laserjet 4600DN printer	240	None
HP officejet K80xi printer	240	None
HP laserjet 2820 printer/scanner/copier	240	None
CMX 2464 sound mixer board	240	None
HP deskjet 1420 printer	240	None
Lot of 19 Dell 17” CRT computer monitors	240	None
Sharp 14” color TV monitor	240	None
HP laserjet 1320 printer	240	None
HP laserjet 2100M printer	240	None
Lot of manhole lids and rings	550	None
Salvaged galvanized tin	550	None
Ariens Snowblower	520	None
Power partner generator	520	None
Precor Elliptical	430	None
Precor Treadmill	430	None
Hypercom credit card machine	430	None
Maytag washing machine	430	None
Titan proliner	520	None
Lot of misc brake pads	525	None
Ford pickup box	525	None
Chevy pickup box	525	None

AGENDA ITEM NO. _____

The following items have already been declared surplus and will be relisted online for auction:

Description	Dept	Reserve
2001 Johnston street sweeper *(the reserve was previously $20,000 and staff is recommending a reduction to $15,000)*	520	$15,000
Public parcel – lot 7 block 12 Valley View	240	$38,000
Public parcel – lot 8 block 6 Valley View	240	$38,000
125hp electric motor	550	$500
125hp electric motor	550	$500
125hp electric motor	550	$500
Sewer lift station valve, fittings & controls	550	None
Aluminum sewer jet fitting	550	None

FISCAL IMPACT

The last two auctions brought in $48,137. It is difficult to determine how much the City will receive from the sale of the items with no reserve however if the City sells all the items that have a reserve the potential revenue could be at least $92,500

ALTERNATIVES

1. Approve the list, declaring the items as surplus and available for auction
2. Reject the list and cancel the auction

RECOMMENDATION

Approve the list, declaring the items as surplus and available for auction

ATTACHMENTS

None

AGENDA & SUMMARY REPORT TO:

1. None

AGENDA ITEM NO. _____

MEETING DATE:	NOVEMBER 1, 2011
DEPARTMENT:	PUBLIC WORKS
PREPARED BY:	STEPHEN W. PAYNE
DEPT. DIR. APPROVAL:	_____
CITY ADM. APPROVAL:	_____
PRESENTED BY:	STEPHEN W. PAYNE

AGENDA ITEM SUMMARY REPORT
Park County Landfill Disposal Service Agreement

BACKGROUND

Staff requests that the Mayor and Council review the attached Park County Landfill Disposal Service Agreement. If the Council finds that the contract is acceptable, the Council will need to authorize the Mayor to sign said attached Park County Landfill Disposal Service Agreement.

Attached is a copy of the proposal regarding the Park County Landfill Disposal Agreement. The contract is exactly the same as last year.

1. The term of the contract is for on (1) year.
2. All loads will be weighed. Each load delivered without a weigh slip will be recorded as a full load of 12,000 lbs. Normally, the weight slip will provide what will be billable.
3. City residents will be limited to once monthly disposal at the landfill without charge provided the load is not over 460 lbs. City residents will have to supply two forms of identification, a current month's copy of a City of Cody utility bill and a drivers license.
4. All reference to the free disposal of materials from the semi-annual City cleanup has been removed. The City no longer provides this service, but instead has gone to a LIPS (large item pickup service) for which we separate materials. The materials the City typically deposits as a part of the LIPS program will not be charged for.
5. The landfill will also accept, at no charge, properly sorted deliveries of Appliances, vehicles, brush, burnable clean wood, grass, wood ships, hay, animal bedding, leaves, clean gravel, clean dirt and asphalt, at no charge, must be preapproved.
6. The fee for all solid waste in packer trucks delivered to the Landfill will pay a fee of $90/Ton.

SUMMARY

The existing Park County Landfill Disposal Service Agreement expires on November 1, 2011 and thus the County has forwarded a new contract for the Mayor and Council's approval. Staff requests that the Mayor and Council review the attached Park County Landfill Disposal Service Agreement. If the Council finds that the contract is acceptable, the Council will need to authorize the Mayor to sign said attached Park County Landfill Disposal Service Agreement.

FISCAL IMPACT

By signing Park County Landfill Disposal Service Agreement, the City is committing to paying $90/Ton for all Municipal Solid Waste delivered to the Landfill.

AGENDA ITEM NO. _____

ALTERNATIVES

1. Authorize the Mayor to sign the attached Park County Landfill Disposal Service Agreement.
2. Authorize the Mayor to sign an amended Park County Landfill Disposal Service Agreement
3. Deny authorization to the Mayor to sign the attached Park County Landfill Disposal Service Agreement.

RECOMMENDATION

City staff recommends that the Mayor and Council authorize the Mayor to sign the attached Park County Landfill Disposal Service Agreement.

ATTACHMENTS

1. Park County Landfill Disposal Service Agreement 2011-2012

AGENDA & SUMMARY REPORT TO:

1. Engineering Staff

AGENDA ITEM NO. _____

PARK COUNTY LANDFILL

DISPOSAL SERVICE AGREEMENT

This Agreement entered into as of this _____ day of _____, 2011, by and between the City of Cody, Wyoming, with an office at 1338 Rumsey Ave., Cody, Wyoming 82414, a municipal corporation, hereinafter referred to as "CUSTOMER", and the Board of County Commissioners for Park County, Wyoming, with a business address of 1002 Sheridan Avenue, Cody, Wyoming 82414, a governmental agency, hereinafter referred to as "OWNER".

ARTICLE I. DESIGNATED WASTES

During the term of this Agreement, subject to availability of airspace or any periodic quantity limitations imposed by applicable law, regulation, permits or otherwise, OWNER shall receive and dispose of all the solid waste, excluding radioactive, volatile, highly flammable, explosive, toxic, infectious, pathological or hazardous waste (hereinafter said solid waste shall be referred to as "Solid Waste") delivered to OWNER's disposal site. The term "hazardous waste", as used herein shall include, but not be limited to, any amount of waste listed or characterized as hazardous by the United States Environmental Protection Agency or any state agency pursuant to the Resource Conservation and Recovery Act of 1976, as amended, and including future amendments thereto, and applicable state law.

When requested by OWNER, the CUSTOMER shall, in addition to any labeling, placarding, marking, manifest or other such documentation required by law, provide OWNER, in advance, with a representative sample of the Solid Waste to be disposed of by OWNER, and with a detailed written physical and chemical description or analysis of the Solid Waste including a listing of unique chemical characteristics and safety procedures, if such exists, that would be of material significance to the handling of such Solid Waste ("Waste Characterization Data Sheet" or "WCDS"). CUSTOMER shall promptly furnish to OWNER any information regarding known, suspected, or planned changes in composition of such Solid Waste and CUSTOMER shall accordingly update the WCDS. CUSTOMER warrants to the best of its knowledge that all Solid Waste specified in a WCDS and delivered to OWNER shall conform to the description set forth on the WCDS. CUSTOMER will use reasonable efforts to monitor and investigate the information supplied on the WCDS.

ARTICLE II. TITLE

Title to the Solid Waste delivered by CUSTOMER shall be transferred to and vested in OWNER at the time the Solid Waste is fully unloaded at the working face of the Disposal Site and the load has been spread on the face revealing no suspected hazardous waste. Prior thereto, title to the Solid Waste shall be in, and all risks and responsibilities therefore shall be borne by, CUSTOMER.

ARTICLE III. COMPLIANCE WITH LAWS

OWNER and CUSTOMER shall comply with all applicable local, state and federal laws pertaining to the delivery and disposal of the Solid Waste. CUSTOMER shall also comply with work and safety rules which have been promulgated by OWNER to govern operations at the Disposal Site.

ARTICLE IV. DELIVERED QUANTITIES

a) OWNER shall accept solid waste at the Park County Regional Landfill Disposal site from CUSTOMER beginning on November 1, 2011. OWNER'S on-site certified scale shall be utilized to determine the gross, tare and subsequent net weight of each delivery. If for any reason the on-site scales are not functioning, the CUSTOMER agrees to weigh each load delivered to the OWNER's facilities and to provide to OWNER documentation thereof as determined by a certified scale. Each load delivered without a weigh slip will be recorded as a full load of 12,000 lbs. of waste

b) OWNER also agrees to accept waste once monthly from CUSTOMER's clients, delivered by pickup, passenger vehicle or by small trailer (not to exceed 460 pounds), at no additional charge provided the load is properly covered and secured. CUSTOMER's clients will supply two (2) forms of identification (drivers license and copy of the current month's City of Cody, Wyoming utility bill) to verify residence within city boundaries.

c) OWNER also agrees to accept at no charge properly sorted deliveries of:

1) Appliances, vehicles or other metal
2) Brush and burnable clean wood
3) Grass, wood chips, hay, animal bedding or leaves
4) Clean gravel or clean dirt
5) Asphalt at no charge must be preapproved

ARTICLE V. PAYMENT

a) CUSTOMER agrees to pay a fee of $90.00/Ton for all solid waste in packer trucks delivered to OWNER'S landfill. The owner will provide monthly invoices to the CUSTOMER with payment due within 45 days of receipt of acceptable invoice.

ARTICLE VI. LANDFILL FUND RESERVES

A specific purpose identified in the design and implementation of this Agreement is to provide for the long term, stable operation of Park County's landfill sites for the mutual benefit of its citizens. It is therefore mutually agreed between OWNER and CUSTOMER as follows:

a) Five percent (5%) of annual receipts will go into a reserve account to go toward closure/post-closure costs. Excess income above operating costs is to be held in reserve for future needs of Park County landfills.

b) Any interest from the investment of these reserve funds shall be accounted for as part of the balance of the fund.

c) CUSTOMER shall have the opportunity to review OWNER'S budget proposal(s) with the Landfill Manager, prior to the submittal of the final budget to the County Commissioners. Only those fees directly associated with the Landfill System shall be included within the budget proposal.

ARTICLE VII. TERM

The term of this Agreement shall be (1) year from the effective date hereof. The parties agree to review annually future contracts for transportation, transfer and operational costs. Either party may terminate this agreement by giving ninety (90) days written notice to the other.

ARTICLE VIII. FORCE MAJEURE

Except for the obligation to pay for services rendered, neither party hereto shall be liable for its failure to perform hereunder due to contingencies beyond its reasonable control, including, but not limited to, strikes, riots, war, fire, acts of God, compliance with any law, regulation or order, whether valid or invalid, of the United States of America or any other governmental body or any instrumentality thereof, whether now existing or hereafter created, or the revocation, suspension, denial or modification of any permit, license or approval regarding use, operation or closure of the Disposal Site.

ARTICLE IX. IMMUNITY

The OWNER and CUSTOMER do not waive their sovereign and/or governmental immunity by entering into this Agreement and OWNER and CUSTOMER specifically retain all immunities provided by law with regard to any action based upon the Agreement, pursuant to W.S. 1-39-101-121.

ARTICLE X. NO THIRD PARTY BENEFICIARY

The parties do not intend to create in any other individual or entity the status of third party beneficiary, and this Contract shall not be construed so as to create such status. The rights, duties and obligations contained in this Contract shall operate only between the parties to this Contract, and shall inure solely to the benefit of the parties to this Contract. The provisions of this Contract are intended only to assist the parties in determining and performing their obligations under this Contract.

ARTICLE XI. ASSIGNMENT

This Agreement is assignable with the prior written consent of both parties and shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns. Such consent shall not be unreasonably withheld, or required in the event of assignment by operation of law to an affiliate of OWNER.

ARTICLE XII. ENTIRE AGREEMENT

This Agreement constitutes the entire understanding between OWNER and CUSTOMER hereto, and cancels and supersedes all prior negotiations, representations, understandings and agreements, either written or oral, with respect to the subject matter hereof. No changes, alterations or modification to this Agreement will be effective unless in writing and signed by OWNER and CUSTOMER hereto.

Executed as of the day and year first above written:

CUSTOMER:	OWNER:
CITY OF CODY	BOARD OF COUNTY COMMISSIONERS PARK COUNTY, WYOMING
By: _____ (Signature)	By: _____ (Signature)
Date: _____	Date: _____
Title: _____Mayor_____	Title: _____Chairman_____
Date: _____	Date: _____
Attest: _____	Attest: _____
Title: _____	Title: _____

MEETING DATE:	NOV 1, 2011
DEPARTMENT:	PUBLIC WORKS
PREPARED BY:	JOLENE OSBORNE
DEPT. DIR. APPROVAL:	_____
CITY ADM. APPROVAL:	_____
PRESENTED BY: STEPHEN W. PAYNE	

AGENDA ITEM SUMMARY REPORT
Professional Tree Trimming Services Contract

BACKGROUND
Staff requests the Council authorize the Mayor to sign the attached Professional Tree Trimming Services Contract with Big Horn Horticultural Services.

On September 26, 2011 the City of Cody issued a Request for Services for Professional Tree Trimming Services and invited all of the local firms to submit a quote. The City received only one quote by the stated deadline. However, the submitted quote from Big Horn Horticulture was at the same rates submitted last year by Big Horn Horticulture. Last year's contract was issued to Big Horn Horticulture as they were the low bidder out of the three submitted quotes.

On October 12, 2011 a letter was sent notifying Big Horn Horticultural Services of their successful quote and requesting a contract for services. The attached contract is a result of that notice.

SUMMARY
The City requires Professional Tree Trimming Services every year to assist with tree trimming within alleys, rights-of-ways and along electrical lines. This year, a request for proposal was prepared and issued to all of the local firms. The city received one quote which was submitted by Big Horn Horticultural Services. Staff requests the Council authorize the Mayor to sign the attached Professional Tree Trimming Services Contract with Big Horn Horticultural Services.

FISCAL IMPACT
The contract indicates that Big Horn Horticultural Services will complete Aerial Trimming and Removal for $125/Hr, Stump Grinding, Ground Trimming and Removal for $90/Hr. Emergency Work as defined by the contract will be charged at $175/Hr.

ALTERNATIVES
1. Deny the request to authorize the Mayor to sign the attached Professional Tree Trimming Services Contract with Big Horn Horticultural Services.
2. Approve the request to authorize the Mayor to sign the attached Professional Tree Trimming Services Contract with Big Horn Horticultural Services.

RECOMMENDATION
Staff recommends that the Council authorize the Mayor to sign the attached Professional Tree Trimming Services Contract with Big Horn Horticultural Services.

ATTACHMENTS
1. Professional Tree Trimming Services Contract

AGENDA ITEM NO. _____

Big Horn Horticultural Services, Inc.
P.O. Box 2422
2831 Chopper Lane
Cody, WY 82414
Phone: 587-9726 Fax: 587-3949

Professional Tree Trimming Services Contract

This contract is an agreement between Big Horn Horticultural Services, herein referred to as the contractor, and the City of Cody, herein after referred to as the client. Contractor and client detailed in the following specifications. A work order will be supplied to the client each time work is done. All work to be completed by the contractor will commence only after receiving a City of Cody Work Order. The contractor will sign and date the Work Order at the completion of the work and note any challenges. The client agrees to pay the charges specified herein.

Tree Trimming Services

A. **Aerial trimming and removal**: For all scheduled work, contractor will supply aerial bucket truck, chipper, wood removal, certified arborist, ground man, all additional equipment and safety equipment to perform the job. The agreed upon rate will be $125.00 per hour, plus any fees incurred for disposal of wood products.

B. **Ground Trimming and Removal:** For all scheduled work contractor will supply a two man crew, chipper, wood removal, all necessary equipment and safety equipment to perform the job. The agreed upon rate will be $90.00 per hour, plus any fees incurred for disposal of wood products.

C. **Stump Grinding:** For all scheduled work contractor will supply a two man crew, stump grinder, chip removal, all necessary equipment and safety equipment to perform the job. The agreed upon rate will be $90.00 per hour, plus any fees incurred for disposal of wood products.

D. **Emergency Work:** Work will be considered emergency work; 1.) If work is not scheduled by the client with contractor at least five days in advance of work needing to be done. 2.) If client requires work to be done during holidays, weekends, or non business hours. Emergency work will be charged at agreed upon rate of $175.00 per hour, plus any fees incurred for disposal of wood products.

Insurance, Licenses, Permits, Liabilities:

A. The contractor will carry liability amounts and workmen's compensation coverage on his operators and employees and require same of any sub-contractors and provide proof of it to the client. The contractor is responsible for obtaining any licenses and/or permits required by law for activities on client's property.

Property Description, Length of Contract and Conditions:

A. This contract is for tree trimming services for property located and described as The City of Cody (Water, Electrical, Street and Parks Departments)
B. The term of the contract is for 1 year beginning 11/5/2011 and ending 11/5/2012. Client or contractor can cancel this contract at any time by giving thirty (30) day written notice.
C. The client will receive an invoice at the end of the month and payment is due within 30 days from the date of the invoice.

I have read fully the above terms and conditions and agree to be bound by them.

In witness whereof, the parties to this contract have signed and executed it as indicated.

Client	Date
Chris Hakett	10/19/2011
Contractor	Date

MEETING DATE:	NOVEMBER 1, 2011
DEPARTMENT:	PUBLIC WORKS
PREPARED BY:	JOLENE OSBORNE
DEPT. DIR. APPROVAL:	_____
CITY ADM. APPROVAL:	_____
PRESENTED BY:	STEPHEN W. PAYNE

AGENDA ITEM SUMMARY REPORT
Safe Routes to School Grant Application
Sidewalk along West side of 29th Street

BACKGROUND

Staff requests the Council authorize the Mayor to sign the attached WYDOT Safe Routes to School (SRTS) Infrastructure Grant application for the entire construction costs.

December 16, 2008, the Council passed a resolution (2008-17) stating the City of Cody desired to participate in the WYDOT "Safe Routes to School" Program to assist in financing the completion of a portion of the East Sheridan Avenue Improvements Project. At that time, the City applied for $199,550 in funding for sidewalk improvements along East Sheridan Avenue fronting the newly proposed school project. In response to that application, WYDOT recommended $20,000 in financing to fund a Safe Routes to School Planning Study and not to fund the construction cost of the sidewalks themselves. In April, 2009 the Council authorized the Mayor to sign the Safe Routes to School (SRTS) Program Project Agreement FY2009 between the Wyoming Department of Transportation and the City of Cody and also authorized School District 6 to select the Engineering Firm of EA to complete the work. The resulting Safe Routes to School Planning study identified and prioritized specific barriers to active transportation. The first priority identified was addressed with the construction of the sidewalks, curb and gutter along East Sheridan Avenue during the reconstruction of East Sheridan Avenue and Sunset Elementary School in the summer of 2010.

SUMMARY

The second priority identified by the SRTS study was the construction of a sidewalk along the west side of 29th Street. Current bicycling and walking conditions along 29th Street are difficult and unsafe due to the lack of sidewalks, lack of developed road shoulders, the sanitation collection containers and the narrow road pavement section. The proposed construction would consist of 1,781 linear feet of asphalt on the west side of 29th Street from Central Avenue to East Sheridan Avenue for a total estimated construction cost of $49,490.52. Staff requests the Council authorize the Mayor to sign the attached WYDOT SRTS Infrastructure Grant application for the entire construction costs.

FISCAL IMPACT

If the application is successful, the grant would provide the total required construction costs of the sidewalk.

ALTERNATIVES

1. Authorize the Mayor to sign the SRTS Grant application for the construction of a sidewalk along the west side of 29th Street from Central Avenue to East Sheridan Avenue.
2. Deny the request.
3. Authorize with modifications.

AGENDA ITEM NO. _____

RECOMMENDATION

Staff recommends that Council authorize the Mayor to sign the SRTS Grant application for the construction of a sidewalk along the west side of 29th Street from Central Avenue to East Sheridan Avenue.

ATTACHMENTS

1. WYDOT SRTS Infrastructure Grant Application

AGENDA ITEM NO. _____

For office use only	
Fiscal Year of Funds:	
Date Received:	
Funded/Unfunded:	

1 Application Date (mm/yyyy):

2 Project Name: City of Cody -29th Street Sidewalk

3 SRTS **Infrastructure** or **Combined** Funding Amount Requested: **$49,490.52**

(Will fill in automatically as the application is completed.)

4 Applicant Name: City of Cody

Applicant Type: (Select One)

Town	City	County	Tribe	School/District	State	Other
	x					

5 Mailing Address: PO Box 2200

City: Cody State: WY Zip: 82414

6 Contact Name: Stephen W. Payne

Contact Title: Public Works Director

Daytime Phone #: 307-527-7511 Email Address: spayne@cityofcody.com

7 Does your community have a Safe Routes to School Plan in place? (Map 1 - Guidelines p. 8)

Yes x No

(If yes, attach a copy of the plan to this application.)

If your community does not have a Plan in place, are you requesting funds to complete one in this application? Yes No x

8 School(s) Benefited by Project:

Sunset Elementary School (K-5) -East Sheridan Avenue, Cody, WY 82414

What is the total K-8 Student enrollment at your school(s)? 325

What is the total number of K-6 grade students who reside within 1 mile of your school(s)? 236

What is the total number of grade 7-8 students who reside within 1.5 miles of your school(s)? 0

Percentage of Students allowed, per state standard, to walk or bike to school. 73%

(Will fill in automatically as the application is completed.)

What percentage of students currently walk or bike to and from your school(s)? 8%

(Numbers can be compiled by completing the Student Arrival and Departure Tally Sheet as well as the Survey About Walking and Biking to School for Parents. - Both forms are available from WYDOT upon request.)

9 What percentage of students are eligible for free or reduced lunches at the school(s) 41%

10 Identify the Problem: (Why are you doing what you are doing?)

In the fall of 2010, Sunset School Elementary students began the school year in a newly constructed school located on East Sheridan Avenue near the intersection of 31st Street. The old school that was located on 22nd Street is slated to be demolished. In an effort to encourage students from the old school neighborhood to continue to walk to the new school and to encourage students in the new neighborhood to do the same, the City of Cody is proposing to install a sidewalk along the west side of 29th Street from Central Avenue to East Sheridan Avenue. This route will allow students from the old school neighborhood to access the school grounds via sidewalks currently installed along East Sheridan Avenue and the crosswalk at 31st Street. It would also allow middle school students to travel north toward the middle school. Though a high traffic major collector street, 29th Street has no sidewalks, no bike paths, no developed road shoulders, no crosswalks and a narrow pavement width.

11 Does the Locality or School District have a Policy that Prohibits or Discourages Bike & Pedestrian Travel?

Yes [ ] No [x]

(If Yes, what measures are proposed to change this policy?)

12 Current Bicycling/Walking Conditions: (Map 2 - Guidelines p. 8)

The current bicycling and walking conditions along 29th Street are difficult and unsafe due to the lack of sidewalks, lack of developed road shoulders, the sanitation collection containers and the narrow road pavement section. Visibility is greatly reduced by the large sanitation collection containers that are along the east side of the road and students often walk between the containers. (Site Photos, Pedestrian Travel Analysis) Pedestrian travel along East Sheridan Avenue is clear with substantial sidewalks, curb and gutter that were installed along both sides of the street during the re-construction of the area in the summer of 2010. (Priority #1 Improvements along East Sheridan Ave)

13 Existing SRTS efforts in place at the involved school(s) (5Es)

A) Engineering: Sunset School has sidewalks, bike racks, skateboard racks, crosswalks and speed control devices on-site. Flashing school zone speed reduction signs are along East Sheridan Ave. There are sidewalks, curb and gutter along East Sheridan Ave and a crosswalk to 31st Street. B) Education: Safety is incorporated into curriculum by teachers on a regular basis. To facilitate student drop-off in a safe manner, the school has implemented a “Kiss and Go” program utilizing teachers and volunteers to assist students accessing school grounds safely. A community Traffic Committee also researches traffic issues in the city and have developed a School Zone Safety Brochure distributed to the public. Sunset School also distributes a Sunset Traffic Safety Brochure to students and parents. C) Enforcement: The City Police Department actively patrols the school zone monitoring traffic speed and crosswalk activity. The school has a crossing guard program at the intersection of East Sheridan Ave and 31st St. D) Encouragement: The City Recreation

Department holds several events promoting walking and bicycling. The annual "Safe Kids Bike Rodeo" is a safety-oriented bicycling contest emphasizing helmet use and traffic rules. For the last seven years, Park County School District No. 6 has celebrated "International Walk to School Day" by encouraging students to walk to school with their principals, teachers, administrators, City Council and the Mayor. Last year's event began on 29th St and proceeded to the new Sunset School. E) Evaluation: Students and parents are polled annually.

14 Identify the solution to the problem: (Attach a map of the project location)

The construction of a sidewalk along the west side of 29th Street will encourage students to walk or bike to the new school on the west side of 29th Street instead of the east where they are less visible to motorists due to the sanitation collection containers. These improvements will help connect the old school neighborhood to the new school. (Priority #2 Bike Path Along 29th Street)

The proposed improvements would be located on a(n):

State Highway [ ] County Road [ ] City Street [x] Other Property [ ]

15 Identify current and potential safe walking and bicycling routes to school(s): (Attach Map)

Significant numbers of students from the old Sunset School neighborhood have the potential to walk or bike to the new school site from the west and south. Travel along Central Avenue and 29th Street will carry students to East Sheridan Avenue. From the intersection of 29th Street and East Sheridan Avenue, they will cross 29th Street and travel east to 31st Street where they can cross East Sheridan Avenue via crosswalk to access the school. Other students will access the south side of East Sheridan from other side streets such as 31st Street and 33rd Street. (Priority #1 Improvements along East Sheridan Ave)

16 Proposed Program Schedule and Cost: (Attach a detailed breakdown)

	Begin: (mm/yyyy)	End: (mm/yyyy)	Estimated Cost:
Engineering	Apr-12	Jun-12	**$49,490.52**
Evaluation/Planning:			
Education:			
Encouragement:			
Enforcement:			
Total of SRTS Funds Requested:			**$49,490.52**

Additional Committed Funding (Optional):

Committed Local Funds	0%	
Value of Donated Goods or Services	0%	

17 Describe in detail how you intend to use funding awarded in each category (5 Es):

A) Engineering: This category will include the construction of the planned sidewalk along the west side of 29th Street. Costs of excavation are estimated at $5,185.19. Pit Run, base and asphalt costs are estimated at $26,884.44. Mobilization, traffic control and mailbox/sign resetting costs are estimated to be $6,000.00. Engineering costs are estimated at 20% for $7,613.93 and a 10% estimate for contingencies at $3,806.96. (Proposed Sidewalk Map and Safe Routes To School Estimate of Costs)B) Education: None requested. C) Enforcement: None requested. D) Encouragement: None requested. E) Evaluation: None requested.

18 Describe any supporting or participating organizations, local agencies, and/or citizen support. Possible project partners may include school officials, local traffic engineers, law enforcement agencies, public health agencies or organizations, school-based associations, local elected officials, nonprofit groups, local businesses, religious organizations and other community groups. Please attach any relevant documentation for the proposed SRTS plan or program, such as letters, petitions, and any required resolutions from boards, councils, and regional planning agencies.

The City of Cody Mayor, City Council, Public Works Department, Park County School District No. 6 School Board, School Superintendent and Sunset School Parent Teacher Association are working together in support this project. A letter from the Mayor, School Superintendent and Sunset School Parent Teacher Association are all included in this package supporting the need and desire to provide appropriate sidewalk along the west side of 29th Street to encourage students to walk and bike to the new Sunset School.

19 Describe how you plan to ensure continued success of the program and the parties responsible for doing so.

The City of Cody strives to continually improve access for pedestrians and bicyclists in the City. They continue to expand designated bike routes throughout the City. Maintenance of all infrastructure is a primary concern of the City Public Works Department. The City is committed to their participation with the Traffic Committee that helps evaluate pedestrian traffic concerns and educate the community. The City of Cody Recreation Department continues their efforts to promote safe outdoor running, biking and walking events.

20 Describe how you will measure your project's success. Possible measures include: number of students biking, number of students walking, number of students riding the bus, number of students being driven, number of newly formed community partnerships, safety improvement analysis, letters of appreciation, survey of parental approval/buy-in, etc.

The Safe Routes to School Student survey identifying the number of students involved with walking or biking to school can be taken again to measure the changes to the pattern of how many students travel to school by walking or biking. A follow-up discussion of the success of the project at a School Board meeting and Parent Teacher Association meeting could encourage continued efforts to encourage walking and biking to school.

21 *An agency representative of the "Applicant" must sign the application. The undersigned affirms that the statements made are correct and complete to the best of the Applicant's knowledge and that the Applicant agrees to participate in the post-completion evaluation process. The signatory acknowledges that any costs exceeding the proposed budget and grant allocations are solely the responsibility of the Applicant(s). Applicant understands if this application is selected for funding, no expenses are reimbursable if incurred prior to the date of the Notice to Proceed provided by WYDOT.*

Agency Representative:

Name: Nancy Tia Brown Date:

Title: Mayor Daytime Phone #: 307-527-7511

Signature:

22 School or School District Signature: (Required if different from the Applicant.)

Name: Bryan Monteith Date:

Title: Superintendent of Schools & Education Daytime Phone #: 307-587-4283

Signature:

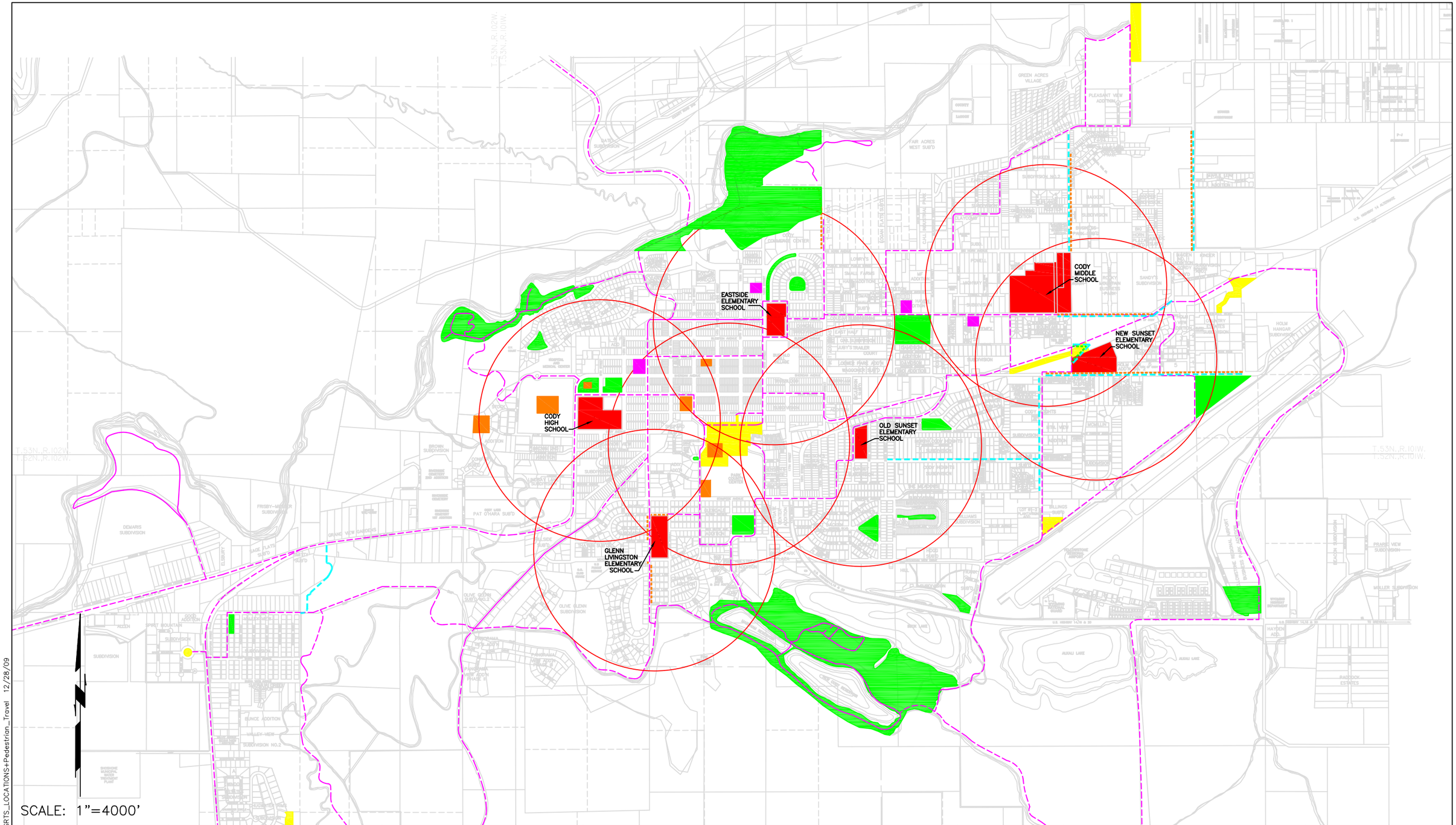
If you have questions on the program or application or if you need technical assistance, please contact the Wyoming Safe Routes to School Coordinator, Sara Janes, at sara.janes@dot.state.wy.us or 307.777.3938

Intersection of Central Ave & 29th Street looking North

Intersection of East Carter Ave & 29th Street looking North

Intersection of 29th Street & East Sheridan looking North

Intersection of 29th Street & East Sheridan looking East to school



1 MILE SCHOOL WALKING RADIUS	EXISTING PATHWAYS	POTENTIAL PATHWAYS	SCHOOL	EXISTING PARK	DEEDED OPEN SPACE	SENIOR CITIZEN AMENITY	CIVIC AMENITY	PROPOSED SIDEWALK	PROPOSED BIKE PATH	PROPOSED WALKING PATH

SAFE ROUTES TO SCHOOL
CITY OF CODY
PARK COUNTY, WYOMING

PEDESTRIAN TRAVEL ANALYSIS– SCHOOLS

ENGINEERING ASSOCIATES,
POWELL, WYOMING
CONSULTING ENGINEERS & SURVEYORS

SJL/TSW
28 DECEMBER 2009

09071.00
SHEET 1 OF 1

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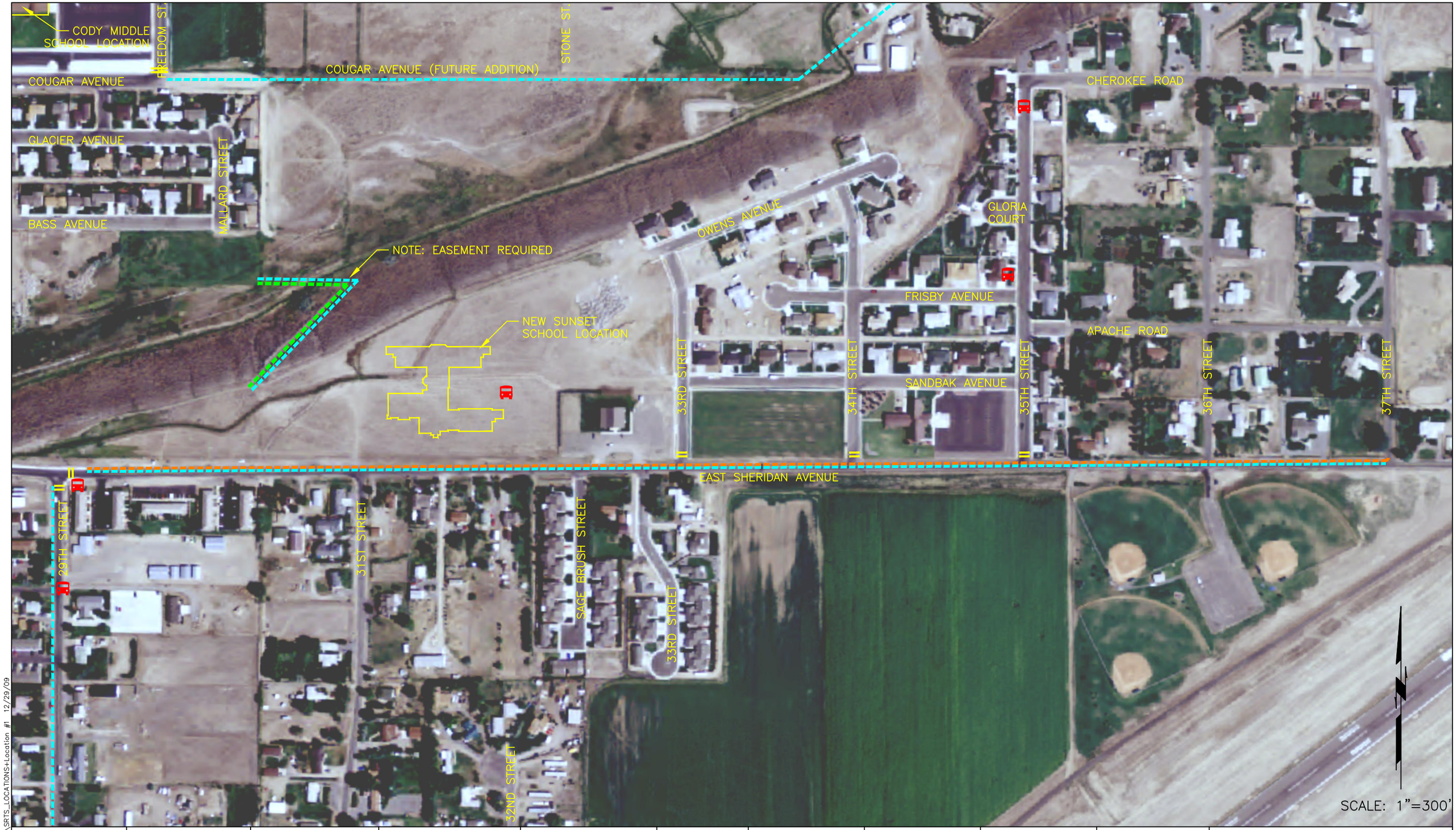

PROPOSED CROSSWALK	PROPOSED BIKE PATH	PROPOSED SIDEWALK	PROPOSED WALKING PATH	SCHOOL BUILDING	SCHOOL GUARD	PEDESTRIAN LIGHT	TRAFFIC LIGHT	STOP SIGN	SCHOOL BUS STOP

SAFE ROUTES TO SCHOOL
CITY OF CODY
PARK COUNTY, WYOMING

PRIORITY #1 IMPROVEMENTS ALONG EAST SHERIDAN AVENUE

ENGINEERING ASSOCIATES,
POWELL, WYOMING
CONSULTING ENGINEERS & SURVEYORS

SJL/TSW
29 DECEMBER 2009

09071.00
SHEET 1 OF 15

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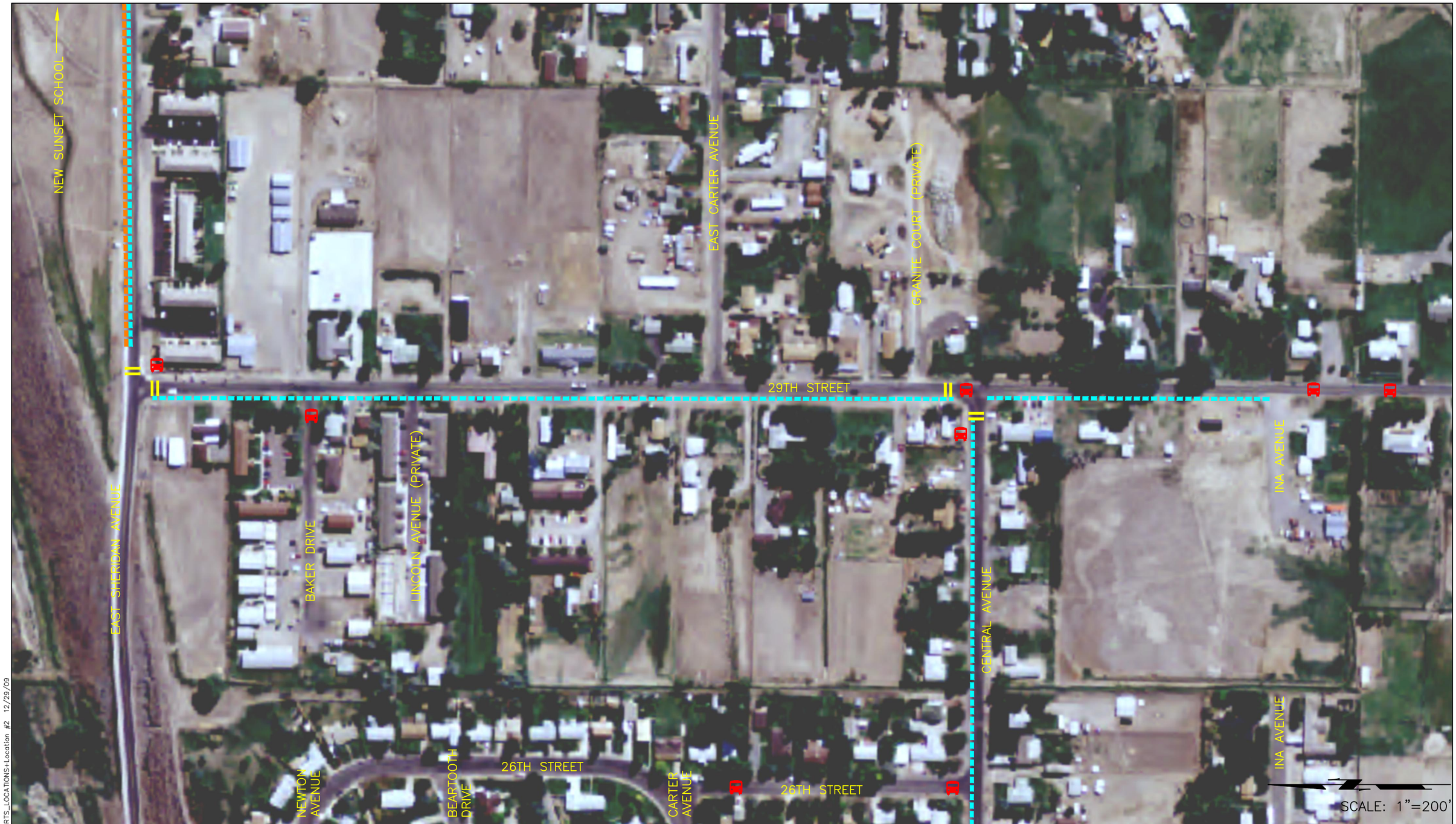

PROPOSED CROSSWALK	PROPOSED BIKE PATH	PROPOSED SIDEWALK	PROPOSED WALKING PATH	SCHOOL BUILDING	SCHOOL GUARD	PEDESTRIAN LIGHT	TRAFFIC LIGHT	STOP SIGN	SCHOOL BUS STOP

SAFE ROUTES TO SCHOOL
CITY OF CODY
PARK COUNTY, WYOMING

PRIORITY #2 BIKE PATH ALONG 29TH STREET

ENGINEERING ASSOCIATES,
POWELL, WYOMING
CONSULTING ENGINEERS & SURVEYORS

SJL/TSW
29 DECEMBER 2009

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SHEET 2 OF 15

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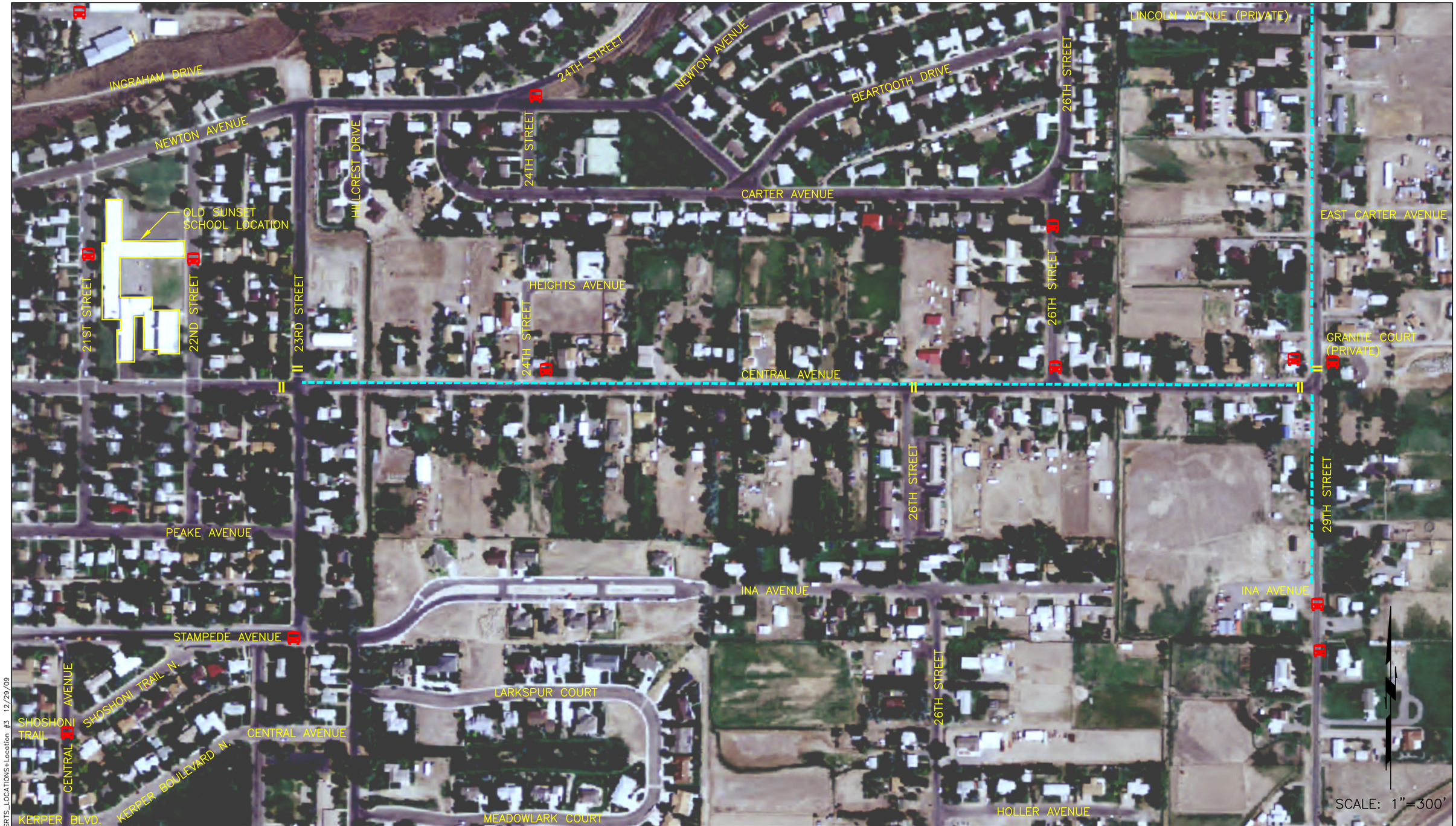

PROPOSED CROSSWALK	PROPOSED BIKE PATH	PROPOSED SIDEWALK	PROPOSED WALKING PATH	SCHOOL BUILDING	SCHOOL GUARD	PEDESTRIAN LIGHT	TRAFFIC LIGHT	STOP SIGN	SCHOOL BUS STOP

CITY OF CODY
PARK COUNTY, WYOMING

PRIORITY #3 BIKE PATH ALONG CENTRAL AVENUE

ENGINEERING ASSOCIATES,
POWELL, WYOMING
CONSULTING ENGINEERS & SURVEYORS

SJL/TSW
29 DECEMBER 2009

09071.00
SHEET 3 OF 15

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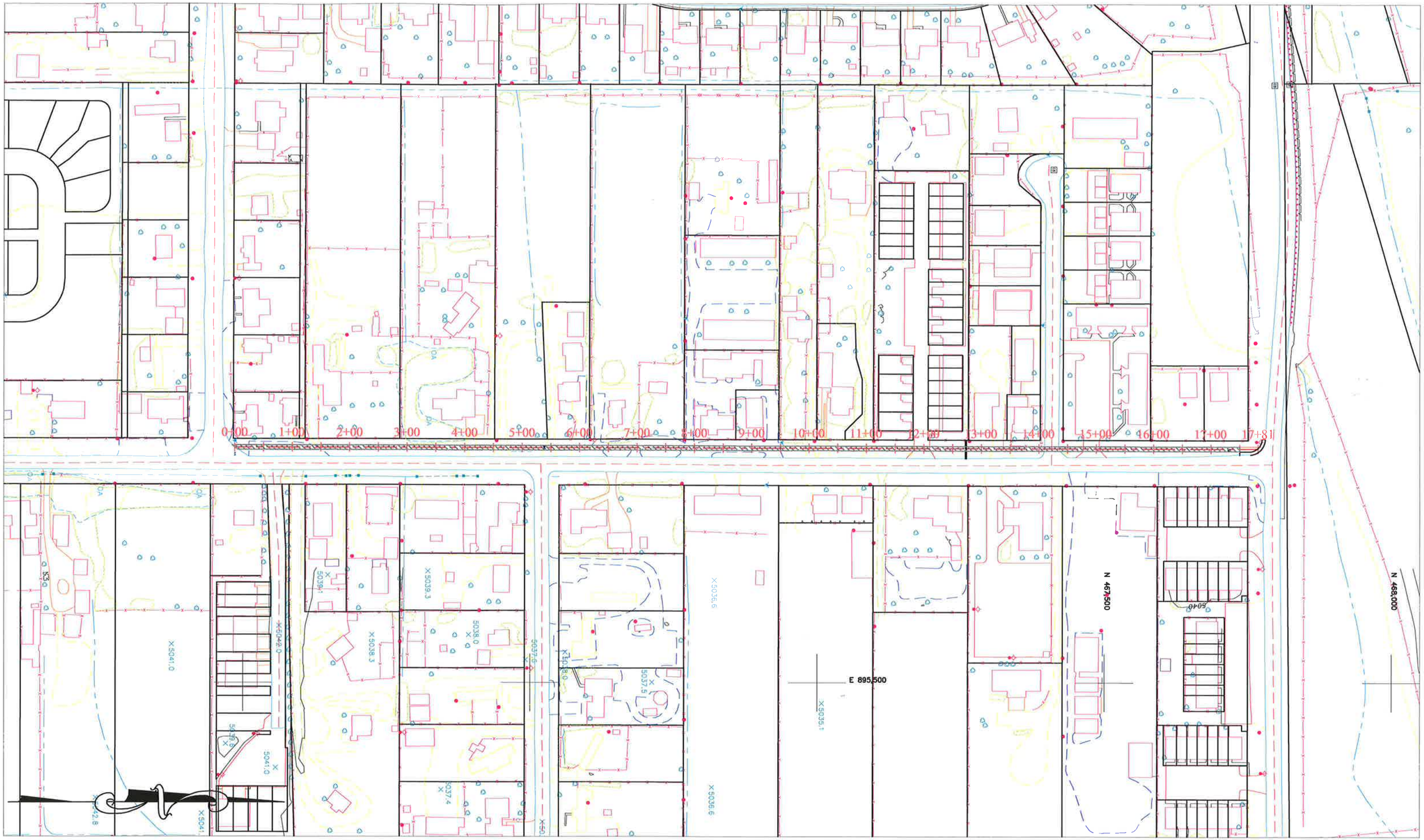
Safe Routes to School Estimate of Costs

Description	Unit	Unit Cost	Estimated Quantities	Total Cost
Excavation	CY	$10.00	518.52	$5,185.19
Pit Run	CY	$11.00	259.26	$2,851.85
Base	CY	$15.00	172.84	$2,592.59
Asphalt	Tons	$80.00	268.00	$21,440.00
Mobilization	LS	$3,000.00	1	$3,000.00
Traffic Control	LS	$1,500.00	1	$1,500.00
Reset Mailboxes & Signs	EA	$100.00	15	$1,500.00
Engineering - 20%				$7,613.93
Contingencies -10%				$3,806.96
Total Estimated Cost				$49,490.52



SCALE:1"=150'

SRTS

PROPOSED SIDEWALK

10-12-2011

CODY PUBLIC SCHOOLS

DISTRICT 6 PARK COUNTY

919 CODY AVENUE

CODY, WYOMING 82414

September 26, 2011

Department of Transportation
State of Wyoming
5300 Bishop Blvd.
Cheyenne, WY 82009-3340

To Whom It May Concern:

Please accept this letter of support for the joint application by the District and the City of Cody for a grant. We are in agreement and support of the efforts to install sidewalks along East Sheridan Avenue leading to the new Sunset Elementary School.

The construction of sidewalks/curb and gutter along the west side of 29th Street from Central Avenue to East Sheridan Avenue would improve pedestrian and bicycle safety for students traveling from the old Sunset School neighborhood to the new school.

Any assistance we can receive to help improve safe foot and bicycle travel for our students would be very much supported by the school district. Please let us know if there is something we can do to assist you.

Thank you for your consideration of this grant proposal.

Sincerely,

Bryan Monteith

Bryan Monteith
Superintendent

To Whom It May Concern:

The Sunset Elementary PTA is pleased to support the Safe routes to School Program. When such programs are properly implemented, they may not only improve safety for children, but they also may encourage more walking and bicycling by the general public.
Many of our PTA members have, will have, or have had children at Sunset Elementary and we believe it is important to continue encouraging families to walk or bike safely to school. Building this sidewalk would improve the safety of Sunset students as they travel to school. Sunset PTA supports the vision and installation of a sidewalk on the west side of 29th street, from Central Avenue to East Sheridan.

Sincerely,

Lisa McDonald, President
Sunset PTA

Safe Routes to School Students Arrival & Departure Tally Sheet
Sunset Elementary School
Week of 10/03/11

Grade		Total	Walk	Bike	Bus	Family Vehicle	Carpool
K -Wood	Day 1 AM	17	2	1	6	8	
	Day 1 PM	16	1		6	9	1
	Day 2 AM	15	1		5	9	
	Day 2 PM	15	1		4	10	
K -White	Day 1 AM	16			3	13	
	Day 1 PM	15			5	10	
	Day 2 AM	15			3	13	
	Day 2 PM	14			4	10	
K -Brock	Day 1 PM	14	1		9	4	
	Day 2 AM	16	1		6	8	1
K -Kleersnyder	Day 1 AM	16	1		4	11	
	Day 1 PM	16	1		5	11	
	Day 2 AM	16	1		4	11	
1 -Davis	Day 1 AM	18			1	17	
	Day 1 PM	18	1		6	11	
	Day 2 AM	19		1	1	17	
	Day 2 PM	19	1	1	6	11	
1 -Foley	Day 1 AM	18	1	2	3	11	1
	Day 1 PM	18	1	2	7	8	
	Day 2 AM	18	2		4	11	1
	Day 2 PM	18	1		8	9	
1 -Olson	Day 1 AM	18	1		5	12	
	Day 1 PM	18	1		6	10	1
	Day 2 AM	18	1		1	15	1
	Day 2 PM	19	1		4	14	
2 -Ellsbury	Day 1 AM	16			6	9	1
	Day 1 PM	16			11	5	
	Day 2 AM	14			6	6	2
	Day 2 PM	14	1		9	3	1
2 -Barnhart	Day 1 AM	16			7	9	1
	Day 1 PM	16			12	3	1
	Day 2 AM	16			7	9	1
	Day 2 PM	16			10	6	1
3 -Hill	Day 1 AM	19			7	12	
	Day 1 PM	19	1		9	9	
	Day 2 AM	17	1	1	6	9	
	Day 2 PM	17	1		9	6	1
3 -Reinker	Day 1 PM	16			7	9	
	Day 2 AM	16			5	12	
4 -Lee	Day 1 AM	17	1	1	5	8	2
	Day 1 PM	17	1	1	7	5	3
	Day 2 AM	17	1	2	7	5	2
	Day 2 PM	16	1	1	7	5	2
4 -Galagan	Day 1 AM	18		3	2	13	
	Day 1 PM	18		3	5	10	
	Day 2 AM	18	1	2	3	12	
	Day 2 PM	18	1	2	6	8	1
4 -Krubeck	Day 1 AM	18			7	10	1
	Day 1 PM	18	5		7	6	
	Day 2 AM	18	1	1	6	8	2
	Day 2 PM	18	2	1	8	6	1
5 -McCarten	Day 1 AM	20	2	2	7	9	
	Day 1 PM	20	1	2	9	8	
	Day 2 AM	20		1	8	11	
	Day 2 PM	20	1	1	7	11	
5 -LaFollette	Day 1 AM	19		1	4	14	
	Day 1 PM	19	2	1	8	9	
	Day 2 AM	19		3	5	11	
	Day 2 PM	19		3	5	10	1
Two day Totals		**1015**	**45**	**39**	**350**	**559**	**30**
Percentages			**4.43%**	**3.84%**	**34.48%**	**55.07%**	**2.96%**

Total percentage of students walking or biking to and from school **8.28%**

Safe Routes to School Students Arrival and Departure Tally Sheet

+ **CAPITAL LETTERS ONLY – BLUE OR BLACK INK ONLY** +

School Name: SUNSET

Teacher's First Name: MONICA

Teacher's Last Name: WOOD

Grade: (PK,K,1,2,3...) K (02)

Monday's Date (Week count was conducted) 10 03 2011 (MM DD YYYY)

Number of Students Enrolled in Class: 17 (15)

- Please conduct these counts **on two of the following three days Tuesday, Wednesday, or Thursday. (Three days would provide better data if counted)**
- **Please do not conduct these counts on Mondays or Fridays.**
- Before asking your students to raise their hands, please read through all possible answer choices so they will know their choices. Each Student may only answer once.
- Ask your students as a group the question **"How did you arrive at school today?"**
- Then, reread each answer choice and record the number of students that raised their hands for each. **Place just one character or number in each box.**
- Follow the same procedure for the question **"How do you plan to leave for home after school?"**
- You can conduct the counts once per day but during the count please ask students both the school arrival and departure questions.
- Please conduct this count regardless of weather conditions (i.e., ask these questions on rainy days, too).

Step 1. Fill in the weather conditions and number of students in each class

Step 2. **AM – "How did you arrive at school today?"** Record the number of hands for each answer. **PM – "How do you plan to leave for home after school?"** Record the number of hands for each answer.

	Weather	Student Tally	Walk	Bike	School Bus	Family Vehicle	Carpool	Transit	Other
Key	S= sunny R= rainy O=overcast SN=snow	Number in class when count made	-	-	-	Only with Children from your family	Riding with children from other families	City bus, subway, etc.	Skate-board, scooter, etc.
Sample AM	S N	2 0	2	3	8	3		3	1
Sample PM	R	1 9	3	3	8	1	2	2	
Tues. AM									
Tues. PM									
Wed. AM	0	17	2	1	6	8			
Wed. PM	0	16	1		6	9	1		
Thurs. AM	0	15	1		5	[illegible]			
Thurs. PM	0	15	1		4	10			

Please list any disruptions to these counts or any unusual travel conditions to/from the school on the days of the tally.

+ +

Safe Routes to School Students Arrival and Departure Tally Sheet

+ **CAPITAL LETTERS ONLY – BLUE OR BLACK INK ONLY** +

School Name: SUNSET

Teacher's First Name: SHIRLEY

Teacher's Last Name: BROCK

Grade: (PK,K,1,2,3...) 0K (0 2)

Monday's Date (Week count was conducted) 10 04 2011 (M M D D Y Y Y Y)

Number of Students Enrolled in Class: 15 (1 5)

- Please conduct these counts **on two of the following three days Tuesday, Wednesday, or Thursday. (Three days would provide better data if counted)**
- **Please do not conduct these counts on Mondays or Fridays.**
- Before asking your students to raise their hands, please read through all possible answer choices so they will know their choices. Each Student may only answer once.
- Ask your students as a group the question **"How did you arrive at school today?"**
- Then, reread each answer choice and record the number of students that raised their hands for each. **Place just one character or number in each box.**
- Follow the same procedure for the question **"How do you plan to leave for home after school?"**
- You can conduct the counts once per day but during the count please ask students both the school arrival and departure questions.
- Please conduct this count regardless of weather conditions (i.e., ask these questions on rainy days, too).

Step 1. Fill in the weather conditions and number of students in each class

Step 2. **AM – "How did you arrive at school today?"** Record the number of hands for each answer. **PM – "How do you plan to leave for home after school?"** Record the number of hands for each answer.

Key	Weather	Student Tally	Walk	Bike	School Bus	Family Vehicle	Carpool	Transit	Other
	S= sunny R= rainy O=overcast SN=snow	Number in class when count made	-	-	-	Only with Children from your family	Riding with children from other families	City bus, subway, etc.	Skate-board, scooter, etc.
Sample AM	S N	2 0	2	3	8	3		3	1
Sample PM	R	1 9	3	3	8	1	2	2	
Tues. AM									
Tues. PM	5	1 4	1		9	4			
Wed. AM	0	1 6	1		6	8	1		
Wed. PM									
Thurs. AM									
Thurs. PM									

Please list any disruptions to these counts or any unusual travel conditions to/from the school on the days of the tally.

+ +

Safe Routes to School Students Arrival and Departure Tally Sheet

+ **CAPITAL LETTERS ONLY – BLUE OR BLACK INK ONLY** +

School Name: SUNSET

Teacher's First Name: BEAU

Teacher's Last Name: WHITE

Grade: (PK,K,1,2,3...) K (0 2)

Monday's Date (Week count was conducted) 10 03 2011 (M M D D Y Y Y Y)

Number of Students Enrolled in Class: 17 (1 5)

- Please conduct these counts **on two of the following three days Tuesday, Wednesday, or Thursday. (Three days would provide better data if counted)**
- **Please do not conduct these counts on Mondays or Fridays.**
- Before asking your students to raise their hands, please read through all possible answer choices so they will know their choices. Each Student may only answer once.
- Ask your students as a group the question **"How did you arrive at school today?"**
- Then, reread each answer choice and record the number of students that raised their hands for each. **Place just one character or number in each box.**
- Follow the same procedure for the question **"How do you plan to leave for home after school?"**
- You can conduct the counts once per day but during the count please ask students both the school arrival and departure questions.
- Please conduct this count regardless of weather conditions (i.e., ask these questions on rainy days, too).

Step 1. Fill in the weather conditions and number of students in each class

Step 2. **AM – "How did you arrive at school today?"** Record the number of hands for each answer. **PM – "How do you plan to leave for home after school?"** Record the number of hands for each answer.

	Weather	Student Tally	Walk	Bike	School Bus	Family Vehicle	Carpool	Transit	Other
Key	S= sunny R= rainy O=overcast SN=snow	Number in class when count made	-	-	-	Only with Children from your family	Riding with children from other families	City bus, subway, etc.	Skate-board, scooter, etc.
Sample AM	SN	20	2	3	8	3		3	1
Sample PM	R	19	3	3	8	1	2	2	
Tues. AM									
Tues. PM									
Wed. AM	O	16	0	0	3	13	0	0	
Wed. PM	O	15	0	0	5	16	0	0	0
Thurs. AM	R	16	0	0	3	13	0	0	
Thurs. PM	O	14	0	0	4	10	0	0	

Please list any disruptions to these counts or any unusual travel conditions to/from the school on the days of the tally.

+ +

Safe Routes to School Students Arrival and Departure Tally Sheet

+ **CAPITAL LETTERS ONLY – BLUE OR BLACK INK ONLY** +

School Name: SUNSET

Teacher's First Name: HEIDI

Teacher's Last Name: ALERSNYDER

Grade: (PK,K,1,2,3...) K (0 2)

Monday's Date (Week count was conducted) M M D D Y Y Y Y: 2011

Number of Students Enrolled in Class: 17 (1 5)

- Please conduct these counts **on two of the following three days Tuesday, Wednesday, or Thursday. (Three days would provide better data if counted)**
- **Please do not conduct these counts on Mondays or Fridays.**
- Before asking your students to raise their hands, please read through all possible answer choices so they will know their choices. Each Student may only answer once.
- Ask your students as a group the question **"How did you arrive at school today?"**
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- Follow the same procedure for the question **"How do you plan to leave for home after school?"**
- You can conduct the counts once per day but during the count please ask students both the school arrival and departure questions.
- Please conduct this count regardless of weather conditions (i.e., ask these questions on rainy days, too).

Step 1. Fill in the weather conditions and number of students in each class

Step 2. **AM – "How did you arrive at school today?"** Record the number of hands for each answer. **PM – "How do you plan to leave for home after school?"** Record the number of hands for each answer.

	Weather	Student Tally	Walk	Bike	School Bus	Family Vehicle	Carpool	Transit	Other
Key	S= sunny R= rainy O=overcast SN=snow	Number in class when count made	-	-	-	Only with Children from your family	Riding with children from other families	City bus, subway, etc.	Skate-board, scooter, etc.
Sample AM	SN	20	2	3	8	3		3	1
Sample PM	R	19	3	3	8	1	2	2	
Tues. AM	S	16	1	0	5	11	0	0	0
Tues. PM	S	16	1	0	5	10	0	0	0
Wed. AM	S	16	1	0	4	11	0	0	0
Wed. PM									
Thurs. AM									
Thurs. PM									

Please list any disruptions to these counts or any unusual travel conditions to/from the school on the days of the tally.

+ +

Safe Routes to School Students Arrival and Departure Tally Sheet

+ **CAPITAL LETTERS ONLY – BLUE OR BLACK INK ONLY** +

School Name: SUNSET

Teacher's First Name: BECKY

Teacher's Last Name: DAVIS

Grade: (PK,K,1,2,3...) 01 (0 2)

Monday's Date (Week count was conducted) 10 03 2011 (M M D D Y Y Y Y)

Number of Students Enrolled in Class: 19 (1 5)

- Please conduct these counts **on two of the following three days Tuesday, Wednesday, or Thursday. (Three days would provide better data if counted)**
- **Please do not conduct these counts on Mondays or Fridays.**
- Before asking your students to raise their hands, please read through all possible answer choices so they will know their choices. Each Student may only answer once.
- Ask your students as a group the question **"How did you arrive at school today?"**
- Then, reread each answer choice and record the number of students that raised their hands for each. **Place just one character or number in each box.**
- Follow the same procedure for the question **"How do you plan to leave for home after school?"**
- You can conduct the counts once per day but during the count please ask students both the school arrival and departure questions.
- Please conduct this count regardless of weather conditions (i.e., ask these questions on rainy days, too).

Step 1. Fill in the weather conditions and number of students in each class

Step 2. **AM – "How did you arrive at school today?"** Record the number of hands for each answer. **PM – "How do you plan to leave for home after school?"** Record the number of hands for each answer.

Key	Weather	Student Tally	Walk	Bike	School Bus	Family Vehicle	Carpool	Transit	Other
	S= sunny R= rainy O=overcast SN=snow	Number in class when count made	-	-	-	Only with Children from your family	Riding with children from other families	City bus, subway, etc.	Skate-board, scooter, etc.
Sample AM	SN	20	2	3	8	3		3	1
Sample PM	R	19	3	3	8	1	2	2	
Tues. AM	S	18			1	17			
Tues. PM	O	18	1		6	11			
Wed. AM	S	19		1	1	17			
Wed. PM	S	19	1	1	6	11			
Thurs. AM									
Thurs. PM									

Please list any disruptions to these counts or any unusual travel conditions to/from the school on the days of the tally.

+ +

Safe Routes to School Students Arrival and Departure Tally Sheet

+ **CAPITAL LETTERS ONLY – BLUE OR BLACK INK ONLY** +

School Name: SUNSET

Teacher's First Name: ANGIE

Teacher's Last Name: FOLEY

Grade: (PK,K,1,2,3...) 01 (0 2)

Monday's Date (Week count was conducted) 10 03 2011 (M M D D Y Y Y Y)

Number of Students Enrolled in Class: 19 (1 5)

- Please conduct these counts **on two of the following three days Tuesday, Wednesday, or Thursday. (Three days would provide better data if counted)**
- **Please do not conduct these counts on Mondays or Fridays.**
- Before asking your students to raise their hands, please read through all possible answer choices so they will know their choices. Each Student may only answer once.
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- Follow the same procedure for the question **"How do you plan to leave for home after school?"**
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- Please conduct this count regardless of weather conditions (i.e., ask these questions on rainy days, too).

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Step 2. **AM – "How did you arrive at school today?"** Record the number of hands for each answer. **PM – "How do you plan to leave for home after school?"** Record the number of hands for each answer.

Key	Weather	Student Tally	Walk	Bike	School Bus	Family Vehicle	Carpool	Transit	Other
	S= sunny R= rainy O=overcast SN=snow	Number in class when count made	-	-	-	Only with Children from your family	Riding with children from other families	City bus, subway, etc.	Skate-board, scooter, etc.
Sample AM	S N	2 0	2	3	8	3		3	1
Sample PM	R	1 9	3	3	8	1	2	2	
Tues. AM	S	18	4	2	3	11	1	0	0
Tues. PM	S	18	1	2	7	8	0	0	0
Wed. AM	S	18	2	0	4	11	1	0	0
Wed. PM		18	1	0	8	9	0	0	0
Thurs. AM									
Thurs. PM									

Please list any disruptions to these counts or any unusual travel conditions to/from the school on the days of the tally.

+ +

Safe Routes to School Students Arrival and Departure Tally Sheet

CAPITAL LETTERS ONLY – BLUE OR BLACK INK ONLY

School Name: SUNSET

Teacher's First Name: BALEA

Teacher's Last Name: OLSON

Grade: (PK,K,1,2,3...) 02

Monday's Date (Week count was conducted) MM 10 DD 03 YYYY 2011

Number of Students Enrolled in Class: 15

- Please conduct these counts **on two of the following three days Tuesday, Wednesday, or Thursday. (Three days would provide better data if counted)**
- **Please do not conduct these counts on Mondays or Fridays.**
- Before asking your students to raise their hands, please read through all possible answer choices so they will know their choices. Each Student may only answer once.
- Ask your students as a group the question **"How did you arrive at school today?"**
- Then, reread each answer choice and record the number of students that raised their hands for each. **Place just one character or number in each box.**
- Follow the same procedure for the question **"How do you plan to leave for home after school?"**
- You can conduct the counts once per day but during the count please ask students both the school arrival and departure questions.
- Please conduct this count regardless of weather conditions (i.e., ask these questions on rainy days, too).

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Step 2. **AM – "How did you arrive at school today?"** Record the number of hands for each answer. **PM – "How do you plan to leave for home after school?"** Record the number of hands for each answer.

Key	Weather	Student Tally	Walk	Bike	School Bus	Family Vehicle	Carpool	Transit	Other
	S= sunny R= rainy O=overcast SN=snow	Number in class when count made	-	-	-	Only with Children from your family	Riding with children from other families	City bus, subway, etc.	Skate-board, scooter, etc.
Sample AM	SN	20	2	3	8	3		3	1
Sample PM	R	19	3	3	8	1	2	2	
Tues. AM	S	18	1	0	5	12	0	0	0
Tues. PM	S	18	1	0	6	10	1	0	0
Wed. AM	S	18	1	0	1	15	1	0	0
Wed. PM	S	19	1	0	4	14	0	0	0
Thurs. AM	O	18	1	0	4	13	0	0	0
Thurs. PM									

Please list any disruptions to these counts or any unusual travel conditions to/from the school on the days of the tally.

Safe Routes to School Students Arrival and Departure Tally Sheet

+ CAPITAL LETTERS ONLY – BLUE OR BLACK INK ONLY +

School Name: Sunset

Teacher's First Name: Jann

Teacher's Last Name: ELISBURY

Grade: (PK,K,1,2,3...) 02

Monday's Date (Week count was conducted) 16 03 2011 (M M D D Y Y Y Y)

Number of Students Enrolled in Class: 15

- Please conduct these counts **on two of the following three days Tuesday, Wednesday, or Thursday. (Three days would provide better data if counted)**
- **Please do not conduct these counts on Mondays or Fridays.**
- Before asking your students to raise their hands, please read through all possible answer choices so they will know their choices. Each Student may only answer once.
- Ask your students as a group the question **"How did you arrive at school today?"**
- Then, reread each answer choice and record the number of students that raised their hands for each. **Place just one character or number in each box.**
- Follow the same procedure for the question **"How do you plan to leave for home after school?"**
- You can conduct the counts once per day but during the count please ask students both the school arrival and departure questions.
- Please conduct this count regardless of weather conditions (i.e., ask these questions on rainy days, too).

Step 1. Fill in the weather conditions and number of students in each class

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Key	Weather	Student Tally	Walk	Bike	School Bus	Family Vehicle	Carpool	Transit	Other
	S= sunny R= rainy O=overcast SN=snow	Number in class when count made	-	-	-	Only with Children from your family	Riding with children from other families	City bus, subway, etc.	Skate-board, scooter, etc.
Sample AM	SN	20	2	3	8	3		3	1
Sample PM	R	19	3	3	8	1	2	2	
Tues. AM	O	16	0	0	6	9	1	0	0
Tues. PM	S	16	0	0	11	5	0	0	0
Wed. AM	O	14	0	0	6	6	2	0	0
Wed. PM		14	1	0	9	3	1	0	0
Thurs. AM									
Thurs. PM									

Please list any disruptions to these counts or any unusual travel conditions to/from the school on the days of the tally.

+ +

Safe Routes to School Students Arrival and Departure Tally Sheet

+ **CAPITAL LETTERS ONLY – BLUE OR BLACK INK ONLY** +

School Name: Sunset Elementary

Teacher's First Name: Kathy

Teacher's Last Name: Barnhart

Grade: (PK,K,1,2,3...) 02 (0 2)

Monday's Date (Week count was conducted) 10 03 2011 (M M D D Y Y Y Y)

Number of Students Enrolled in Class: 17 (1 5)

- Please conduct these counts **on two of the following three days Tuesday, Wednesday, or Thursday. (Three days would provide better data if counted)**
- **Please do not conduct these counts on Mondays or Fridays.**
- Before asking your students to raise their hands, please read through all possible answer choices so they will know their choices. Each Student may only answer once.
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Step 1. Fill in the weather conditions and number of students in each class

Step 2. **AM – "How did you arrive at school today?"** Record the number of hands for each answer. **PM – "How do you plan to leave for home after school?"** Record the number of hands for each answer.

	Weather	Student Tally	Walk	Bike	School Bus	Family Vehicle	Carpool	Transit	Other
Key	S= sunny R= rainy O=overcast SN=snow	Number in class when count made	-	-	-	Only with Children from your family	Riding with children from other families	City bus, subway, etc.	Skate-board, scooter, etc.
Sample AM	SN	20	2	3	8	3		3	1
Sample PM	R	19	3	3	8	1	2	2	
Tues. AM									
Tues. PM									
Wed. AM	S	16	0	0	7	9	1	0	0
Wed. PM	S	16	0	0	12	3	1	0	0
Thurs. AM	S	16	0	0	7	9	1	0	0
Thurs. PM	R	16	0	0	10	6	1	0	0

Please list any disruptions to these counts or any unusual travel conditions to/from the school on the days of the tally.

+ +

Safe Routes to School Students Arrival and Departure Tally Sheet

CAPITAL LETTERS ONLY – BLUE OR BLACK INK ONLY

School Name: SUNSET

Teacher's First Name: JAMIE

Teacher's Last Name: REINKER

Grade: (PK,K,1,2,3...) 03 (0 2)

Monday's Date (Week count was conducted) 10 03 2011 (M M D D Y Y Y Y)

Number of Students Enrolled in Class: 15

- Please conduct these counts **on two of the following three days Tuesday, Wednesday, or Thursday. (Three days would provide better data if counted)**
- **Please do not conduct these counts on Mondays or Fridays.**
- Before asking your students to raise their hands, please read through all possible answer choices so they will know their choices. Each Student may only answer once.
- Ask your students as a group the question **"How did you arrive at school today?"**
- Then, reread each answer choice and record the number of students that raised their hands for each. **Place just one character or number in each box.**
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- You can conduct the counts once per day but during the count please ask students both the school arrival and departure questions.
- Please conduct this count regardless of weather conditions (i.e., ask these questions on rainy days, too).

Step 1. Fill in the weather conditions and number of students in each class

Step 2. **AM** – **"How did you arrive at school today?"** Record the number of hands for each answer. **PM** – **"How do you plan to leave for home after school?"** Record the number of hands for each answer.

Key	Weather	Student Tally	Walk	Bike	School Bus	Family Vehicle	Carpool	Transit	Other
	S= sunny R= rainy O=overcast SN=snow	Number in class when count made	-	-	-	Only with Children from your family	Riding with children from other families	City bus, subway, etc.	Skate-board, scooter, etc.
Sample AM	SN	20	2	3	8	3		3	1
Sample PM	R	19	3	3	8	1	2	2	
Tues. AM									
Tues. PM		16			7	9			
Wed. AM		17			5	12			
Wed. PM									
Thurs. AM									
Thurs. PM									

Please list any disruptions to these counts or any unusual travel conditions to/from the school on the days of the tally.

Safe Routes to School Students Arrival and Departure Tally Sheet

CAPITAL LETTERS ONLY – BLUE OR BLACK INK ONLY

School Name: SUNSET ELEMENTARY

Teacher's First Name: JESSICA

Teacher's Last Name: HILL

Grade: (PK,K,1,2,3...) 03 (0 2)

Monday's Date (Week count was conducted) 03 (M M) 03 (D D) 2011 (Y Y Y Y)

Number of Students Enrolled in Class: 19 (1 5)

- Please conduct these counts **on two of the following three days Tuesday, Wednesday, or Thursday. (Three days would provide better data if counted)**
- **Please do not conduct these counts on Mondays or Fridays.**
- Before asking your students to raise their hands, please read through all possible answer choices so they will know their choices. Each Student may only answer once.
- Ask your students as a group the question **"How did you arrive at school today?"**
- Then, reread each answer choice and record the number of students that raised their hands for each. **Place just one character or number in each box.**
- Follow the same procedure for the question **"How do you plan to leave for home after school?"**
- You can conduct the counts once per day but during the count please ask students both the school arrival and departure questions.
- Please conduct this count regardless of weather conditions (i.e., ask these questions on rainy days, too).

Step 1.
Fill in the weather conditions and number of students in each class

Step 2.
AM – **"How did you arrive at school today?"** Record the number of hands for each answer.
PM – **"How do you plan to leave for home after school?"** Record the number of hands for each answer.

Key	Weather	Student Tally	Walk	Bike	School Bus	Family Vehicle	Carpool	Transit	Other
	S= sunny R= rainy O=overcast SN=snow	Number in class when count made	-	-	-	Only with Children from your family	Riding with children from other families	City bus, subway, etc.	Skate-board, scooter, etc.
Sample AM	SN	20	2	3	8	3		3	1
Sample PM	R	19	3	3	8	1	2	2	
Tues. AM	S	19	0	0	7	12	0	0	0
Tues. PM	S	19	1	0	9	9	0	0	0
Wed. AM	S	17	0	0	6	08	0	0	0
Wed. PM	O	17	01	0	09	06	01		
Thurs. AM									
Thurs. PM									

Please list any disruptions to these counts or any unusual travel conditions to/from the school on the days of the tally.

Safe Routes to School Students Arrival and Departure Tally Sheet

+ **CAPITAL LETTERS ONLY – BLUE OR BLACK INK ONLY** +

School Name: SUNSET ELEMENTARY

Teacher's First Name: TIANA

Teacher's Last Name: LEE

Grade: (PK,K,1,2,3...) 04 (0 2)

Monday's Date (Week count was conducted) 10 03 2011 (M M D D Y Y Y Y)

Number of Students Enrolled in Class: 17 (1 5)

- Please conduct these counts **on two of the following three days Tuesday, Wednesday, or Thursday. (Three days would provide better data if counted)**
- **Please do not conduct these counts on Mondays or Fridays.**
- Before asking your students to raise their hands, please read through all possible answer choices so they will know their choices. Each Student may only answer once.
- Ask your students as a group the question **"How did you arrive at school today?"**
- Then, reread each answer choice and record the number of students that raised their hands for each. **Place just one character or number in each box.**
- Follow the same procedure for the question **"How do you plan to leave for home after school?"**
- You can conduct the counts once per day but during the count please ask students both the school arrival and departure questions.
- Please conduct this count regardless of weather conditions (i.e., ask these questions on rainy days, too).

Step 1.
Fill in the weather conditions and number of students in each class

Step 2.
AM – "How did you arrive at school today?" Record the number of hands for each answer.
PM – "How do you plan to leave for home after school?" Record the number of hands for each answer.

Key	Weather	Student Tally	Walk	Bike	School Bus	Family Vehicle	Carpool	Transit	Other
	S= sunny R= rainy O=overcast SN=snow	Number in class when count made	-	-	-	Only with Children from your family	Riding with children from other families	City bus, subway, etc.	Skate-board, scooter, etc.
Sample AM	S N	2 0	2	3	8	3		3	1
Sample PM	R	1 9	3	3	8	1	2	2	
Tues. AM	0	17	01	01	05	08	02		
Tues. PM	0	17	01	01	07	05	03		
Wed. AM	0	17	01	02	07	05	02		
Wed. PM	0	16	01	01	07	05	02		
Thurs. AM									
Thurs. PM									

Please list any disruptions to these counts or any unusual travel conditions to/from the school on the days of the tally.

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Safe Routes to School Students Arrival and Departure Tally Sheet

+ **CAPITAL LETTERS ONLY – BLUE OR BLACK INK ONLY** +

School Name: SUNSET

Teacher's First Name: CHRISTINE

Teacher's Last Name: GALAGAN

Grade: (PK,K,1,2,3...) 04 (0 2)

Monday's Date (Week count was conducted) 10 04 2011 (M M D D Y Y Y Y)

Number of Students Enrolled in Class: 19 (1 5)

- Please conduct these counts **on two of the following three days Tuesday, Wednesday, or Thursday. (Three days would provide better data if counted)**
- **Please do not conduct these counts on Mondays or Fridays.**
- Before asking your students to raise their hands, please read through all possible answer choices so they will know their choices. Each Student may only answer once.
- Ask your students as a group the question **"How did you arrive at school today?"**
- Then, reread each answer choice and record the number of students that raised their hands for each. **Place just one character or number in each box.**
- Follow the same procedure for the question **"How do you plan to leave for home after school?"**
- You can conduct the counts once per day but during the count please ask students both the school arrival and departure questions.
- Please conduct this count regardless of weather conditions (i.e., ask these questions on rainy days, too).

Step 1. Fill in the weather conditions and number of students in each class

Step 2. **AM – "How did you arrive at school today?"** Record the number of hands for each answer. **PM – "How do you plan to leave for home after school?"** Record the number of hands for each answer.

	Weather	Student Tally	Walk	Bike	School Bus	Family Vehicle	Carpool	Transit	Other
Key	S= sunny R= rainy O=overcast SN=snow	Number in class when count made	-	-	-	Only with Children from your family	Riding with children from other families	City bus, subway, etc.	Skate-board, scooter, etc.
Sample AM	SN	20	2	3	8	3		3	1
Sample PM	R	19	3	3	8	1	2	2	
Tues. AM	S	18	0	3	2	13	0	0	0
Tues. PM	0	18		3	5	10	0	0	0
Wed. AM	S	18	1	2	3	12	0	0	0
Wed. PM	0	18	1	2	6	8	1	0	0
Thurs. AM									
Thurs. PM									

Please list any disruptions to these counts or any unusual travel conditions to/from the school on the days of the tally.

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Safe Routes to School Students Arrival and Departure Tally Sheet

+ **CAPITAL LETTERS ONLY – BLUE OR BLACK INK ONLY** +

School Name: Sunset Elementary

Teacher's First Name: Jez

Teacher's Last Name: Krubeck

Grade: (PK,K,1,2,3...) 04 (0 2)

Monday's Date (Week count was conducted) 10 03 2011 (M M D D Y Y Y Y)

Number of Students Enrolled in Class: 18 (1 5)

- Please conduct these counts **on two of the following three days Tuesday, Wednesday, or Thursday. (Three days would provide better data if counted)**
- **Please do not conduct these counts on Mondays or Fridays.**
- Before asking your students to raise their hands, please read through all possible answer choices so they will know their choices. Each Student may only answer once.
- Ask your students as a group the question **"How did you arrive at school today?"**
- Then, reread each answer choice and record the number of students that raised their hands for each. **Place just one character or number in each box.**
- Follow the same procedure for the question **"How do you plan to leave for home after school?"**
- You can conduct the counts once per day but during the count please ask students both the school arrival and departure questions.
- Please conduct this count regardless of weather conditions (i.e., ask these questions on rainy days, too).

Step 1. Fill in the weather conditions and number of students in each class

Step 2. **AM – "How did you arrive at school today?"** Record the number of hands for each answer. **PM – "How do you plan to leave for home after school?"** Record the number of hands for each answer.

	Weather	Student Tally	Walk	Bike	School Bus	Family Vehicle	Carpool	Transit	Other
Key	S= sunny R= rainy O=overcast SN=snow	Number in class when count made	-	-	-	Only with Children from your family	Riding with children from other families	City bus, subway, etc.	Skate-board, scooter, etc.
Sample AM	S N	2 0	2	3	8	3		3	1
Sample PM	R	1 9	3	3	8	1	2	2	
Tues. AM	5	18	0	0	7	10	1	0	0
Tues. PM	5	18	5	0	7	6	0	0	0
Wed. AM	0	18	1	1	6	8	2	0	0
Wed. PM	5	18	2	1	8	6	1	0	0
Thurs. AM									
Thurs. PM									

Please list any disruptions to these counts or any unusual travel conditions to/from the school on the days of the tally.

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Safe Routes to School Students Arrival and Departure Tally Sheet

+ **CAPITAL LETTERS ONLY – BLUE OR BLACK INK ONLY** +

School Name: SUNSET

Teacher's First Name: JAY

Teacher's Last Name: MCCARTEN

Grade: (PK,K,1,2,3...) 05 (0 2)

Monday's Date (Week count was conducted) 10 03 2011 (M M D D Y Y Y Y)

Number of Students Enrolled in Class: 20 (1 5)

- Please conduct these counts **on two of the following three days Tuesday, Wednesday, or Thursday. (Three days would provide better data if counted)**
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- Before asking your students to raise their hands, please read through all possible answer choices so they will know their choices. Each Student may only answer once.
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	Weather	Student Tally	Walk	Bike	School Bus	Family Vehicle	Carpool	Transit	Other
Key	S= sunny R= rainy O=overcast SN=snow	Number in class when count made	-	-	-	Only with Children from your family	Riding with children from other families	City bus, subway, etc.	Skate-board, scooter, etc.
Sample AM	SN	20	2	3	8	3		3	1
Sample PM	R	19	3	3	8	1	2	2	
Tues. AM									
Tues. PM									
Wed. AM	S	20	2	2	7	9	0	0	0
Wed. PM	S	20	1	2	9	8	0	0	0
Thurs. AM	0	20	0	1	8	16	0	0	0
Thurs. PM	R	26	1	1	78	11	0	0	0

Please list any disruptions to these counts or any unusual travel conditions to/from the school on the days of the tally.

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Safe Routes to School Students Arrival and Departure Tally Sheet

+ **CAPITAL LETTERS ONLY – BLUE OR BLACK INK ONLY** +

School Name: SUNSET ELEMENTARY

Teacher's First Name: CARRIE

Teacher's Last Name: LAFOLLETTE

Grade: (PK,K,1,2,3...) 05 (0 2)

Monday's Date (Week count was conducted) 10 03 2011 (M M D D Y Y Y Y)

Number of Students Enrolled in Class: 20 (1 5)

- Please conduct these counts **on two of the following three days Tuesday, Wednesday, or Thursday. (Three days would provide better data if counted)**
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- Before asking your students to raise their hands, please read through all possible answer choices so they will know their choices. Each Student may only answer once.
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	Weather	Student Tally	Walk	Bike	School Bus	Family Vehicle	Carpool	Transit	Other
Key	S= sunny R= rainy O=overcast SN=snow	Number in class when count made	-	-	-	Only with Children from your family	Riding with children from other families	City bus, subway, etc.	Skate-board, scooter, etc.
Sample AM	S N	2 0	2	3	8	3		3	1
Sample PM	R	1 9	3	3	8	1	2	2	
Tues. AM	S	19	00	01	04	14	00	00	00
Tues. PM	S	19	02	01	08	9	00	00	00
Wed. AM	O	19	00	03	05	11	00	00	00
Wed. PM	RO	19	00	03	05	10	01	00	00
Thurs. AM	O	20	00	01	06	13	00	00	00
Thurs. PM	O	20	00	01	08	11	00	00	00

Please list any disruptions to these counts or any unusual travel conditions to/from the school on the days of the tally.

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MEETING DATE:	NOVEMBER 1, 2011
DEPARTMENT:	BUILDING DEPT
PREPARED BY:	JOLENE OSBORNE
DEPT. DIR. APPROVAL:	_____
CITY ADM. APPROVAL:	_____
PRESENTED BY:	SCOTT KING

AGENDA ITEM
Ordinance 2011-22
Amending the Building Code

BACKGROUND
In an effort to maintain consistency and to stay in conformance with current building practices, Title 9, Chapters 1-3 of the Cody city code pertaining to buildings was reviewed by the Building Official, the City of Cody Contractor's Board and the City Attorney.

SUMMARY
The review revealed conflicts in regard to the new sign code which have been remedied in this proposed ordinance. Also Section 9-2-1 has been modified to better reflect the actual Building Code adoption process undertaken by the State of Wyoming. Section 9-3-1 now addresses the issue of unlicensed contractors building residences as a property owner for re-sale by restricting permits for construction by owner to two permits in five years.

To better delineate the requirements for contractor's license and to stay consistent with State of Wyoming contractor's license exams, Section 9-3-1 outlines three classes of contractor's licenses instead of two. Class A licenses are for General Contractors. Class B licenses are for those licenses which require a State of Wyoming Exam such as Plumbing, HVAC and Electrical Contractors. Low voltage Contractors, Elevator Installation and Telecommunications are also licensed as Class B contractors with required State exams. Class C licensure is required for all other contracting which requires permitting. This amendment better defines those instances in Section 9-3-1, adding Rebar Installation, Stucco, Commercial Railing Installation, Sheet Metal Fabrication, Conveyor System Installation, Asbestos Abatement, Ground Stabilization/Mud Jacking and Sign/Awning Installation.

Section 9-3-2 grants the Building Official the authority to issue a temporary license to Class C contractors in an effort to avoid project delays. Section 9-3-4B provides a more consistent procedure for license suspension and revocation. To address inflation concerns, Section 9-3-5 increases the limits of required liability insurance from $500,000 to $1,000,000 for bodily injury or death and $1,000,000 coverage for property damage liability.

FISCAL IMPACT
The City of Cody may see an insignificant increase in collected fees due to the increase in license categories.

ALTERNATIVES
a) Approve the amendment of the building code
b) Deny the amendment of the building code
c) Modify the amendment of the building code

RECOMMENDATION
Staff recommends the approval of Ordinance 2011-22.

ATTACHMENTS
1. Ordinance 2011-22

AGENDA ITEM NO. _____

ORDINANCE 2011-22

AN ORDINANCE AMENDING TITLE IX, CHAPTERS 1 THROUGH 3 OF THE CODY CITY CODE PERTAINING TO BUILDINGS

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

Title 9, Chapters 1, 2, and 3 of the Cody City Code are hereby amended as follows:

Title 9
BUILDINGS

Chapter 1
IN GENERAL

9-1-1: BUILDING OFFICIAL GENERALLY:

There is hereby created the office of building safety and the official in charge thereof shall be known as the building official. The building official shall be an employee of the city, to be hired by the city administrator. The building official is hereby authorized and empowered to enforce all ordinances relating to the construction, equipment, management, conditions and zoning of all property within the city.

9-1-2: BUILDING CONTRACTORS' EXAMINATION BOARD--ESTABLISHED; COMPOSITION; APPOINTMENT AND QUALIFICATIONS OF MEMBERS; MEETINGS; APPOINTMENT AND TERMS OF OFFICE:

There is hereby established a contractors' examination board, also to act as the board of appeals and referred to herein as "the board." The board shall consist of nine members. One member shall be an at-large member who is a resident of the city; one member shall be an architect or civil engineer; one member shall be a city council member; two members shall be licensed building contractors with at least five years experience in such work; two members shall be licensed plumbing contractors with at least five years experience in such plumbing work; and two members shall be licensed electrical contractors with at least five years experience in such electrical work. The members of the board shall each be appointed by the mayor with the approval of the governing body, for a three-year term. Terms of members shall begin on January 1 and shall be staggered, with three members reaching the end of their term at the end of each calendar year. Subsequent appointments shall be for three years each unless to fill an unexpired term. Members appointed to fill vacancies shall serve until the end of the term which they were appointed to fulfill, and may be re-appointed for successive three year terms. At the discretion of the governing body, members may be appointed for more than one term. The board shall meet at such intervals as necessary for the proper performance of its duties, but in any case, shall meet not less than twice each year.

9-1-3: AUTHORITY TO ESTABLISH CERTAIN STANDARDS AND PROCEDURES, ETC:

The board shall establish standards and procedures for the application, qualifications, examination and licensing of building contractors and shall advise the administrative services direc-

tor to issue an appropriate license to each person who meets the qualifications therefore and shall keep an official record of all its transactions.

Chapter 2
THE UNIFORM AND INTERNATIONAL CODES

9-2-1: ADOPTION BY REFERENCE; COPIES TO BE KEPT ON FILE:

The International Building Code, International Fire Code, International Fuel Gas Code, International Mechanical Code, International Plumbing Code, International Residential Code (Chapters 1-10), and National Electrical Code, , including all changes, amendments, replacements or supplements thereto, as adopted and published by the International Conference of Building Officials and International Code Council (ICC) to be referenced with International Codes, as modified herein, are made a part hereof by this reference, the same as though incorporated herein at length. Subsequent editions, changes, amendments, replacements and supplements of these codes shall become effective when received by the building official. All fees for the issuance of permits shall be from the fee schedules approved and adopted by the governing body by resolution.

One copy of each specific code shall be kept on file by the city, and shall be marked with the words "Property of the City of Cody, Official Copy."

9-2-2: DOWNTOWN ARCHITECTURAL DISTRICT:

A. There is established a downtown architectural district. The planning, zoning and adjustment board shall review all applications and plans for building and sign permits insofar as they pertain to the exterior of commercial buildings in the downtown district described as follows:

    Block 22, Lots 9-16; Block 23, Lots 6-12; Block 24, Lots 11-17 and 8-22; Block 4, Lots 9-24; Block 5, Lots 9-24; Block 6, Lots 9-24; Blocks 7, 8, 9, 50, 51, 52, 53, 54, 55, 56, 29, 10, 11, 12; Block 13, Lots 1-16; Block 14, Lots 1-16; Block 15, Lots 1-16; Block 28, Lots 1-8; Block 27, Lots 1-8; Block 26, Lots 1-8; all of Original Town Subdivision, and a tract of land bounded on the north by the northerly boundary line of NW1/4 SW1/4 of Section 32, now Tract 79 Resurvey, T. 53 N., R. 101 W., 6th P.M., on the west by the centerline of Eighth Street on the south by the south line of Beck Avenue, and on the east by the center line of Ninth Street, and a tract of land bounded on the east by Tenth Street, on the north by Park Lane, on the west by Ninth Street and on the south by Rumsey Avenue, and a tract of land in the SW1/4 of the NW1/4 of Section 32, Township 53 North, Range 101 West of the 6th P.M. more particularly described as follows: beginning at corner 1/82 proceeding in a near northerly direction to a projection of the South line of Rumsey Avenue thence proceeding in a near easterly direction to the west line of Ninth Street and Sheridan Avenue thence to the point of beginning all in Cody, Park County, Wyoming.

B. The planning, zoning and adjustment board shall examine and evaluate applications and plans involved in building and sign permits insofar as they pertain to the exterior of commercial buildings within the downtown district as herein described and shall make recommendations and suggestions to the applicants, property owners or occupants.

9-2-3: MEETING WITH PLANNING, ZONING AND ADJUSTMENT BOARD REQUIRED BEFORE BUILDING PERMIT ISSUED:

Before the issuance of any permit under the International Building Code for commercial buildings situated within the city, the applicant, property owner and occupant shall meet with the planning, zoning and adjustment board to review the application and plans insofar as they pertain to the exterior of a commercial building and site plan conditions. The issuance of a permit shall be conditioned upon the applicant receiving an affirmative vote of a majority of the planning, zoning and adjustment board members in attendance at said meeting.

Chapter 3
CONTRACTOR'S LICENSE

9-3-1: REQUIRED; EXCEPTIONS; LICENSING CATEGORIES:

It shall be unlawful for any person to erect, construct, enlarge, alter, repair, move, improve, remove, convert, demolish, do electrical, plumbing or mechanical work in or on any building or structure within the city unless the person is licensed in the particular contracting category under the provisions of this chapter, or except as otherwise provided in this chapter.

A property owner who is not a licensed contractor may be issued permits to construct, enlarge, alter, repair, move, improve, remove, convert, demolish, do electrical, plumbing or mechanical work in, on or for a single family dwelling provided that such work is to be performed by the property owner who resides on the property or intends to reside on the property. Proof of residency or proof of intent to reside on a property where the building has not yet been completed shall be provided by filing an affidavit signed under oath by the property owner performing the work, on a form provided by the city. A person permitted to work on a single family dwelling pursuant to this section may also work on a garage (whether attached or detached) and other private accessory buildings on the same lot as the residence. Providing an affidavit with false information, or failing to comply with an affidavit provided pursuant to this section is a misdemeanor punishable by a fine of not more than $750.

No owner shall be granted more than two permits in any five years for the construction of a new single family dwelling. Where an owner is granted such a permit, all elements shall be inspected and comply fully with the current codes as herein adopted.

Decorators, painters, carpet, flooring and tile layers, wallpaperers, drapers, sign painters and those involved in nonstructural maintenance work are specifically excluded from the provisions of this section.

CLASS A: A Class A contractor's license shall be required of persons engaged in the construction contracting business.

CLASS B: A Class B contractor's license shall be required of persons engaged in construction contracting work of electrical, plumbing, HVAC, fire suppression/sprinkler system installation, low voltage electric installation/telecommunications and elevator installation*. Permits shall be obtained from the city for work regulated by the International Codes adopted in this chapter.

*Elevator installers require a state of Wyoming low voltage electrical license only.

CLASS C: A Class C contractor's license shall be required of all other persons engaged in the contracting business. These include fencing installers, demolition, drywall, stucco/plaster, acoustical t-bar, insulation, masonry, concrete, landscaping/sprinkler systems, glass/glazing,

stove insulation, steel fabrication and erection, water conditioning, siding, roofing, rebar installers, commercial railing fabricators/installers, sheet metal fabricators, conveyor system installers, asbestos abatement, ground stabilization/mud jacking, sign/awning installers.

"Construction contracting" as used herein shall include the erection construction, assembling, enlarging, structurally altering, moving, removing, demolishing and doing electrical, plumbing or mechanical work in or on any building or structure regulated by the city.

9-3-2: APPLICATION; APPLICATION FEE; APPLICATION FOR RE-EXAMINATION:

CLASS A LICENSEE: Any person desiring to be licensed as a Class A licensee shall make written application to the contractors' examination board. The application fee shall be as established by the building official and approved by the governing body. Such fee shall accompany the application and is non-refundable.

CLASS B LICENSEE: Any person desiring to be licensed as a Class B licensee shall make written application to the contractors' examination board. The application fee shall be as established by the building official and approved by the governing body. Such fee shall accompany the application and is non-refundable.

All Class A and Class B license applicants shall be interviewed in person by the board or may, with advance permission of the board, interview by telephone.

CLASS C LICENSEE: Any person desiring to be licensed as a Class C licensee shall make written application to the contractors' examination board. The application fee shall be as established by the building official and approved by the governing body. Such fee shall accompany the application and is non-refundable.

Any such person shall present to the board proof of their qualifications, and may be required to appear before the board. Any person who fails to pass the prerequisite qualification may make reapplication after expiration of a thirty day period and upon payment of additional application fee.

If a Class C license is needed for work to begin prior to the next contractor's board meeting, the building official may issue a conditional license if he/she determines that all requirements for licensing appear to be met. The board will review the application at the next regularly scheduled meeting. A conditional license shall expire on the date of the next regularly scheduled meeting of the contractor's board and the granting of a conditional license shall not be construed as an assurance, promise or guarantee that the contractor's board will approve the application.

Appeals from any action of the board shall be submitted to the governing body.

9-3-3: TERM OF LICENSE; INITIAL AND RENEWAL FEES; EXPIRED LICENSE NOT TO BE RENEWED:

All licenses required herein and issued by the city shall expire on December 31 of the year in which they are issued. All fees for licenses shall be established by resolution approved by the governing body. Every licensee in good standing may be renewed upon payment of a renewal fee. Electrical contractors additionally require yearly license renewal by the State of Wyoming. The State license shall be provided at the time of the City of Cody renewal. Licenses which have been expired for more than thirty days shall not be renewed. In such instances, the licensee may make application to the board, pay the application fee, and upon approval of the

board, may be issued a new license upon payment of the required fee. The board may, at its sole discretion, require the licensee to submit to examination before granting its approval for a new license to be issued.

9-3-4: GROUNDS AND PROCEDURE FOR SUSPENSION OR REVOCATION OF LICENSE; EFFECTS THEREOF:

A. Grounds: The contractors' examination board may suspend or revoke any license issued under the provisions of this chapter when the licensee or an employee of the licensee commits one or more of the following acts or omissions:

1. Obtaining the license through nondisclosure, misstatement or misrepresentation of a material fact;
2. Failure to comply with any of the requirements of this chapter;
3. Knowingly combining or conspiring with any unlicensed person to evade the provisions of this chapter by permitting one's license to be used by such person;
4. Knowingly acting as agent, partner, associate or in any other capacity, with any unlicensed person, to evade the provisions of the chapter;
5. Knowingly and or willfully violating any provisions of all city ordinances.

B. Procedure: When the building official believes that a licensee's license should be suspended or revoked based on a violation of this code, the building official shall notify the licensee that the building official will recommend to the contractors' examination board that the licensee's license be suspended or revoked. The building official shall give written notice to the licensee of the facts and circumstances giving rise to the recommendation, including reference to the applicable sections of the city code which the licensee has violated. The notice shall state that the licensee shall have ten days to request a hearing before the contractors' examination board, and that if the licensee fails to request such a hearing, the board shall act on the building official's recommendation at its next meeting. The notice shall state the place, date and time of the meeting where the board will hear the building official's recommendation.

1. Upon receipt of notice, the licensee may request a hearing before the board. Such request shall be in writing to the board within ten days of receipt of notice. Failure by the licensee to request the hearing shall be deemed a waiver of any right to a hearing on the matter and the order of suspension or revocation shall become final;

2. At such hearing, the licensee shall be given an opportunity to show compliance with all lawful requirements for the retention of the license. The licensee shall be given the opportunity to present testimony, oral and/or written, and shall have the right of cross examination. All testimony shall be under oath. The board shall have the power to administer oaths, issue subpoenas and compel the attendance of witnesses. The decision of the board shall be based upon the evidence produced at the hearing and made a part of the record thereof. The hearing shall be conducted in compliance with the procedures promulgated in accordance with the Wyoming Administrative Procedures Act.

C. Effects:

1. A person whose license has been revoked or suspended shall not be entitled to file a new application by the establishment of a new legal entity, or otherwise, during the length of such revocation or suspension.

2. In addition to the revocation or suspension of any license as provided in this chapter, any person who violates any provisions of this chapter, or any rule or regulation promulgated hereunder, is guilty of a misdemeanor, the penalty for which is prescribed under title 1 chapter 4 of this code.

9-3-5: INSURANCE REQUIRED:

1. No license shall be issued or renewed for a Class A contractor, a Class B contractor or a Class C contractor until the contractor has filed with the administrative services director proof of liability insurance insuring the contractor, his/her agents, employees and representatives, or anyone under licensee's supervision for the following insurance coverage while engaged in any activity or work pursuant to a contractor's license:

   Bodily injury liability insurance: Insurance coverage with limits not less than one million dollars for bodily injury or death sustained by one person and one million dollars for each occurrence. Property damage liability insurance: Coverage with limits not less than one million dollars for each occurrence.

2. Licensees under this chapter shall notify the administrative services director within ten working days of the effective date of a change in the licensee's insurance and within ten working days of a licensee's notification of cancellation or non-renewal of the insurance, in whole or part. Licensees under this chapter shall keep current proof of insurance on file with the administrative services director and the city shall not notify any such licensees of impending expiration of insurance coverage.

9-3-6: PERSONS EXCLUDED FROM REQUIREMENTS OF CHAPTER:

Any person who is under contract and bond to the city for any municipal work shall be excluded from the requirements of obtaining a license and furnishing the bond required by this chapter.

THIS ORDINANCE SHALL BECOME EFFECTIVE AT THE FINAL PASSAGE AND PUBLICATION IN THE CODY ENTERPRISE.

PASSED ON FIRST READING: _____

PASSED ON SECOND READING: _____

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

_____
Nancy Tia Brown, Mayor

ATTEST:

_____
Cynthia Baker
Administrative Services Officer

ORDINANCE NO. 2011-26

AN ORDINANCE AMENDING TITLE 10, CHAPTER 15 OF THE CITY OF CODY MUNICIPAL CODE REGARDING SIGNS

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

Section 1: The following definitions within Section 10-15-2 shall be amended to read as follows:

10-15-2: CONSTRUCTION OF LANGUAGE AND DEFINITIONS

DEFINITIONS:

BANNER: A strip of cloth, plastic or similar material with copy and/or graphics produced in a professional manner and intended to be hung or suspended without a rigid enclosing framework, and affixed to a building or railing which is located outdoors. Banners shall be displayed pursuant to Section 10-15-9 of this Code.

TEMPORARY SIGN: An impermanent sign for advertising or displaying, which is visible for a limited period of time not to exceed one-hundred eighty (180) days in any twelve-month (12) period (examples of temporary signs include but are not limited to banners and inflatables). Off-premise, temporary A-frame signs are limited to a period of time not to exceed seven (7) days.

SUBDIVISION DEVELOPMENT SIGNS: This off-site sign may contain advertising in connection with the name of the subdivision, development firm, building contractor, real estate sales firm, and may refer to materials, appliances, supplies and building trades used in construction of dwellings, or services provided by the developer. The sign shall be removed six (6) months after the last lot is constructed upon. See Table Schedule in Section 10-15-9 of this code for size requirements and restrictions.

The following terms shall be deleted and removed from Section 10-15-2: Building Frontage; Grade Plane; Ground Level; Parcel; Premise; Public Right-Of-Way Width and Set-Back.

Section 2: Section 10-15-9 of the Cody City Code shall be amended as follows:

In Section 10-15-9 of the City of Cody Municipal Code, the table inset for the E-Zoning District, in the column for notes for inflatable signs, the reference to "10-15-8-III-c(1)(i)(ii)" shall be replaced and amended to refer to Section 10-15-9.

Section 3: Section 10-15-3(A)(5) shall be deleted.

Section 4: Section 10-15-3(B)(6)(d) shall be amended to read as follows:

No sign, awning or other obstruction shall be suspended from any building into or over any sidewalk, street or alley, so as to obstruct or interfere with the pedestrian traffic or vehicle traffic, nor shall any sign, awning or other obstruction be suspended in or over any portion of the street beyond the sidewalk. Projecting signs located over public pedestrian ways shall be placed not less than eight (8) feet from the travel way to the bottom of the sign. The projecting edge of the sign shall be at least two (2) feet back from any curb line.

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

PASSED ON FIRST READING _____October 18, 2011_____.

PASSED ON SECOND READING_____, 2011.

PASSED ON THIRD READING_____, 2011.

_____
Nancy Tia Brown, Mayor

ATTEST:

_____
Cynthia Baker
Administrative Services Director