

**City of Cody**  
**Contractors' Board**  
**Thursday, February 28, 2013**

A regular meeting of the City of Cody Contractors' Board was held in the Ivy Room of the 8<sup>th</sup> Street Restaurant in Cody, Wyoming on Thursday, February 28, 2013 at 12:00 PM

Present: Chairman Roy Holm; Vice Chairman Kim Nelson; Paul Sandbak; Gerald Stroh; Merle Nielsen; Tom Quick; Morgan Lee; Gene Kelly; Councilman Donny Anderson; Scott King, Building Official; Jolene Osborne, Engineering Administrative Assistant;

Absent: None;

Chairman Roy Holm called the meeting to order at 12:10 PM.

Gerald Stroh made a motion seconded by Paul Sandbak to approve the minutes of the January 24, 2013 regular meeting. Vote was unanimous, motion carried.

Gene Kelly made a motion seconded by Morgan Lee to approve the following Class C Contractor licenses:

1. Allied Awning & Rental, Inc. - Sign
2. Amick Sound, Inc - Low Voltage
3. Communication Electronics, Inc. -Low Voltage

Vote was unanimous, motion carried.

Discussion Items:

1. Scott King updated the board regarding January Building Permit Report.
2. Current and pending jobs within the city were discussed.
3. A preliminary discussion was held regarding the city's current permit fee schedule, a review of area municipalities, and other revenue resources. The findings will be reported at the next meeting. Gerald Stroh stressed his belief that the permit rates should not be increased if the building permit fees are paying for the building department. Morgan Lee inquired whether if the building department could be setup as an enterprise account instead of general funds. The building official will research the issue.
4. Scott King provided the board with details regarding recent unpermitted and/or unlicensed contractors working in the area.
5. Scott King discussed the issue of arc-fault breakers and whether they are working correctly. The board electrical contractors explained their experience with the new breakers. The code requirements for the breakers are legislated through the state. Donny Anderson suggested a notice to Representative Crone to discuss the issue.
6. The new zoning review checklists were distributed and discussed. They will be used by staff to help communicate all issues.
7. The board discussed the absentee policy and a report regarding the past two years attendance record was distributed.

8. The safety of signage at Fuel Depot at both locations was discussed. Staff was directed to review the sites.
9. Donny Anderson poled the Contractors board regarding the proposed parking ordinance in regard to paving. Morgan Lee outlined the requirement to pave easements while the replacement asphalt would be at the cost of the property owners. He stated that as a property owner, he would be amenable to paving the approach, provided that any re-pavement due to easement access by the utilities would not be at the property owner's expense. The safety of paving the approaches to the entryway was discussed in regard to gravel track-out onto paved roads.

There being no further business to come before the board, Gerald Stroh made a motion seconded by Paul Sandbak to adjourn the meeting. Vote was unanimous, motion carried. Chairperson Roy Holm adjourned the meeting at 1:24 PM.

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Jolene Y. Osborne  
Engineering Administrative Assistant