

# City of Cody City Council

## AGENDA

Tuesday, May 17, 2022 – 7:00 p.m. (Pre-Meeting to begin at 6:50 p.m. to review agenda and discuss custodial services)

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

Mayor's Recognitions and Announcements

Proclamation – Wyoming Basset Hound Rescue Foundation Day

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 May 3, 2022, and Work Session Minutes from May 10, 2022.
- b. Approve Vouchers and payroll in the amount of \$1,323,208.44.
- c. Approve the Stampede Parades on the 2nd, 3rd and 4th of July; sponsor the \$100 permit fee per parade; sponsor other associated staffing and equipment cost. Staff recommends approval of the request with the listed conditions noted on the agenda summary.
- d. Consider approving the Street Closure Requests, as noted in the agenda summary and use of the City Park for the annual Cody Country Car Show on August 26<sup>th</sup> and 27<sup>th</sup>, approval to include staff recommendations.
- e. Authorize the donation of a “Mike Shotts Memorial Bench” to be placed in City Park, donated by the Cody Country Car Show Organizers, with recommendations to work with staff on location to place said bench.
- f. Consider approving a request from the Powell Recreation District and the Heart Mountain Rod & Gun Club (HMRGC) for a donation of crushed concrete not to exceed 50 tons (5 dump truck loads) for road repairs at the range, staff has identified somewhere between 30-50 tons would be available, transportation of material will be the responsibility of the HMRGC.
- g. Authorize the Mayor to sign and enter into the Third Amendment to a Lease between the City of Cody and the Park County Arena Board.

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

3. Public Hearing

4. Conduct of Business

- a. Consider a request from the Cody Stampede Board for the egress traffic control assistance and additional Police presence from the Cody Police Department during their annual 2022 Fourth of July weekend events as in-kind contribution in support of this major annual event. (Based on cost estimates from previous years – PD staff is approximately \$12,365 – average of 36-man hours per event - boom lighting for four days \$1,100 and cost for marked patrol car usage is \$500).

Staff Reference: Chief Baker

Spokesperson: Cody Stampede Board Representative

- b. Ordinance 2022-04 – Third and Final; Reading  
An Ordinance rezoning 2302 and 2310 Mountain View Drive located within the City of Cody, Park County, WY to General Business (D-2).

Staff Reference: Todd Stowell, City Planner

- c. Consider approval of Amendment No.1 to the Professional Services Agreement with Morrison-Maierle, Inc. for the 2022 Cody Sidewalk and Pedestrian Ramp Improvement Project.

Staff Reference: Phillip Bowman, Public Works Director

5. Tabled Items

6. Matters from Staff Members

7. Matters from Council Members

8. Adjournment

**Upcoming Meetings:**

**May 23-25, 2022 – Monday-Tuesday – Wednesday – Council Work Session – Budget Meetings – 4:00 – 6:00 p.m.**

**June 7, 2022 – Tuesday – Regular Council Meeting -7:00 p.m.**

**June 14, 2022 – Tuesday – Work Session – 5:30 p.m.**

**June 21, 2022 – Tuesday – Regular Council Meeting – 7:00 p.m.**

# Proclamation

## Wyoming Basset Hound Rescue Foundation Day – June 18, 2022

**WHEREAS,** Wyoming Basset Hound Rescue Foundation was founded in 1987 and has been actively serving Wyoming, and bordering States, by rescuing basset hounds for 35 years,

**WHEREAS,** Wyoming Basset Hound Rescue Foundation is an established 501(c)(3) organization of the Internal Revenue Code since May 15, 2010,

**WHEREAS,** Wyoming Basset Hound Rescue Foundation rescues basset hounds, whether from an area shelter, via owner relinquishment or taking in unclaimed strays,

**WHEREAS,** Wyoming Basset Hound Rescue Foundation has volunteers across five States, aiding in transportation of basset hounds, fostering of basset hounds and performing home visits for prospective new homes for said basset hounds,

**WHEREAS,** Wyoming Basset Hound Rescue Foundation will be celebrating its 35<sup>th</sup> Anniversary at its annual Basset Lovers Picnic at Hugh Smith Park, Cody, Wyoming, on June 18, 2022,

**NOW THEREFORE,** be it resolved, that I, Matt Hall, Mayor of the City of Cody, do hereby proclaim that June 18, 2022, be Wyoming Basset Hound Rescue Foundation Day.

**DATED** this 17<sup>th</sup> day of May, 2022.

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Matt Hall, Mayor

ATTEST:

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Cindy Baker, Clerk

**City of Cody  
Council Proceedings  
Tuesday, May 3, 2022**

A regular meeting of the Cody City Council was held in the Council Chambers at City Hall in Cody, Wyoming on Tuesday, May 3, 2022 at 7:00 p.m.

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

Absent: Council Members Justin Baily and Emily Swett

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

Proclamation – Law enforcement Week

Council Member Ballard made a motion seconded by Council Member Quick to approve the agenda as amended removing item h to conduct of business, approval including the Consent Calendar including Regular Minutes from April 19, 2022, and Work Session Minutes from April 26, 2022. approve Vouchers and payroll in the amount of \$683,439.60, appoint Mayor Matt Hall as Voting Delegate for the WAM Convention Business Meeting to be held on June 9, 2022, and Barry Cook, City Administrator as Alternate Voting Delegate. approve the request from Kay Clark, Clark Management Company, Inc. & Best of the Rockies – Cody Horse Sale for closure of 12<sup>th</sup> Street between Sheridan and Beck Avenues from 8:00 a.m. on Friday, May 6<sup>th</sup> through 9:00 a.m. on Sunday May 8<sup>th</sup>, also approve the Catering Permit and Open Container Permits for same period as requested by the Irma Hotel; approval of increasing the cost of Bid 2021-14 to Floyd's Truck Center by \$3,800, authorize a request from Yellowstone Beer Fest to conduct beer sales during Concerts in the Park on the Thursday for the first six weeks, authorize a malt beverage permit and open container permit for each event. (Dates include 7/7, 7/14, 7/21, 7/28, 8/4 and 8/11); and authorize the closure of 12<sup>th</sup> Street between Sheridan Avenue and Beck Avenue from 3:00 p.m. on Friday May 27<sup>th</sup> through 9:00 a.m. on Sunday May 29<sup>th</sup>, for the third annual Mustang Car Show, as well as, authorize an open container permit for this event.

Council Member Ballard made a motion seconded by Council Member Fritz to authorize the mayor to sign a Placemaking Application for the Cody Country Chamber of Commerce to submit application for a grant to Wyoming Business Council. Vote was unanimous.

Council Member Rasmussen made a motion seconded by Council Member Fritz to approve a request from the "Wild Bunch Entertainers" (WBE) to hold western re-enactment gunfighter shows May 30, 2022 through September 17, 2022 on 12<sup>th</sup> Street between Sheridan Ave and the first alley south of Sheridan Ave. Street Closure and barricades to be set up at 5:00 p.m., while allowing vacated parking spots to be signed for no parking starting at 4:00 p.m. and tear down by 7:00 p.m. Approval included the discharge of firearms. Vote was unanimous.

No motion was made to consider whether to prepare an ordinance to rezone properties at 1614, 1626 and 1634 Alger Ave.

Ordinance 2022-04 – First Reading

An Ordinance rezoning 2302 and 2310 Mountain View Drive located within the City of Cody, Park County, Wyoming to General Business (D-2). Council Member Rasmussen made a motion seconded by Council Member Quick to approve Ordinance 2022-04 on First Reading. Vote was unanimous.

Council Member Fritz made a motion seconded by Council Member Quick to approve the preliminary plat of the Sunridge Minor Subdivision, a 2-lot subdivision, with associated variances and conditions of approval. Vote was unanimous.

Council Member Ballard made a motion seconded by Council Member Rasmussen to approve the preliminary plat of the 31<sup>st</sup> Street Minor Subdivision, a 2-lot subdivision with associated variances and conditions of approval. Vote was unanimous.

Council Member Rasmussen made a motion seconded by Council Member Fritz to authorized the Mayor to enter into and sign the "Buy-Back Agreement" between Bobcat of the Big Horn Basin, Inc and the City of Cody. Vote was unanimous.

Council Member Rasmussen made a motion seconded by Council Member Ballard to approve of the "Agreement for Work to be Performed" for the Beacon Hill Water Tank and Water Main Extension

Project. Voting in favor were Council Members, Rasmussen, Ballard, Quick and Mayor Hall.  
Opposed was Council Member Fritz.

Mayor Hall adjourned the meeting at 8:13 p.m.

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Mayor, Matt Hall

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Cindy Baker, Administrative Services Officer

**City of Cody**  
**Council Proceedings**  
**Tuesday, May 10, 2022**

A special meeting of the Cody City Council was held in Council Chambers of Cody City Hall on Tuesday, May 10, 2022 at 5:30 p.m.

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

Absent: Council Member Andrew Quick and City Attorney Scott Kolpitcke

Mayor Hall called the meeting to order at 5:25 p.m.

Council Member Ballard made a motion seconded by Council Member Rasmussen to approve Resolution 2022-12 Manufacture's Off Premise Permit. Vote was unanimous.

Council Member Baily made a motion seconded by Council Member Fritz to approve Resolution 2022-13 A Resolution Supporting the Amendment to the State Statute Regarding the Formula for Determining the Number of Bar & Grill Licenses Available. Vote was unanimous.

Council Member Rasmussen made a motion seconded by Council Member Swett to approve Resolution 2022-15 A Resolution Supporting an Amendment to the Statutes Relating to the Distribution of Sales Tax. Council Member Fritz recused himself from the vote. Vote was unanimous from remaining Council Members.

Council Member Fritz made a motion seconded by Council Member Baily to approved Ordinance 2022-04 – 2<sup>nd</sup> Reading. An Ordinance Rezoning 2302 and 2310 Mountain View Drive located within the City of Cody, Park County, Wyoming to General Business (D-2). Vote was unanimous.

Council Member Rasmussen made a motion seconded by Council Member Baily to award Bid No 2022-03 for the 2022 Cody Sidewalk and Pedestrian Ramp Improvements Project to Two Sisters Contracting, LLC in the amount of \$384,824.72 and authorize the Mayor to sign the Notice of Award, Agreement between the City of Cody and Contractor and all associated contract documents. Vote was unanimous.

Mayor Hall adjourned the Work Session at 5:40 p.m.

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Cynthia D Baker  
Administrative Services Officer

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Matt Hall  
Mayor

Report Criteria:  
Invoice Detail.Input date = 05/10/2022  
Invoice.Batch = {NOT LIKE} "1"

Secondary Name	Invoice	Description	Invoice Date	Total Cost
<b>ACKER ELECTRIC INC (270)</b>				
	61858	RW PUMP REPAIR	04/25/2022	195.00
Total :				195.00
Total ACKER ELECTRIC INC (270):				195.00
<b>ADVANCED EXERCISE EQUIPMENT (127022)</b>				
	38796	FITNESS EQUIPMENT	04/25/2022	850.00
Total :				850.00
Total ADVANCED EXERCISE EQUIPMENT (127022):				850.00
<b>ALTITUDE RECYCLING EQUIPMENT (131480)</b>				
	A4928	ELECTRONIC COMPONENTS FOR BALER	04/26/2022	260.00
	A4929	ELECTRONIC COMPONENTS FOR BALER	04/26/2022	650.00
Total :				910.00
Total ALTITUDE RECYCLING EQUIPMENT (131480):				910.00
<b>AMERI - TECH EQUIPMENT COMPANY (131395)</b>				
	3022022	50 ROLL OUTS AND SHIPPING	04/27/2022	5,500.00
Total :				5,500.00
Total AMERI - TECH EQUIPMENT COMPANY (131395):				5,500.00
<b>AMERICAN FAMILY LIFE ASSUR (550)</b>				
	986776	AFLAC PREMIUM	05/05/2022	2,140.59
Total :				2,140.59
Total AMERICAN FAMILY LIFE ASSUR (550):				2,140.59
<b>AMERICAN WELDING &amp; GAS, INC. (128592)</b>				
	08497321	CARBON DIOXIDE/CYLINDER RENTAL	04/30/2022	37.14
Total :				37.14
Total AMERICAN WELDING & GAS, INC. (128592):				37.14
<b>ANIXTER INC (130622)</b>				
	5248436-00	FAULT INDICATOR KIT	04/25/2022	3,490.53
	5291263-01	600 TO 200 AMP BUSHING ADAPTORS	04/26/2022	1,116.93
Total :				4,607.46
Total ANIXTER INC (130622):				4,607.46
<b>ARNOLD, KIRSTEN (132926)</b>				
	2.0590.12	DEPOSIT REFUND	05/02/2022	5.36

Secondary Name	Invoice	Description	Invoice Date	Total Cost
Total :				5.36
Total ARNOLD, KIRSTEN (132926):				5.36
BAILEY ENTERPRISES INCORPORATED (130546)				
	6146257	Fuel	05/01/2022	308.35
	6146257	Fuel	05/01/2022	1,301.07
	6146257	Fuel	05/01/2022	228.13
	6146257	Fuel	05/01/2022	76.04
	6146257	Fuel	05/01/2022	3,155.75
	6146257	Fuel	05/01/2022	228.13
	6146257	Fuel	05/01/2022	114.06
	6146257	Fuel	05/01/2022	59.19
	6146257	Fuel	05/01/2022	585.04
	6146257	Fuel	05/01/2022	381.90
	6146257	Fuel	05/01/2022	244.42
	6146257	Fuel	05/01/2022	30.51
	6146257	Fuel	05/01/2022	118.23
	6146257	Fuel	05/01/2022	65.49
	6146257	Fuel	05/01/2022	22.43
	6146257	Fuel	05/01/2022	105.82
	6146257	Fuel	05/01/2022	44.87
	6146257	Fuel	05/01/2022	1,466.61
	6146257	Fuel	05/01/2022	108.70
	6146257	Fuel	05/01/2022	1,519.75
	6146257	Fuel	05/01/2022	648.15
	6146257	Fuel	05/01/2022	15.52
	6146257	Fuel	05/01/2022	3.88
	6146257	Fuel	05/01/2022	7.76
	6146257	Fuel	05/01/2022	11.64
	6146257	Fuel	05/01/2022	33.69
	6146257	Fuel	05/01/2022	6,512.56
	6146257	Fuel	05/01/2022	2,127.91
	6146257	Fuel	05/01/2022	235.56
	6146257	Fuel	05/01/2022	189.73
	6146257	Fuel	05/01/2022	88.38
	6146257	Fuel	05/01/2022	33.69
	6146257	Fuel	05/01/2022	658.26
	6146257	Fuel	05/01/2022	441.64
	6146257	Fuel	05/01/2022	33.69
	6146257	Fuel	05/01/2022	542.66
	6146257	Fuel	05/01/2022	153.16
	6146257	Fuel	05/01/2022	580.52
	6146257	Fuel	05/01/2022	2,410.33
Total :				24,893.22
Total BAILEY ENTERPRISES INCORPORATED (130546):				24,893.22
BIG CO (1190)				
BIG HORN REDI-MIX, INC	383868	GRAVEL FOR 29TH ST	04/29/2022	180.00
Total :				180.00
Total BIG CO (1190):				180.00



Secondary Name	Invoice	Description	Invoice Date	Total Cost
<b>BLACK HILLS GAS HOLDINGS, LLC (132866)</b>				
BLACK HILLS ENERGY	05052022	UTILITIES - BLACK HILLS ENERGY	05/05/2022	1,115.76
BLACK HILLS ENERGY	05052022	UTILITIES - BLACK HILLS ENERGY	05/05/2022	1,425.24
BLACK HILLS ENERGY	05052022	UTILITIES - BLACK HILLS ENERGY	05/05/2022	1,244.58
BLACK HILLS ENERGY	05052022	UTILITIES - BLACK HILLS ENERGY	05/05/2022	1,252.30
BLACK HILLS ENERGY	05052022	UTILITIES - BLACK HILLS ENERGY	05/05/2022	4,821.65
BLACK HILLS ENERGY	05052022	UTILITIES - BLACK HILLS ENERGY	05/05/2022	4,821.65
BLACK HILLS ENERGY	05052022	UTILITIES - BLACK HILLS ENERGY	05/05/2022	652.90
BLACK HILLS ENERGY	05052022	UTILITIES - BLACK HILLS ENERGY	05/05/2022	150.88
BLACK HILLS ENERGY	05052022	UTILITIES - BLACK HILLS ENERGY	05/05/2022	950.12
BLACK HILLS ENERGY	05052022	UTILITIES - BLACK HILLS ENERGY	05/05/2022	537.26
Total :				16,972.34
Total BLACK HILLS GAS HOLDINGS, LLC (132866):				16,972.34
<b>BLAKEMAN PROPANE, INC (4125)</b>				
	5735	PROPANE	03/11/2022	22.30
	5735	PROPANE	03/11/2022	1.18
	5735	FORKLIFT VALVE AND ADAPTER	03/11/2022	80.15
Total :				103.63
Total BLAKEMAN PROPANE, INC (4125):				103.63
<b>BORDER STATES INDUSTRIES, INC (1420)</b>				
	923754526	COLD SHRINK	02/24/2022	257.76
	923754526	COLD SHRINK	02/24/2022	28.64
Total :				286.40
Total BORDER STATES INDUSTRIES, INC (1420):				286.40
<b>BRUCH, COLE (132927)</b>				
	14.1120.30	DEPOSIT REFUND	05/03/2022	150.76
Total :				150.76
Total BRUCH, COLE (132927):				150.76
<b>C &amp; C WELDING, INC (1690)</b>				
	26476	BALER REPAIRS	03/02/2022	3,801.18
	26494	BALER REPAIRS	03/09/2022	66.51
Total :				3,867.69
Total C & C WELDING, INC (1690):				3,867.69
<b>CAMPBELL CONSTRUCTION (132936)</b>				
	1000	PUBLIC WORKS ADMIN OFFICE	04/14/2022	950.00
	1000	PUBLIC WORKS ADMIN OFFICE	04/14/2022	1,000.00
	1000	PUBLIC WORKS ADMIN OFFICE	04/14/2022	2,980.00
	1000	PUBLIC WORKS ADMIN OFFICE	04/14/2022	2,980.00
	1000	PUBLIC WORKS ADMIN OFFICE	04/14/2022	2,981.59
Total :				10,891.59

Secondary Name	Invoice	Description	Invoice Date	Total Cost
Total CAMPBELL CONSTRUCTION (132936):				10,891.59
<b>CARQUEST AUTO PARTS (10200)</b>				
	2874-ID-448555	filter C07	04/01/2022	27.99
	2874-ID-448962	hub cap C07	04/07/2022	15.96
	2874-ID-449008	battery G14	04/08/2022	103.17
	2874-ID-449611	switch I07	04/18/2022	7.03
	2874-ID-449629	grommet, LED K03	04/18/2022	8.99
	2874-ID-450182	grease F01	04/26/2022	4.59
	2874-ID-450308	circuit breaker SC005	04/27/2022	5.84
Total :				173.57
Total CARQUEST AUTO PARTS (10200):				173.57
<b>CHILDRESS, AIMEE (131753)</b>				
	042722	SNACKS FOR BRAVO TRAINING	04/27/2022	55.71
Total :				55.71
Total CHILDRESS, AIMEE (131753):				55.71
<b>CODY MIDDLE SCHOOL (123406)</b>				
	050422	ALUMINUM CAN CONTEST	05/04/2022	12.75
Total :				12.75
Total CODY MIDDLE SCHOOL (123406):				12.75
<b>CODY YELLOWSTONE AIR IMPROVE RESOURCES (125574)</b>				
	70221	OUTSIDE AGENCY FUNDING FY 21-22	07/02/2021	5,000.00
Total :				5,000.00
Total CODY YELLOWSTONE AIR IMPROVE RESOURCES (125574):				5,000.00
<b>COPENHAVER KATH KITCHEN KOLPITCKE LLC (3140)</b>				
	50222	Legal Services	05/02/2022	2,987.98
	50222	Legal Services	05/02/2022	304.90
	50222	Legal Services	05/02/2022	670.77
	50222	Legal Services	05/02/2022	670.77
	50222	Legal Services	05/02/2022	731.75
	50222	Legal Services	05/02/2022	731.75
Total :				6,097.92
Total COPENHAVER KATH KITCHEN KOLPITCKE LLC (3140):				6,097.92
<b>CUSTOM DELIVERY SERVICE INC (3343)</b>				
	305043	B08 RADIATOR DELIVERY	04/28/2022	27.75
	305137	B08 RADIATOR DELIVERY	05/02/2022	27.75
Total :				55.50
Total CUSTOM DELIVERY SERVICE INC (3343):				55.50
<b>DAVISON, LAURA (132928)</b>				
	13.0850.18	DEPOSIT REFUND	05/05/2022	6.39

Secondary Name	Invoice	Description	Invoice Date	Total Cost
Total :				6.39
Total DAVISON, LAURA (132928):				6.39
<b>DIAMOND VOGEL PAINTS (124749)</b>				
	101722390	PAINT AND BEADS	04/25/2022	13,332.80
	101740614	FREIGHT FOR PAINT	04/25/2022	1,200.00
Total :				14,532.80
Total DIAMOND VOGEL PAINTS (124749):				14,532.80
<b>EASTSIDE ELEMENTARY SCHOOL (123410)</b>				
	050422	ALUMINUM CAN CONTEST - CARRYOVER FROM 2021	05/04/2022	4.25
	050422	ALUMINUM CAN CONTEST	05/04/2022	5.25
Total :				9.50
Total EASTSIDE ELEMENTARY SCHOOL (123410):				9.50
<b>ELECTRO TEST AND MAINTENANCE, INC. (4060)</b>				
	22-085	PENDLEY SUBSTATION MAINTENANCE	05/04/2022	26,353.61
Total :				26,353.61
Total ELECTRO TEST AND MAINTENANCE, INC. (4060):				26,353.61
<b>ENGINEERING ASSOCIATES (4140)</b>				
	4204056	PROJECT 14111-04 WWTF PHASE 2	04/26/2022	481.58
	4204056	PROJECT 14111-04 WWTF PHASE 2	04/26/2022	147.15
	4204056	PROJECT 14111-04 WWTF PHASE 2	04/26/2022	40.13
	4204056	PROJECT 14111-04 WWTF PHASE 2	04/26/2022	668.86
Total :				1,337.72
Total ENGINEERING ASSOCIATES (4140):				1,337.72
<b>ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE (132506)</b>				
	94234500	ESRI SOFTWARE SUPPORT	04/15/2022	15,000.00
Total :				15,000.00
Total ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE (132506):				15,000.00
<b>EXTRACTOR CORPORATION (132785)</b>				
	22-519	REPAIR TO SWIM SUIT DRYER	05/06/2022	42.00
Total :				42.00
Total EXTRACTOR CORPORATION (132785):				42.00
<b>FASTENAL COMPANY 01WYCDY (126018)</b>				
	WYCDY92866	CREDIT FOR BOLTS AND WASHER RETURNED	01/04/2022	19.62-
Total :				19.62-

Secondary Name	Invoice	Description	Invoice Date	Total Cost
Total FASTENAL COMPANY 01WYCDY (126018):				19.62-
FIRE DISTRICT #2 (131409)				
	BLD-0422-0003	825 SIMPSON AVE	04/11/2022	127.00
	BLD-0422-005	601 STONE ST	04/28/2022	87.00
Total :				214.00
Total FIRE DISTRICT #2 (131409):				214.00
FLOYD'S TRUCK CENTER (132528)				
	X302047471:01	WHEEL SEAL	03/31/2022	101.24
	X302047565:01	C05 EXHAUST COMPONENTS	04/05/2022	901.96
Total :				1,003.20
Total FLOYD'S TRUCK CENTER (132528):				1,003.20
FRANDSON SAFETY, INC. (130638)				
	92347	CHLORINE CALIBRATION	03/10/2022	80.85
Total :				80.85
Total FRANDSON SAFETY, INC. (130638):				80.85
FREMONT MOTOR COMPANY (130255)				
	051722	RETURN BID BOND 2021-13	05/17/2022	3,900.00
Total :				3,900.00
Total FREMONT MOTOR COMPANY (130255):				3,900.00
GOOD 2 GO STORE (132929)				
	050222	RESTITUTION MC-2112-001	05/02/2022	50.00
Total :				50.00
Total GOOD 2 GO STORE (132929):				50.00
GREENELSH, NATALIE (132935)				
	17.0533.17	DEPOSIT REFUND	05/09/2022	62.26
Total :				62.26
Total GREENELSH, NATALIE (132935):				62.26
HALL, THOMAS M BUCKY (132632)				
BUCKYS SPORTS	050322	RESTRING RACQUETBALL RACQUETS	05/03/2022	80.00
Total :				80.00
Total HALL, THOMAS M BUCKY (132632):				80.00
HEBRLEE, TRENT STEVEN (131832)				
HOTLINE ELECTRICAL SALES & SERV	29037	2S METERS	04/25/2022	2,544.00
Total :				2,544.00

Secondary Name	Invoice	Description	Invoice Date	Total Cost
Total HEBRLEE, TRENT STEVEN (131832):				2,544.00
HOTSY EQUIPMENT OF WYOMING, INC (131010)				
	5642	SERVICE CALL AND PARTS	04/26/2022	270.00
Total :				270.00
Total HOTSY EQUIPMENT OF WYOMING, INC (131010):				270.00
J & S CORPORATION (1160)				
BIG HORN GLASS	40761	REPAIR TO FRONT DOOR AT REC CENTER	04/11/2022	100.00
Total :				100.00
Total J & S CORPORATION (1160):				100.00
KITCHEN, SCOTT (129803)				
	4302022	MILEAGE REIMBURSEMENT	05/03/2022	52.94
Total :				52.94
Total KITCHEN, SCOTT (129803):				52.94
LEISURE IN MONTANA INC (131545)				
	SAL20874-2	POOL CHEMICALS AND REAGENTS	03/23/2022	203.03
	SAL20874-2	POOL CHEMICALS AND REAGENTS	03/23/2022	203.03
	SAL20875-1	POOL CHEMICALS AND REAGENTS	04/29/2022	411.77
	SAL20875-1	POOL CHEMICALS AND REAGENTS	04/29/2022	411.78
Total :				1,229.61
Total LEISURE IN MONTANA INC (131545):				1,229.61
LEROUX, INC (1400)				
BOONES MACHINE SHOP/YANKEE CA	36912	REPLACEMENT DUMPSTER RODS	04/19/2022	1,080.00
Total :				1,080.00
Total LEROUX, INC (1400):				1,080.00
LIVINGSTON ELEMENTARY SCHOOL (123409)				
	050422	ALUMINUM CAN CONTEST	05/04/2022	5.50
Total :				5.50
Total LIVINGSTON ELEMENTARY SCHOOL (123409):				5.50
LOCAL GOVERNMENT LIABILITY POOL (6176)				
	14008	CLAIM AGAINST CITY	04/28/2022	5,000.00
Total :				5,000.00
Total LOCAL GOVERNMENT LIABILITY POOL (6176):				5,000.00
MEETEETSE SCHOOL (123413)				
	050422	ALUMINUM CAN CONTEST	05/04/2022	23.75
	050422	ALUMINUM CAN CONTEST - 2021 CARRYOVER	05/04/2022	3.50

Secondary Name	Invoice	Description	Invoice Date	Total Cost
Total :				27.25
Total MEETEETSE SCHOOL (123413):				27.25
<b>MERCHANT JT&amp;S (123069)</b>				
	6811	MERCHANT SECOND YEAR BOOKS	05/02/2022	1,100.00
Total :				1,100.00
Total MERCHANT JT&S (123069):				1,100.00
<b>MOODY, ROBERT (132930)</b>				
	7.1170.28	DEPOSIT REFUND	05/02/2022	106.42
Total :				106.42
Total MOODY, ROBERT (132930):				106.42
<b>NCPERS GROUP LIFE INS (125412)</b>				
C/O MEMBER BENEFITS	5522	PREMIUM	05/05/2022	400.00
Total :				400.00
Total NCPERS GROUP LIFE INS (125412):				400.00
<b>NORTHWEST PIPE (7400)</b>				
	7641103	PARTS FOR MOUNTAIN VIEW IRRIGATION CROSSING	03/10/2022	366.20
	7715441	IRON ORDER	04/25/2022	11,189.03
	7718668	STREET VALVE RISER TOPS	05/02/2022	261.40
	7719253	METER CHECKS AND CONNECTORS	05/02/2022	179.34
Total :				11,995.97
Total NORTHWEST PIPE (7400):				11,995.97
<b>ONE-CALL OF WYOMING (127665)</b>				
	63234	ONE - CALL FEES	05/06/2022	25.69
	63234	ONE - CALL FEES	05/06/2022	25.69
	63234	ONE - CALL FEES	05/06/2022	25.69
	63234	ONE - CALL FEES	05/06/2022	25.68
Total :				102.75
Total ONE-CALL OF WYOMING (127665):				102.75
<b>PARK COUNTY (7670)</b>				
	7265	LEC CONTRACT - DISPATCH SERVICES	05/01/2022	223.57
	7265	LEC CONTRACT - DISPATCH SERVICES	05/01/2022	3,800.53
	7265	LEC CONTRACT - DISPATCH SERVICES	05/01/2022	670.68
	7265	LEC CONTRACT - DISPATCH SERVICES	05/01/2022	17,661.27
	7265	LEC CONTRACT - CAPITOL EQUIPMENT	05/01/2022	4,520.00
	7265	LEC CONTRACT - MAINTENANCE	05/01/2022	1,807.46
	7265	LEC CONTRACT - CONSOLE	05/01/2022	39.15
	7265	LEC CONTRACT - CONSOLE	05/01/2022	665.61
	7265	LEC CONTRACT - CONSOLE	05/01/2022	117.46
	7265	LEC CONTRACT - CONSOLE	05/01/2022	3,093.14
	7265	LEC CONTRACT - UTILITIES	05/01/2022	1,483.24

Secondary Name	Invoice	Description	Invoice Date	Total Cost
	7265	ADJ FOR INITIAL NETWORK SEGREGATION CHANGES	05/01/2022	204.52-
	7265	ANTI VIRUS CLIENT CREDIT	05/01/2022	34.79-
Total :				33,842.80
Total PARK COUNTY (7670):				33,842.80
<b>PARK COUNTY ANIMAL SHELTER (5120)</b>				
	50122	ANIMAL SERVICE CONTRACT - MAY 2022	05/01/2022	4,166.67
Total :				4,166.67
Total PARK COUNTY ANIMAL SHELTER (5120):				4,166.67
<b>PARK COUNTY LANDFILL (129053)</b>				
	043022	BULK ITEM DISPOSAL FEES - APR 2022	04/30/2022	66.60
	043022	LANDFILL CHARGES - APR 2022	04/30/2022	55,801.62
Total :				55,868.22
Total PARK COUNTY LANDFILL (129053):				55,868.22
<b>PARK DISTRICT COURT (132610)</b>				
	5522	GARNISHMENT Civil #29877	05/05/2022	196.97
Total :				196.97
Total PARK DISTRICT COURT (132610):				196.97
<b>PAVEMENT MAINTENANCE INC (7825)</b>				
	22-42	SNOW REMOVAL - PARKING LOTS	04/15/2022	150.00
Total :				150.00
Total PAVEMENT MAINTENANCE INC (7825):				150.00
<b>PLAN ONE ARCHITECTS (7980)</b>				
	ZON-0322-0001	PERMIT REFUND	05/06/2022	250.00
Total :				250.00
Total PLAN ONE ARCHITECTS (7980):				250.00
<b>PROVIDENT LIFE &amp; ACCIDENT INS (128033)</b>				
	5522	PREMIUMS	05/05/2022	23.40
Total :				23.40
Total PROVIDENT LIFE & ACCIDENT INS (128033):				23.40
<b>RAWHIDE MECHANICAL INC (8380)</b>				
	103548	GAS LEAK REPAIR - PARK SHOP	04/26/2022	373.65
Total :				373.65
Total RAWHIDE MECHANICAL INC (8380):				373.65

Secondary Name	Invoice	Description	Invoice Date	Total Cost
<b>SABER PEST CONTROLL LLC (131183)</b>				
	AUD163	PEST CONTROL - AUDITORIUM	05/09/2022	80.00
	CH163	PEST CONTROL - CITY HALL	05/09/2022	60.00
	E150	PEST CONTROL - ELECTRIC	05/02/2022	80.00
	P162	PEST CONTROL - PUBLIC WORKS SH	05/02/2022	50.00
	P162	PEST CONTROL - PUBLIC WORKS SH	05/02/2022	25.00
	P162	PEST CONTROL - PUBLIC WORKS SH	05/02/2022	25.00
	R161	PEST CONTROL - RECYCLING/SANITATION	05/04/2022	60.00
	REC163	PEST CONTROL - REC CENTER	05/09/2022	90.00
	REC163	PEST CONTROL - REC CENTER	05/09/2022	90.00
	W161	PEST CONTROL - WASTEWATER DEPT	05/04/2022	85.00
Total :				645.00
Total SABER PEST CONTROLL LLC (131183):				645.00
<b>SCHRADER METAL &amp; DESIGN (8980)</b>				
	8100	MOTOR FOR HEATER CITY CLERK'S OFFICE	04/03/2022	1,625.56
Total :				1,625.56
Total SCHRADER METAL & DESIGN (8980):				1,625.56
<b>SHOSHONE MUNICIPAL PIPELINE (9130)</b>				
	05012022	SMP WATER PURCHASE - APR 2022	05/01/2022	111,208.24
Total :				111,208.24
Total SHOSHONE MUNICIPAL PIPELINE (9130):				111,208.24
<b>SIZEMORE, KRISTA (132931)</b>				
	4.2250.44	DEPOSIT REFUND	05/05/2022	290.82
Total :				290.82
Total SIZEMORE, KRISTA (132931):				290.82
<b>SMITH, SPENCER (130900)</b>				
SPENCER SMITH CONSTRUCTION LL	172236443PT	REFUND ENCROACHMENT PERMIT FEE	05/05/2022	150.00
Total :				150.00
Total SMITH, SPENCER (130900):				150.00
<b>STANTEC CONSULTING SERVICES INC (132890)</b>				
	1916139	Big Horn Ave Study	04/29/2022	4,782.94
	1916139	Big Horn Ave Study	04/29/2022	1,195.73
Total :				5,978.67
Total STANTEC CONSULTING SERVICES INC (132890):				5,978.67
<b>SUNSET ELEMENTARY SCHOOL (123408)</b>				
	050422	ALUMINUM CAN CONTEST	05/04/2022	21.00
Total :				21.00



Secondary Name	Invoice	Description	Invoice Date	Total Cost
Total SUNSET ELEMENTARY SCHOOL (123408):				21.00
<b>SYSTEMS GRAPHICS INC (129162)</b>				
ADVANCED INFO SYSTEMS	15802	OUTSOURCE BILLS	04/28/2022	19.52
ADVANCED INFO SYSTEMS	15802	OUTSOURCE BILLS	04/28/2022	120.67
ADVANCED INFO SYSTEMS	15802	OUTSOURCE BILLS	04/28/2022	110.49
ADVANCED INFO SYSTEMS	15802	OUTSOURCE BILLS	04/28/2022	109.74
ADVANCED INFO SYSTEMS	15802	OUTSOURCE BILLS	04/28/2022	136.37
ADVANCED INFO SYSTEMS	15810	OUTSOURCE BILLS	05/05/2022	11.45
ADVANCED INFO SYSTEMS	15810	OUTSOURCE BILLS	05/05/2022	70.78
ADVANCED INFO SYSTEMS	15810	OUTSOURCE BILLS	05/05/2022	64.80
ADVANCED INFO SYSTEMS	15810	OUTSOURCE BILLS	05/05/2022	64.37
ADVANCED INFO SYSTEMS	15810	OUTSOURCE BILLS	05/05/2022	79.98
Total :				788.17
Total SYSTEMS GRAPHICS INC (129162):				788.17
<b>TILMAN, BRANDON (132932)</b>				
	040122	REIMBURSEMENT FOR FIT FOR DUTY EXAM	04/01/2022	202.00
Total :				202.00
Total TILMAN, BRANDON (132932):				202.00
<b>TRACTOR &amp; EQUIPMENT CO (9930)</b>				
	BLCS0780724	CUTTING EDGES CAT BLADES	04/27/2022	1,290.44
Total :				1,290.44
Total TRACTOR & EQUIPMENT CO (9930):				1,290.44
<b>UNUM LIFE INSURANCE - LIFE (127935)</b>				
	5522	PREMIUM	05/05/2022	951.56
Total :				951.56
Total UNUM LIFE INSURANCE - LIFE (127935):				951.56
<b>VALLEY SCHOOL (123412)</b>				
	050422	ALUMINUM CAN CONTEST	05/04/2022	10.75
Total :				10.75
Total VALLEY SCHOOL (123412):				10.75
<b>VERIZON WIRELESS - VSAT (131505)</b>				
	22231281-85139290	CELL PHONE DATA CASE #22-264	04/15/2022	50.00
Total :				50.00
Total VERIZON WIRELESS - VSAT (131505):				50.00
<b>WALKER, BRIAN OR JENNIFER (132934)</b>				
	ZON-0122-0001	PARTIAL PERMIT REFUND	04/25/2022	150.00
Total :				150.00

Secondary Name	Invoice	Description	Invoice Date	Total Cost
Total WALKER, BRIAN OR JENNIFER (132934):				150.00
<b>WAPITI SCHOOL (123428)</b>				
	050422	ALUMINUM CAN CONTEST	05/04/2022	8.50
	050422	ALUMINUM CAN CONTEST - 2021 CARRYOVER	05/04/2022	3.75
Total :				12.25
Total WAPITI SCHOOL (123428):				12.25
<b>WESCO DISTRIBUTION CORP (131137)</b>				
WESCO/KVA/MODERN WHOLESALE	793276	CTs	03/15/2022	794.50
WESCO/KVA/MODERN WHOLESALE	810348	STREET LIGHT POLES	04/21/2022	20,400.00
WESCO/KVA/MODERN WHOLESALE	810348	STREET LIGHT POLES	04/21/2022	6,800.00
Total :				27,994.50
Total WESCO DISTRIBUTION CORP (131137):				27,994.50
<b>WEST PARK HOSPITAL (10500)</b>				
DBA CODY REGIONAL HEALTH	A05274147	BLOOD DRAW - CASE #21-697	08/04/2021	250.00
Total :				250.00
Total WEST PARK HOSPITAL (10500):				250.00
<b>WESTERN UNITED ELECTRIC SUPPLY (10605)</b>				
	6055273	MISCELLANEOUS POLE HARDWARE	03/16/2022	1,116.26
	6058960	.336 WRAPLOCK TIES	05/05/2022	543.19
Total :				1,659.45
Total WESTERN UNITED ELECTRIC SUPPLY (10605):				1,659.45
<b>WILDER, TOM (132925)</b>				
	38092632	REC CENTER REFUND	04/29/2022	25.00
Total :				25.00
Total WILDER, TOM (132925):				25.00
<b>WY BASSET HOUND RESCUE (132933)</b>				
	38326662	REC CENTER REFUND	05/05/2022	25.00
Total :				25.00
Total WY BASSET HOUND RESCUE (132933):				25.00
<b>WYOMING DEPARTMENT OF WORKFORCE SERVICES (10670)</b>				
WORKERS COMPENSATION DIV	5522	CONTRIBUTIONS	05/05/2022	8,923.03
WORKERS COMPENSATION DIV	5522	PD VOLUNTEERS	05/05/2022	11.61
WORKERS COMPENSATION DIV	5522	REC VOLUNTEERS	05/05/2022	5.81
	5522	UNEMPLOYMENT FOR 1ST QTR	05/05/2022	483.83
Total :				9,424.28
Total WYOMING DEPARTMENT OF WORKFORCE SERVICES (10670):				9,424.28

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		.	

MEETING DATE: MAY 17, 2022  
DEPARTMENT: CODY POLICE DEPT.  
PREPARED BY: CHUCK BAKER, CHIEF OF POLICE  
DEPT. DIR. APPROVAL: MAY 17, 2022  
CITY ADM. APPROVAL: \_\_\_\_\_  
PRESENTED BY: CHUCK BAKER, CHIEF OF POLICE

## **AGENDA ITEM SUMMARY REPORT** **2022 Street Closure Request for the** **July 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Cody Stampede Parades**

### **BACKGROUND**

The Cody Stampede Parade Committee is a group of local volunteers who direct and produce our annual 4th of July parades. The 2022 Committee is seeking authorization to hold the Cody Stampede Kiddies' Parade on Saturday, July 2, 2022, and the Stampede Parades on Sunday, July 3rd, and again on Monday July 4<sup>th</sup> 2022.

### **SUMMARY**

The Cody Stampede Parade Committee is requesting specific street closures to accommodate each parade.

#### **Requested Street Closures for Kiddies' Parade on Saturday, July 2, 2022**

- Requesting that Sheridan Avenue be closed from 14<sup>th</sup> Street to 10<sup>th</sup> Street.
- With a closed "staging area" on 14<sup>th</sup> St and Rumsey.

#### **Requested Street Closures for Stampede Parades on Sunday and Monday, July 3<sup>rd</sup> and 4<sup>th</sup>, 2022.**

- Requesting that 8<sup>th</sup> Street be closed from Canyon Avenue to Sheridan Avenue.
- Requesting that 17<sup>th</sup> Street be closed from Alger Avenue to Sheridan Avenue.
- Requesting that Cody Avenue be closed from 8<sup>th</sup> Street to 10<sup>th</sup> Street
- Requesting that Sheridan Avenue be closed from 17<sup>th</sup> Street to 8<sup>th</sup> Street.

**NOTE:** A map depicting the parade routes and traffic plan is attached (refer to the below listed attachments).

#### **Requested Hours of Closure for Kiddies' Parade on Saturday, July 2, 2022:**

- The entire parade route will be shut down at 09:30 hrs.
- The parades will commence at 10:00 hrs.
- The parade route will remain closed until the last parade entry exits the parade route.

#### **Requested Hours of Closure for Stampede Parades on Sunday and Monday, July 3<sup>rd</sup> and 4<sup>th</sup>, 2022.**

- The entire parade route will be shut down at 08:45 hrs.
- The parades will commence at 09:30 hrs.
- The parade route will remain closed until the last parade entry exits the parade route.

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

#### Additional Requests:

- The Stampede Parade Committee requests that vehicles left within the parade route after the closure of the streets be towed at the owner's expense.
- Street closures and traffic detours will be coordinated with the City of Cody Police Department and Streets Department.
- The Mayor is authorized to sign the WYDOT Application for Special Event Permit on behalf of the City of Cody.

#### **FISCAL IMPACT**

- Through City Sponsorship, the \$100.00 parade fee for each parade to be waived along with the other associated staffing and equipment costs in the amount determined and approved during the FY22-23 budget process.

#### **ALTERNATIVES**

None

#### **RECOMMENDATION**

Staff recommends approval of the request with the listed conditions;

- A designated member of the Cody Stampede Parade Committee will identify each entry to the parade that intends to discharge blanks munitions during the parade. The Committee member will provide each of those entries a copy of the Conditions letter for discharging firearms and obtain signatures agreeing to the conditions. The finalized document will be provided to the Chief of Police prior to the parades. (Attachment #3)
- A designated member of the Cody Stampede Parade Committee will provide City Streets Supervisor Rob Kramer with a list of Volunteers to assist with street closures along the parade route.

#### **ATTACHMENTS**

1. WYDOT Application for Special Event Permit
2. Parade Route and Traffic Plans
3. Conditions for Discharging Firearms in the City

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

Mack Frost, Stampede Board President

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

**POLICE DEPARTMENT  
CITY OF CODY**

**To:** Cody Stampede Parade Committee  
Committee Members  
1231 12<sup>th</sup> Street  
Cody, Wyoming 82414

**From:** Chuck Baker, Chief of Police

**Date:** May 11, 2022

**Subject:** Conditions for Discharging Weapons in the City  
Cody Stampede Parade Routes  
July 2, 3, 4, 2022  
720 Sheridan Ave.  
Cody, WY. 82414.

Pursuant to City of Cody Code Section 5-4-1, the discharging of firearms in city limits is prohibited, except by permission of the chief of police or city council. This memorandum outlines the conditions which the Cody Stampede Parade Committee must follow in order for the chief of police and city council to grant permission to the Cody Stampede Parade Committee and any parade participants to discharge firearms during the parades on July 2,3 and 4, 2022. The chief of police or his designee retains the right to revoke the permission granted to discharge firearms at any time.

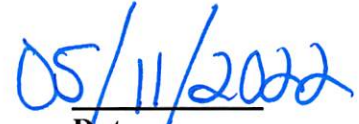
The discharging of period firearms or firing of blanks by designated Parade Entries will only be permitted within the Parade route or during designated opening and closing ceremonies, on July 2, 3, 4, 2022.

- The designated Parade Entries will only use blank cartridge ammunitions produced by a reputable manufacturer or the use of period firearms loaded with black powder blank loads. To ensure spectator safety, participants shall comply with the manufacturer's recommended "Distance and Deflection" safety standards between muzzle blast and the actors and spectators.
- During the discharge of period firearms blank loads or blank cartridge ammunitions, all weapons shall be elevated and aimed upward above building skyline to ensure spectator safety.
- The Cody Stampede Parade Committee shall have each entry that will be discharging of period firearms blank loads or firing blank cartridge ammunitions designate a Safety Person responsible to oversee the safe handling, loading and discharging pursuant to the conditions subject to this approval.

- Safety Persons will have experience working with the type of firearms being used, knowledge of their use, safe handling and safekeeping, and familiarity with the blank munitions being utilized.
  - Safety Persons will be with the Parade Entry at all times during the display to monitor overall safety and will not be one of the persons discharging firearms in the parade.
- The Cody Stampede Parade Committee shall maintain a roster of all Parade Entries intending to discharge blank munitions. This shall include the names of each person discharging the firearms, and the designated safety person for each entry. The Cody Stampede Parade Committee will provide this roster to the Chief of Police prior to June 24, 2022 and any revisions or changes to the list will be reported to the Chief of Police prior to the parade.
  - The Cody Stampede Parade Committee shall advise every entry that will be handling, taking possession or discharging firearms pursuant to this conditional approval, shall be responsible for ensuring that the participants are not prohibited by State or Federal law from possessing or receiving firearms and ammunition.
  - Pursuant to Ordinance 5-4-1 the Chief of Police or their designee has the authority to immediately suspend the previous permission granted to discharge firearms.
  - Any complaints received about the discharge of weapons during the event will be forwarded by Cody Stampede Parade Committee to the office of the Chief of Police as soon as practical.

IT SHALL BE THE RESPONSIBILITY OF THE CODY STAMPEDE COMMITTEE AND THE PARTICIPANTS TO READ, UNDERSTAND AND COMPLY WITH THESE CONDITIONS, ANY RULES ADOPTED BY THE CODY STAMPEDE COMMITTEE, AND ANY OTHER CONDITIONS REQUIRED BY THE GOVERNING BODY OF THE CITY OF CODY. THE CODY STAMPEDE COMMITTEE SHALL ENSURE THEY CONDUCT THE PARADE IN A SAFE AND PRUDENT MANNER THAT PROTECTS THE PARTICIPANTS, SPECTATORS AND PEOPLE IN THE AREA OF THE PARADE. THE CITY OF CODY, THE CODY POLICE DEPARTMENT AND IT EMPLOYEES, AGENTS, REPRESENTATIVES AND OFFICIALS WILL NOT INSPECT, SUPERVISE OR OVERSEE THE FIREARMS, AMMUNITION, THE LOADING OF FIREARMS, OR ANY ASPECT OF THE PERFORMANCE OF THE PARADE.

  
 Chuck Baker, Chief of Police

  
 Date

\_\_\_\_\_  
**Committee Member**  
**Cody Stampede Parade Committee**  
 (Or their Designee)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 Safety Person (Print name)

\_\_\_\_\_  
 Safety Person (SIGNATURE)

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 Person Discharging Firearm  
 (Print name)

\_\_\_\_\_  
 Person Discharging Firearm  
 (SIGNATURE)

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 Person Discharging Firearm  
 (Print name)

\_\_\_\_\_  
 Person Discharging Firearm  
 (SIGNATURE)

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 Person Discharging Firearm  
 (Print name)

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 Person Discharging Firearm  
 (SIGNATURE)

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 DATE

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 Person Discharging Firearm  
 (Print name)

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 Person Discharging Firearm  
 (SIGNATURE)

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 Person Discharging Firearm  
 (Print name)

\_\_\_\_\_  
 Person Discharging Firearm  
 (SIGNATURE)

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 Person Discharging Firearm  
 (Print name)

\_\_\_\_\_  
 Person Discharging Firearm  
 (SIGNATURE)





## 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 Mack H. Frost

Organization Represented Cody Stampede Parade Committee

Date you wish to appear before the Council April 5th, 2022

Email Address mcfrost69@gmail.com Telephone 307-899-3648

Names of all individuals who will speak on this topic Mack Frost

Event Title (if applicable) Stampede Parades

Date(s) of Event (if applicable) July 2, 3 & 4

Location of Event (if applicable) Sheridan Avenue, Cody, Wyoming

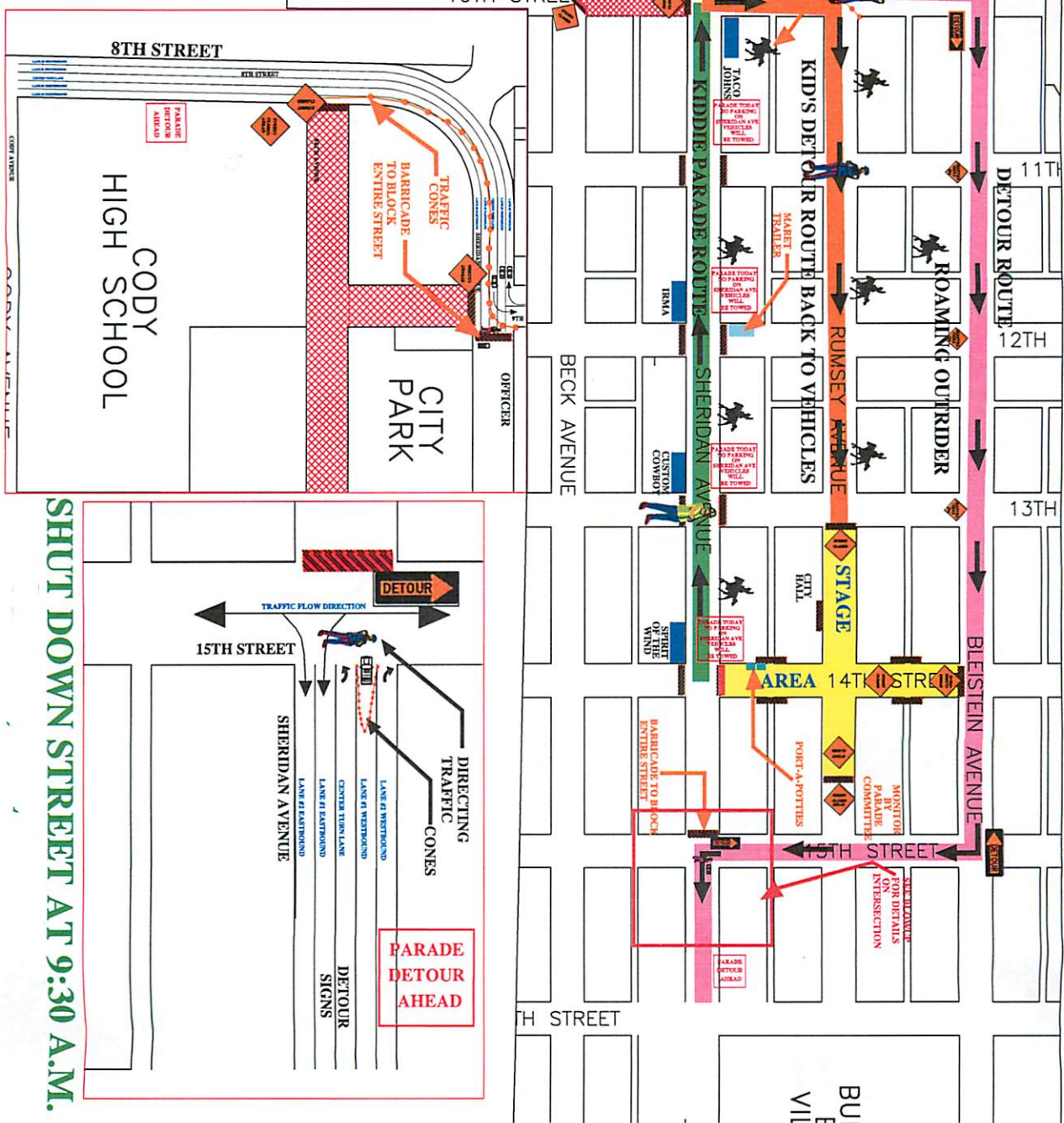
**Full description** of topic to be discussed (include all relevant information including any street closures, times of event, any special requirements or request etc., attach additional sheet if necessary and map showing location of event where applicable) Seeking permission to produce the annual Cody Stampede Parades on July 2nd, 3rd & 4th, 2022 on Sheridan Avenue in Cody. The Kiddies' Parade July 2nd will close Sheridan from 14th St. to 10th St., 9:00 AM to 10 AM. The Kiddies' Parade runs from 9:30 AM to approximately 10 AM. The Stampede Parades July 3rd & 4th will close Sheridan from 8th St. to 17th St. from 8:45 AM to aprox. 11:30 AM. They run from 9:30 AM to about 11:30 AM. Closures will be co-ordinated with the City of Cody Police Dept. and Street Dept.

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

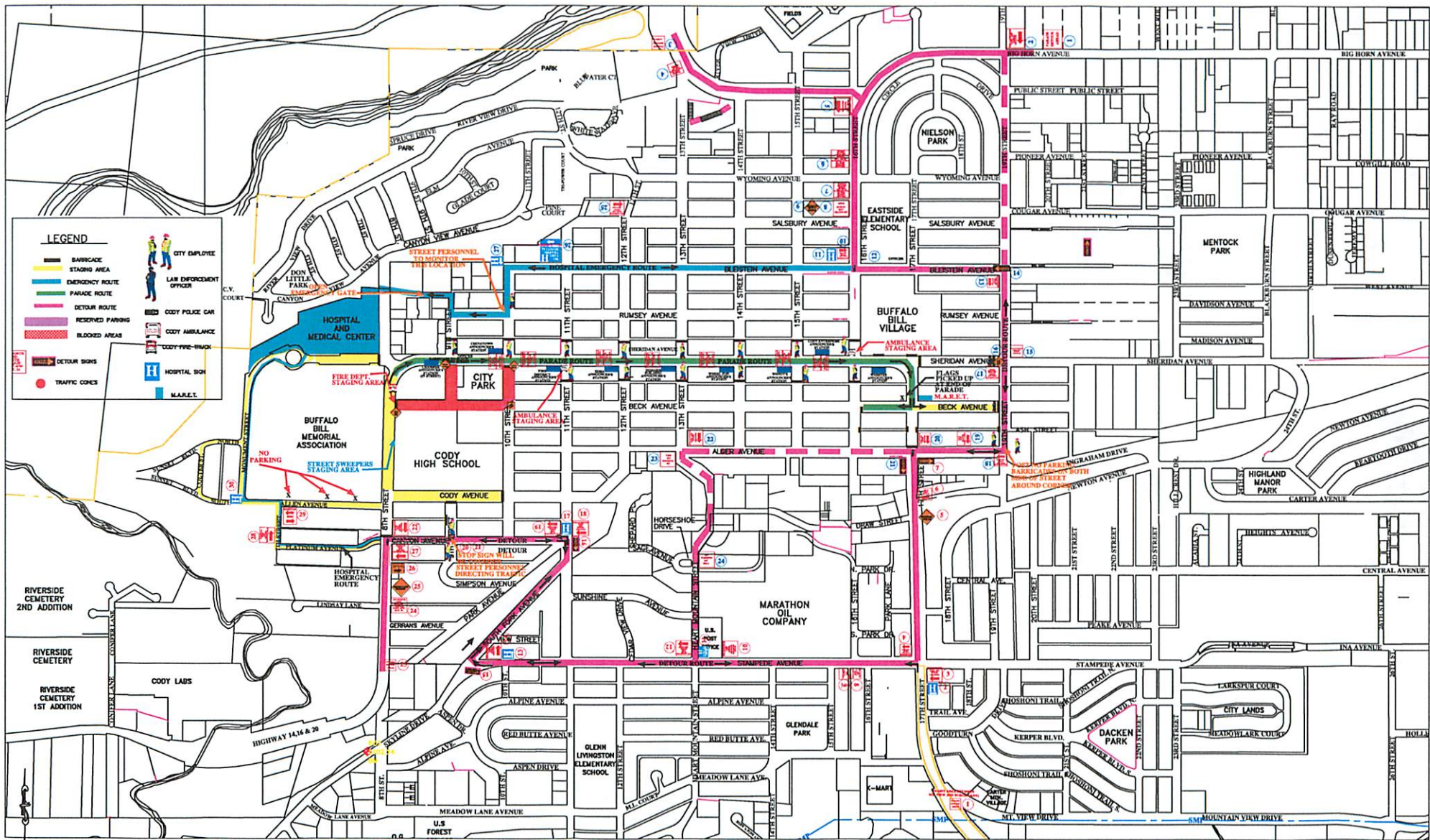
Signature Mack H. Frost Date 03/15/2022



KIDDIE PARADE  
START TIME 10:00A.M.







SCALE: 1"=600'

**STAMPEDE PARADE**

**START TIME 9:30 A.M.**





WYOMING DEPARTMENT OF TRANSPORTATION  
Special Event Application

APPLICATION

Event Name Cody Stampede Parades Event Date 07/02/04  
Type of Event: Parades on Sheridan Avenue in Cody  
Event Director or Organizer Stampede Parade Committee Telephone 307-899-3648  
Address PO Box 2327, Cody, WY 82414 Email mcfrost69@gmail.com  
Club Affiliation or Sponsor Cody Stampede Parade Committee Estimated Number of Participants 1,500+

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

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

highway US 14-16-20/Sheridan Ave between milepost 8th Street and milepost 17th Street  
highway \_\_\_\_\_ between milepost \_\_\_\_\_ and milepost \_\_\_\_\_  
highway \_\_\_\_\_ between milepost \_\_\_\_\_ and milepost \_\_\_\_\_  
highway \_\_\_\_\_ between milepost \_\_\_\_\_ and milepost \_\_\_\_\_  
on July 2. 3. and 4, 2022 between 8:00 AM and 11:30 AM  
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): Cody Stampede Parades  
July 2nd: Kiddies' Parade that runs West from 14th Street to 10th Street on Sheridan Ave.  
July 3 & 4: Main Parades that run East from 8th St. to 17th St. on Sheridan Ave.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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.

WYOMING DEPARTMENT OF TRANSPORTATION  
Special Event Application

APPLICATION

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.

Cody Stampede Parade Cmmt, by Mack H. Frost, Pres.

Name (Please Print)  
  
Signature

03/15/2022

Date (Minimum of 60 days prior to event)

PO Box 2327

Address

Cody, WY 82414

City, State and Zip

307-899-3648

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

Name/Title (Please Print)

Signature/Title

Date

Address

City, State and Zip

Telephone

Approved by county if applicable

Name/Title (Please Print)

Signature/Title

Date

Address

City, State and Zip

Telephone



Western Specialty Insurers

Western Specialty Insurers, LLC  
1116 Remington Plaza, Suite C  
Raymore, MO 64083  
www.rodeoins.com  
(888) 866- 3550

## Club Coverage or Association Application

Name of Insured: Cody Stampede Parade Committee  
Location/Address: 1031 12th St; P O Box 2327  
City/State/Zip Cody, WY 82414  
Contact Person: Lee Ann Reiter Phone: 307-899-6325  
Fax: \_\_\_\_\_ Email: la.reiter@hotmail.com  
Do you own or rent any premises: ☐ Yes ☒ No If yes, List all locations:  
Address: \_\_\_\_\_ Square Footage \_\_\_\_\_  
Address: \_\_\_\_\_ Square Footage \_\_\_\_\_  
Number of Club Members: 15

Completely describe all activities planned for the year – Attach separate sheet if needed:  
Parades on July 2, 3, and 4 with vehicles, horses, walkers, marching bands, etc.

Free musical entertainment in City Park. Sell programs at the Rodeo June to Sept.

Are animals boarded on premises? No On non event days are these premises open or  
closed to members? Open Public? Open

Is bleacher seating provided? No Capacity? \_\_\_\_\_ permanent or temporary?

Is there any alcohol sold or served on premises? No If yes, please describe:

Are any of the following activities done?

Riding Instruction? ☐ Horses for hire? ☐ Hay or Sleigh Rides? ☐ Pony Rides? ☐

Breeding? ☐ Racing? ☐

Years in Business? 100+ Annual Receipts: Non profit - \$65,000

Requested Effective Date of Coverage: May 2022 to May 2023 Current Insurance

Company: Western Specialty Insurance

Limit of Liability Requested: ☐ \$500,000 ☒ \$1,000,000

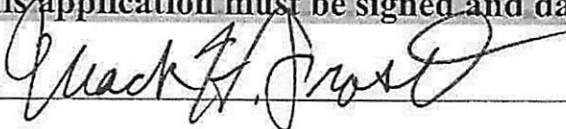
Higher limits are available upon request

Has insured had any claims during the last 5 years? ☐ Yes ☒ No

If so, please provide details:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**This application must be approved by insurance company prior to coverage being bound. This application must be signed and dated.**

Applicants Signature



Email Address: mcfrost69@gmail.com

Phone number 307-899-3648

Date

02/07/2022

**Return completed application to:**

***Western Specialty Insurors, LLC  
1116 Remington Plaza, Suite C  
Raymore, MO 64083***

***(888) 866-3550 Fax (816) 623-5982  
www.rodeoins.com***



## 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, and/or provide additional information. Note: Some request 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, preferred lead time 14 days minimum to allow sufficient time for internal review. Untimely submission may result in the inability to be considered for approval.** Council packets are prepared the in advance prior to the Tuesday meetings. Note 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 KEN POSSEY

Organization Represented Cody Country Park Show

Date you wish to appear before the Council OPEN

E-Mail Address COOYCOUNTRYCANSHOW@GMAIL.COM Telephone 307-899-7677

Names of all individuals who will speak on this topic KEN POSSEY

Event Title (if applicable) \_\_\_\_\_

Date(s) of Event (if applicable) AUGUST 26, 27, 28

Location of Event (if applicable) CODY CITY 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) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
SEE NOTE PAGES  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Signature [Signature] Date 2/20/2022



This years show will be our 10<sup>th</sup> ANNIVERSARY show. We will be doing the SAME AS we HAVE done the past few years. Starting the night of Thursday August 25<sup>th</sup> we would like to shut the streets off AROUND city PARK. Streets we would like to close include from intersection of 8<sup>th</sup> AND Beck going EAST to 10<sup>th</sup> STREET including 10<sup>th</sup> to SHERIDAN AVE AND 9<sup>th</sup> STREET to the EAST ENTRANCE of the CHAMBER. These streets would REMAIN closed UNTIL Saturday the 27<sup>th</sup> at AROUND 5:00 PM ONCE we get EVERYTHING cleaned up we will open the streets back up for LOCAL traffic. ON Friday we will open REGISTRATION AROUND NOON, AT 2:00 PM we will host A dinner IN the PARK for PARTICIPANTS. While that is going on we will also line vehicles up for the PARADE of CARS down MAIN STREET. The PARADE will leave from the PARK AND head EAST on Beck ONCE we reach 15<sup>th</sup> turn LEFT AND head NORTH to SHERIDAN AVE, turn LEFT on SHERIDAN AVE AND go DOWN MAIN STREET all the way to the intersection of 8<sup>th</sup> AND Beck, turn RIGHT into the ENTRANCE of the MUSEUM PARKING Lot. ONCE PARADE is over we will continue on to the Buffalo Bill State PARK for our POKER RUN AND end up back at Cody City PARK for the ICE CREAM social. Saturday ~~we~~ will be the



show-n-shine in the park for approximately 300 plus vehicles. We will start parking cars around 6:00am, the show will open to the public at 10:00am. Awards will be handed out starting at 2:00pm. We should be done by 3:00-3:30pm. At that time we will start cleaning up.

We will need to use City Park & bandshell Friday August 26<sup>th</sup> all day and Saturday August 27<sup>th</sup> from 5:00am - 5:00pm or earlier once clean up is done Saturday.

We would like to request the street closure signs, 3 tier barricades, cones ect. be dropped off by Cody Street Dept and we will set everything up per Rob Krammer's advice.

We would also like to request the assistance of Chief Baker and the Cody Police Dept for Friday evening with the parade of cars down mainstreet. Parade will leave Cody City Park at ~~6:00~~ 6:30pm. I will reach out to Chief Baker to set up an appointment to discuss as we have in the past.

As always thank you for all your support.

Cody Country Car Show

Ken Posey



## City of Cody Agenda Request Form

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\*\*\*\*\*

Name of person to appear before the Council KEN POSEY

Organization Represented CODY COUNTRY CAR SHOW

Date you wish to appear before the Council OPEN

E-Mail Address CODYCOUNTRYCARSHOW@GMAIL.COM Telephone 307-899-7677

Names of all individuals who will speak on this topic KEN POSEY

Event Title (if applicable) MIKE SHOTTS MEMORIAL

Date(s) of Event (if applicable) AUGUST 27<sup>th</sup>

Location of Event (if applicable) CODY CITY 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)

AT OUR CAR SHOW IN 2021 WE HELD A MEMORIAL FUNDRAISER FOR OUR GOOD FRIEND MIKE SHOTTS. WITH THE MONEY WE RAISED AND THE HELP OF THE CODY COUNTRY CAR SHOW WE WOULD LIKE TO PURCHASE A MEMORIAL PARK BENCH IN HONOR OF MIKE'S MEMORY. I HAVE SPOKE WITH ERIC ASAY ABOUT POSSIBLY PLACING THIS BENCH IN CITY PARK AND WOULD LIKE TO VISIT WITH COUNCIL ABOUT THIS.

THANK YOU! KEN POSEY

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

Signature KEN POSEY Date 2/20/2022

Dear Berry Cook,

5-2-2022

On behave of the Powell Recreation District and the Heart Mountain Rod and Gun Club, I'm asking if the City of Cody would donate a few loads of crushed concrete for road repairs at the range. The range is part of the Powell Recreation District. I've spoken with Rob Kramer and he said that he has some to spare.

Thank you

Dane Austin

### **THIRD AMENDMENT TO LEASE AGREEMENT**

THIS THIRD Amendment to a "Lease" dated January 2000, between the City of Cody, Wyoming, a municipal corporation, and the Park County Arena Board, a Wyoming non-profit corporation, amends the Section 3, pertaining to the "Term of the Lease", and Section 9.

Section 3 shall be replaced and amended to provided as follows:

3. TERM OF LEASE. The term of this lease shall be for twenty-five (25) years, beginning July 1, 2022, and ending June 30, 2047. Thereafter, the parties may renew the lease for successive ten (10) year terms. No action shall be required by either party to renew the lease for successive ten year terms, and such renewals shall be automatic unless either party shall give notice at least one hundred eight (180) days prior to the end of any term of their intent not to renew the lease. The parties shall meet to review the terms of the lease agreement every five years beginning July 2027, to discuss any adjustments to the Lease.

Section 19 shall be replaced and amended to provide as follows:

19. DEFAULT, INSOLVENCY, ETC. OF LESSEE. If the LESSEE shall be declared bankrupt or insolvent according to the law, or if any assignment shall be made of any of its property for the benefit of creditors, or if the LESSEE defaults in any material term of this Lease, then, the LESSOR may immediately or at any time thereafter, while such default continues, and without further notice or demand, enter into and upon the premises or any pat thereof and repossess the premises, and expel the LESSEE and those claiming under it, and remove their effects (forcibly if necessary) without being deemed guilty of any

manner of trespass, and without prejudice to any remedies which might otherwise be used for arrears of rent, and upon such entry the lease shall terminate.

**PARK COUNTY ARENA BOARD**

  
\_\_\_\_\_  
President

May 12, 2022.

**CITY OF CODY, WYOMING**

A Wyoming Municipal Corporation

\_\_\_\_\_  
Matt Hall, Mayor

May \_\_\_\_\_, 2022.

ATTEST:

\_\_\_\_\_  
Cynthia D. Baker, Clerk

MEETING DATE:	MAY 17, 2022
DEPARTMENT:	CODY POLICE DEPT.
PREPARED BY:	CHUCK BAKER, CHIEF OF POLICE
DEPT. DIR. APPROVAL:	
CITY ADM. APPROVAL:	MAY 17, 2022
PRESENTED BY:	CHUCK BAKER, CHIEF OF POLICE

**AGENDA ITEM SUMMARY REPORT**  
**Traffic Control and Police Presence during the**  
**PRCA Xtreme Bulls and Cody Stampede Rodeos**  
**June 30, through July 4, 2022**

**BACKGROUND SUMMARY**

The Cody Stampede Rodeo events over the 2022 Fourth of July weekend, (June 30 through July 4<sup>th</sup>) are the largest in the region and attract sellout crowds to the Professional Rodeo Cowboys Association (PRCA) Xtreme Bulls and other events. During the four days, more than 800 participants which includes some the best cowboys from all over the United States compete for prize money.

The Cody Stampede Rodeo events are well managed. They provide an internal security detail that takes the lead for event security to maintain a safe and orderly environment. This detail handles most issues relating to access, control, prohibited items and the enforcement of any event rules. The event organizers have a designed parking plan that is staffed with volunteers to direct the flow of traffic entering the parking areas, increase pedestrian safety and support an efficient and safe egress traffic pattern at the conclusion of the events each night.

During each night CPD provides two, two-man teams for high-visibility foot patrols inside the Rodeo complex. These patrols maintain a visible presence at the entrances prior to the events to enhance the sense of security for all visitors, and respond only to issues that rise to a level requiring law enforcement intervention.

Prior to the event Public Works staff drop off several hundred traffic cones and portable traffic control signs. After deployment each night this equipment is left at the entrances for re-deployment the next day and removed by Public Works staff after the July 4<sup>th</sup> final event.

CPD sets up and provides egress traffic control after each event. The egress traffic plan (attached) has been implemented and revised over the years to maximize safety for Rodeo visitors and pass-through traffic occurring along Yellowstone Avenue. This plan requires five (5) officers and five (5) marked patrol vehicles for a safe set up and implementation. On-duty CPD officers provide additional traffic control support along Yellowstone Ave. including the stoplight-controlled intersection at the Wal-Mart entrance. At the conclusion of the traffic control assignment CPD officers remove traffic cones, temporary signs and safety boom lights from the roadway. All CPD officers are released from their assignments by the Operations Commander based on traffic and pedestrian volume, calls for service and other safety considerations.

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

## **ACTION**

The Cody Stampede Board is requesting egress traffic control assistance and additional Police presence from the Cody Police Department during their 2022 Fourth of July weekend events as an in-kind contribution in support of this major annual event.

The traffic control plan includes the use of City own traffic cones and portable traffic control signage. To enhance safety for traffic control officers the PD also leases “boom-lights” from a local vendor for illumination at the parking lot exit points.

## **FISCAL IMPACT**

Based on cost estimates from previous events the total cost for providing the listed PD staff is approximately \$12,365.

Boom-light lease for the four days is approximately \$1,100.

Costs for marked patrol car usage as established by off-duty rates is approximately \$500.

## **ALTERNATIVES**

1. Approve the request with listed conditions.
2. Deny the request.
3. Approve with modification of conditions to the request.

## **RECOMMENDATION**

Staff recommends approval.

## **ATTACHMENTS**

- 1) 2022 Egress Traffic Control Plan.

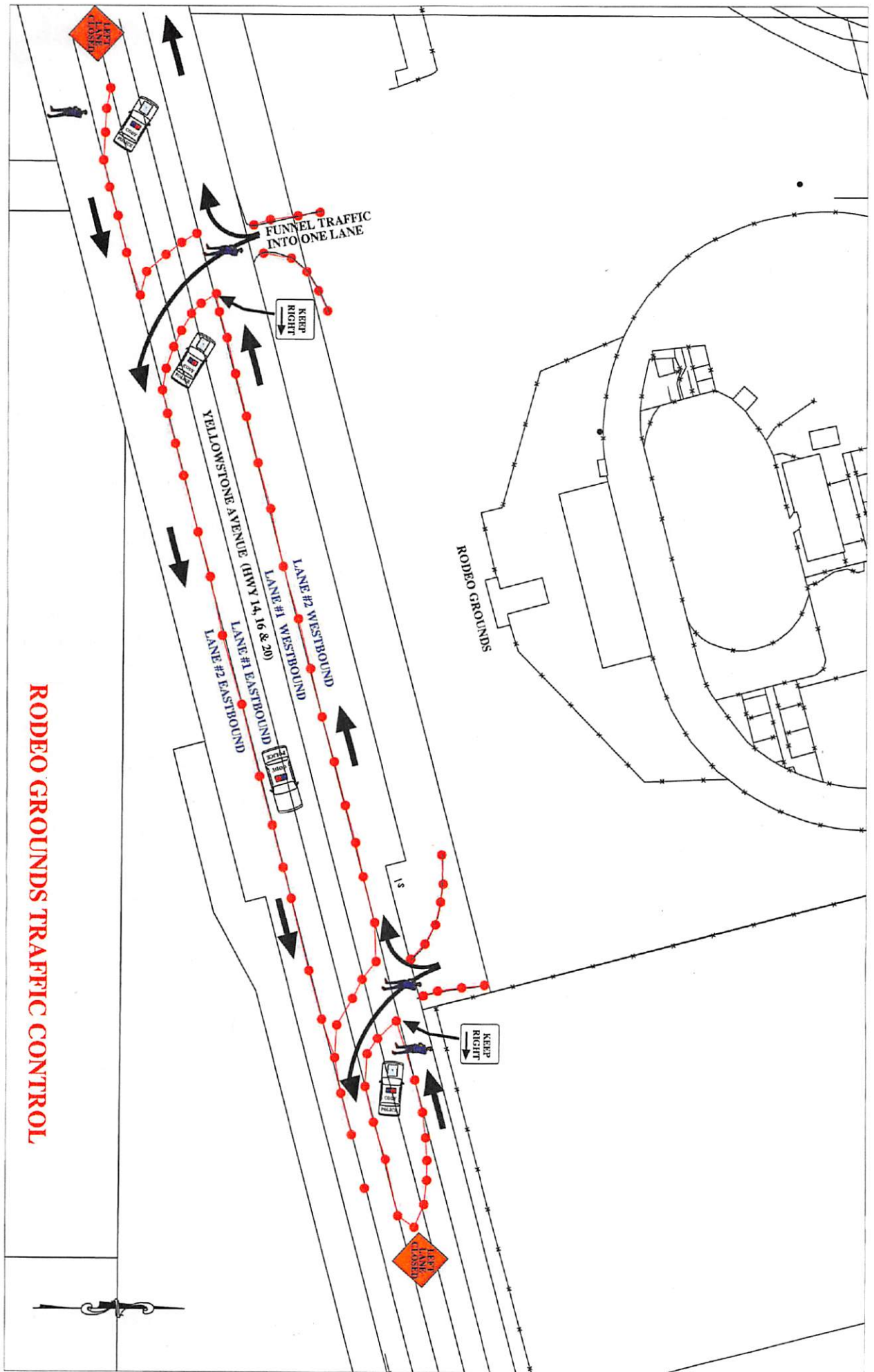
## **AGENDA & SUMMARY REPORT TO:**

Cody Stampede Board

Chad Ball  
Marc Thompson  
Ed Bednarz

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





**RODEO GROUNDS TRAFFIC CONTROL**



## City of Cody Agenda Request Form



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\*\*\*\*\*

Name of person to appear before the Council Chad Ball, Marc Thompson

Organization Represented Cody Stampede Board

Date you wish to appear before the Council 5/17/22 or 6/7/22

Email Address admin@codystampederodeo.com Telephone 307-587-5155

Names of all individuals who will speak on this topic Chad Ball, Marc Thompson

Event Title (if applicable) Cody Stampede | Cody Xtreme Bulls

Date(s) of Event (if applicable) June 30th - July 4th

Location of Event (if applicable) Stampede 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 Police traffic control and presence during the Stampede Rodeos.

Which City employee(s) have you spoken to about this issue? Email from Cindy Baker and Chad Ball spoke with Mayor Matt Hall

Signature Ed Bednarz - GM Date 5/11/22

## ORDINANCE 2022-04

### AN ORDINANCE REZONING 2302 AND 2310 MOUNTAIN VIEW DRIVE LOCATED WITHIN THE CITY OF CODY, PARK COUNTY, WYOMING TO GENERAL BUSINESS (D-2).

WHEREAS, the City of Cody caused an advertisement to rezone 2302 and 2310 Mountain View Drive from Industrial (E) to General Business (D-2) to be published in the Cody Enterprise newspaper and mailed to neighboring properties within 140 feet;

WHEREAS, the Planning and Zoning Board held a property advertised public hearing and considered the request at their meeting on April 26, 2022; and,

WHEREAS, the governing body of the City of Cody has reviewed the application, staff report, and public comments and finds that it is in the best interest of the public to rezone the subject properties to General Business (D-2).

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

Section 1:

That the following described properties shall be and the same are hereby rezoned to General Business (D-2), as set forth in City of Cody Code Title 10.

That certain property identified as the “Adjusted Quin Blair Enterprises, Inc. Parcel” shown on Record of Survey for Boundary Line Adjustment recorded in Book M, Page 130, records of the Park County Wyoming Clerk and Recorder, which property is further described as follows:

#### LEGAL DESCRIPTION OF THE ADJUSTED QUIN BLAIR ENTERPRISES, INC. PARCEL

TRANScribed FROM THE DEED RECORDED IN DOCUMENT NO. 2016-706: A PARCEL BEGINNING AT THE NE CORNER OF THE SE1/4NE1/4 OF LOT 62, R.1.S., THEN W. 45', S. 179.47', W. 80', S. 58.53', E. 60', S. 100', W. 60', S. 302', E. 125', & N. 640' TO P.O.B. (SEC. 6, D.S.) T. 52, R. 101, PARK COUNTY, STATE OF WYOMING.

AND:

A PARCEL OF LAND IN THE SE1/4NE1/4 OF SECTION 6, TOWNSHIP 52 NORTH, RANGE 101 WEST OF THE 6TH PRINCIPAL MERIDIAN, PARK COUNTY, WYOMING, ORIGINAL GOVERNMENT, NOW BEING IN LOT 62, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID SE1/4NE1/4; THENCE S89°52'44"W ALONG THE NORTH BOUNDARY THEREOF A DISTANCE OF 125.00 FEET; THENCE S90°11'44"E PARALLEL WITH THE EAST LINE THEREOF A DISTANCE OF 238.00 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING S90°11'44"E PARALLEL WITH THE EAST LINE THEREOF A DISTANCE OF 100.00 FEET; THENCE N89°52'44"E PARALLEL WITH THE NORTH LINE THEREOF A DISTANCE OF 60.00 FEET; THENCE N00°11'44"W PARALLEL WITH THE EAST LINE THEREOF A DISTANCE OF 100.00 FEET; THENCE S89°52'44"W PARALLEL WITH THE NORTH LINE THEREOF A DISTANCE OF 60.00 FEET, MORE OR LESS TO THE POINT OF BEGINNING.

EXCEPTING THEREFROM THE FOLLOWING DESCRIBED PARCEL

A PARCEL OF LAND WITHIN THE SOUTHEAST ONE-QUARTER NORTHEAST ONE-QUARTER (SE1/4NE1/4) OF SECTION 6, TOWNSHIP 52 NORTH, RANGE 101 WEST OF THE SIXTH PRINCIPAL MERIDIAN, PARK COUNTY, WYOMING, ACCORDING TO THE ORIGINAL GOVERNMENT SURVEY, NOW BEING IN LOT 62 OF SAID TOWNSHIP AND RANGE ACCORDING TO THE GOVERNMENT RESURVEY; SAID PARCEL BEING GRAPHICALLY ILLUSTRATED AS PARCEL "A" HEREON AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF LOT 7 OF THE HILL SUBDIVISION; SAID SUBDIVISION AS RECORDED IN BOOK F, PAGE 122 OF THE PLAT RECORDS ON FILE IN THE OFFICE OF THE PARK COUNTY CLERK AND RECORDER; THENCE SOUTH 00°00'37" WEST COINCIDENT WITH THE EAST LINE OF SAID SE1/4NE1/4 AND THE WEST LINE OF SAID LOT 7, A DISTANCE OF 322.61 FEET; THENCE LEAVING SAID EAST LINE, NORTH 08°52'00" WEST, A DISTANCE OF 37.03 FEET; THENCE NORTH 01°09'00" EAST, A DISTANCE OF 266.08 FEET, MORE OR LESS, TO THE POINT OF BEGINNING, CONTAINING 921 SQUARE FEET (0.02 ACRES), MORE OR LESS.

AND

A PARCEL OF LAND WITHIN LOT 7 OF THE HILL SUBDIVISION; SAID SUBDIVISION AS RECORDED IN BOOK F, PAGE 122 OF THE PLAT RECORDS ON FILE IN THE OFFICE OF THE PARK COUNTY CLERK AND RECORDER; SAID PARCEL BEING GRAPHICALLY ILLUSTRATED AS PARCEL "B" HEREON AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF SAID LOT 7 OF THE HILL SUBDIVISION; THENCE SOUTH 00°00'37" WEST COINCIDENT WITH THE WEST LINE OF SAID LOT 7, A DISTANCE OF 322.61 FEET TO THE POINT OF BEGINNING OF SAID PARCEL "B"; ALSO BEING THE MOST SOUTHERLY CORNER OF PARCEL "A" AS SHOWN HEREON; THENCE CONTINUING SOUTH 00°00'37" WEST ALONG SAID WEST LINE LOT 7, A DISTANCE OF 95.44 FEET TO THE SOUTHWEST CORNER OF SAID LOT 7; THENCE SOUTH 89°27'18" EAST, A DISTANCE OF 14.93 FEET, MORE OR LESS, TO THE NORTHWEST CORNER OF LOT 6 OF SAID HILL SUBDIVISION; THENCE NORTH 08°52'00" WEST, A DISTANCE OF 96.74 FEET TO THE POINT OF BEGINNING, CONTAINING 710 SQUARE FEET (0.02 ACRES), MORE OR LESS, AND BEING SUBJECT TO ALL RIGHTS OF WAY AND OR EASEMENTS THAT LEGALLY EXIST SAID PARCEL "B" HEREIN DESCRIBED IS BEING CONVEYED AS A "BOUNDARY LINE ADJUSTMENT PARCEL AND IS BEING MERGED WITH THE BLAIR ENTERPRISES, INC. PARCEL AS CONVEYED IN DOCUMENT NO. 2016-766 AND IS NOT TO BE CONVEYED AS A SEPARATE PARCEL WITHOUT THE CONSENT OF THE GOVERNING AUTHORITIES OF THE CITY OF CODY.

Also,

That certain property identified in deed 2019-6825, recorded the 30<sup>th</sup> of December, 2019, in the office of the Park County Wyoming Clerk and Recorder, which property is further described as follows:

Township 52 North, Range 101 West, 6th P.M., Park County, Wyoming,  
according to the records of the County Clerk and Recorder of Park  
County, State of Wyoming.

That part of the SE¼NE¼ of Lot 62, (formerly Section 6 O.S.) more  
particularly described as follows:

Commencing at the northeast corner of said SE¼NE¼ Lot 62; thence  
westerly along the north boundary of said SE¼NE¼ Lot 62 a distance  
of 45 feet to the POINT OF BEGINNING; thence continuing westerly  
along said north boundary a distance of 80 feet; thence S. 0°12' E. a  
distance of 157.98 feet, more or less, to a point; thence N. 89°54'46"  
E. 80 feet to a point; thence N. 00°12'00" W. for a distance of 157.98  
feet, more or less, to the POINT OF BEGINNING.

AND

A tract of land located within the SE¼NE¼, Lot 62, Resurvey T. 52 N.,  
R. 101 W., 6th P.M., Park County, Wyoming, more particularly  
described as follows:

Commencing at an existing spike located at the Northeast corner of  
said SE¼NE¼, Lot 62; thence S. 89°54'46" W. a distance of 45.00  
feet and S. 00°12'00" E. a distance of 157.98 feet, to the POINT OF  
BEGINNING; thence S. 89°54'46" W. for a distance of 80.00 feet to  
the Northwest corner of said tract; thence S. 00°12'00" E. a distance  
of 21.50 feet to the Southwest corner of said tract; thence N.  
89°54'46" E. a distance of 80.00 feet to the Southeast corner of said  
tract; thence N. 00°12'00" W. for a distance of 21.50 feet to the POINT  
OF BEGINNING.

Bearing Base = S. 00°12'00" E. along the East line of said SE¼NE¼,  
Lot 62 Resurvey T. 52 N., R. 101 W., 6th P.M., Park County, Wyoming.

Section 2:  
That the official zoning map of the City of Cody is amended to show the foregoing zone  
change.

Effective Date. This Ordinance shall become effective after final passage and  
publication in the Cody Enterprise.

PASSED ON FIRST READING: 5/3/2022\_\_\_\_\_

PASSED ON SECOND READING: 5/10/2022\_\_\_\_\_

PASSED, ADOPTED AND APPROVED  
ON THIRD AND FINAL READING: \_\_\_\_\_

\_\_\_\_\_  
Matt Hall, Mayor

ATTEST:

\_\_\_\_\_  
Cynthia Baker, Administrative Services Officer

MEETING DATE: MAY 17, 2022

DEPARTMENT: PUBLIC WORKS – STREETS

PRESENTED BY: PHILLIP M. BOWMAN, P.E.

PREPARED BY: PHILLIP M. BOWMAN, P.E.



## **AGENDA ITEM SUMMARY REPORT**

### **Consider approval of Amendment No. 1 to the Professional Services Agreement with Morrison-Maierle, Inc. for the 2022 Cody Sidewalk and Pedestrian Ramp Improvements Project**

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

Consider approval of Amendment No. 1 to the Professional Services Agreement with Morrison-Maierle, Inc. for the 2022 Cody Sidewalk and Pedestrian Ramp Improvements Project, and authorize the Mayor to sign all associated contract documents.

#### **SUMMARY OF INFORMATION**

The City of Cody has a Professional Services Agreement in place with Morrison-Maierle, Inc. (MM) for the survey, design, and bidding of the 2022 Cody Sidewalk and Pedestrian Ramp Improvements Project (Project). The current agreement with MM was approved by the City Council on July 7, 2020, with a not-to-exceed fee amount of \$54,800.00. This phase of the project is now complete, and the project was bid for construction on May 4, 2022. The award of the project to Two Sisters Contracting, LLC was approved by the City Council on May 10, 2022, with a construction contract amount of \$384,824.72.

Amendment No. 1 with MM will address additional tasks completed by MM during the design of the project, and add construction observation, construction administration, and labor force interviews (required by the WYDOT grant funding) to the existing service agreement. The not-to-exceed fee amount proposed by MM for these services is \$66,000.00. City Staff has reviewed the scope and fee and found them to be reasonable for the services being provided.

City Council approval of Amendment No. 1 will be subject to final review and concurrence by WYDOT staff, and approval by the City Attorney prior to execution by the Mayor.

#### **FISCAL IMPACT**

The 2022 Cody Sidewalk and Pedestrian Ramp Improvements Project is included in the approved FY 2022 Budget and is funded through the Specific Purpose Tax Fund in the total amount of \$500,000 (\$100,000 from City, \$400,000 from a WYDOT grant) for all design and construction. The combination of the awarded construction contract (\$384,824.72) and engineering consultant fees (\$120,800.00) is generally aligned with the total funding available. It is anticipated that additional construction work with the contractor will be considered through a Change Order, and all costs above \$500,000 will be funded through a Budget Transfer from the existing Streets Division budget designated for sidewalk and curb/gutter repairs.

#### **ATTACHMENTS**

1. Amendment No. 1 to Owner-Engineer Agreement with Exhibit A

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

**AMENDMENT TO OWNER-ENGINEER AGREEMENT**  
**Amendment No. One**

The Effective Date of this Amendment is: April 6, 2022.

**Background Data**

Effective Date of Owner-Engineer Agreement: July 7, 2020

Owner: City of Cody, Wyoming

Engineer: Morrison-Maierle, Inc.

Project: 2020 Cody Sidewalk and Pedestrian Ramp Improvements

**Nature of Amendment:**

- X   Additional Services to be performed by Engineer
- Modifications to services of Engineer
- Modifications to responsibilities of Owner
- X   Modifications of payment to Engineer
- X   Modifications to time(s) for rendering services
- Modifications to other terms and conditions of the Agreement

**Description of Modifications:**

1. *Original Agreement Appendix 1 – Updated Engineer’s Standard Hourly Rates*
2. *Original Agreement Appendix 2 - Additional work due as further described in the attached Exhibit A – Additions to Original Scope of Work.*
3. *Original Agreement Appendix 2 – Contract Dates are revised to reflect the current project schedule.*

**Agreement Summary:**

Original agreement amount:	\$ <u>54,800.00</u>
Net change for prior amendments:	\$ <u>-0-</u>
This amendment amount:	\$ <u>66,000.00</u>
Adjusted Agreement amount:	\$ <u>120,800.00</u>

Change in time for services (~~days or~~ date, as applicable): Project Completion 12/31/2023.

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect.

OWNER:

ENGINEER:

City of Cody

Morrison-Maierle, Inc.

By: \_\_\_\_\_

By: Randy Bomar

Print

name: Matt Hall

Print

name: Randy Bomar, PE

Title: Mayor

Title: Vice-President

Date Signed: \_\_\_\_\_

Date Signed: May 6, 2022

**EXHIBIT A**  
**City of Cody**  
**2020 Cody Sidewalk and**  
**Pedestrian Ramp Improvements Project**

***Additions/Updates to Original Scope of Work.***

**1. *Original Agreement Appendix 1 – Updated Engineer’s Standard Hourly Rates***

The original Appendix 1 – Engineers Standard Hourly Rate is hereby update and replaced with the attached Amended Appendix 1, Engineer’s Standard Hourly Rates 2022,

**2. *Original Agreement Appendix 2 - Additional work due as further described in the attached Exhibit A – Additions to Original Scope of Work.***

The original *Agreement Appendix 2 – Article A. Engineer’s Scope of Services. Add new sub-articles:*

**5. Part Four – Additional Design Services.**

- A. Signs. During the Part 2 – Plans, Specifications and Bidding phase the City of Cody requested a review signage, including existing signs, new signs, locations within the project area.

Additional Cost \$3,000.00.

- B. The City of Cody has requested the addition of new Rectangular Rapid Flash Beacon (RRFB) installation at the Cody Middle School. The addition of the RRFB units required additional research, development of new specifications and additional plan details.

Additional Cost \$3,000.00.

**6. Part Five. Add Construction Administration and RPR services.**

- C. Part Five – Construction – Complete construction services by October 30, 2022 (with warranty walk through and work to be completed one year after the Final Completion by the Contractor by September 23, 2023).

Additional Cost \$60,000.00.

**A. Construction**

- a. After the bid is awarded, Morrison-Maierle will work with the Contractor to complete the contract documents, review their bonding and insurance information, compliance with WYDOT requirements, including Davis-Bacon wages, Buy America Provisions, DBE requirements, federal contract provisions requirements (FHWA-1273), Certification for Suspension and Debarment, and establish a Notice to Proceed date.
- b. A pre-construction meeting will be held to discuss the project requirements and address any concerns prior to the construction. These will include public relations efforts, staging and sequencing of construction, access, and traffic control.
- c. Shop drawings will be reviewed as submitted. Review concrete and density testing results provided by the Contractor from an approved testing firm.



- d. Daily field reports will be prepared and distributed to City personnel weekly.
  - e. Daily quantities will be monitored, including force account extra items. Force account work will be evaluated in accordance with 23 CFR 635 Subpart B with WYDOT approval prior to use up to \$10,000.
  - f. Prepare pay applications throughout the project.
  - g. Prepare work change directives and change orders as needed throughout the project. All change orders will require City of Cody and WYDOT approval.
  - h. Questions from the Contractor and/or residents will be addressed as they arise.
  - i. Substantial completion and final completion walk-throughs will be conducted with the City, WYDOT, and the Contractor. Punch lists will be prepared as necessary.
  - j. A final Project Construction Notebook will be prepared for the City, which will include copies of all shop drawings, field reports, test results, pay estimates, change orders, certificate of substantial and final completion.
  - k. Morrison-Maierle will complete record drawings and provide a hard copy and an electronic copy in ACAD format to the City and WYDOT.
- B. Resident Project Representative
- a. The RPR will participate in the pre-construction meeting.
  - b. We have estimated full-time construction observation as needed for up to 580 hours depending upon the work occurring in the field (including time to perform the 11-month walk through and warranty inspections).
  - c. RPR Time in excess of 35 hours per week, shall be paid by the Owner.
  - d. All field installation procedures and methods, as well as construction materials delivered to the site, will be verified to confirm that they meet project specifications.
  - e. The RPR, Contractor, Project Manager, and Construction Administrator will be in constant communication during construction.
  - f. Construction staking is included in the contract, but only for those areas requiring it (new bulb-outs, new ramps), not for ramp and/or driveway or alley removal and replacement.
  - g. Typical RPR field duties, including review of approved shop drawings, preparation of field reports, tracking of quantities, documenting field changes, creating punch lists, taking photographs, and attending walk-throughs, will be conducted throughout the project.

- h. Density and concrete testing are not included in the scope of work. Density and concrete testing will be required to be completed by the Contractor, with submittal and review of the testing results by the Engineer.
  - i. Assist City of Cody with Certified Payroll using The City of Cody acquired LCP Tracker software for labor compliance tracking and reporting. All contractors and subcontractors will be required to utilize this system to submit weekly certified payrolls and other required documents. All computer hardware, software, licenses and training shall be at the sole expense of the Owner.
  - j. An 11-month warranty inspection will be conducted by the RPR and Project Manager to ensure items can be addressed before the 12-month warranty period elapses.
- C. That Morrison Maierle has reduced the Construction Administration estimated fee from \$78,900 to \$60,000.00 per the Owners request. This reduction in fee will be reevaluated as the project proceeds and it is mutually agreed that if the performance of the Contractor requires extra effort, or additional work is added to the Construction Contract, it is mutually agreed that the Engineer may be entitled to additional compensation, per the terms of the Agreement.

3. *Original Agreement Appendix 2 – Contract Dates are revised to reflect the current project schedule.*

<b>Original Agreement Appendix 2 - Part</b>		<b>Original Date</b>	<b>Revised Date</b>	<b>Comment</b>
Part 1	Preliminary Design/CATEX	9/15/2020	3/11/2021	CATEX Signed
Part 2	Plans, Specs & Estimates Final Design	12/20/2020	1/21/2022 TBD	WYDOT Dependent
Part 3	Bidding	2/15/2021	5/4/2022	
Part 4	Additional Design Services	New Task – added to project	Complete March 31, 2022	
Part 5	Construction Administration & RPR Services	New Task – added to project	12/31/2022	Warranty Fall 2023