

# City of Cody City Council

## AGENDA

Tuesday, February 7, 2012 - 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

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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 1/12/12, 1/25/12, 1/26/12 & 1/27/12 and Regular Meeting Minutes from 1/17/12.
  - b. Approve vouchers and payroll in the amount of \$875,036.49.
  - c. Adopt Beck Bark Park Rules and Polices as presented.
  
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.
  - a. Field of Honor Flag Display  
 Spokesperson: Ev Diehl
  
3. Public Hearing
  
4. Conduct of Business
  - a. Consider a request from the Cody County Chamber of Commerce to reserve up to six parking spaces as “employee parking” in the City gravel parking lot south of the Chamber building.  
 Staff Reference: Todd Stowell, City Planner  
 Spokesperson: Scott Balyo
  
  - b. Consider a request from the Cody Country Chamber of Commerce to install “sponsored by” parking signs in front of the Chamber as a fundraising resource.  
 Staff Reference: Todd Stowell, City Planner  
 Spokesperson: Scott Balyo
  
  - c. **ORDINANCE 2012-02 – SECOND READING AS AMENDED  
 AN ORDINANCE AMENDING TITLE 3, CHAPTER 2, ARTICLE II,  
 SECTION 15 OF THE CITY OF CODY CODE: SUSPENSION OR  
 REVOCATION OF LICENSE.**  
 Staff Reference: Jenni Rosencranse, City Administrator
  
  - d. **ORDINANCE 2012-03 – SECOND READING AS AMENDED**

**AN ORDINANCE AMENDING TITLE 3, CHAPTER 2, ARTICLE II,  
SECTION 10 OF THE CITY OF CODY CODE: NUMBERS,  
APPLICATION, ISSUANCE AND REGULATION OF LICENSES AND  
LICENSEES.**

Staff Reference: Jenni Rosencranse, City Administrator

5. Tabled Items

- a. **ORDINANCE 2012-01 – FIRST READING  
AN ORDINANCE AMENDING SECTION 9-3-7 OF THE CITY OF  
CODY MUNICIPAL CODE PERTAINING TO PERSONS EXCLUDED  
FROM REQUIREMENTS OF LICENSING REQUIREMENTS.**

6. Matters from Staff Members or Council Members

**City of Cody**  
**Council Proceedings**  
**Thursday, January 12, 2012**

A special meeting of the Cody City Council was held in Council Chambers of City Hall in Cody, Wyoming on Thursday, January 12, 2012 at 4:15 p.m.

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

Absent: Council Member Jerry Fritz

Mayor Nancy Tia Brown called the meeting to order at 4:18 p.m.

The Governing Body held follow-up interviews for Yellowstone Regional Airport Board Position. Applicants interviewed were Ché Essinger and Jack Way.

Sara Wead Assistant Administrative Services Officer provided the Governing Body with background information on the Cooter Brown's LLC liquor license nonoperational period and the request for an extension. Other discussion revolved around the bus and the business owner was asked to have it removed by March 1<sup>st</sup>. No action was taken.

The Governing Body appointed Council Members Cloud, Wolz and Anderson to a review committee for the banking RFP process.

Todd Stowell, City Planner apprised the Governing Body of the Master Plan RFP and a possible make up of committee comprising of three Council Members, two members from the Planning, Zoning & Adjustment Board, City Staff and a member at large that the Cody Country Chamber Board would select. The Governing Body appointed Council Members Anderson, Edwards and Miller to a Review Committee for the Master Plan RFP.

Rick Manchester, Parks, Recreation and & Facilities Director, provided the Governing Body with background information dealing with of the right-of-way application to the Bureau of Land Management. No action was taken.

Steve Payne, Public Works Director provided background information in reference to the current staffing structure of the Vehicle Maintenance and Street Division and requested a staffing position be moved from Vehicle Maintenance to Street Division.

The Governing Body discussed the agenda for January 17, 2012 Council Meeting. No action was taken.

Meeting Reminders included Tuesday, January 17, 2012 – Regular Council Meeting – 7:00 p.m. Council Chambers (Pre-meeting 6:30 p.m.), Thursday, January 26, 2012 - Special Council Work Session – 4:15 p.m. – Council Chambers, Friday, January 27, 2012 – Council Retreat – 9:00 a.m. – K3 Guest Ranch.

There being no further discussion, the meeting adjourned at 6:49 p.m.

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Cindy Baker  
Administrative Services Officer

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Nancy Tia Brown  
Mayor

**City of Cody**  
**Council Proceedings**  
**Wednesday, January 25, 2012**

A special meeting of the Cody City Council was held in Council Chambers of City Hall in Cody, Wyoming on Wednesday, January 25, 2012 at 6:00 p.m.

Present: Mayor Nancy Tia Brown , Council Members Donny Anderson, Charles Cloud and Jerry Fritz, and City Administrator, Jenni Rosencranse

Absent: Council Members Steve Miller, Stan Wolz, and Bryan Edwards

Mayor Nancy Tia Brown called the meeting to order at 6:00 p.m.

The Governing Body attended the first meeting of the Cody Street Scape Steering Committee. The meeting was facilitated by Parks, Recreation and Public Facilities Director, Rick Manchester and consultants, Paul Mills and Craig Russell of Russell + Mills. The Committee discussed important attributes of the project. No action was taken.

There being no further discussion, the meeting adjourned at 8:00 p.m.

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Jennifer Rosencranse  
City Administrator

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Nancy Tia Brown  
Mayor

**City of Cody**  
**Council Proceedings**  
**Thursday, January 26, 2012**

A special meeting of the Cody City Council was held in Council Chambers of City Hall in Cody, Wyoming on Thursday, January 26, 2012 at 4:10 p.m.

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

Absent: Council Member Bryan Edwards

Others Present: Finance Officer, Leslie Brumage, Assistant Administrative Services Officer, Sara Wead and Judge Webster.

Mayor Nancy Tia Brown called the meeting to order at 4:10 p.m.

The Governing Body reviewed the Municipal Court Analysis. Finance Officer Leslie Brumage and Assistant Administrative Services Officer, Sara Wead provided a background and statistical information as it related to court fines and the collection process. Staff was provided with direction on several collection process options presented.

The Governing Body was provided with the Mid Year Budget Update to review further discussion will be held at the next work session.

The update from Russell + Mills regarding the Streetscape project was postponed.

There being no further discussion, the meeting adjourned at 6:25 p.m.

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Cindy Baker  
Administrative Services Officer

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Nancy Tia Brown  
Mayor

**City of Cody**  
**Council Proceedings**  
**Friday, January 27, 2012**

A special meeting of the Cody City Council was held at K3 Guest Ranch in Cody, Wyoming on Friday, January 27, 2012 at 9:00 a.m.

Present: Mayor Nancy Tia Brown , Council Members Donny Anderson, Charles Cloud, Steve Miller, Jerry Fritz and Bryan Edwards, and City Administrator, Jenni Rosencranse  
Absent: None  
Others: City Attorney, Scott Kolpitcke, Finance Officer, Leslie Brumage, and Parks Recreation and Public Facilities Director, Rick Manchester

Mayor Nancy Tia Brown called the meeting to order at 9:00 a.m.

The Governing Body reviewed the Council goals established at their 2011 retreat. In addition, they discussed the idea of a 1 cent optional tax, a capital facilities tax, and if either tax was obtained, what capital infrastructure projects could be funded.

In addition, the Governing Body discussed Special Funding within the City of Cody budget. They discussed and reviewed the Utility Deposit Analysis prepared by Leslie Brumage and they discussed the Recreation Center Cost of Service Analysis prepared by Rick Manchester. No action was taken.

There being no further discussion, the meeting adjourned at 4:00 p.m.

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Jennifer Rosencranse  
City Administrator

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Nancy Tia Brown  
Mayor

**City of Cody**  
**Council Proceedings**  
**Tuesday, January 17, 2012**

A regular meeting of the Cody City Council was held in Council Chambers of City Hall in Cody, Wyoming on Tuesday, January 17, 2012 at 7:00 p.m.

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

Absent: Council Member Charles Cloud

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

Council Member Miller made a motion seconded by Council Member Fritz to approve the agenda as amended to increase the voucher by \$142,633.57. Vote was unanimous.

Mayor Brown along with the Governing Body recognized Glenn “Bill” Nielson outgoing Planning, Zoning and Adjustment Board member for his years of service, as well as, Dale Cowan and David Jenkins outgoing Yellowstone Regional Airport Board members.

Mayor Brown and the Governing Body recognized Bert Pond and the Electrical Department for their work associated with the article in Public Power Publication regarding City of Cody Street Lights.

Jenni Rosencranse, City Administrator introduced new employee R. Todd Stowell, City Planner.

Council Member Miller made a motion seconded by Council Member Anderson to approve the Consent Calendar including approval of Minutes of the Special Meeting from 12/29/11 and Regular Meeting Minutes from 1/3/12, approve vouchers and payroll in the amount of \$1,360,536.56, approve and authorize the Mayor to sign the 2011 Homeland Security Grant Agreement in the amount of \$19,294.23, authorize the Mayor to sign the right-of-way application to the Bureau of Land Management (BLM) for the installation and maintenance of a trail system on BLM land south of Beck Lake Park. Further authorize the Parks, Recreation & Facilities Director to submit minor modification request to BLM that do not require financial commitments from the City, approve and authorize the Mayor to enter into a lease between the City of Cody and the Park County Fire Protection District No. 2 for use of City property for the Fire District Training Center, award Bid 2011-20 for materials for use as part of the North Cody Annex to Western United, using alternates 1 & 2 for a total bid cost of \$173,343.46, and approve and authorize the Mayor to enter into an agreement between the City of Cody and CGI communications, Inc., for a Community Video Tour Book to be placed on the City website for the purpose of marketing the City of Cody. Vote was unanimous.

Council Member Wolz made a motion seconded by Council Member Edwards to appointment Ché Essinger for a three year term to the Yellowstone Regional Airport Board with the term ending December 31, 2014. Vote was unanimous.

Council Member Miller made a motion seconded by Council Member Edwards to approve a six month extension for Cooter Brown’s LLC to become operational by July 18, 2012.

Council Member Wolz made a motion seconded by Mayor Brown to fund the request in the amount of \$1,000.00 to Park County Animal Shelter to offset the cost of their Spay/Neuter Clinic. Those voting in favor were Council Members Anderson, Wolz and Mayor Brown; those opposed were Council Members Miller, Fritz and Edwards. Motion failed.

Council Member Anderson made a motion seconded by Council Member Edwards to authorize the Mayor to sign a letter of support for the Summit Housing Group project in the Fenex Subdivision. Vote was unanimous.

**ORDINANCE 2012-01 – FIRST READING**

**AN ORDINANCE AMENDING SECTION 9-3-7 OF THE CITY OF CODY MUNICIPAL CODE PERTAINING TO PERSONS EXCLUDED FROM REQUIREMENTS OF LICENSING REQUIREMENTS.**

Council Member Miller made a motion seconded by Council Member Fritz to table Ordinance 2012-01. Vote was unanimous.

**ORDINANCE 2012-02 – FIRST READING**

**AN ORDINANCE AMENDING TITLE 3, CHAPTER 2, ARTICLE II, SECTION 15 OF THE CITY OF CODY CODE: SUSPENSION OR REVOCATION OF LICENSE.**

Council Member Fritz made a motion seconded by Council Member Edwards to pass Ordinance 2012-02 on first reading. Vote was unanimous.

**ORDINANCE 2012-03 – FIRST READING**

**AN ORDINANCE AMENDING TITLE 3, CHAPTER 2, ARTICLE II, SECTION 10 OF THE CITY OF CODY CODE: NUMBERS, APPLICATION, ISSUANCE AND REGULATION OF LICENSES AND LICENSEES.**

Council Member Fritz made a motion seconded by Council Member Wolz to pass Ordinance 2012-03 on first reading. Vote was unanimous.

**RESOLUTION 2012-01**

**A RESOLUTION AMENDING THE CITY OF CODY FINAL BUDGET FOR FISCAL YEAR 2011-2012**

Council Member Edwards made a motion seconded by Council Member Anderson to pass Resolution 2012-01. Vote was unanimous.

In matters from staff Rick Manchester, Parks, Recreation and Facilities Director brought the Governing Body and Citizens up to speed on the Sheridan Avenue Streetscape Project.

In matters from council, Mayor Brown informed the community of a local recipient of the Governor's Art Award acknowledging this honor was awarded to M.C. Poulsen.

There being no further business, Mayor Brown adjourned the meeting at 9:15 p.m.

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Cindy Baker  
Administrative Services Officer

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Nancy Tia Brown  
Mayor

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD	Inventory No
127557	A & I DISTRIBUTORS	2132692	OIL, HYDRAULIC	01/10/2012	410.85			HYD. 46
			OIL		598.95			15W40
			OIL		484.00			10W30
Total 127557					1,493.80	.00		
200	A-1 ELECTRIC	02006	VETERAN'S PARK GRANT - STATE	11/04/2011	185.39			
		02007	VETERAN'S PARK GRANT - STATE	11/04/2011	567.63			
		02096	VETERAN'S PARK GRANT - STATE	11/08/2011	1,918.49			
		02117	REPAIR HEATER IN BREAK ROOM - CI	12/30/2011	199.10			
Total 200					2,870.61	.00		
2390	ACE HARDWARE	223149	SUPPLIES	12/30/2011	30.98			
		223298	REPAIR TOILET	01/04/2012	7.49			
		223339	TOOLS	01/04/2012	4.98			
		223394	NUTS & BOLTS	01/05/2012	24.48			
		223400	NUTS & BOLTS - TOILET	01/05/2012	4.79			
		223425	REPAIRS - TOILET	01/06/2012	3.29			
		223426	PAD LOCK	01/06/2012	20.99			
		223434	GLOVES / MOP	01/06/2012	22.98			
		223436	SPRAY PAINT - STUMP REMOVAL	01/06/2012	13.98			
		223441	TINY TOTS	01/06/2012	4.99			
		223445	OIL SAMPLING TUBING	01/06/2012	1.90			
		223461	REPAIR DESK LOCK - CITY HALL	01/06/2012	6.99			
		223548	EQUIPMENT REPAIR	01/09/2012	4.49			
		223646	TOOLS	01/10/2012	29.99			
		223709	NUTS & BOLTS - TOILET	01/11/2012	3.18			
		223718	PAINTERS TAPE / NEW PLUG FOR GR	01/11/2012	10.28			
		223719	PLASTIC CONTAINERS	01/11/2012	29.94			
		223722	SHOP SUPPLIES EQUIPMENT MAINT.	01/11/2012	4.99			
		223747	OFFICE PAINT SUPPLIES	01/11/2012	47.78			
		223762	PAINT OFFICES	01/11/2012	53.98			
		223784	BOLTS / GREASE	01/12/2012	14.93			
		223811	WI FI SUPPLIES	01/12/2012	4.39			
		223849	CLOCK	01/12/2012	8.99			
		223851	CAULKING	01/13/2012	6.49			
		223978	BOLT	01/16/2012	.55			
		223990	TOOLS (VISE GRIPS WELDING BAY)	01/16/2012	57.98			
		223993	CONTAINER REPAIR	01/16/2012	.55			
		224002	SHOVEL	01/16/2012	24.99			
		224054	HEATER COVER - 2AB LIFT STATION	01/17/2012	31.99			
		224120	SUPPLIES	01/18/2012	21.47			
		224125	DRILL BITS	01/18/2012	16.47			
		224206	PADLOCK FOR 15TH ST GATE	01/19/2012	28.95			
		224211	ANITFREEZE FOR PAINT TRUCK	01/19/2012	19.95			
		224216	ANTI FREEZE AND CLEANER FOR PAI	01/19/2012	87.86			
		224217	FAUCET FOR BATHROOM	01/19/2012	25.99			
		224219	OIL FOR BACK PACK BLOWER	01/19/2012	17.94			
		224257	PAINT FOR BATHROOM	01/19/2012	26.99			
		224282	PAINT SUPPLIES - DUMPSTERS	01/20/2012	13.46			
		224283	ANITFREEZE FOR PAINT TRUCK	01/20/2012	47.90			
		224302	LIGHT BULBS	01/20/2012	5.58			
		224323	HOSE COUPLING - PAINT MACHINE	01/20/2012	8.78			
		224345	STREET SHOP CLEANING SUPPLIES	01/20/2012	35.06			
		224389	STREET SHOP CLEANING SUPPLIES	01/21/2012	33.96			
		224433	SHOP WELDING SUPPLIES	01/23/2012	22.98			
		224442	CLOCK - REC CENTER	01/23/2012	8.99			
		224447	NUTS & BOLTS	01/23/2012	2.32			

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD	Inventory No
		224495	NUTS & BOLTS	01/24/2012	1.65			
		224514	SINK LINES	01/24/2012	8.98			
		224518	SHOP SUPPLIES	01/24/2012	4.74			
		224524	SUPPLIES	01/24/2012	12.99			
		224539	SAFETY SUPPLIES	01/25/2012	19.99			
		224553	SHOP SUPPLIES	01/25/2012	51.94			
		224566	SPRAY PAINT	01/25/2012	3.49			
		224609	SUPPLIES	01/26/2012	8.49			
		224637	SUPPLIES - CLEANING SHOP	01/26/2012	4.29			
	Total 2390				1,024.54	.00		
129162	ADVANCED INFO SYSTEMS	9115	CYCLE 1 OUTSOURCE BILLS	01/16/2012	431.11			
		9130	CYCLE 2 OUTSOURCING	01/24/2012	204.55			
	Total 129162				635.66	.00		
126967	AIR FILTER SOLUTIONS INC	49980	FITLERS - REC CENTER	01/06/2012	1,450.64			
	Total 126967				1,450.64	.00		
450	ALDRICH LUMBER CO	445332	SUPPLIES	01/10/2012	8.50			
		445464	WALL SHIMS	01/13/2012	2.79			
		445692	SUPPLIES	01/19/2012	10.99			
		445705	SUPPLIES	01/19/2012	22.29			
		445730	BASE TRIM FOR BATHROOM	01/20/2012	18.40			
		445743	HOSE FOR PAINT TRUCK	01/20/2012	4.49			
		445916	PLYWOOD - CONTAINER LID	01/25/2012	39.99			
	Total 450				107.45	.00		
126551	ALSCO	797666	RUGS - CITY HALL	01/03/2012	48.69			
		799127	TOWELS	01/09/2012	98.08			
		800958	TOWELS	01/16/2012	30.80			
		801389	RUGS - AUDITORIUM	01/17/2012	169.02			
		802859	TOWELS	01/23/2012	31.18			
	Total 126551				377.77	.00		
128592	AMERICAN WELDING & GAS, IN	01350366	HELMET LINER	12/19/2011	10.23			
		01582923	CO2	01/10/2012	94.26			
		01585336	WELDING GAS	01/12/2012	66.98			
		01587698	CO2	01/16/2012	66.84			
		01593461	CO2	01/23/2012	39.42			
		01595874	WELDING HELMET LENS	01/25/2012	11.65			
		01595875	GRINDING DISCS	01/25/2012	53.76			
		01597266	WELDING SUPPLIES	01/26/2012	28.04			
	Total 128592				371.18	.00		
127781	ASCAP	500578467	RENEW RADIO LICENSE	12/20/2011	320.00			
	Total 127781				320.00	.00		
127886	ASPEN PRACTICE P.C.	011912	PRE-EMPLOYMENT EXAM	01/19/2012	1,377.50			
	Total 127886				1,377.50	.00		
1010	BEAR CO, INC	162302	FLAT REPAIR / SERVICE CALL	12/27/2011	83.00			

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD	Inventory No
		162313	FLAT REPAIR	12/27/2011	42.00			
		162556	TIRES - A15	01/10/2012	596.00			
		162668	FLAT REPAIR	01/17/2012	104.50			
		162685	RECAP TIRES	01/18/2012	194.70			
	Total 1010				1,020.20	.00		
1150	BIG HORN ENERGY	14489	HEATER REPAIR - N LIFT STATION	01/18/2012	359.31			
	Total 1150				359.31	.00		
123189	BIG HORN HORTICULTURAL SE	230402	STUMP GRINDING	01/23/2012	2,700.00			
	Total 123189				2,700.00	.00		
1180	BIG HORN PAINT	0055969	PAINT - OLD MEEKER OFFICE CITY H/	12/27/2011	193.46			
		0055987	PAINT - OLD MEEKER OFFICE CITY H/	12/28/2011	42.34			
		0055997	PAINT - OLD MEEKER OFFICE CITY H/	12/29/2011	123.96			
		0057175	DUMPSTER PAINT	01/17/2012	40.79			
	Total 1180				400.55	.00		
1182	BIG HORN PRECAST	6436	NORTH CODY PROJECT	01/16/2012	4,000.00			
	Total 1182				4,000.00	.00		
1210	BIG HORN WHOLESALE	1147	MOP HEAD FOR WAXING FLOOR	01/12/2012	42.90			
		1183	CLEANING SUPPLIES	01/16/2012	1,621.75			
		1209	PARK CLEANING SUPPLIES	01/17/2012	111.16			
		1216	CLEANING SUPPLIES	01/17/2012	7.02			
	Total 1210				1,782.83	.00		
4125	BLAKEMAN PROPANE, INC	123111	PROPANE HOSE - FORKLIFT	12/15/2011	29.86			
	Total 4125				29.86	.00		
1345	BLUE & GOLD AWARDS	1393	PLAQUES	01/12/2012	210.00			
	Total 1345				210.00	.00		
1360	BLUE CROSS BLUE SHIELD OF	011612	INSURANCE PREMIUMS CREDIT - KINDT, TIMOTHY	01/16/2012	98,981.77 1,025.90 -			
	Total 1360				97,955.87	.00		
128623	BOBCAT OF BIG HORN BASIN, I	3489	DOOR HANDLE	01/04/2012	94.52			
		3542	DOOR LATCH	01/11/2012	29.32			
		3638	EQUIPMENT REPAIR	01/27/2012	30.40			
	Total 128623				154.24	.00		
1400	BOONE'S MACHINE SHOP	2845	SCISSOR LIFT RENTAL	01/02/2012	900.00			
	Total 1400				900.00	.00		
1420	BORDER STATES INDUSTRIES I	903467736	NORTH CODY PROJECT	01/13/2012	514.44			
		903473878	NORTH CODY PROJECT	01/16/2012	2,257.12			
		903493353	METERS	01/19/2012	20,832.90			

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD	Inventory No
		903493354	NORTH CODY PROJECT	01/19/2012	26.08			
		903511951	BLACKBURN PUD	01/24/2012	23,132.34			
		903518654	NORTH CODY PROJECT	01/25/2012	464.48			
		903524947	NORTH CODY PROJECT	01/26/2012	441.22			
		903530520	NORTH CODY PROJECT	01/27/2012	28.08			
	Total 1420				47,696.66	.00		
129269	BOTTOLFSON, CALVIN	16263024	REFUND UTILITY CREDIT / DEPOSIT	01/26/2012	100.00			
	Total 129269				100.00	.00		
127760	BRAGG PLUMBING AND HEATIN	3519	REPAIR CRACKED COUPLING	01/03/2012	136.88			
	Total 127760				136.88	.00		
123538	BRESNAN COMMUNICATIONS	10212-SHOP	INTERNET - SHOP	01/02/2012	150.15			
		010412-PD	INTERNET - PD	01/04/2012	68.10			
		011512-REC	REC CENTER- CABLE	01/15/2012	46.94			
		11512-SHOP	INTERNET - SHOP	01/15/2012	152.90			
		012012-CH	INTERNET - CITY HALL	01/20/2012	99.95			
	Total 123538				518.04	.00		
1510	BRODY CHEMICAL	293359	HAND CLEANER	11/04/2011	37.35			
			HAND CLEANER		37.36			
			HAND CLEANER		37.35			
			HAND CLEANER		37.35			
	Total 1510				149.41	.00		
1550	BRUCO INC	295128	REPAIRS TO SCRUBBER	12/20/2011	483.24			
		295145	CLEANING SUPPLIES	12/22/2011	81.11			
	Total 1550				564.35	.00		
1690	C & C WELDING	14308	PLASTIC CONTAINER MATERIAL	01/11/2012	249.44			
		14318	PLASTIC CONTAINER MATERIAL	01/12/2012	57.41			
		14328	RECYCLING CONTAINERS	01/17/2012	469.14			
		14336	PLASTIC CONTAINERS - RECYC. CEN	01/17/2012	110.80			
		14339	PLASTIC CONTAINERS - RECYC. CEN	01/18/2012	13.68			
		14353	PLASTIC CONTAINERS - RECYC. CEN	01/20/2012	6.49			
		14368	PLASTIC CONTAINERS - RECYC. CEN	01/25/2012	7.60			
	Total 1690				914.56	.00		
10200	CARQUEST AUTO PARTS	74-ID-181310	REPAIR PARTS	12/07/2011	13.88			
		74-ID-181970	SOFTWARE AND TOOL	12/15/2011	2,000.00			
			SOFTWARE AND TOOL		428.99			
		74-ID-182172	EQUIPMENT REPAIR	12/19/2011	17.71			
		74-ID-182286	REPAIR PARTS	12/20/2011	13.88			
		74-ID-182324	REPAIR PARTS	12/21/2011	47.69			
		74-ID-182817	REPAIR PARTS	12/29/2011	21.63			
	Total 10200				2,543.78	.00		
124671	CDW GOVERNMENT, INC.	3105434	SUPPLIES	01/19/2012	702.61			
		D243594	SUPPLIES	01/09/2012	52.16			

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD	Inventory No
					754.77	.00		
10091	CENTURY LINK	010112	PHONE CHARGES	01/01/2012	1,151.07			
		011912	PHONE CHARGES	01/19/2012	719.14			
					1,870.21	.00		
129264	CHAVEZ, JACKIE OR	2174022	REFUND UTILITY DEPOSIT	01/19/2012	56.83			
					56.83	.00		
129270	CITY BREW	634-2	REFUND UTILITY PERMIT 634-2 REDU	01/24/2012	500.00			
					500.00	.00		
2260	CITY OF CODY	011712	UTILITIES	01/17/2012	1,033.61			
			UTILITIES		195.83			
			UTILITIES		86.05			
			UTILITIES		327.06			
			UTILITIES		400.30			
			UTILITIES		6,600.80			
			UTILITIES		42.98			
		012412	UTILITIES	01/24/2012	2,446.62			
			UTILITIES		45.84			
			UTILITIES		1,121.64			
			UTILITIES		4,481.03			
			UTILITIES		2,154.71			
			UTILITIES		6,464.13			
			UTILITIES		1,501.83			
			UTILITIES		99.72			
			UTILITIES		1,524.46			
			UTILITIES		1,328.17			
			UTILITIES		522.81			
			UTILITIES		3,448.26			
					33,825.85	.00		
127400	CITY OF CODY	011212	PETTY CASH PD - SHIPPING	01/12/2012	10.35			
			PETTY CASH PD - ALCOHOL COMPLIA		6.65			
			PETTY CASH PD - ALCOHOL COMPLIA		3.12			
					20.12	.00		
128438	CIVIL AIR PATROL MAGAZINE	2318333	ADVERTISEMENT	12/02/2011	95.00			
					95.00	.00		
129079	CODY CAB	011712	TIPSY TAXI VOUCHERS (18)	01/17/2012	126.00			
		012312	TIPSY TAXI VOUCHERS (8)	01/23/2012	56.00			
					182.00	.00		
2620	CODY FEED	50074	ICE MACHINE SCOOP	01/17/2012	5.75			
					5.75	.00		
2715	CODY PAINT & BODY INC.	0002092	TOWING CASE 12-117	01/22/2012	190.00			
		1293	REPAIR VEHICLE B23 REAR BUMPER	12/29/2011	1,543.58			

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD	Inventory No
					1,733.58	.00		
	Total 2715							
129265	CODY STAMPEDE, INC.	2342-CM-CM	SAND	01/16/2012	9,990.00			
	Total 129265				9,990.00	.00		
2850	CODY WINNELSON COMPANY	115022-00	VALVES & FITTINGS	12/30/2011	55.03			
		115023-00	GAS CYLINDER	12/30/2011	15.90			
		115042-00	2" GALV. FITTINGS	01/04/2012	15.07			
		115061-00	WATER CRANE REPAIR	01/04/2012	267.93			
		115082-00	WATER CRANE REPAIR	01/04/2012	212.53			
		115083-00	WAX RING - TOILET	01/04/2012	5.21			
		115153-00	AIR GAP	01/18/2012	69.82			
			SAFETY GLASSES		55.16			
	Total 2850				696.65	.00		
123659	COLONIAL RESEARCH CHEMIC.	126723	HAND DISPENSER SOAP	01/05/2012	175.45			
	Total 123659				175.45	.00		
129253	CROSS, MICHELLE	13090515	UTILITY REFUND	01/12/2012	68.90			
	Total 129253				68.90	.00		
128750	CROSSFIT CODY	012712	CROSSFIT CODY CLASSES DEC 2012	01/27/2012	2,512.00			
	Total 128750				2,512.00	.00		
3300	CRUM ELECTRIC	1300567-00	LENS COVER - KITCHEN AUDITORIUM	01/23/2012	60.58			
		1300894-00	METERS	01/09/2012	139.23			
		1301915-00	ST LIGHT REPAIRS	01/11/2012	50.54			
		1302640-00	RECYCLING CONTAINERS	01/13/2012	154.96			
		1303776-00	SAFETY SUPPLIES	01/18/2012	25.95			
		1303851-00	METERS - CREDIT	01/18/2012	139.23			
		1303856-00	SERVICE REPAIR	01/18/2012	40.04			
		1305002-00	CABLE TIES - PLASTIC CONTAINERS	01/23/2012	51.38			
		1305370-00	NEW SERVICE	01/24/2012	310.21			
	Total 3300				693.66	.00		
3343	CUSTOM DELIVERY SERVICE	47897	SHIPPING	12/31/2011	77.33			
	Total 3343				77.33	.00		
127015	CUSTOM GARAGE DOOR LLC	1880	OVERHEAD DOOR - NEW RECYCL. CE	01/11/2012	4,330.00			
	Total 127015				4,330.00	.00		
127577	DASH MEDICAL GLOVES	INV0711724	CLEANING SUPPLIES	12/16/2011	69.90			
	Total 127577				69.90	.00		
129268	DEA HEADQUARTERS	FORM 225	DEA APPLICATION - EGGER	01/24/2012	184.00			
	Total 129268				184.00	.00		
126229	DENNY'S GUNS & MAPS	11370	SHOTGUN REPAIR	01/17/2012	28.59			

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD	Inventory No
			LESS SALES TAX		1.10	-		
	Total 126229				27.49	.00		
125899	DEPARTMENT OF FAMILY SERV	011312	BACK GROUND CHECKS	01/13/2012	80.00			
		012012	BACKGROUND CHECKS (4) ON VOLUN	01/20/2012	40.00			
	Total 125899				120.00	.00		
124470	DIVISION OF VICTIM'S SERVICE	010912	CRIME VICTIM'S COMP DEC 2011	01/09/2012	454.05			
	Total 124470				454.05	.00		
127331	DOWNTOWN WRECKER & REC	11-141	TOW ELEC TRUCK TO BILLINGS	09/11/2011	700.00			
	Total 127331				700.00	.00		
3857	DUNCAN & ALLEN	011212	LEGAL FEES - RMP ASSET TRANSFER	01/12/2012	3,545.00			
	Total 3857				3,545.00	.00		
127634	DWF GROWER SUPPLY	760284-00	FILL GREENHOUSE COOLING CELL	01/13/2012	128.00			
	Total 127634				128.00	.00		
126679	EAGLE RECOVERY & TOWING	6485	TOWING CASE 11-2556	01/10/2012	65.00			
	Total 126679				65.00	.00		
128686	ECOLAB PEST ELIM. DIV.	7296203	PEST CONTROL - REC CENTER	01/09/2012	57.50			
			PEST CONTROL - REC CENTER		57.50			
		7296204	PEST CONTROL - AUDITORIUM	01/09/2012	65.00			
	Total 128686				180.00	.00		
125091	EDWARDS, RODGER	011112	REFUND OVERCHARGE DUE TO SWIT	01/11/2012	2,107.62			
	Total 125091				2,107.62	.00		
126045	EGGER, BEAU	1006576604	REIMBURSE FOR UNIFORMS	01/14/2012	44.97			
	Total 126045				44.97	.00		
2630	ENERGY WEST	011212	UTILITIES	01/12/2012	695.24			
			UTILITIES		915.80			
			UTILITIES		1,695.83			
			UTILITIES		2,281.14			
			UTILITIES		495.32			
			UTILITIES		892.38			
			UTILITIES		653.34			
			UTILITIES		69.39			
	Total 2630				7,698.44	.00		
4140	ENGINEERING ASSOCIATES	3201002	NORTH CODY DISTRIBUTION FEEDER	01/19/2012	2,461.50			
	Total 4140				2,461.50	.00		
129254	EUBANKS, PATRICIA	13301411	REFUND UTILITY BALANCE	01/12/2012	74.95			

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD	Inventory No
Total 129254					74.95	.00		
4210	FARM PLAN CORPORATION	2752795	UNIFORMS	01/24/2012	1,522.40			
		2753062	SUPPLIES	01/25/2012	27.88			
		2753114	UNIFORMS	01/25/2012	56.00			
		742474	MOWER BROOM	01/10/2012	1,209.32			
		743730	CREDIT - FOR RETURNED BRUSHES	01/13/2012	763.78 -			
Total 4210					2,051.82	.00		
126018	FASTENAL COMPANY 01WYCD	/YCDY39175	CAUTION TAPE	01/10/2012	68.40			
		/YCDY39237	MOWER BOLTS	01/12/2012	7.33			
		/YCDY39261	WALL ANCHORS	01/16/2012	12.63			
		/YCDY39264	DRILL BIT	01/16/2012	6.38			
		/YCDY39306	NORTH CODY PROJECT	01/17/2012	44.29			
		/YCDY39353	SUPPLIES	01/19/2012	29.03			
Total 126018					168.06	.00		
123727	FOOD SERVICE OF AMERICA	4109304	Coffee	01/25/2012	64.35			20006
			Nacho Cheese		57.82			20044
			Nacho Chips		24.73			20043
			Plain Pretzels		41.27			20048
			FUEL SURCHARGE		6.00			
Total 123727					194.17	.00		
127301	FREMONT BEVERAGES INC	29226	Drink Syrups	01/23/2012	71.00			20004
Total 127301					71.00	.00		
129255	GALE, CHRISTOPHER M	10072038	REFUND UTILITY DEPOSIT	01/11/2012	3.97			
Total 129255					3.97	.00		
125939	GOODYEAR PRINTING	6336	OFFICER SUPPLIES - FORMS	01/10/2012	287.00			
Total 125939					287.00	.00		
4680	GROATHOUSE CONSTRUCTION	111231B	VIETNAM FLAGPOLE RE-CONSTRUCT	12/31/2011	6,800.00			
Total 4680					6,800.00	.00		
129260	GUKEISEN, ERIKA MARIE	011712	OVERPAYMENT ON MC-1108-033	01/17/2012	50.00			
Total 129260					50.00	.00		
4780	HARRIS TRUCKING & CONST. C	SKYL-FINAL	SKYLINE / W STRIP WATER PROJECT	01/23/2012	4,044.31			
Total 4780					4,044.31	.00		
6730	HD SUPPLY UTILITIES LTD	1891919-01	NORTH CODY PROJECT	01/09/2012	1,435.58			
		1893645-02	NORTH CODY PROJECT	01/20/2012	5,836.00			
		1896576-02	NORTH CODY PROJECT	01/09/2012	50.60			
		1898027-01	NORTH CODY PROJECT	01/09/2012	210.10			
		1898027-02	NORTH CODY PROJECT	01/09/2012	473.40			

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD	Inventory No
Total 6730					8,005.68	.00		
129090	HOMAX OIL SALES, INC.	CL32403-IN	FUEL - PD	12/31/2011	140.21			
			FUEL - PD		3,723.90			
		CL32404-IN	FUEL - PARKS DEPT	12/31/2011	134.99			
			FUEL - PARKS DEPT		420.05			
		CL32405-IN	FUEL - FAC. MAINT.	12/31/2011	176.78			
		CL32406-IN	FUEL - REC CENTER	12/31/2011	40.66			
			FUEL - REC CENTER		686.39			
		CL32408-IN	FUEL - STREETS	12/31/2011	441.99			
			FUEL - STREETS		4,222.43			
			FUEL - WATER DEPT		31.18			
			FUEL - SOLID WASTE		113.67			
		CL32409-IN	FUEL - VEHICLE MAINT.	12/31/2011	119.68			
Total 129090					10,251.93	.00		
5100	HOTSY WY-MONT	2876	REPAIR PARTS FOR FLOOR SCRUBBE	01/04/2012	447.00			
Total 5100					447.00	.00		
5155	I. D. EDGE	56789	SUPPLIES - RIBBON	01/12/2012	208.00			
Total 5155					208.00	.00		
5170	ICMA RETIREMENT-457-#30314	539855	Contributions	01/23/2012	5,299.90	5,299.90	01/23/2012	
Total 5170					5,299.90	5,299.90		
129259	INDOOR QUALITY AIR	3181	HEATER REPAIRS	12/17/2011	303.04			
Total 129259					303.04	.00		
5200	INDUSTRIAL SYSTEMS INC	36643	CHART RECORDER PENS	01/06/2012	42.71			
Total 5200					42.71	.00		
128401	ITRON, INC	227950	ITRON MAINTENANCE AGREEMENT	01/12/2012	4,190.33			
Total 128401					4,190.33	.00		
129261	JKL ASSOCIATES, INC.	11154-01	NOTH CODY - BORING	01/16/2012	8,568.20			
Total 129261					8,568.20	.00		
126095	JONES TRAILER CO	13505	LED LIGHTS FOR PD	01/17/2012	95.15			
Total 126095					95.15	.00		
129256	KAISER, ELMA R MINERAL TRU	17638014	UTILITY REFUND	01/12/2012	81.81			
Total 129256					81.81	.00		
5700	K-B COMMERCIAL PRODUCTS	2995332.001	REPLACEMENT WANDS - VACUUM	01/19/2012	100.26			
Total 5700					100.26	.00		
9029	KENCO SECURITY & TECHNOLC	935257	SECURITY MONITORING - CITY HALL	12/20/2011	70.00			

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD	Inventory No
		935673	LABOR TO SERVICE SYSTEM	01/10/2012	630.00			
		940006	SECURITY MONITORING - CITY HALL	02/01/2012	94.50			
		940007	SECURITY MONITORING - REC CENTE	02/01/2012	109.50			
	Total 9029				904.00	.00		
124429	KIEFER	I1770927	AQUA BELTS	01/06/2012	179.00			
		I1773019	Nose Clips FREIGHT	01/19/2012	100.00 15.00			100118
	Total 124429				294.00	.00		
124776	KRAMES STAYWELL, LLC	6745135	CMS GUARD START	01/05/2012	120.15			
	Total 124776				120.15	.00		
129216	KRAMP, MICAH	122911	REIMBURSE FOR CDL TEST	12/29/2011	20.00			
	Total 129216				20.00	.00		
125767	KRESS, MELANIE	122811	REIMBURSE FOR UNIFORMS	12/28/2011	49.99			
	Total 125767				49.99	.00		
129217	LAFOLLETTE, TRISHA	010912	RESTITUTION FROM MC-1101-043	01/09/2012	125.00			
	Total 129217				125.00	.00		
129258	LAMB, PAUL	16606014	UTILITY REFUND	01/12/2012	85.12			
	Total 129258				85.12	.00		
129257	LEGO EDUCATION	371311-1	REC CENTER - ASAP	12/20/2011	928.07			
	Total 129257				928.07	.00		
126952	LET'S TALK CELLULAR	17981	CELL PHONE HOLSTER	01/20/2012	20.00			
	Total 126952				20.00	.00		
125191	LONG BUILDING TECH INC	VCE0056808	REPAIR CONDENSATE PUMP - AUDIT	12/30/2011	350.00			
	Total 125191				350.00	.00		
129267	MARCHANT, JUSTIN	255039	REC CENTER REFUND	01/20/2012	125.00			
	Total 129267				125.00	.00		
6300	MARQUIS AWARDS	22125	SUPPLIES	01/13/2012	120.75			
	Total 6300				120.75	.00		
6390	MC CUMBER LOCKSMITH SHOF	2819A	KEY	01/16/2012	1.25			
		2827A	DOOR LOCKS - NEW RECYCLE CENTE	01/12/2012	287.81			
	Total 6390				289.06	.00		
126604	MEINECKE & SITZ	012312	PROFESSIONAL FEES	01/23/2012	1,513.56			
		122111	PROFESSIONAL FEES	12/21/2011	525.00			

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD	Inventory No
	Total 126604				2,038.56	.00		
129262	MOORE, JIMMIE R	011712	WITNESS FEES/MILEAGE REIMBURSE	01/17/2012	42.86			
	Total 129262				42.86	.00		
6930	MOUNTAIN WEST INC	022318	UNIFORM ALLOWANCE - C24	01/12/2012	41.85			
		022324	UNIFORM ALLOWANCE - C20	01/13/2012	67.25			
		022330	VOLLEYBALL SHIRTS	01/17/2012	278.29			
		022349	YOUTH BASKETBALL SHIRTS	01/24/2012	702.57			
	Total 6930				1,089.96	.00		
7150	NATIONAL REC & PARKS ASSOI	118926	NRPA RENEWAL	01/27/2012	55.00			
	Total 7150				55.00	.00		
129218	NAT'L LAW ENFORCEMENT SUF	74221	INVESTIGATIONS SUPPLIES	01/18/2012	142.24			
	Total 129218				142.24	.00		
7315	NORMONT EQUIPMENT COMPA	2201081	CUTTING EDGES FOR GRADERS	01/14/2012	1,144.00			
	Total 7315				1,144.00	.00		
129219	NORTHLAND AUTOMOTIVE	IS152238	SEAT COVERS	01/11/2012	150.49			
	Total 129219				150.49	.00		
7400	NORTHWEST PIPE	1892297	Saddle Tapping 12" x 3/4" FREIGHT	01/10/2012	105.94			1084-W
		1896213	3/4" Compression curb stop	01/23/2012	326.88			1117-W
			1 1/4" Compression Coupling		38.63			1124-W
			2" Curb Box Lid		457.75			1151-W
			Clamp Repair 10"		321.35			1032-W
			6" x 12" MJ solid sleeve		189.24			1322-W
			10" x 12" MJ solid sleeve		248.22			1324-W
	Total 7400				1,721.13	.00		
129058	NORTHWEST SIGN RECYCLING	1206	REFACE SIGNS	01/03/2012	421.93			
		MC1205	SCRAP CREDIT	12/27/2011	9.00 -			
	Total 129058				412.93	.00		
127665	ONE-CALL OF WYOMING	28604	ONE CALL FEES	01/12/2012	25.00			
	Total 127665				25.00	.00		
128494	O'REILLY AUTOMOTIVE, INC.	3726-174424	BRAKE ROTORS	12/06/2011	76.80			
	Total 128494				76.80	.00		
7670	PARK COUNTY	491	LEC CONTRACT LEC UTILITIES	01/09/2012	15,527.95 873.94			

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD	Inventory No
Total 7670					16,401.89	.00		
128493	PARK COUNTY CIRCUIT COURT	012312	CV-2010-1030	01/23/2012	262.00	262.00	01/23/2012	
Total 128493					262.00	262.00		
129053	PARK COUNTY LANDFILL	123111	LANDFILL CHARGES	12/31/2011	58,543.00			
			LANDFILL CHARGES		259.00			
			LANDFILL CHARGES		29.00			
Total 129053					58,831.00	.00		
7720	PARK COUNTY PUBLIC HEALTH	940	FLU VACCINATIONS	01/23/2012	10.00			
Total 7720					10.00	.00		
7825	PAVEMENT MAINTENANCE INC	11-264	SNOW REMOVAL	12/05/2011	605.00			
Total 7825					605.00	.00		
8090	POWELL TRIBUNE	123111	ADVERTISING	12/31/2011	540.00			
Total 8090					540.00	.00		
127122	POWELL VALLEY RECYCLING	011512	BALING WIRE - RECYCLING CENTER	01/15/2012	1,265.00			
Total 127122					1,265.00	.00		
128149	PRO-BUILD	903778	GRINDER - WELDING BAY	09/26/2011	89.99			
		909590	REMODEL NEW RECYCLE CENTER	12/01/2011	11.42			
		909672	REMODEL NEW RECYCLE CENTER	12/02/2011	47.97			
		909864	REMODEL NEW RECYCLE CENTER	12/06/2011	79.80			
		909896	REMODEL NEW RECYCLE CENTER	12/06/2011	15.16			
		910091	REMODEL NEW RECYCLE CENTER	12/07/2011	135.99			
		910395	REMODEL NEW RECYCLE CENTER	12/12/2011	6.56			
		910807	REMODEL NEW RECYCLE CENTER	12/15/2011	118.70			
		911527	REMODEL NEW RECYCLE CENTER	12/27/2011	9.91			
		911544	REMODEL NEW RECYCLE CENTER	12/27/2011	814.50			
		911556	REMODEL NEW RECYCLE CENTER	12/27/2011	28.74			
		911599	REMODEL NEW RECYCLE CENTER	12/28/2011	31.25			
		911757-CM	CREDIT FOR SUPPLIES REMODEL RE	12/30/2011	231.50 -			
		911758	CREDIT FOR SUPPLIES REMODEL RE	12/30/2011	101.95 -			
		911767	REMODEL NEW RECYCLE CENTER	12/30/2011	36.11			
Total 128149					1,092.65	.00		
8210	PROGRESSIVE BUSINESS PUBL	011012	SAFETY SUPPLIES	01/10/2012	475.20			
Total 8210					475.20	.00		
430	PURCHASE ADVANTAGE CARD	006480	BIRTHDAY PARTIES - REC CENTER	01/06/2012	22.99			
		012392	REC CENTER - ASAP	01/12/2012	12.08			
		014687	BIRTHDAY PARTIES - REC CENTER	01/14/2012	16.99			
Total 430					52.06	.00		
127690	R & A SAFETY	1568	RANDOM & DOT DRUG TESTING	01/20/2012	90.00			
			RANDOM & DOT DRUG TESTING		60.00			

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD	Inventory No
					150.00	.00		
129266	ROBBINS, ERIC OR	6186028	REFUND UTILITY DEPOSIT	01/23/2012	41.11			
					41.11	.00		
7570	ROCKY MOUNTAIN POWER	012412	UTILITIES UTILITIES	01/24/2012	65.60 303.41			
					369.01	.00		
8840	S & S AUDIO - VIDEO INC	10065089	BATTERIES	01/24/2012	11.98			
					11.98	.00		
9010	SEARS	T051210	DRILL KIT	01/05/2012	139.99			
		T588052	REPLACE DRYER - REC CENTER (LES	12/13/2011	524.99			
					664.98	.00		
129271	SELK, RYAN	012712	MILEAGE REIMBURSEMENT	01/27/2012	241.76			
					241.76	.00		
9140	SHOSHONE OFFICE SUPPLY	0086264	CALENDERS	01/03/2011	38.70			
		0086517	OFFICE SUPPLIES	01/06/2012	7.98			
		0086590	OFFICE PENS	01/12/2012	14.36			
		0086675	OFFICE SUPPLIES	01/17/2012	19.99			
		0086676	SUPPLIES	01/11/2012	49.81			
		0086690	COPIER PAPER	01/13/2012	44.65			
		0086691	COPIER PAPER	01/13/2012	178.60			
		0086693	SUPPLIES	01/16/2012	3.66			
		0086703	OFFICE SUPPLIES	01/18/2012	3.66			
		0086796	OFFICE SUPPLIES	01/18/2012	60.99			
		0086798	FOLDERS	01/18/2012	5.99			
		0086813	OFFICE SUPPLIES	01/19/2012	13.82			
		0086857	OFFICE / SQUAD ROOM SUPPLIES	01/23/2012	171.69			
		0086879	SUPPLIES	01/24/2012	128.59			
		0086889	TONER / OFFICE SUPPLIES	01/25/2012	401.31			
		0086914	SUPPLIES	01/23/2012	12.29			
		0086918	PAINT PEN / FILE FOLDERS	01/23/2012	28.00			
		0086942	SUPPLIES	01/24/2012	3.42			
		011812	FOLDERS	01/18/2012	5.99			
		012412	SUPPLIES	01/24/2012	43.54			
					1,237.04	.00		
9379	SOCIETY FOR HUMAN RESOUR	9004445345	MEMBERSHIP	01/19/2012	180.00			
					180.00	.00		
129194	SPEEDOMETER & AUTO ELECT	A60212	REPAIRS A06	01/18/2012	215.00			
					215.00	.00		
129037	STINSON, BLAKE	10112	REIMBURSE FOR UNIFORMS	01/01/2012	397.81			

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD	Inventory No
Total 129037					397.81	.00		
9635	STROUPE PEST CONTROL CO	010312-CH	PEST CONTROL - CITY HALL	01/03/2012	60.00			
Total 9635					60.00	.00		
124403	THE LIFEGUARD STORE, INC	INV070859	KICK BOARDS RESCUE TUBES	01/19/2012	127.20 385.55			
Total 124403					512.75	.00		
6240	THE UPS STORE	011312	SHIPPING - ICOP REPAIR	01/13/2012	20.62			
		3835	EVIDENCE SHIPPING	01/13/2012	21.47			
		4029	STOLEN PROPERTY RETURN CASE 1	01/18/2012	647.53			
		4113	SHIPPING (LESS TAX \$.29)	01/20/2012	24.92			
		8277	SHIPPING - PD	01/10/2012	11.64			
		8465	SHIPPING SAFETY SUPPLIES	01/13/2012	136.64			
		8849	EVIDENCE SHIPPING	01/20/2012	9.38			
Total 6240					872.20	.00		
128471	TITAN ACCESS	1C10570	BACKHOE REPAIR	01/13/2012	409.69			
		1C10570A	SEAT KIT	01/09/2012	435.22			
		1C10760	HEATER PARTS FOR G05	01/23/2012	26.69			
Total 128471					871.60	.00		
128262	TITAN MACHINERY	1C10760	HEATER PARTS FOR G05	01/23/2012	<del>26.69</del>			
Total 128262					<del>26.69</del>	.00		void
9980	TRIPLE L SALES	I-20400	MARKING PAINT	01/19/2012	26.50			
		I-20406	6" PVC, SDR35 sewer pipe	01/10/2012	66.08			1037-WW
		I-20435	WATER CRANE	01/18/2012	16.66			
		I-20464	BOB MORE PARKING LOT	01/26/2012	635.68			
Total 9980					744.92	.00		
126515	TWO TOUGH GUY SERVICES	6679	CONSTRUCTION DEBRIS REMOVAL	01/17/2012	935.00			
Total 126515					935.00	.00		
10330	WAL MART COMMUNITY BRC	00097	Fruit Snacks	01/17/2012	10.96			20026
			Pizza		42.48			20045
			Chips		9.47			20031
			Ramen Soup		11.52			20050
			Snack Cakes		40.28			20027
			Crackers		4.56			20034
			Hot Dogs		8.98			20053
		00098	OFFICE SUPPLIES	01/17/2012	30.61			
		009648	REC CENTER - ASAP	01/10/2012	64.96			
		03516	TEEN NIGHT / LESSONS / SUPPLIES	01/17/2012	11.53			
			TEEN NIGHT / LESSONS / SUPPLIES		270.83			
		07867	ASAP SUPPLIES	01/17/2012	255.95			
		08212	SUPPLIES	01/23/2012	77.04			
		08506	SQUAD ROOM / OFFICE SUPPLIES	01/18/2012	239.58			

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD	Inventory No
					1,078.75	.00		
	Total 10330							
10370	WATCO POOLS	13463	POOL CHEMICALS	01/23/2012	1,114.46			
		13465	POOL VACUUM BELTS	01/23/2012	39.97			
	Total 10370				1,154.43	.00		
123634	WATTHOUR ENGINEERING CO	PS00296	METER REPAIR	01/20/2012	45.00			
	Total 123634				45.00	.00		
10430	WAYNE'S BOOT SHOP	10505	STEEL TOE BOOTS - ANDREW JOHNS	09/27/2011	180.00			
		10617	STEEL TOE BOOTS - JIM HARDER	12/17/2011	164.95			
		10619	STEEL TOE BOOTS - HOLLY FAIRMAN	12/19/2011	134.95			
		10648	STEEL TOE BOOTS - JAMES KEENAN	09/22/2011	169.95			
		10649	STEEL TOE BOOTS - STEVE THULL	09/15/2011	189.95			
		10650	STEEL TOE BOOTS - DEAN STEPPE	09/13/2011	139.95			
	Total 10430				979.75	.00		
124746	WCSTELECOM	21021362	LONG DISTANCE	01/01/2012	149.51			
	Total 124746				149.51	.00		
126194	WEAD, JUSTON	16727	REIMBURSE FOR UNIFORMS	01/18/2012	482.95			
	Total 126194				482.95	.00		
10480	WESCO DISTRIBUTION INC	613598	SYSTEM UPGRADE	01/12/2012	288.00			
		613784	SYSTEM UPGRADE	01/13/2012	61.00			
		614022	SYSTEM UPGRADE	01/16/2012	70.00			
	Total 10480				419.00	.00		
10500	WEST PARK HOSPITAL	010212	CASE #11-2529 & #11-2531	01/02/2012	283.10			
	Total 10500				283.10	.00		
10570	WESTERN PATHOLOGY CONSU	CP1650	RANDOM TESTING- PD	12/31/2011	72.00			
			RANDOM TESTING - ELEC		31.50			
			RANDOM TESTING - STREETS		36.00			
			RANDOM TESTING - SHOP		4.50			
			RANDOM TESTING - SANITATION		36.00			
			RANDOM TESTING - WATER		22.50			
			RANDOM TESTING - WASTE WATER		13.50			
			RANDOM TESTING - RECREATION		27.00			
	Total 10570				243.00	.00		
10605	WESTERN UNITED ELECTRIC S	4018109	NORTH CODY PROJECT	01/11/2012	2,376.00			
		40818188	SYSTEM REPAIRS	01/17/2012	221.99			
	Total 10605				2,597.99	.00		
10615	WILD WEST CONSTRUCTION	102811	ASPHALT	10/28/2011	11,400.00			
			ASPHALT		2,460.00			

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD	Inventory No
Total 10615					13,860.00	.00		
128944	WOMACK MACHINE SUPPLY CC	0099612	fitting, hyd.	12/16/2011	10.43			HYD. 10343-16-12
			fitting, hyd.		8.23			HYD. 10643-12-12
			fitting, hose		15.93			HYD. 10343-16-16
			fitting, hyd.		11.79			HYD. 10643-06-06
		0099972	fitting, hyd.	01/04/2012	7.86			HYD. 10643-06-06
Total 128944					54.24	.00		
10660	WOODWARD TRACTOR CO	75342	CHAIN SAW CHAIN REPLACEMENT	01/09/2012	31.68			
		75393	EQUIPMENT REPAIR	01/12/2012	36.68			
Total 10660					68.36	.00		
127631	WY CHILD SUPPORT #167207	012312	CHILD SUPPORT #167207/CV 1124836	01/23/2012	159.23	159.23	01/23/2012	
Total 127631					159.23	159.23		
129111	WYMCS	010612	MULTI-SPORT SERIES CONTRIBUTION	01/06/2012	25.00			
Total 129111					25.00	.00		
123502	WYOMING DEPT OF AGRICULTU	501---1	FOOD LICENSE FOR AUDITORIUM KIT	01/24/2012	50.00			
Total 123502					50.00	.00		
10810	WYOMING DEPT OF EMPLOYME	012312	4TH QUARTER BENEFITS	01/23/2012	5,187.69	5,187.69	01/23/2012	
			4TH QUARTER BENEFITS		3,681.30	3,681.30	01/23/2012	
			4TH QUARTER BENEFITS		146.64	146.64	01/23/2012	
Total 10810					9,015.63	9,015.63		
128921	WYOMING DEPT OF HEALTH	W744-12-11	WATER SAMPLE TESTING	01/11/2012	150.00			
Total 128921					150.00	.00		
10805	WYOMING DEPT OF TRANSPOR	0000047251	WY DOT SPEC BOOK	01/09/2011	26.00			
Total 10805					26.00	.00		
129226	YELLOWSTONE QUAKE INC	14.0270.17	UTILITY REFUND	01/12/2012	24.84			
Total 129226					24.84	.00		

Total Paid: 14,736.76  
 Total Unpaid: 412,405.83

Grand Total: 427,142.59 - 26.69 voided ck = 427,115.90

Payroll 226,717.42 1/18/12

Payroll 207,513.25 2/1/12

Total 861,346.57

Harris Trucking Retainage - Cougar Ave Project - 13,689.92

GRAND TOTAL \$875,036.49

MEETING DATE: FEBRUARY 7<sup>TH</sup>, 2012

DEPARTMENT: PARKS RECREATION AND  
PUBLIC FACILITIES

PREPARED BY: RYAN SELK PARKS  
SUPERVISOR

PRESENTED BY: RYAN SELK AND RICK  
MANCHESTER

## **Beck Bark Park Rules and Polices**

### **ACTION TO BE TAKEN:**

Recommend adoption and posting of the attached dog park rules and policies.

### **SUMMARY OF INFORMATION:**

The Dog Park planning committee has reviewed several rules used in other facilities and organizations. They have developed their research into these proposed rules. Additionally there is a dog park volunteer working on a more attractive advertising piece showing the rules and policies.

The rules will be posted at each of two entrances. The policy pages will be available at the park and other locations such as the Rec Center and City Hall.

### **FISCAL IMPACT**

The estimated cost of the sign and installation is \$300.00 per sign (2) signs= \$600 total. There is money budgeted in the dog park line item for this purchase.

### **ALTERNATIVES**

1. Modify the rules
2. Approve the rules as presented

### **ATTACHMENTS**

Bark Park Rules and Policies

### **AGENDA & SUMMARY REPORT TO:**

Ryan Selk, Parks Supervisor  
Marty Coe, Dog Park Committee representative

**AGENDA ITEM NO. \_\_\_\_\_**

# Beck Bark Park Rules, Policies, and other Darn Good Information



**CITY OF CODY**  
**WYOMING**

## Becks Bark Park Mission Statement

Provide community residents and visitors a public location for social gathering and pet exercise.

Build an off-leash pet exercise area designed to accommodate large and small dogs of all ages. With a design that is safe for park users, pets, and neighbors.

Develop rules, policies, and practices that are equitable, limit City risk, improve public health, and financially sustainable through a combination of fees, donations, volunteers, and City general fund commitment.

## Posted Beck Bark Park Rules

1. Open Hours: During Beck Lake hours.
2. Proof of a current rabies vaccination is required upon request of a police, parks employee, or animal control officer. Dogs should also wear an owner identification tag at all times.
3. Dogs must be leashed when entering and exiting the Dog Park.
4. For the safety of your dog(s) and other park visitors, choke, prong (pinch) and spike collars are strictly prohibited. If you use these types of collars, remove them before entering the park.
5. No child under the age of 16 is permitted unless accompanied by an adult. Children have a tendency to scream and run when excited, which can trigger a dog's prey drive or natural instinct to chase. For this reason and for the safety of your children, we do not recommend bringing small children and infants into the dog park.
6. Aggressive dogs are not permitted on the premises. Dogs must be removed at the first sign of aggression.
7. Female dogs in heat are prohibited from entering the dog park.
8. Dog owners must be in the fenced area of the dog park and within view of their dogs at all times.
9. All off-leash dogs must be under voice control of their owners. If you cannot control your dog off leash, keep your pet leashed at all times.
10. Dog owners must keep their leash in hand at all times.
11. Please do not bring dog or people food into the dog park.
12. Owner must clean up dog feces. Seal waste in the provided plastic bags before disposing in designated receptacles.
13. Fill any holes your dog digs or fix and report any damage caused by your dog.
14. Failure to abide by the dog park rules may result in loss of privileges or owners may be ticketed.
15. If you have questions, suggestions, or problems; please contact the City of Cody Parks Department by calling 527-3485 or email to [RyanS@cityofcody.com](mailto:RyanS@cityofcody.com).

**USE OF THIS DOG PARK IS AT YOUR OWN RISK!  
DOG OWNERS/HANDLERS ARE RESPONSIBLE FOR THE ACTIONS AND BEHAVIOR  
OF THEIR DOGS AT ALL TIMES**

## **In addition to the official dog park rules, here are some other things you should consider to help make yours and your dog's, visit to the dog park a success.**

First time users should consider coming at off-peak times for their initial visit. Ask questions of those people inside the fence about how to ease your dog's initial stress of entering for the first time. At times, the park can become quite crowded. If you are not sure how your dog will react to the current conditions, don't put pressure on your dog by forcing it into what it thinks is a threatening situation. Instead, come back at another time when it is less crowded.

If entering or leaving the off-leash area, do not enter the double-gated transition area if there is already someone in that area. This will eliminate the possibility of both gates being open at the same time. Place your dog off leash in the transition area before entering the unleashed area. Some dogs can feel threatened if they are leashed in the presence of unleashed dogs.

Quickly move away from the entrance area as you enter. That will help disperse the group of dogs that will come over to welcome your dog to the park. Move away from the fence so that your dog will not feel cornered or threatened. This will lessen the problem caused when several off leash dogs, already in the park, come running over to greet the new arrival, perhaps overwhelming the arriving dog.

One of our primary goals is to socialize our dogs to have good manners. We should practice what we preach and always be considerate of others and YOUR dog park will be an enjoyable, healthy, educational experience for handlers and dogs.

If any dog becomes aggressive or disruptive, the responsible handler will remove the dog from the fenced area until socialization measures can be undertaken.

**ALWAYS SCOOP YOUR DOG'S POOP!!!** This is the complaint heard most often from opponents of dog park proposals. Bags are provided, use them! Also, please help with "Orphan Poop." You will occasionally miss some of your dog's poop and our continued use of this type of public amenity will depend on our control of this issue!!!

Keep your dog leashed at all times while outside the fenced dog park area. Even if your pet is under perfect voice control, many non-dog people have fears and any dog off-leash outside the fenced area violates the City's Municipal Code 5-3-6: Animals At Large.

Please clean up YOUR Park! Trash, cigarette butts, and anything else on the ground may end up in a dog's mouth. Before you drop something on the ground, ask yourself, "Would I want my dog to eat this?" We must all work to keep our park clean.

All dog handlers must provide proof of current vaccinations. Your dog must have a collar or harness that includes a rabies tag. It is also an excellent idea to have an ID tag on the collar or harness as well. If your animal does not have proof of a rabies vaccination, you may be asked to leave the park.

Remember that choke, prong, or spiked collars are not allowed inside the off-leash area. Each of these collar types can result in injury to its wearer, another dog, or a person depending on the situation. If a choke collar gets hung on something while running, its wearer can become choked. Some dogs, while playing, like to softly bite the back of another dog's neck. Dogs wearing prong collars receive a much stronger bite during this type of play while dogs wearing spiked collars can inflict injury.

Be a responsible dog handler. If your pet has a contagious condition, stay away until a Vet has said that there is no danger to other dogs. The "Golden Rule" applies here! Legally, only a rabies vaccination is required to enter the dog park; however, you may wish to consult with your veterinarian to get advice on other vaccinations such as Bordatella (Kennel Cough), Distemper, Parvo, etc. Don't forget heartworm protection!

Each handler is legally responsible for his or her dog, and the City of Cody will assume no responsibility for any injuries to humans or animals; therefore, each handler is responsible for supervision of his or her animal. All handlers must remain in the park with their dog at all times.

No children under the age of 16 will be allowed unless closely supervised at all times. While it is not recommended, children are welcome - however, child's play is not. This is a playground for dogs, not children. Be sure you teach your child how to behave properly in a dog park environment. Playful, unsupervised children and playful, unleashed dogs mixed together could result in injury. Please understand that this area is provided for dogs to interact with other dogs and that your child could be considered an interruption in dog play. If you choose to bring your child within the park, you should SUPERVISE VERY CLOSELY!!! Teach your child proper dog park behavior. Children should not run around, scream, pick up and wave sticks, or approach animals that they do not know.

Many dogs will be experiencing the off-leash environment for the first time and may not be use to the experience. Please watch your dog closely. If your dog acts aggressively, please put the dog on a leash immediately and let the animal "cool down". It takes time for a new dog to become comfortable with the fact that other dogs all share the neutral environment. Keep in mind that everyone at the park wants the same thing - socialized dogs that can have fun together. If you are not sure how your dog will react, try to come to the park when few other dogs are there to keep the intimidation level as low as possible. You may wish to keep your first visit to the dog park rather short to minimize the stress on your pup. Leaving early when your dog is having a good time will make it more likely that your dog will be anxious to return for subsequent visits.

**NO STICK THROWING!** Dogs may impale themselves while chasing or fetching sticks. Please bring your own fetch toys and please use discretion while using them. Other dogs may want to join in and it may result in dog fights or older or smaller dogs being ran over. If dogs become aggressive while playing fetch please refrain from throwing anything.

No bare feet please! Some types of worms can enter your body through the soles of your feet. Are you absolutely certain that every dog in the dog park is worm-free?

Keep your head on a swivel at all times as there will likely be groups of dogs running around the park and having fun. People standing around are obstructions. A dog being chased may try to run its pursuer into a person in order to gain an advantage. Stay alert!

Do not bring human food to the dog park. Small dog treats are acceptable since that's what one uses to train a dog; however, human food or long-lasting dog chews should not be brought into the off-leash area. Many dogs are on diets to keep their weight under control. A normally well-behaved dog can jump at or lunge for food, especially tasty human food, when hungry. Also, do not give any treats to a dog without first checking with the dog's owner to see if that would be permissible. Some dogs have food allergies and that treat might make a dog ill.

The City of Cody Dog Park Committee wants to help make YOUR dog park a success. If you have questions, suggestions or problems; please contact the City of Cody Parks Department by calling 527-3485 or email to [RyanS@cityofcody.com](mailto:RyanS@cityofcody.com).

**USE OF THIS DOG PARK IS AT YOUR OWN RISK!  
DOG OWNERS/HANDLERS ARE RESPONSIBLE FOR THE ACTIONS AND BEHAVIOR  
OF THEIR DOGS AT ALL TIMES**

February 1, 2012

The Honorable Mayor, Nancy Tia Brown  
City Council Members  
City of Cody, Wyoming

RE: Field of Honor Flag Display

We are honored to announce the Cody Heritage Museum and the Park County Historic Preservation Commission will be hosting a *Field of Honor* flag display from June 11 – 17, 2012 at the Park County Complex along Stampede Avenue.

Our field of over 800 flags will be assembled and put on display with the help of numerous volunteers from the community. Each field of flags is sponsored by area businesses and individuals who will have the opportunity to take flags home after the event and proudly fly them to continue the tribute. Fields of Honor are rapidly growing in communities all across the nation; however, Cody is very excited to be the first city in Wyoming to conduct this event.

All proceeds will go to benefit the restoration of the Historic DeMaris House and the installation of the Cody Heritage Museum.

Along with the pride of being part of such a worthy cause, we hope that you will also see the value of endorsing one of the most unique opportunities and investments for the City of Cody.

We humbly request Honorable Mayor Nancy Tia Brown and all City of Cody Council Members participate in the dedication ceremony and that our Mayor offer a proclamation declaring June 11 – 17, 2012 as Cody's official *Field of Honor Week*.

Thank you in advance for considering this as an event and a cause worth supporting.

Sincerely,



Ev Diehl  
Cody Field of Honor  
Project Chair

# 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 Scott Balyo

Organization Represented Cody County Chamber of Commerce

Date you wish to appear before the Council Feb. 7th

Mailing Address 836 Sheridan Ave. Telephone 587-2777

E-Mail Address exec@codychamber.org

Preferred form of contact: \_\_\_\_\_ Telephone \_\_\_\_\_ E-Mail (either is fine)

Names of all individuals who will speak on this topic Scott

Full description of topic to be discussed (include all relevant information) Request to erect new "sponsored by" parking signs in front of Chamber parking spaces.

And, a request to designate (6) parking spots in the City lot behind/adjacent to the Chamber as Chamber employee parking.

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

SB  
Signature

1/18/12  
Date Submitted

**AGENDA ITEM SUMMARY REPORT**  
**Chamber of Commerce Request**  
**to Reserve Employee Parking Spaces.**

**ACTION TO BE TAKEN:**

Consider a Chamber of Commerce request to reserve up to six parking spaces in the City's gravel parking lot south of the Chamber building as "employee parking".

**SUMMARY OF INFORMATION:**

The Chamber of Commerce is asking the City Council to designate up to six parking spaces in the City's gravel lot next to the Chamber of Commerce building as Chamber employee parking. The Chamber has six full-time employees. The Chamber would install the necessary signage.

Proposed Location (to right of 15-minute parking signs):



Due to the proximity of the gravel lot to the entrance of the High School, the gravel lot is often full of student vehicles during the school year. By reserving some of the gravel spaces for Chamber employee parking, more paved parking in their main lot would be available for Chamber visitors.

The "Cody Cupboard" currently has three parking spaces in this gravel lot signed and reserved for their use. The Chamber is asking for the same privilege.

The shortage of chamber employee parking typically occurs only during the school year. Therefore, the Chamber is agreeable to the signs noting that the "Employee Parking" is limited to 8 a.m. to 5 p.m., during the school year.

**AGENDA ITEM NO. \_\_\_\_\_**

**FISCAL IMPACT**

No measureable financial impacts to the City are anticipated.

**ALTERNATIVES**

- Approve the request, in whole or in part.
- Deny the request.

Staff recommends that if the proposal is authorized, that the signs indicate Chamber Employee Parking Only, 8:00 a.m. to 5 p.m. during school year; and, that their size not exceed 18" by 24".

**AGENDA & SUMMARY REPORT TO:**

Scott Balyo, Executive Director Cody Chamber of Commerce

MEETING DATE: FEBRUARY 7, 2012  
DEPARTMENT: CITY PLANNER  
PREPARED BY: TODD STOWELL  
CITY ADM. APPROVAL: \_\_\_\_\_  
PRESENTED BY: TODD STOWELL

## **AGENDA ITEM SUMMARY REPORT**

### **Chamber of Commerce Request** **for “Sponsor” Parking Signs.**

#### **ACTION TO BE TAKEN:**

Consider a Chamber of Commerce request to install “sponsored by” parking signs in front of Chamber parking spaces on city property.

#### **SUMMARY OF INFORMATION:**

The Chamber of Commerce is looking at potential fundraising methods, and is considering selling “sponsored by” signs to chamber members. Each sign would contain the name and contact information of the sponsor, and be placed in front of one of the parking stalls in front of the Chamber building. The Chamber’s initial thoughts are to make the signs 18”x24” and mount them on steel posts, much like a “handicapped parking” sign.

The City sign code requires all proposals for “sponsor signs” to be reviewed by the City Council. Sponsor signs are defined as:

*“A sign placed on the property of a city, county, school district, or nonprofit organization, and said sponsor sign represents a company or organization which has financially contributed to said entity. A sponsor sign to be placed on property owned by the City of Cody must be approved by the City Council.”*

There are no specific limits given for sponsor signs relating to size, number, or location. However, language found in the purpose statement of the sign code is applicable. Specifically, “to allow the business and residential community equal and fair opportunity to advertise and promote activities”, and “to encourage aesthetic creativity while preserving and enhancing historic places and preventing the proliferation of unsightly advertising”. Each of these purposes is to be considered.

#### **Proposed Sign Locations:**



**AGENDA ITEM NO. \_\_\_\_\_**

The proposed sign locations are on Cody’s main street, in a highly visible location. The City has commenced a “streetscape” effort to enhance the image and functionality of downtown Cody. Staff is concerned that the signage method initially contemplated may conflict with the purpose of “preventing a proliferation of unsightly advertising” and the intent of the streetscape effort. The Chamber acknowledges this concern, and is open to suggestions. They will be able to provide an update on possible options at the meeting.

Staff has also suggested that they consider functional improvements to the “sponsor sign” concept, such as having the sponsor donate or purchase parking lot stops, lighting, or landscaping, and incorporating signs/plaques into such improvements. Other options likely exist.

**FISCAL IMPACT**

No measureable financial impacts to the City are anticipated.

**ALTERNATIVES**

- Approve the “sponsor sign” concept as originally proposed, in whole or in part.
- Authorize a revised proposal.
- Deny the request.
- After giving staff and the Chamber direction, table the matter.

**AGENDA & SUMMARY REPORT TO:**

Scott Balyo, Executive Director Cody Chamber of Commerce

ORDINANCE NO. 2012 – 02

AN ORDINANCE AMENDING TITLE 3, CHAPTER 2, ARTICLE II, SECTION 15 OF THE CITY OF CODY CODE: SUSPENSION OR REVOCATION OF LICENSE

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

Section 3-2-15 of the City of Cody Code shall be amended as follows:

**Section 3-2-15 Suspension and Revocation of Licenses**

A. The City of Cody believes that it is in the public interest to ensure that liquor license holders operate and maintain their businesses in compliance with the law. ~~If a license holder fails to comply with local, state or federal laws, the license holder shall be subject to the provisions herein.~~ The City also believes it is in the public's interest to provide for a fair, consistent and equitable process which avoids arbitrary decisions. The City hereby establishes a point system for determining appropriate penalties, including but not limited to fines, suspension of license or revocation of the license.

B. Violations of this chapter, and any violations of City Code, State law or other regulations pertaining to alcoholic beverages by any employee or agent of the licensee, while acting in the service of licensee, shall be imputed to the licensee for the purposes of this section. A licensee will acquire points upon conviction, or upon a plea of guilty or no contest by his or her employee or agent to any violation of the City of Cody Code, State law or other regulation pertaining to alcohol or liquor regulations while employed by or acting in the service of the licensee.

C. The number of points specified below will be assessed to a licensee as a result of conviction, guilty plea or no contest plea of the licensee, the licensee's employees or agents acting in the service of the licensee, or as a result of other violations described below.

<b>Type of Violation</b>	<b>Points</b>
Furnishing alcohol to individuals under 21	20 (1 <sup>st</sup> violation) 30 (Any subsequent violation within 24 months of any prior violation)
Dispensing room Violations: age violation (W.S. 12-5-203); open beyond permitted hours (W.S. 12-5-101).	10 (1 <sup>st</sup> violation) 20 (Any subsequent violation within 24 months of any prior violation.)
<del>Making a willful false statement to the City or the State of Wyoming, including but not limited to false</del>	<del>60</del>

~~information or statements on applications or other documents submitted to the City or State of Wyoming.~~

Failure to pay or report sales Tax within five (5) days of notice to city of delinquency.	10 for the first violation; 20 for each subsequent Violation.
Failure to correct or cure violations or deficiencies within specified time after receiving notice from the City of Cody or State of Wyoming. If no time is specified in the notice, licenses must comply within ten business days of such notice, or submit a plan, acceptable to the City, for compliance if compliance is not reasonably feasible within ten days.	10
Failure to comply with a suspension order	60
Failure to comply with specifications, drawings, plans and conditions of approved permit.	10
Allowing, permitting, engaging in, promoting, or failing to stop other illegal activities on the licensed premises, including but not limited to gambling, prostitution, or public indecency (W.S. 12-5-204; W.S. 6-4-101; W.S. 6-4-201; W.S. 6-7-102; W.S. 6-4-302).	60
Other violations of City of Cody Ordinances, State law or other regulations Pertaining to the sale or distribution of alcohol or liquor.	10 (1 <sup>st</sup> violation) 20 (Any subsequent violation within 24 months of any prior violation.)

#### D. Notification of licensee of alcoholic beverage violations

Upon the City receiving information of a violation by a licensee, the Administrative Services Director or his or her designee shall provide the licensee with notice of the violation. Such notice shall be served by certified mail, return receipt requested, to the address of the licensee listed on the licensee's most recent liquor license application to the City. The notice shall state that a violation has occurred and that the licensee will be assessed points for that violation. The notice shall state the nature and date of the violation and the number of points that have been attributed to the licensee. The notice shall further state that the licensee may request a hearing within 10 days of receipt of the notification, to be conducted by a hearing officer, to contest the proposed action. The hearing shall be conducted as described in subsection H through P below.

#### E. Penalties

1. Any licensee acquiring 60 points in a 24-month period shall have its license suspended for three (3) consecutive days.

2. Any licensee acquiring 120 points in a 24-month period shall have its license suspended for seven (7) consecutive days.

3. It is declared to be a gross violation, both of this section of the City of Cody Code and for purposes of license revocations provided in Title 12, Chapter 7 of the Wyoming Statutes, for a licensee to have its license suspended three (3) times in any 48-month period. In the event of a gross violation, the City Council may authorize a petition to the district court pursuant W.S. §12-7-201 to revoke a licensee's license, in addition to imposing the applicable suspension of the liquor license pursuant to this section.

4. Any licensee who makes a willful false statement to the City of Cody or the State of Wyoming, including but not limited to false information or statements on an application, document or other submittal or correspondence to the City of Cody or State of Wyoming, shall be subject to a suspension to be determined by the City, and the Council may authorize a petition to the district court pursuant to W.S. 12-7-201 to revoke the licensee's license.

~~45.~~ The sanctions provided in this section for points are cumulative, and therefore, points may result in multiple sanctions. Accumulated points shall not be excused at the end of the license or calendar year, but shall instead continue to be counted against the licensee for the periods described in this section of the code.

~~56.~~ In the event of a license suspension pursuant to this section, the City Council shall select the dates when the licensee shall have its license suspended, such suspension shall be imposed during the first full week following the final decision by the Governing Body, and shall begin on a Wednesday.

~~67.~~ If an employee of a licensee violates state laws or city ordinances pertaining to furnishing of alcohol to persons under 21, or pertaining to underage persons in the dispensing room, and those violations are the first or second such violations occurring within that licensee's establishment, the licensee may reduce the number of points assessed by such violation if, within forty-five (45) days of the violation, the licensee schedules and completes an approved training program for its employees to educate them regarding lawful and responsible sales and service of alcohol, including but not limited to prevention of underage drinking. The training program or course shall be conducted or approved in advance by the State of Wyoming Liquor Division or the City of Cody Police Department. Upon proof of scheduling and completion of such training, the licensee's points from the most recent violation shall be reduced proportionally by the percentage of their staff that completes the training. For example, if 50% of the staff employed by the licensee provides proof acceptable to the City of completing the training, then the licensee's points from the last violation shall be reduced by 50%. The employees who take the training shall include, at a minimum, the employee(s) who received a citation or whose action or inaction caused the violation, unless that employee is no longer employed by the licensee. The licensee may also count and receive credit for employees who have taken an approved training program or course in the twelve months immediately prior to the violation and who are still employed by the licensee at the time of the violation. In order to receive the reduction in points pursuant to this section, the licensee shall submit payroll records showing the number of employees, and names of employees who work for the licensee. If the licensee employs staff in a capacity completely unrelated to and separate from its restaurant and alcohol serving business, the licensee shall include those employees on its payroll records which it submits to the City, and shall designate those employees as "non-alcohol related." Those employees shall be excluded from the calculation of the percentage of the staff which completed the training. For example, if the licensee operates a motel or hotel

in addition to its restaurant and / or bar, those employees employed exclusively as hotel / motel staff (i.e. maid service, check-in staff, maintenance staff) shall be excluded. ~~Any and all employees who work in any capacity whatsoever in the restaurant and / or bar where alcohol is served shall be included in the calculation of the percentage of the employees.~~ Any and all employees who work in the restaurant and / or bar and who handle alcohol in any manner shall be included in the calculation of the percentage of the employees. The employees shall include, but not be limited to hosts/ hostesses, servers, wait staff, bartenders, bouncers / security staff and bar managers.

F. A licensee who has accumulated sufficient points to warrant suspension or revocation of a license shall be notified in writing of the proposed sanction, the reason for such sanction, including the dates and types of the specific violations. The written notice shall inform the licensee that the licensee may request a hearing before an independent hearing officer.

G. If the licensee does not request a hearing, the Administrative Services Director will, upon the expiration of 10 days from the licensee receiving notice of the violation, send notification to the licensee assessing the points and shall assess the penalty against the licensee as indicated above. If the violation includes a suspension or revocation, the Administrative Services Director shall specify the effective dates of the suspension or revocation.

H. If the licensee wishes to have a hearing, the licensee shall request such hearing in writing within ten (10) days of the date of the notice of violation. The written request shall be submitted to the Administrative Services Director, and shall state the specific issues for which the licensee is seeking review. Unless otherwise agreed by the parties, the hearing shall take place within forty-five (45) days of receipt of the licensee's request for a hearing. The date of the hearing may be extended beyond the forty-five day period at the mutual agreement of both parties.

I. The Governing Body shall select and appoint an impartial and objective hearing officer to conduct a hearing called for by these provisions. The hearing officer shall be an independent contractor, and not an employee of the City, and shall be entitled to a reasonable fee for his or her services and reimbursement for reasonable expenses incurred in connection therewith. The fees, expenses and costs of the hearing officer shall be shared equally between the City and the licensee.

J. The licensee may appear at the hearing in person and through counsel. The licensee will be given an opportunity to present evidence and argument on the relevant issues. The rules of evidence for the hearing shall be governed by the Wyoming Administrative Procedure Act, W.S. §16-3-112.

K. At the hearing, the licensee shall bear the burden of proving by preponderance of the evidence that the assessment of a suspension or other sanction against the licensee is in error, or in violation of City Code or State law.

L. The City shall make a record of the proceeding.

M. The hearing officer shall be the presiding officer at the hearing, and shall have authority to conduct the hearing, administer oaths, make rulings on evidence to be received or considered, subpoena witnesses, compel the testimony of witnesses, regulate the course of the hearing, hold conferences for the settlement or simplification of the issues, require written briefs from the parties clarifying the respective legal or factual positions; grant continuances for good cause shown; punish contempt by removal from the hearing location and

take any other action authorized by law, consistent with these ordinances, or require to fulfill his or her duties.

N. The Rules of Civil Procedure for the State of Wyoming, insofar as the same may be applicable, and not inconsistent with the laws of the State of Wyoming, or with these ordinances, shall apply to the proceedings under this section.

O. Within twenty days after the hearing, the hearing officer shall issue proposed findings of fact and conclusions of law, which the hearing officer shall deliver to the City and to the licensee. The Governing Body shall then act on the hearing examiner's proposed findings of fact and conclusions of law within thirty (30) days of the date of the hearing officer's decision.

P. If the licensee requests a hearing, and then fails to appear for the hearing, and fails to give notice of his intent to withdraw his request for the hearing at least two business days prior to the hearing, the licensee shall be responsible for all fees, costs and expenses of the hearing officer, and other costs and expenses incurred by the City in preparation for the hearing and at the hearing itself, including attorney's fees. If the licensee fails to appear for the hearing, the failure to appear shall be deemed a waiver of the request for a hearing, and the council shall proceed with the proposed sanction without a hearing at any time.

Q. Action by the City Council to suspend a licensee's license shall be subject to review in the district court upon exhaustion of the hearing process in accordance pursuant to this ordinance.

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

PASSED ON FIRST READING: \_\_\_\_\_ January 17, \_\_\_\_\_, 2011

PASSED ON SECOND READING: \_\_\_\_\_, 2011

PASSED ON THIRD READING: \_\_\_\_\_, 2011

ATTEST:

\_\_\_\_\_  
Nancy Tia Brown, Mayor

\_\_\_\_\_  
Cynthia Baker  
Administrative Services Director

ORDINANCE NO. 2012 - 03

AN ORDINANCE AMENDING TITLE 3, CHAPTER 2, ARTICLE II, SECTION 10 OF THE CITY OF CODY CODE: NUMBERS, APPLICATION, ISSUANCE AND REGULATION OF LICENSES AND LICENSEES

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

Section 3-2-10 of the City of Cody Code shall be amended as follows:

**Section 3-2-10 NUMBERS, APPLICATIONS, ISSUANCE AND REGULATION OF LICENSES AND LICENSEES**

- A. The qualifications, restrictions, limitations and numbers of licenses and permits shall all be governed by Wyoming Statutes Title 12, as amended, and by the provisions of this Title.
- B. All applications for a license, permit, renewal or transfer shall be made to the governing body and shall be made upon the appropriate form prepared by the State of Wyoming, and furnished to the City. All applications shall be filed in the office of the city clerk. In addition to the information required by state law, each applicant shall also provide the following information with the application to the City:
  - 1. Applicants for transfers of ownership and for new liquor licenses including but not limited to retail, restaurant, microbrewery, winery and bar and grill licenses shall ~~provide to the City a criminal history back ground check for the previous ten years~~ disclose to the City all convictions and pleas of guilty or no contest to any and all felonies, and any and all alcohol related offenses, including but not limited charges for driving while under the influence of alcohol, and charges related to the sale or distribution of alcohol, for the previous ten years. The criminal history shall remain confidential pursuant to state law, and shall not be disclosed to the public. If the applicant is a partnership, each partner shall submit the criminal history information. If the applicant is a privately held corporation, each officer, director and stockholder holding either jointly or severally, ten percent (10%) or more of the outstanding and issued capital stock of the corporation shall provide the required criminal history information. If the applicant is a limited liability company, each officer, manager and member holding, either jointly or severally, ten percent or more of the outstanding ownership of the limited liability company, shall provide the required criminal history information. If the applicant is a publicly traded corporation, the on-site manager or managers (if there is more than one) shall provide the required criminal history information. If the application is approved, each time a new manager is hired, that manager shall provide the criminal history information to the City within forty-five (45) days of hire. If the applicant is a non-profit organization, the organization shall be exempt from a criminal history background check. A non-profit organization shall provide documentation of its non-profit status to the City in lieu of providing the criminal history information. Such

documentation shall include documentation from the Internal Revenue Service showing the organizations tax-exempt status, and / or documentation from the State of Wyoming showing the non-profit status of the organization.

2. Each applicant applying for a new liquor license including but not limited to retail, restaurant, microbrewery, winery, and bar and grill licenses, or for a transfer of ownership for a retail liquor license, shall submit a business plan. The City shall provide a written summary providing general guidance as to what information should be in the plan, including what information shall be required.
- C. The approval of any application for the issuance of any license or permit, or the renewal or transfer, shall be discretionary with the governing body. In making a decision on any application for a new license or transfer of ownership, the City shall consider the information in the application, including the criminal history, the business plan, and all other information presented to the City at or prior to the public hearing. The City may deny a license based on any information provided in the application, including the criminal history check and the business plan, and on any information received at or prior to the public hearing, including but not limited to information presented by the staff and members of the public.

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

PASSED ON FIRST READING: \_\_\_\_\_January 17\_\_\_\_\_, 2011

PASSED ON SECOND READING: \_\_\_\_\_, 2011

PASSED ON THIRD READING: \_\_\_\_\_, 2011

ATTEST:

\_\_\_\_\_  
Nancy Tia Brown, Mayor

\_\_\_\_\_  
Cynthia Baker  
Administrative Services Director

**ORDINANCE NO. 2012- 01**

**AN ORDINANCE AMENDING SECTION 9-3-7 OF THE CITY OF CODY MUNICIPAL CODE PERTAINING TO PERSONS EXCLUDED FROM REQUIREMENTS OF LICENSING REQUIREMENTS**

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

Section 9-3-7 SHALL READ AS FOLLOWS:

**9-3-7: PERSONS EXCLUDED FROM REQUIREMENTS OF CHAPTER:**

The following shall be exempt from the licensing requirements of Title 9, Chapter 3, pertaining to licensing of contractors:

- a. Any person performing work for or on behalf of the City of Cody for municipal utility work, whether as an employee or contractor, excluding work on buildings;
- b. Employees of the city of Cody performing work on city projects that would normally require a Class C license. Employees shall also be exempt from the bond requirements of this chapter. All Class C work completed by city employees shall still require a building permit and inspection by the Building Official.

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

PASSED ON FIRST READING: \_\_\_\_\_

PASSED ON SECOND READING: \_\_\_\_\_

PASSED ON THIRD READING: \_\_\_\_\_

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Nancy Tia Brown, Mayor

ATTEST:

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Cynthia Baker, Administrative Services Officer