

City of Cody City Council

AGENDA

Tuesday, October 19 2021 – 7:00 p.m.

(Pre-Meeting to begin at 6:55 p.m. in Conference Room)

Meeting Place: City of Cody Council Chambers – 1338 Rumsey Avenue, Cody, WY

Meeting Called to Order

Pledge of Allegiance

Moment of Silence

Roll Call

Mayor's Recognitions and Announcements

Proclamation – Cody Lions Club - Celebrating 50 Years of Sponsoring Turkey Day Event

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: Regular Minutes from October 5, 2021 and Special Work Session Minutes from October 12, 2021.
- b. Approve Vouchers and payroll in the amount of \$1,723,193.14.
- c. Approve and authorize the Cody Lions Club to use the Bob Moore Parking Lot on Friday, November 19 through Sunday, November 21, 2021 for the Annual "Turkey Shoot".
- d. Authorize the discharging of .22 cal. Single shot target rifles for this event with conditions outlined by staff and proof of liability insurance for said event.
- e. Approve an open container request for Bob Moore Parking Lot (noon to 9 pm) for the Cody Lions Club for Friday November 19th in conjunction with the set up for the Turkey Day Event.
- f. Approve the street closure of Sheridan Avenue from 10th to 15th Streets from 3:30 pm to 6:00 pm, actual event running 4:00 pm – 6:00 pm, on Saturday, October 30, 2021 for the Annual Downtown Trick or Treat Event, contingent upon WYDOT approval and proof of liability insurance.
- g. Approve the street closure of Sheridan Avenue between 9th and 14th Streets from 4:00 pm to 8:00 pm, actual event running 5:00 pm – 8:00 pm, on Saturday, November 27th, 2021 during the Christmas Stroll & Holiday Parade, contingent upon WYDOT approval and proof of liability insurance.
- h. Approve the street closure of 13th Street south from Sheridan to the alley from 4:00 pm to 8:00 pm, actual event running 5:00 pm – 8:00 pm, on Saturday, November 27th, 2021 in conjunction with the Christmas Stroll & Holiday Parade, contingent upon proof of liability insurance.

- i. Authorize Barry Cook to enter into and sign an agreement between the City of Cody and Condrey & Associates for professional services relating to a Salary Study.
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
 5. Tabled Items
 6. Matters from Staff Members
 7. Matters from Council Members
 8. Adjournment

Upcoming Meetings:

.
October 26, 2021 – Tuesday– Work Session – 5:30 p.m. (tentative)
November 2, 2021 – Tuesday – Regular Council Meeting – 7:00 p.m.

CITY OF CODY

PROCLAMATION

CODY LIONS CLUB, SPONSOR OF TURKEY DAY, CELEBRATING 50 YEARS

WHEREAS, City of Cody recognizes the valued contribution of the Cody Lions Club to our community; and

WHEREAS, the annual fund raiser known as Turkey Day will be celebrating its 50th consecutive year; and

WHEREAS, Turkey Day brings the community together to enjoy festive games and participate in a fund raiser; and

WHEREAS, the profits made from Turkey Day is returned to the community to address the needs of the blind and seeing impaired, as well as many other health related conditions plus other worth causes; and

WHEREAS, the Cody Lions Club by sponsoring Turkey Day for 50 years has made the City of Cody a better place to live, work and play; and

NOW, THEREFORE, I, Matt Hall, Mayor of Cody, hereby issue this Proclamation commending the Cody Lions Club for successfully holding Turkey Day for 50 years.

Matt Hall, Major of Cody

City of Cody
Council Proceedings
Tuesday, October 5, 2021

A regular meeting of the Cody City Council was held in the Council Chambers at City Hall in Cody, Wyoming on Tuesday, October 5, 2021 at 7:00 p.m.

Present: Mayor Matt Hall, Council Members Andrew Quick, Justin Baily, Jerry Fritz, Heidi Rasmussen and Emily Swett, City Administrator Barry Cook, City Attorney Scott Kolpitzke, and Administrative Services Officer, Cindy Baker

Absent: Council Member Diane Ballard

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

Council Member Baily made a motion seconded by Council Rasmussen to approve the Consent Calendar which included minutes from Regular Minutes from September 21st and Special Work Session Minutes from September 28, 2021; approve Vouchers and payroll in the amount of \$695,961.66 and rescind Resolution 2016-21. Vote was unanimous.

At 7:06 p.m. Mayor Hall entered in to a public hearing to consider if it is in the public interest to issue a new Restaurant Liquor License to M Lous Dream LLC, dba Zapata's located at 1362 Sheridan Ave. After asking for comments three times and there being none at 7:08. Mayor Hall closed the public hearing.

Council Member Fritz made a motion seconded by Council Member Swett to approve a new Restaurant Liquor License to M Lous Dream LLC dba Zapata's located at 1362 Sheridan Ave. Vote was unanimous.

Resolution 2021-19

A Resolution to enroll in the Wyoming Cooperative Liquid Assets Securities System (CLASS). Council Member Rasmussen made a motion seconded by Council Member Baily to approve Resolution 2021-19. Vote was unanimous.

Council Member Baily made a motion seconded by Council Member Rasmussen to approve of an Amendment to the existing Agreement to Cost-share on Public Utility Improvements between the City of Cody and Ronald and Kelly Hunt (Buffalo Bluff RV). Council Member Swett abstained from the vote. Vote was unanimous from remaining Council Members.

Council Member Baily made a motion seconded by Council Member Quick to approve Amendment No. 1 to the Professional Services Agreement with Engineering Associates for the YRA Waterline Replacement Project. Vote was unanimous.

Mayor Hall adjourned the meeting at 7:28 p.m.

Mayor Matt Hall

Cindy Baker, Administrative Services Officer

City of Cody
Council Proceedings
Tuesday, October 12, 2021

A special meeting of the Cody City Council was held in Council Chambers of Cody City Hall on Tuesday, October 12, 2021 at 5:30 p.m.

Present: Mayor Matt Hall, Council Members Diane Ballard, Emily Swett, Andrew Quick, Jerry Fritz, and Heidi Rasmussen, City Administrator, Barry Cook and Administrative Service Officer, Cindy Baker.

Absent: Council Member Justin Baily.

Mayor Hall called the meeting to order at 5:30 p.m.

Rick Manchester, Parks & Recreation Director and Doug Weedin discussed with the Governing Body the Pickleball Court Development and update on a preferred location. They were directed to proceed with this location and being additional updates and/or anything that may require Council action to future meeting(s).

Tina Hoebelheinrich, Cody Country Chamber of Commerce/Cody Events Committee discussed Halloween Trick or Treat Street Closure (10/30) & Cody Country Christmas Lighted Parade & Stroll (11/27). The Governing Body requested the committee to provide volunteers to assist with the street closure similar to the past years and the that Tina contact Public Works Director Phillip Bowman and work out any other details. This item will move forward to the next regular Council meeting for action of approval.

Mayor Hall adjourned the Work Session at 6:00 p.m.

Cynthia D Baker
Administrative Services Officer

Matt Hall
Mayor

Report Criteria:

Invoice.Detail.Input date = 10/12/2021

Invoice.Batch = {NOT LIKE} "1"

Secondary Name	Invoice	Description	Invoice Date	Total Cost
ACKER ELECTRIC INC (270)				
	61512	WORK ON AEROMIXERS	10/04/2021	220.80
Total :				220.80
Total ACKER ELECTRIC INC (270):				220.80
AMERICAN FAMILY LIFE ASSUR (550)				
	278763	EMPLOYEE PREMIUMS	10/07/2021	2,402.21
Total :				2,402.21
Total AMERICAN FAMILY LIFE ASSUR (550):				2,402.21
AMERICAN WELDING & GAS, INC. (128592)				
	8083515	OXYGEN/ACETYLENE/CYLINDER RENTAL	09/30/2021	78.72
	8083516	CARBON DIOXIDE/CYLINDER RENTAL	09/30/2021	37.14
Total :				115.86
Total AMERICAN WELDING & GAS, INC. (128592):				115.86
APPLIED CONCEPTS, INC (130755)				
	389221	RADARS FOR NEW PATROL UNITS	08/18/2021	7,226.25
Total :				7,226.25
Total APPLIED CONCEPTS, INC (130755):				7,226.25
AQUAFLOW INT'L INC (132815)				
	1768	AQUAFLOW BULK WATER SALES SYSTEM	10/01/2021	31,768.00
Total :				31,768.00
Total AQUAFLOW INT'L INC (132815):				31,768.00
ARNOLD, CHRISTINE (132820)				
	13.2665.13	REFUND CREDIT BALANCE	09/29/2021	111.50
Total :				111.50
Total ARNOLD, CHRISTINE (132820):				111.50
BAILEY ENTERPRISES INCORPORATED (130546)				
	5528762	Fuel	10/11/2021	115.26
	5528762	Fuel	10/11/2021	875.42
	5528762	Fuel	10/11/2021	160.08
	5528762	Fuel	10/11/2021	53.36
	5528762	Fuel	10/11/2021	2,214.46
	5528762	Fuel	10/11/2021	160.08
	5528762	Fuel	10/11/2021	80.04
	5528762	Fuel	10/11/2021	48.05
	5528762	Fuel	10/11/2021	547.47
	5528762	Fuel	10/11/2021	446.36

Secondary Name	Invoice	Description	Invoice Date	Total Cost
	5528762	Fuel	10/11/2021	166.63
	5528762	Fuel	10/11/2021	65.50
	5528762	Fuel	10/11/2021	136.28
	5528762	Fuel	10/11/2021	141.86
	5528762	Fuel	10/11/2021	18.63
	5528762	Fuel	10/11/2021	179.53
	5528762	Fuel	10/11/2021	37.27
	5528762	Fuel	10/11/2021	1,175.94
	5528762	Fuel	10/11/2021	124.34
	5528762	Fuel	10/11/2021	704.75
	5528762	Fuel	10/11/2021	309.45
	5528762	Fuel	10/11/2021	8.29
	5528762	Fuel	10/11/2021	2.07
	5528762	Fuel	10/11/2021	4.14
	5528762	Fuel	10/11/2021	6.21
	5528762	Fuel	10/11/2021	30.82
	5528762	Fuel	10/11/2021	4,159.46
	5528762	Fuel	10/11/2021	1,338.33
	5528762	Fuel	10/11/2021	845.25
	5528762	Fuel	10/11/2021	150.47
	5528762	Fuel	10/11/2021	76.18
	5528762	Fuel	10/11/2021	30.82
	5528762	Fuel	10/11/2021	353.87
	5528762	Fuel	10/11/2021	261.93
	5528762	Fuel	10/11/2021	30.82
	5528762	Fuel	10/11/2021	454.65
	5528762	Fuel	10/11/2021	138.16
	5528762	Fuel	10/11/2021	477.02
	5528762	Fuel	10/11/2021	46.30
	5528762	Fuel	10/11/2021	1,052.32
Total :				17,227.87
Total BAILEY ENTERPRISES INCORPORATED (130546):				17,227.87
BECKER, JACOB (132816)				
	14.2530.50	REFUND UTILITY DEPOSIT	09/27/2021	5.68
Total :				5.68
Total BECKER, JACOB (132816):				5.68
BLACKBOARD INC (129539)				
	1372606	BLACKBOARD CONNECT MESSAGING	09/28/2021	3,179.00
	1372606	BLACKBOARD CONNECT MESSAGING	09/28/2021	2,901.00
	1372606	BLACKBOARD CONNECT MESSAGING	09/28/2021	2,881.00
	1372606	BLACKBOARD CONNECT MESSAGING	09/28/2021	3,605.11
Total :				12,566.11
Total BLACKBOARD INC (129539):				12,566.11
BORDER STATES INDUSTRIES, INC (1420)				
	922882483	HEAT SHRINK	09/23/2021	5,036.00
	922882483	H-TAP COVERS	09/23/2021	178.00
	922912976	BUTT SPLICES	09/28/2021	80.75
	922932416	1/0 TRIPLEX	09/30/2021	3,393.82
	922959855	2/0 - 2/0 BUTT SPLICES	10/05/2021	1,126.39

Secondary Name	Invoice	Description	Invoice Date	Total Cost
Total :				9,814.96
Total BORDER STATES INDUSTRIES, INC (1420):				9,814.96
BROOKINS, MARSHALL (132821)				
	92921	WITNESS FEES	09/29/2021	15.00
Total :				15.00
Total BROOKINS, MARSHALL (132821):				15.00
C & C WELDING, INC (1690)				
	25924	FUEL TANK WELDING	08/31/2021	190.00
	26006	WELD ROD ONTO STARTING BLOCKS FOR SWIMMING	09/21/2021	86.90
	26017	REPAIR OUTRIGGING ON LIFT AT AUDITORIUM	09/23/2021	15.80
Total :				292.70
Total C & C WELDING, INC (1690):				292.70
CARQUEST AUTO PARTS (10200)				
	2874-ID-434828	filter D05	09/09/2021	18.54
	2874-ID-434829	filter A26	09/09/2021	3.14
	2874-ID-434831	filters D05	09/09/2021	60.18
	2874-ID-435310	belt D05	09/15/2021	9.23
	2874-ID-435934	filters D07	09/23/2021	40.93
Total :				132.02
Total CARQUEST AUTO PARTS (10200):				132.02
CARR COATINGS LLC (129709)				
	2121J	BELFRY HWY SEWER EXTENSION - CONSTRUCTION	08/03/2021	5,200.00
Total :				5,200.00
Total CARR COATINGS LLC (129709):				5,200.00
CHEYENNE, LIGHT, FUEL & POWER COMPANY (130509)				
BLACK HILLS ENERGY	100721	UTILITIES - BLACK HILLS ENERGY	10/07/2021	169.67
BLACK HILLS ENERGY	100721	UTILITIES - BLACK HILLS ENERGY	10/07/2021	173.46
BLACK HILLS ENERGY	100721	UTILITIES - BLACK HILLS ENERGY	10/07/2021	165.80
BLACK HILLS ENERGY	100721	UTILITIES - BLACK HILLS ENERGY	10/07/2021	126.18
BLACK HILLS ENERGY	100721	UTILITIES - BLACK HILLS ENERGY	10/07/2021	2,408.64
BLACK HILLS ENERGY	100721	UTILITIES - BLACK HILLS ENERGY	10/07/2021	2,408.64
BLACK HILLS ENERGY	100721	UTILITIES - BLACK HILLS ENERGY	10/07/2021	68.80
BLACK HILLS ENERGY	100721	UTILITIES - BLACK HILLS ENERGY	10/07/2021	15.20
BLACK HILLS ENERGY	100721	UTILITIES - BLACK HILLS ENERGY	10/07/2021	181.78
BLACK HILLS ENERGY	100721	UTILITIES - BLACK HILLS ENERGY	10/07/2021	32.49
Total :				5,750.66
Total CHEYENNE, LIGHT, FUEL & POWER COMPANY (130509):				5,750.66
CLARK, RONALD W (131046)				
TOWN TAXI	10012021	TIPSY TAXI VOUCHERS	10/01/2021	238.00

Secondary Name	Invoice	Description	Invoice Date	Total Cost
Total :				238.00
Total CLARK, RONALD W (131046):				238.00
CLOUSE, ESTATE OF CHIP (132823)				
	2.0140.16	REFUND UTILITY DEPOSIT	10/01/2021	41.76
Total :				41.76
Total CLOUSE, ESTATE OF CHIP (132823):				41.76
COPENHAVER KATH KITCHEN KOLPITCKE LLC (3140)				
	42229	Legal Services	10/04/2021	3,384.88
	42229	Legal Services	10/04/2021	345.40
	42229	Legal Services	10/04/2021	759.87
	42229	Legal Services	10/04/2021	759.87
	42229	Legal Services	10/04/2021	828.95
	42229	Legal Services	10/04/2021	828.95
Total :				6,907.92
Total COPENHAVER KATH KITCHEN KOLPITCKE LLC (3140):				6,907.92
DANA KEPNER COMPANY (3410)				
	2233081-00	REPLACEMENT METER REGISTER	09/30/2021	375.00
	2233148-00	4" METER REGISTERS	09/30/2021	2,250.00
Total :				2,625.00
Total DANA KEPNER COMPANY (3410):				2,625.00
EASTMAN, RINDA (129952)				
	093021	PERSONAL TRAINER - REC CENTER	09/30/2021	116.37
Total :				116.37
Total EASTMAN, RINDA (129952):				116.37
ENGINEERING ASSOCIATES (4140)				
	4109087	PROJECT 14111-04 WWTF PHASE 2	09/23/2021	1,450.66
	4109087	PROJECT 14111-04 WWTF PHASE 2	09/23/2021	443.26
	4109087	PROJECT 14111-04 WWTF PHASE 2	09/23/2021	120.89
	4109087	PROJECT 14111-04 WWTF PHASE 2	09/23/2021	2,014.79
	4109089	ENGINEERING SERVICES - YRA TREATED WATERLINE REPL	09/23/2021	1,078.75
Total :				5,108.35
Total ENGINEERING ASSOCIATES (4140):				5,108.35
ENNIST III, ROBERT F (131798)				
BIG HORN FOOD SERVICES	46487	CLEANING SUPPLIES	09/24/2021	108.37
BIG HORN FOOD SERVICES	46487	CLEANING SUPPLIES	09/24/2021	100.00
BIG HORN FOOD SERVICES	46606	JANITORIAL SUPPLIES	10/05/2021	100.00
BIG HORN FOOD SERVICES	46606	JANITORIAL SUPPLIES	10/05/2021	36.90
Total :				345.27

Secondary Name	Invoice	Description	Invoice Date	Total Cost
Total ENNIST III, ROBERT F (131798):				345.27
EXPRESS SERVICES INC (132433)				
	26088352	TEMP EMPLOYMENT - PARKS	09/28/2021	1,485.09
	26120352	TEMP EMPLOYMENT - PARKS	10/05/2021	1,514.74
Total :				2,999.83
Total EXPRESS SERVICES INC (132433):				2,999.83
FORE, GINA (132817)				
OR FORE, KELLY	13.0588.16	REFUND UTILITY DEPOSIT	09/27/2021	24.11
Total :				24.11
Total FORE, GINA (132817):				24.11
FREDERICK, LAUREL (131382)				
	100421	RESTITUTION FROM DEBRA HODSON MC-1706-037	10/04/2021	50.00
Total :				50.00
Total FREDERICK, LAUREL (131382):				50.00
GOODYEAR, ROBERT W (125939)				
GOODYEAR PRINTING	15118	PAYROLL CHECKS & DIRECT DEPOSIT FORMS	10/04/2021	700.00
Total :				700.00
Total GOODYEAR, ROBERT W (125939):				700.00
HANDS 2 HELP (132829)				
	101221	REFUND OF OVERBILLING ON LEASE	10/12/2021	354.02
Total :				354.02
Total HANDS 2 HELP (132829):				354.02
HARRIS TRUCKING AND CONSTRUCTION CO. (4780)				
	136464	ASPHALT REPAIR	09/26/2021	6,235.65
	BHWT PAY APP 15	BHWT PAY APP 15	09/30/2021	9,722.73
	BHWT PAY APP 15	BHWT PAY APP 15	09/30/2021	4,788.81
	BHWT RET 15	BHWT RET 15	09/30/2021	1,080.30
	BHWT RET 15	BHWT RET 15	09/30/2021	532.09
	WWTF2 PAY APP 19	WWTF2 PAY APP 19	10/05/2021	32,359.13
	WWTF2 PAY APP 19	WWTF2 PAY APP 19	10/05/2021	9,887.51
	WWTF2 PAY APP 19	WWTF2 PAY APP 19	10/05/2021	2,696.59
	WWTF2 PAY APP 19	WWTF2 PAY APP 19	10/05/2021	44,943.24
	WWTF2 RET 19	WWTF2 RET 19	10/05/2021	3,595.46
	WWTF2 RET 19	WWTF2 RET 19	10/05/2021	1,098.61
	WWTF2 RET 19	WWTF2 RET 19	10/05/2021	299.62
	WWTF2 RET 19	WWTF2 RET 19	10/05/2021	4,993.70
Total :				122,233.44
Total HARRIS TRUCKING AND CONSTRUCTION CO. (4780):				122,233.44

Secondary Name	Invoice	Description	Invoice Date	Total Cost
HEBRLEE, TRENT STEVEN (131832)				
HOTLINE ELECTRICAL SALES & SERV	28860	2S METERS	10/05/2021	1,200.00
Total :				1,200.00
Total HEBRLEE, TRENT STEVEN (131832):				1,200.00
HENRY, CHRISTOPHER (132819)				
	17.0531.17	REFUND CREDIT BALANCE	09/29/2021	73.26
Total :				73.26
Total HENRY, CHRISTOPHER (132819):				73.26
HUME, ADAM (132825)				
	093021	MILEAGE REIMBURSEMENT	10/04/2021	7.45
Total :				7.45
Total HUME, ADAM (132825):				7.45
JOHNSON, KATHY (132016)				
	14.4140.25	REFUND UTILITY DEPOSIT	09/27/2021	79.84
Total :				79.84
Total JOHNSON, KATHY (132016):				79.84
JONES, AMY (129954)				
	10621	PERSONAL TRAINER - REC CENTER	10/06/2021	493.51
Total :				493.51
Total JONES, AMY (129954):				493.51
KARDOS, NATHAN (132828)				
	3.2120.12	REFUND UTILITY DEPOSIT	09/30/2021	55.69
Total :				55.69
Total KARDOS, NATHAN (132828):				55.69
KEELE SANITATION, LLC (124874)				
	785475	PORTA POTTY	09/27/2021	75.00
Total :				75.00
Total KEELE SANITATION, LLC (124874):				75.00
KIP B THIEL CONSTRUCTION INC (131026)				
	ELC-0221-0012	REFUND OVERPAYMENT ON PERMIT	10/06/2021	3,340.45
Total :				3,340.45
Total KIP B THIEL CONSTRUCTION INC (131026):				3,340.45
KITCHEN, SCOTT (129803)				
	093021	MILEAGE REIMBURSEMENT	10/01/2021	29.62

Secondary Name	Invoice	Description	Invoice Date	Total Cost
Total :				29.62
Total KITCHEN, SCOTT (129803):				29.62
KLENTZ, ELTON (132830)				
	3.2130.10	REFUND OVERPAYMENT	10/14/2021	1,410.00
Total :				1,410.00
Total KLENTZ, ELTON (132830):				1,410.00
LOCAL GOVERNMENT LIABILITY POOL (6176)				
	13599	CLAIM AGAINST CITY	09/28/2021	2,820.00
Total :				2,820.00
Total LOCAL GOVERNMENT LIABILITY POOL (6176):				2,820.00
MOTOROLA SOLUTIONS, INC. (6840)				
	8281232449	PORTABLE RADIOS	08/25/2021	21,543.85
Total :				21,543.85
Total MOTOROLA SOLUTIONS, INC. (6840):				21,543.85
MOUNTAIN VIEW 29 LLC (132826)				
	3.120129	LANDSCAPE DEPOSIT REFUND	10/06/2021	2,200.00
Total :				2,200.00
Total MOUNTAIN VIEW 29 LLC (132826):				2,200.00
NCPERS GROUP LIFE INS (125412)				
C/O MEMBER BENEFITS	10721	PREMIUM	10/07/2021	416.00
Total :				416.00
Total NCPERS GROUP LIFE INS (125412):				416.00
NORCO, INC. (128948)				
	33184582	CYLINDER RENT	09/30/2021	24.60
Total :				24.60
Total NORCO, INC. (128948):				24.60
NORTHWEST PIPE (7400)				
	7584074	2 STICKS 14 ' PIPE	09/23/2021	2,360.00
	7601091	6" GLAND PACKS	09/27/2021	210.00
Total :				2,570.00
Total NORTHWEST PIPE (7400):				2,570.00
ONE-CALL OF WYOMING (127665)				
	60894	ONE - CALL FEES	10/07/2021	28.31
	60894	ONE - CALL FEES	10/07/2021	28.31

Secondary Name	Invoice	Description	Invoice Date	Total Cost
	60894	ONE - CALL FEES	10/07/2021	28.31
	60894	ONE - CALL FEES	10/07/2021	28.32
Total :				113.25
Total ONE-CALL OF WYOMING (127665):				113.25
PARK COUNTY (7670)				
	7091	LEC CONTRACT - DISPATCH	10/01/2021	223.57
	7091	LEC CONTRACT - DISPATCH	10/01/2021	3,800.53
	7091	LEC CONTRACT - DISPATCH	10/01/2021	670.68
	7091	LEC CONTRACT - DISPATCH	10/01/2021	17,661.27
	7091	LEC CONTRACT - CAPITOL EQUIPMENT	10/01/2021	4,520.00
	7091	LEC CONTRACT - MAINTENANCE	10/01/2021	1,807.46
	7091	LEC CONTRACT - CONSOLE	10/01/2021	39.15
	7091	LEC CONTRACT - CONSOLE	10/01/2021	665.61
	7091	LEC CONTRACT - CONSOLE	10/01/2021	117.46
	7091	LEC CONTRACT - CONSOLE	10/01/2021	3,093.14
	7091	LEC CONTRACT - UTILITIES	10/01/2021	1,130.39
	7091	ADJ FOR INITIAL NETWORK SEGRAGATION CHANGES	10/01/2021	204.52-
	7091	ANTI VIRUS CLIENT CREDIT	10/01/2021	34.79-
Total :				33,489.95
Total PARK COUNTY (7670):				33,489.95
PARK COUNTY ANIMAL SHELTER (5120)				
	100121	ANIMAL SERVICE CONTRACT - OCT 2021	10/01/2021	4,166.67
Total :				4,166.67
Total PARK COUNTY ANIMAL SHELTER (5120):				4,166.67
PARK COUNTY LANDFILL (129053)				
	093021	LANDFILL CHARGES - SEPT 2021	09/30/2021	68,583.98
	093021	LIP LANDFILL CHARGES - SEPT 2021	09/30/2021	163.56
Total :				68,747.54
Total PARK COUNTY LANDFILL (129053):				68,747.54
PARK COUNTY PUBLIC HEALTH (7720)				
	45	HEP B VACCINE	10/05/2021	20.00
Total :				20.00
Total PARK COUNTY PUBLIC HEALTH (7720):				20.00
PARK DISTRICT COURT (132610)				
	9292021	GARNISHMENT Civil #29877	09/29/2021	196.97
Total :				196.97
Total PARK DISTRICT COURT (132610):				196.97
PROVIDENT LIFE & ACCIDENT INS (128033)				
	10721	UNUM OPTIONAL POLICIES PREMIUM	10/07/2021	23.40

Secondary Name	Invoice	Description	Invoice Date	Total Cost
Total :				23.40
Total PROVIDENT LIFE & ACCIDENT INS (128033):				23.40
QUALITY ASPHALT PAVING, INC (125010)				
	2246	ASPHALT REPAIR	09/30/2021	5,500.00
Total :				5,500.00
Total QUALITY ASPHALT PAVING, INC (125010):				5,500.00
RECREATION SUPPLY CO (126899)				
	434221	POOL VACUUM	08/04/2021	5,144.99
Total :				5,144.99
Total RECREATION SUPPLY CO (126899):				5,144.99
SABER PEST CONTROLL LLC (131183)				
	E143	PEST CONTROL - ELECTRIC	10/01/2021	80.00
	R154	PEST CONTROL - RECYCLING/SANITATION	10/06/2021	60.00
Total :				140.00
Total SABER PEST CONTROLL LLC (131183):				140.00
SCHULTZ, IRENE (132818)				
	9.5830.10	REFUND CREDIT BALANCE	09/29/2021	244.15
Total :				244.15
Total SCHULTZ, IRENE (132818):				244.15
SECRETARY OF STATE (123386)				
	092821	FILING FEE - NOTARY	09/28/2021	60.00
Total :				60.00
Total SECRETARY OF STATE (123386):				60.00
SHOSHONE MUNICIPAL PIPELINE (9130)				
	100121	SMP WATER PURCHASE - SEPT 2021	10/01/2021	159,495.78
Total :				159,495.78
Total SHOSHONE MUNICIPAL PIPELINE (9130):				159,495.78
SIMPLIFY COMPLIANCE LLC (132824)				
BLR/H3 GROUP	19326127	WYOMING BUSINESS LAW SUBSCRIPTION	09/06/2021	511.00
Total :				511.00
Total SIMPLIFY COMPLIANCE LLC (132824):				511.00
SKALSKY, BRETT (132822)				
	6.0500.46	REFUND UTILITY DEPOSIT	10/01/2021	82.53

Secondary Name	Invoice	Description	Invoice Date	Total Cost
Total :				82.53
Total SKALSKY, BRETT (132822):				82.53
SOCIETY FOR HUMAN RESOURCE MGM (9379)				
	SO1291127	SHRM MEMBERSHIP DUES	08/17/2021	219.00
Total :				219.00
Total SOCIETY FOR HUMAN RESOURCE MGM (9379):				219.00
SYSTEMS GRAPHICS INC (129162)				
ADVANCED INFO SYSTEMS	15614	OUTSOURCE BILLS	09/28/2021	16.17
ADVANCED INFO SYSTEMS	15614	OUTSOURCE BILLS	09/28/2021	99.92
ADVANCED INFO SYSTEMS	15614	OUTSOURCE BILLS	09/28/2021	91.49
ADVANCED INFO SYSTEMS	15614	OUTSOURCE BILLS	09/28/2021	90.87
ADVANCED INFO SYSTEMS	15614	OUTSOURCE BILLS	09/28/2021	112.91
ADVANCED INFO SYSTEMS	15621	OUTSOURCE BILLS	10/05/2021	8.53
ADVANCED INFO SYSTEMS	15621	OUTSOURCE BILLS	10/05/2021	52.71
ADVANCED INFO SYSTEMS	15621	OUTSOURCE BILLS	10/05/2021	48.26
ADVANCED INFO SYSTEMS	15621	OUTSOURCE BILLS	10/05/2021	47.94
ADVANCED INFO SYSTEMS	15621	OUTSOURCE BILLS	10/05/2021	59.56
Total :				628.36
Total SYSTEMS GRAPHICS INC (129162):				628.36
SKZOTAK, TRAVIS (132827)				
	13.7019.21	REFUND UTILITY DEPOSIT	09/30/2021	86.91
Total :				86.91
Total SKZOTAK, TRAVIS (132827):				86.91
THE OFFICE SHOP INC (7440)				
	181579	COPIER CONTRACT - SHOP	09/27/2021	13.08
	181579	COPIER CONTRACT - SHOP	09/27/2021	13.09
	181579	COPIER CONTRACT - SHOP	09/27/2021	11.55
	181579	COPIER CONTRACT - SHOP	09/27/2021	13.09
	181579	COPIER CONTRACT - SHOP	09/27/2021	13.09
	181579	COPIER CONTRACT - SHOP	09/27/2021	13.09
Total :				76.99
Total THE OFFICE SHOP INC (7440):				76.99
THOMSON REUTERS (128108)				
	844949767	CLEAR INVESTIGATIONS	09/01/2021	163.77
	845113632	CLEAR INVESTIGATIONS	10/01/2021	163.77
Total :				327.54
Total THOMSON REUTERS (128108):				327.54
TUCKER, CAROL (132066)				
	14.5420.28	REFUND UTILITY DEPOSIT	09/29/2021	15.88

Secondary Name	Invoice	Description	Invoice Date	Total Cost
Total :				15.88
Total TUCKER, CAROL (132066):				15.88
TWO SISTERS CONTRACTING LLC (132780)				
	1026	CONCRETE REPAIR	09/29/2021	4,379.00
	1028	CURB AND GUTTER CONCRETE 1235 RUMSEY	09/29/2021	4,244.38
	1029	REPLACE CONCRETE ON 33RD	09/29/2021	7,171.00
	1031	CONCRETE REPAIR	09/29/2021	995.50
	1032	CEDAR LN CURB AND GUTTER	09/29/2021	1,690.00
Total :				18,479.88
Total TWO SISTERS CONTRACTING LLC (132780):				18,479.88
UNUM LIFE INSURANCE - LIFE (127935)				
	100721	PREMIUM	10/07/2021	951.56
Total :				951.56
Total UNUM LIFE INSURANCE - LIFE (127935):				951.56
VAN AUKEN, TRUTH (131597)				
	100121	PERSONAL TRAINER	10/01/2021	93.10
Total :				93.10
Total VAN AUKEN, TRUTH (131597):				93.10
WESTERN UNITED ELECTRIC SUPPLY (10605)				
	6043655	HYDRO LONG REACH SAW	09/21/2021	3,334.01
	6044590	75KVA 3PH; 120/208; TRAN	10/04/2021	13,088.88
Total :				16,422.89
Total WESTERN UNITED ELECTRIC SUPPLY (10605):				16,422.89
WYOMING DEPARTMENT OF WORKFORCE SERVICES (10670)				
WORKERS COMPENSATION DIV	10721	CONTRIBUTIONS	10/07/2021	13,530.29
WORKERS COMPENSATION DIV	10721	VOLUNTEERS PD	10/07/2021	11.61
WORKERS COMPENSATION DIV	10721	VOLUNTEERS REC	10/07/2021	162.54
Total :				13,704.44
Total WYOMING DEPARTMENT OF WORKFORCE SERVICES (10670):				13,704.44
WYOMING MUNICIPAL POWER AGENCY (10920)				
	102521	POWER PURCHASE - SEPT 2021	10/01/2021	312,276.36
	102521	POWER PURCHASE - SEPT 2021	10/01/2021	437,364.27
Total :				749,640.63
Total WYOMING MUNICIPAL POWER AGENCY (10920):				749,640.63
WYOMING RETIREMENT SYSTEM (10950)				
	215063	CONTRIBUTIONS -	10/07/2021	30,899.45
	215064	CONTRIBUTIONS -	10/07/2021	47,060.14

Secondary Name	Invoice	Description	Invoice Date	Total Cost
	215065	CONTRIBUTIONS -	10/07/2021	48,884.32
Total :				126,843.91
Total WYOMING RETIREMENT SYSTEM (10950):				126,843.91
WYOMING STATE TREASURER (123070)				
UNCLAIMED PROPERTY DIVISION	100721	UNCLAIMED PROPERTY REMITTANCE	10/07/2021	2,118.26
Total :				2,118.26
Total WYOMING STATE TREASURER (123070):				2,118.26
Grand Totals:				1,478,478.54

Report GL Period Summary

GL Period	Amount
10/21	1,478,478.54
Grand Totals:	1,478,478.54

Vendor number hash: 8216813
Vendor number hash - split: 16909525
Total number of invoices: 102
Total number of transactions: 204

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	1,478,478.54	.00	1,478,478.54
Grand Totals:	1,478,478.54	.00	1,478,478.54
		Payroll 10/13/21	244,714.60
			1,723,193.14

Report Criteria:

Invoice Detail.Input date = 10/12/2021
Invoice.Batch = {NOT LIKE} "1"



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 will be notified of the date you have been scheduled to appear. You may also be contacted by City staff prior to the meeting to address concerns or provide additional information. Some requests may not require appearing before the Council for approval.

Please provide the following detailed information relating to your concern or request. **This form (and any relevant attachments) should be submitted in a timely manner, preferably at least 14 days prior to allow sufficient time for internal review. Untimely submission may result in the inability to be considered for approval.** Council packets are prepared in advance prior to Tuesday meetings. Meetings are held the first and third Tuesday of each month. Please complete the following information in full and return to City of Cody PO Box 2200 Cody, WY 82414 (Fax 307-527-6532),

Name of person to appear before the Council Dusty LaFollette
Organization Represented Cody Lions Club
Date you wish to appear before the Council Oct. ~~18th~~ 19th
Email Address renocollision@yahoo.com Telephone 307-527-5556
Names of all individuals who will speak on this topic Dusty LaFollette, Larry Wright
Event Title (if applicable) Turkey Day
Date(s) of Event (if applicable) Nov. 19, 20, 21st
Location of Event (if applicable) Bob Moore Park

Full description of topic to be discussed (include all relevant information including any street closures, times of event, any special requirements or request etc., attach additional sheet if necessary and map showing location of event where applicable) Cody Lions Club is requesting permission to hold our annual Turkey Day Fundraiser at Bob Moore Park Nov 19th, 20th, and 21st. Events will include the Turkey shoot which will involve discharging of firearms as well as other Carnival style games. In addition we are requesting an open container permit for Fri. Nov 19th (setup) and permission to hang banners above 8th St. and the Greybull Hill in the west.
Which City employee(s) have you spoken to about this issue? Preceding

Signature Mayor Hall, Cindy Baker Date 9-29-21



City of Cody Agenda Request Form



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Name of person to appear before the Council Tina Hoebelheinrich

Organization Represented Cody Country Chamber of Commerce/Cody Events Committee

Date you wish to appear before the Council Next available

Email Address exec@codychamber.org Telephone 307.586.1571

Names of all individuals who will speak on this topic Tina Hoebelheinrich/Ken Lee

Event Title (if applicable) Halloween

Date(s) of Event (if applicable) October 30, 2021

Location of Event (if applicable) Sheridan Avenue

Full description of topic to be discussed (include all relevant information including any street closures, times of event, any special requirements or request etc., attach additional sheet if necessary and map showing location of event where applicable) The purpose of this closure is for Cody's annual downtown Trick or Treat Event. Kids and parents are able to stroll up and down Sheridan Ave safely while they trick or treat at local merchants. Street Closure is from 10th Street to 15th Street.

Which City employee(s) have you spoken to about this issue? None

Signature Tina Hoebelheinrich Date 9/30/21



WYOMING DEPARTMENT OF TRANSPORTATION
Special Event Application

APPLICATION

Event Name City of Cody Downtown Halloween Festival Event Date 10/30/20 21
Type of Event: Halloween Event street closure for child safety
Event Director or Organizer Tina Hoebelheinrich Telephone 307.586.1571
Address 836 Sheridan Ave Email exec@codychamber.org
Club Affiliation or Sponsor Cody Events Committee Estimated Number of Participants +/- 800

Course Information: ☒ Total closure ☐ Partial closure ☐ Remain open to traffic (Check appropriate box(s) (Explain in Event Description))

I (we) City of Cody hereby make application for a special permit
upon the right-of-way of:

highway 14/16/20 between milepost _____ and milepost _____
highway _____ between milepost _____ and milepost _____
highway _____ between milepost _____ and milepost _____
highway _____ between milepost _____ and milepost _____
on 10/30/2021 between 3:30pm and 8pm
Date Time Time

I (we) agree to strictly conform to the exhibits attached hereto, subject to all terms, conditions, agreements, stipulations and provisions contained in the application and permit, in Chapter XXIII rules and regulations of the Wyoming Department of Transportation, and any other applicable regulations, laws or ordinances.

EVENT DESCRIPTION (Attach event map): Downtown Halloween Festival: The City of Cody proposes the closure of Sheridan Avenue (HWY 14/16/20) from 10th Street to 15th Street to allow children to freely visit downtown merchants for Halloween Treats. City employees, (police, street, water, and electric crews) and local volunteers will close streets and redirect traffic as indicated on the attached traffic control plan.

Prior to the event, I (we) agree to review the course to determine potential problems that could endanger participants and equipment and to notify the participants of them. If I (we) determine the problems to be severe, I (we) agree to cancel the event.

Permittee must provide a certificate of insurance as evidence of an existing Comprehensive or Commercial General Liability Policy, including contractual liability coverage, with limits not less than \$500,000.00 combined single limit for all claims arising out of a single accident or occurrence.

THE PERMITTEE SHALL DEFEND, HOLD HARMLESS AND INDEMNIFY THE STATE OF WYOMING, DEPARTMENT OF TRANSPORTATION AND ITS OFFICERS, AGENTS, EMPLOYEES AND MEMBERS FROM ALL SUITS OR ACTION WHICH MAY RESULT FROM ANY ACTIVITY BY THE PERMITTEE, ITS OFFICERS, SUBCONTRACTORS, AGENTS OR EMPLOYEES.

Tina Hoebelheinrich

836 Sheridan Ave

Name (Please Print)

Address

Cody, WY 82414

Signature

City, State and Zip

307.586.1571

9/30/2021

Date (Minimum of 60 days prior to event)

Telephone

Approval must be obtained from the city, town or county government if the closure restricts the use of any road, street or highway of the affected jurisdiction.

Approved by city or town if applicable

Approved by county if applicable

Name/Title (Please Print)

Name/Title (Please Print)

Signature/Title

Signature/Title

Date

Date

Address

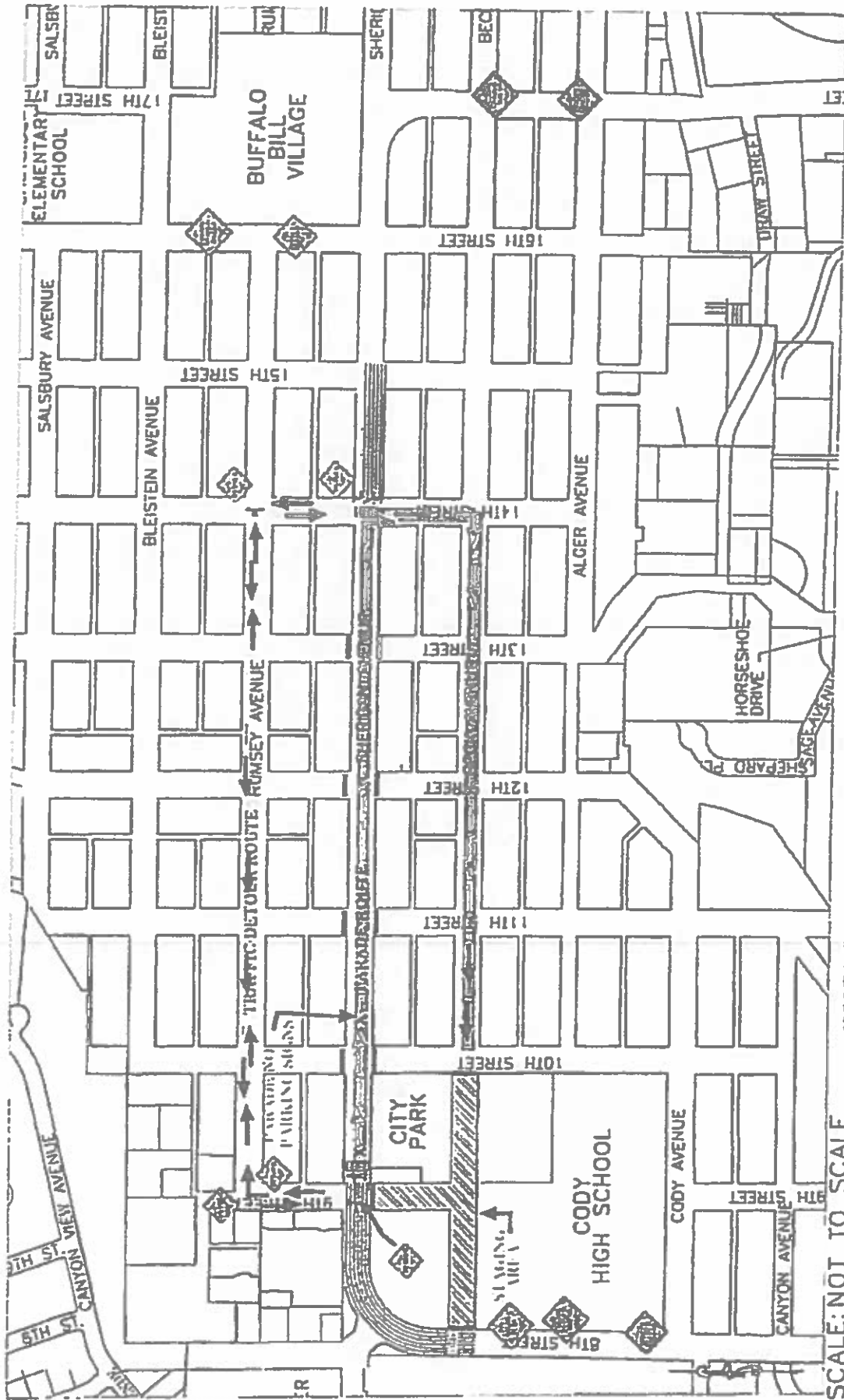
Address

City, State and Zip

City, State and Zip

Telephone

Telephone



CHRISTMAS PARADE ROUTE

SCALE: NOT TO SCALE



City of Cody Agenda Request Form



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Name of person to appear before the Council Tina Hoebelheinrich

Organization Represented Cody Country Chamber of Commerce/Cody Events Committee

Date you wish to appear before the Council Next available

Email Address exec@codychamber.org Telephone 307.586.1571

Names of all individuals who will speak on this topic Tina Hoebelheinrich/Ken Lee

Event Title (if applicable) Cody Cowboy Christmas Lighted Parade and Stroll

Date(s) of Event (if applicable) November 27, 2021

Location of Event (if applicable) Sheridan Avenue

Full description of topic to be discussed (include all relevant information including any street closures, times of event, any special requirements or request etc., attach additional sheet if necessary and map showing location of event where applicable) The purpose of this closure is for Cody's annual Christmas Stroll and Lighted Christmas Parade. Kids and parents are able to stroll up and down Sheridan Ave safely while they enjoy carolers, burn barrels to warm up at, dancers and many merchant open houses. We are requesting the closure of Sheridan Ave from 9th Street to 14th Street as well as the closure of 12th street south from Sheridan to the Alley correct the partial street closure to 13th street

Which City employee(s) have you spoken to about this issue? None

Signature Tina Hoebelheinrich Date 9/30/21



WYOMING DEPARTMENT OF TRANSPORTATION
Special Event Application

APPLICATION

Event Name Cody Cowboy Christmas Event Date 11/27/20
Type of Event: Lighted Christmas Parade and Community Stroll
Event Director or Organizer Tina Hoebelheinrich Telephone 307.586.1571
Address 836 Sheridan Ave Email exec@codychamber.org
Club Affiliation or Sponsor Cody Events Committee Estimated Number of Participants +/- 300

Course Information: ☒ Total closure ☐ Partial closure ☐ Remain open to traffic (Check appropriate box(s) (Explain in Event Description)

I (we) City of Cody hereby make application for a special permit
upon the right-of-way of:

highway 14/16/20 between milepost _____ and milepost _____
highway _____ between milepost _____ and milepost _____
highway _____ between milepost _____ and milepost _____
highway _____ between milepost _____ and milepost _____
on 11/27/2021 between 4:00pm and 8pm
Date Time Time

I (we) agree to strictly conform to the exhibits attached hereto, subject to all terms, conditions, agreements, stipulations and provisions contained in the application and permit, in Chapter XXIII rules and regulations of the Wyoming Department of Transportation, and any other applicable regulations, laws or ordinances.

EVENT DESCRIPTION (Attach event map): The purpose of the closure is to allow activities to take place in conjunction with the annual Cody Cowboy Christmas Stroll and Lighted Christmas Parade. Activities will include carolers, burn barrels, dancers, craft-making, open-houses, advent service, lighting of the Christmas Angel, etc. The parade starts at 6pm and all events will end by 8pm. We have also requested the closure of 13th Street from Sheridan Ave. south to the alleyway.

Prior to the event, I (we) agree to review the course to determine potential problems that could endanger participants and equipment and to notify the participants of them. If I (we) determine the problems to be severe, I (we) agree to cancel the event.

Permittee must provide a certificate of insurance as evidence of an existing Comprehensive or Commercial General Liability Policy, including contractual liability coverage, with limits not less than \$500,000.00 combined single limit for all claims arising out of a single accident or occurrence.

THE PERMITTEE SHALL DEFEND, HOLD HARMLESS AND INDEMNIFY THE STATE OF WYOMING, DEPARTMENT OF TRANSPORTATION AND ITS OFFICERS, AGENTS, EMPLOYEES AND MEMBERS FROM ALL SUITS OR ACTION WHICH MAY RESULT FROM ANY ACTIVITY BY THE PERMITTEE, ITS OFFICERS, SUBCONTRACTORS, AGENTS OR EMPLOYEES.

Tina Hoebelheinrich

836 Sheridan Ave

Name (Please Print)

Signature
9/30/2021

Address
Cody, WY 82414
City, State and Zip
307.586.1571
Telephone

Date (Minimum of 60 days prior to event)

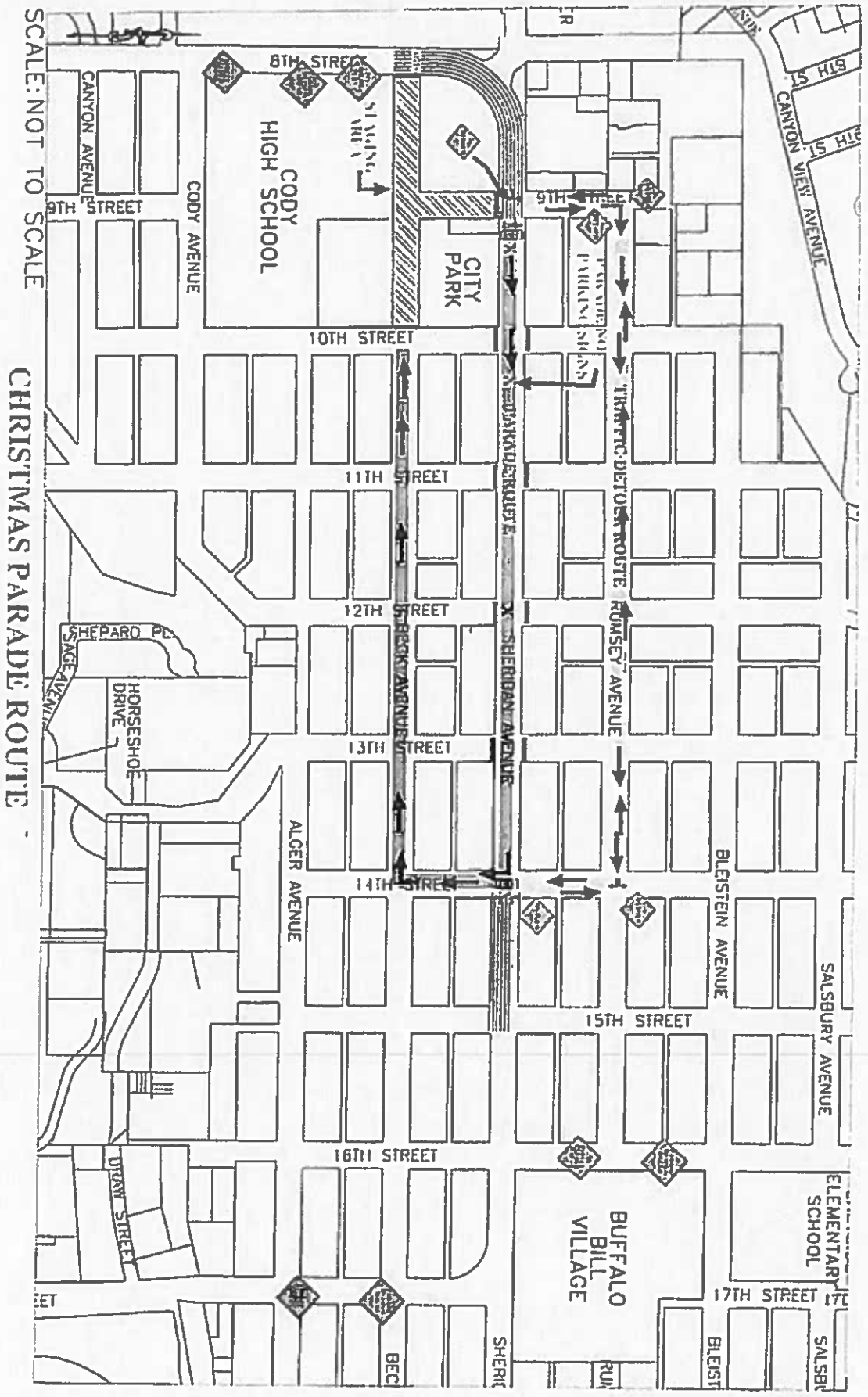
Approval must be obtained from the city, town or county government if the closure restricts the use of any road, street or highway of the affected jurisdiction.

Approved by city or town if applicable

Approved by county if applicable

Name/Title (Please Print)
Signature/Title
Date
Address
City, State and Zip
Telephone

Name/Title (Please Print)
Signature/Title
Date
Address
City, State and Zip
Telephone



SCALE: NOT TO SCALE

CHRISTMAS PARADE ROUTE

MEMORANDUM OF AGREEMENT

This agreement is made and entered into this ____ day of _____ 2021, by and between the City of Cody, party of the first part, hereinafter called the COOPERATOR and Condrey and Associates, Inc., party of the second part, hereinafter called the CONSULTANT. All obligations under this agreement will be performed by Condrey and Associates, Inc.

WITNESSETH, inasmuch as the COOPERATOR is desirous of setting up a cooperative service with Condrey and Associates and inasmuch as the CONSULTANT is willing to undertake and conduct such a cooperative service, the purpose of this agreement is to establish the terms and conditions under which such a cooperative service will be accomplished pursuant to the conditions herein set forth.

The CONSULTANT is an independent contractor. Furthermore, the parties hereto agree that any information gathered from the COOPERATOR or its employees, and the documents prepared therefrom, shall be the property of the COOPERATOR. They shall remain confidential and shall not be used by CONSULTANT other than in its duties and responsibilities hereunder.

NOW, THEREFORE, in consideration of the following mutual promises, covenants, and conditions, it is agreed as follows:

Section I

Condrey and Associates will:

a. Carry on the cooperative service onsite and in the offices of Condrey and Associates substantially as set forth in the attached outline marked "Appendix A" and made a part of this agreement.

b. Preserve all of its records bearing upon the amounts payable under this agreement, and further agrees that any specifically authorized representative of the COOPERATOR shall, until the expiration of one year after final payment under this agreement, have access to and the right to examine any directly pertinent books, documents, papers, and records of Condrey and Associates involving transactions related to this agreement.

Section II

COOPERATOR will pay Condrey and Associates a fixed fee of \$27,500 upon receipt of invoices. This amount will be paid in two (2) equal installments, within twenty (20) days of receipt of billing. The invoices should be directed to Ms. Cindy Baker, Administrative Services Officer, City of Cody, 1338 Rumsey Avenue, Cody, Wyoming WY 82414; telephone number (307) 527-7511. The billings shall occur on November 1, 2021 and January 3, 2022.

Section III

The term of this agreement shall be from October 19, 2021 through January 31, 2022. However, it may be terminated by either party by written notice of such intent submitted 30 days in advance. In the event of such termination, the COOPERATOR will pay Condrey and Associates a prorated portion of the upcoming installment consistent with the revised termination date. Condrey and Associates will continue to work on the project until the revised termination date and will provide to the COOPERATOR interim findings and summary notes that reflect the status of the project at the time of revised termination.

Section IV

This agreement may be modified at any time by mutual consent of the parties hereto.
Any modification hereto shall be in writing and signed by both parties.

Section V

Neither party to this agreement will discriminate against any person, employee or applicant for employment because of race, creed, color, religion, sex, national origin, ancestry, age, veteran status, or disability.

IN WITNESS WHEREOF, this agreement is entered into on the date first above written.

FOR CONDREY AND ASSOCIATES:

FOR THE CITY OF CODY:

Stephen E. Condrey
President

Date: _____

Date: _____

Jan H. Hansford
Vice President

Date: _____

Corporate Seal

APPENDIX A

Contract for Technical Assistance to the City of Cody: Proposal for Reviewing and Updating the City's Classification and Compensation System

The administration of the City of Cody has determined the need for a review and updating of the job classification system and pay plan for employees covered under its personnel system.

Objectives

Condrey and Associates proposes the following schedule of activities to accomplish three objectives:

1. Review and revise the current personnel classification system and pay plan for all employees covered under this agreement;
2. Collect salary data and produce a recommended pay plan based on job analysis, job evaluation, and survey data; and
3. Train designated personnel in each step of classification and pay plan development to help insure the implementation and maintenance of the system.

Phase I – Developing a Work Plan and Schedule of Activities

- 1.1 Condrey and Associates, in cooperation with appropriate officials, will generate a work plan of activities and target dates for completion.
- 1.2 During this phase all the documents detailing the current personnel policies and procedures, job classification system and pay plan will be made available to Condrey and Associates for review and analysis.

Phase II – Job Analysis Survey

- 2.1 Condrey and Associates staff will interview city department heads and supervisors concerning employee duties and responsibilities.
- 2.2 Condrey and Associates will review specifically identified positions and make recommendations for placement on the current plan and assist with a general audit to determine if any other positions warrant review. Condrey and Associates will also interview employees in newly-created positions.

- 2.3 Condrey and Associates staff will make recommendations for revision of the position classification system based on 2.1 and 2.2 above.

Phase III -- Job Evaluation

- 3.1 Condrey and Associates staff will furnish a job evaluation format of established procedures for ranking jobs and measuring differences in job content.
- 3.2 Condrey and Associates staff and appropriate city officials will select a format best suited for measuring different levels of knowledge, skills, and abilities required to perform the jobs to be evaluated.

Phase IV -- Developing a Compensation Structure

Condrey and Associates will:

- 4.1 Condrey and Associates will conduct a salary survey of organizations specifically for this project. The survey will include up to 20 organizations and 35 benchmark positions.
- 4.2 Condrey and Associates will collect, review, and format published salary data covering relevant public and private organizations.
- 4.3 Condrey and Associates will analyze and format the survey data for use in establishing competitive pay levels.
- 4.4 After the survey data is compiled, Condrey and Associates will review all data generated to this point with appropriate officials to determine what additional information needs to be considered before moving to the next phase.

Phase V – Developing a Pay Plan

Condrey and Associates will:

- 5.1 Establish recommended pay grades based on the job evaluation results (Phase III) and the wage survey (Phase IV).
- 5.2 Establish pay steps or ranges in each grade and present the complete recommended pay plan to appropriate officials for review. At this point the plan will reflect the data from Phases III and IV as well as cost-of-living data and the jurisdiction's financial condition and compensation policy.

Phase VI – Implementing and Administering the Program

Condrey and Associates will:

- 6.1 Recommend a series of career ladders and lattices as appropriate.
- 6.2 Determine the proper FLSA designation of each position.
- 6.3 Present alternative plans to ameliorate salary compression.
- 6.4 Be available to provide a reasonable level of ongoing technical assistance necessary to maintain the program.

Cost and Duration

The cost to Condrey and Associates to provide the services specified in this proposal will be a **fixed fee** of \$27,500. Considering the scope of the project, we anticipate an approximate 3 and a half (3.5) month work plan beginning October 19, 2021, with final reports submitted on or before January 31, 2022. Follow-up technical assistance will be provided through January 31, 2023 at no additional cost to the City (with the exception of travel-related costs). Formal involvement would terminate before January 31, 2022.

City of Cody
Schedule of Activities

<u>DATE</u>	<u>ACTIVITY</u>
October 2021	<ul style="list-style-type: none">o Conduct project orientation for human resources staff and department headso Distribute current job descriptions for department head reviewo Revised job descriptions returned to Condrey and Associates
November 2021	<ul style="list-style-type: none">o Conduct department head and supervisor interviewso Begin salary survey
December 2021	<ul style="list-style-type: none">o Continue salary survey
January 2022	<ul style="list-style-type: none">o Develop preliminary cost estimateo Present preliminary classification and pay reporto Publish final report
February 2022 – January 2023	<ul style="list-style-type: none">o Provide follow-up technical assistance in pay plan implementation

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