

**City of Cody**  
**Contractors' Board**  
**Thursday, January 26, 2012**

A regular meeting of the City of Cody Contractors' Board was held at the Holiday Inn Board Room in Cody, Wyoming on Thursday, January 26, 2012 at 12:00 p.m.

Present: Vice Chairman Gene Kelly; Councilman Charles Cloud; Paul Sandbak; Tom Quick; Gerald Stroh; Roy Holm; Scott King, Building Official; Kylie Hanson, Administrative Secretary  
Absent: Chairman Merle Nielson; Kim Nelson; Harold Lee; Jolene Osborne, Engineering Administrative Assistant;

Vice Chairman Gene Kelly called the meeting to order at 12:10 p.m.

Gerald Stroh made a motion seconded by Charles Cloud to approve the minutes of the December 15, 2011 regular meeting. Vote was unanimous, motion carried.

Gerald Stroh made a motion seconded by Paul Sandbak to nominate Roy Holm as Chairman for the year 2012. Vote was unanimous, motion carried.

Charles Cloud made a motion seconded by Gene Kelly to nominate Paul Sandbak as Vice Chairman for the year 2012. Vote was unanimous, motion carried.

An interview was conducted with Mr. Jim Talich of JRT Construction.

Tom Quick made a motion seconded by Gene Kelly to approve JRT Construction for a Class A General Contractor's License. Vote was unanimous, motion carried.

An interview was conducted with Mr. Dan Binder of Cherry Homes.

Paul Sandbak made a motion seconded by Tom Quick to approve Cherry Homes for a Class A General Contractor's License. Vote was unanimous, motion carried.

Gene Kelly made a motion seconded by Gerald Stroh to approve Absaroka Door and Shoshone Valley Landscaping for Class C Contractor's Licenses. Vote was unanimous, motion carried. Scott mentioned that Shoshone Valley Landscaping does not have a low voltage license and this license is for landscaping only. They did state they would be pursuing their low voltage license and will be getting back with Scott.

Discussion Items:

1. The board discussed home inspections. Paul brought up discussion of pursuing an ordinance on requirements for home inspectors or licensing that is sponsored through the City. Charles mentioned that a place to look at for information may be Holmes on Homes as this is an issue they work with. It was mentioned that it could be possible for someone to buy a home and have to invest thousands of dollars to make the home livable, because the home inspector was not qualified. There was

discussion on what could be done to govern this. It was mentioned to make the home inspectors have the same requirements as other contractors and that maybe there would be an exam they could be required to take before they could be licensed by the City. The board asked Scott to pursue this. Scott will look into a method of evaluating home inspectors. It was asked what the criterion for becoming a building inspector is. Scott outlined that State Statute requires a building inspector to be ICC certified in building, electrical, plumbing, mechanical and plan review. ICC is the International Code Council. The exams for this can be taken at anytime. Scott will look into what certifications are available for this and how comprehensive the testing is. A concern of the board was how one person can have a certificate off the internet and actually be familiar with all facets of construction. Scott will look into this topic and try to have something to bring to the board at the next meeting.

2. Scott discussed the permit summary report for building within the City. During 2011 there were 900 permits issued. This is a record with the closest count be 867 in 2009. Of the permits issued 702 were general permits which encompass projects like fencing, reroofing, siding, windows, etc. The total number of commercial permits was 65. This compares to 52 in 2010 and 74 in 2009. The estimated value of construction in 2011 is almost \$47 million. There was nearly \$251,000 collected in fees. This number shows that the Building Department is paying for itself and is in the black.
3. Scott discussed the ISO (Insurance Service Organization) report he has been working on. During this work he found how insurance agencies base their rates on the rating the ISO gives to a jurisdiction. They have a numbering system from 1-9. The lower the number the better the rate. The City's jurisdiction had previously been rated a 3-4 and is now a 4-5. These ratings are based on the efficiency of a building department, how long they have been in the field, previous history, education, fire flow and emergency services response time. If there is no building department in a jurisdiction they are automatically placed at a 9. They listed three reasons the City was downgraded; the workload has increased and they believe this effects the quality of inspections, they did not have the Building Inspection job descriptions and they would like to see a plan review checklist made and kept with each permit that is on file. Information and a letter have been provided regarding these items. Following this Scott has been speaking with some insurance agents in town and is comparing the costs to insure the same house in different locations. He would like to compile this information and take it to the commissioners.

There being no further business to come before the Contractor's Board, Paul Sandbak made a motion seconded by Gene Kelly to adjourn the meeting at 1:12 pm. Vote was unanimous, motion carried.

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Kylie Hanson  
Administrative Secretary