

City of Cody Contractor's Board

**Thursday, January 22, 2026-12:00 PM**

Meeting Place: Council Chambers Room at City Hall, 1338 Rumsey Avenue,  
Cody, WY

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**Meeting Called to Order**

1. **Roll call, excused members**
2. **Approval of the Agenda**
3. **Approval of the Minutes**
  - a. Minutes from the November 25, 2025 Contractor Board meeting  
Staff Reference:
4. **Contractor License's**
  - a. BRB Plumbing - Master Plumbing Contractor License Application (New Owner) -  
Jacob Wolff  
Staff Reference: Sean Collier
  - b. Tim the Toolman Specialty Contractor — IRC (Siding) (New) - Tim Kindred  
Staff Reference: Sean Collier
  - c. Troll Construction Specialty Contractor License (Upgrade from existing Specialty  
Contractor - IRC license) (Demo, Fencing, Framing, Sheet metal installation, Siding,  
Underground Utilities)  
Staff Reference: Sean Collier
5. **Matters from Board Members: (announcements, comments, etc.)**
6. **Staff Comments**
7. **Adjourn**

The public is invited to attend all Contractor's Board meetings. If you plan to attend or need special accommodations to participate in the meeting, please call the City office at (307) 527-7511 at least 24 hours in advance of the meeting to make arrangements.

**CITY OF CODY  
CONTRACTOR BOARD MEETING  
NOVEMBER 25, 2025**

A meeting of the City of Cody Contractor Board was held on Tuesday, November 25, 2025.

Mike Kelly called the meeting to order at 12:00 p.m.

Present: Mike Kelly; Ray Lozier; Todd Evans; Jesse Blankenship; Jonathon Robbins; Wes Werbelow; Council Member Tim McIassac; Building Official, Sean Collier; Administrative Coordinator, Hannah Witwicki

Absent: Nate Wageman; David Barton;

Wes Werbelow made a motion, seconded by Todd Evans to approve the agenda for November 25, 2025 meeting. Vote on the motion was unanimous, motion passed.

Wes Wervelow made a motion, seconded by Ray Lozier, to approve the minutes from the meeting on October 23, 2025 meeting. Vote on the motion was unanimous, motion passed.

Sean Collier, Building Official reviewed the application from Levi's Shower Door & Glass for a Specialty Contractor (Window/Glass Glazing) License.

Jonathon Robbins made a motion, seconded by David Barton to accept and approve Levi's Shower Door & Glass for a Specialty Contractor (Window/Glass Glazing) License. Vote on the motion was unanimous, motion passed.

Sean Collier, Building Official, reviewed the application from Joseph Pina for a Specialty Contractor — IRC (Demo, Drywall, Fencing, Framing, Masonry, Roofing, Sheet Metal Installation, Siding, Windows/Glass Glazing) License.

Made a motion, seconded by , to accept and approve the application from Joseph Pina for a Specialty Contractor — IRC (Demo, Drywall, Fencing, Framing, Masonry, Roofing, Sheet Metal Installation, Siding, Windows/Glass Glazing) License. Vote on the motion was unanimous, motion passed.

Sean Collier, Building Official, reviewed the application from Rawlings Custom Woodcrafts for a Specialty Contractor - IRC (Demo, Drywall, Fencing, Framing, Insulation, Roofing, Siding, Window/Glass-glazing) License.

Made a motion, seconded by , to accept and approve the application from Rawlings Custom Woodcrafts for a Specialty Contractor - IRC (Demo, Drywall, Fencing, Framing, Insulation, Roofing, Siding, Window/Glass-glazing) License. Vote on the motion was unanimous, motion passed.

Sean Collier, Building Official, reviewed the application from Shadow Construction, LLC for a Specialty Contractor (Commercial Railings, Demo, Drywall, Framing, Insulation, Siding, Stucco/plaster, Windows/glass glazing) License.

Made a motion, seconded by , to accept and approve the application from Shadow Construction, LLC for a Specialty Contractor (Commercial Railings, Demo, Drywall, Framing, Insulation, Siding, Stucco/plaster, Windows/glass glazing) License. Vote on the motion was unanimous, motion passed.

The following contractors have been approved for a license by the Building Official:

New Business: None

Old Business: None

Matters from Board Members: None

Staff Comments: Contractor License Renewal Period has begun.

Wes Werbelow made a motion, seconded by Johnathon Robbins to adjourn the meeting. Vote on the motion was unanimous, motion passed. Meeting was adjourned at 12:05 p.m.

Hannah Witwicki  
*Administrative Coordinator*

<b>Meeting Date:</b> January 22, 2026 <b>Department:</b> Community Development <b>Staff Reference:</b> Sean Collier
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## **AGENDA ITEM SUMMARY REPORT**

### **BRB Plumbing - Master Plumbing Contractor License Application (New Owner) - Jacob Wolff**

#### **PROPOSED ACTION:**

Approve BRB Plumbing for a Master Plumbing Contractor License.

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

BRB Plumbing - Master Plumbing Contractor License Application

#### **FISCAL IMPACT:**

#### **ATTACHMENTS:**

1. BRB Plumbing 2026 Application - Jacob Wolff

## Contractor References

### **Employer #1 or Reference Name (current/most recent)**

Name of Employer or Reference: BRB plumbing  
Dates of Employment or Work: 12-26-16 to 12-31-25  
Number of months of Active Employment: 108  
Position(s) Held/Primary Duties: journeyman plumber, foreman.  
duties included plumbing house and commercial buildings, waste,  
vent, water, gas, and hydronic piping.  
Building Inspector Notes: Called and left message with Skip on 1/9/2025. Skip Called back and confirmed experience.

#### Contact Information:

Skip Holmes  
cody, Wyoming 307-899-6588

### **Employer #2 or Reference Name (current/most recent)**

Name of Employer or Reference: Antler plumbing  
Dates of Employment or Work: 7-12-2010 to 12-20-2016  
Number of months of Active Employment: 77  
Position(s) Held/Primary Duties: apprentice and journeyman plumber

#### Contact Information:

todd klein  
powell, Wyoming 307-202-1485

### **Employer #3 or Reference Name (current/most recent)**

Name of Employer or Reference:  
Dates of Employment or Work:  
Number of months of Active Employment:  
Position(s) Held/Primary Duties:

#### Contact Information:

#### **Work History:**

Gail construction- Jim talich, 307-272-4998  
KB nelson construction- Kim Nelson, 307-899-5621  
Tim Metzler- 307-272-2035

#### **If IRC - List License Types:**

**Master Qualifier (if applicable):**

Is the Applicant the Master Qualifier? Y

If No, Please Provide Master Qualifier Contact Information:

Are you applying for any other Licences? Y

MINUTES OF A SPECIAL MEETING OF  
SHAREHOLDERS OF  
BRB PLUMBING AND HEATING, INC.

A special meeting of the Shareholders of the above company was held on January 8, 2025 at 8:00 am at the company's place of business. The purpose of the meeting was to consent to transfer the remaining 70% of the Company stock to Jacob D. Wolff per the Stock Purchase Agreement dated January 1, 2022.

A quorum was declared present based on the presence of Skip Holmes and Shelley Holmes, Trustees and Shareholders.

The following company actions were taken by appropriate motions duly made, seconded, and adopted unanimously resolved that the remaining 70% of Company stock are transferred to Jacob D. Wolff per the signed Stock Purchase Agreement as referenced above is effective January 08, 2025.

There being no further business, the meeting was duly adjourned.

*Skip Holmes, Trustee*  
Skip Holmes, Trustee

1-8-25  
Date

*Shelley Holmes, Trustee*  
Shelley Holmes, Trustee

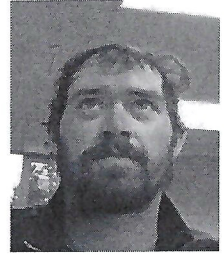
01/08/2025  
Date





## OFFICIAL RESULTS REPORT

### G27 - Master Plumber with Gas



Name: jacob d wolff  
Address: 17 Yellowknife trail  
powell, WY 82435

Candidate ID: ICNON219256  
Date: 12/17/2025

#### EXAMINATION RESULT: **PASS**

Congratulations! You have passed this examination.

**Next Steps:** Contact your jurisdiction to check what other local requirements you may need to obtain your license. A passing score on this examination satisfies the testing requirements for licensure only and does not guarantee that licensing will be granted.

**Need to update your name or address on file?** Your ICC email address is the Pearson VUE email address used to register for this ICC Contractor/Trades examination. Login to your myICC account to update your candidate demographic information (Address, Phone Number, Email, and Legal Name). Visit [support.iccsafe.org](http://support.iccsafe.org) and search *Demographics* for a step-by-step guide.

If you are unable to access your myICC account, please contact ICC at 1-888-422-7233 ext. 5524 or via email at [customersuccess@iccsafe.org](mailto:customersuccess@iccsafe.org).

**Need a duplicate result letter?** Login to your online Pearson VUE account to obtain a duplicate copy of your score report.

The Code Council reserves the right to amend or withhold any examination scores if, in its sole opinion, there is adequate reason to question their validity.

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<http://www.pearsonvue.com/authenticate>  
Registration Number: 523677238 Validation Number: 49157725*

<b>Meeting Date:</b> January 22, 2026 <b>Department:</b> Community Development <b>Staff Reference:</b> Sean Collier
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## **AGENDA ITEM SUMMARY REPORT**

### **Tim the Toolman Specialty Contractor — IRC (Siding) (New) - Tim Kindred**

#### **PROPOSED ACTION:**

Approve Tim the Toolman for a Specialty Contractor — IRC license (Siding).

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

Tim the Toolman Specialty Contractor — IRC (Siding) (New) - Tim Kindred

#### **FISCAL IMPACT:**

#### **ATTACHMENTS:**

1. Tim the Toolman 2026 References

## Contractor References

### **Employer #1 or Reference Name (current/most recent)**

Name of Employer or Reference: G.T. Hurley  
Dates of Employment or Work:  
Number of months of Active Employment:  
Position(s) Held/Primary Duties: Home remodel including siding installation, drywall, flooring installation, painting.  
Building Inspector Notes: 12/09/2025 Reference confirmed.

#### Contact Information:

G.T. Hurley  
Powell, Wyoming 520-609-2678

### **Employer #2 or Reference Name (current/most recent)**

Name of Employer or Reference: Donna Doonrbos  
Dates of Employment or Work:  
Number of months of Active Employment:  
Position(s) Held/Primary Duties: Repair garage from fire damage; included drywall, painting and siding installation.  
Building Inspector Notes: Reference confirmed 12/9/2025

#### Contact Information:

Donna Doonrbos  
Powell, Wyoming 307-754-9080

### **Employer #3 or Reference Name (current/most recent)**

Name of Employer or Reference: Steve Lensegrav  
Dates of Employment or Work:  
Number of months of Active Employment:  
Position(s) Held/Primary Duties: Install siding on new shop/garage.  
Building Inspector Notes: 12/11/2025 Steve Lensegrav returned call and verified applicant.

#### Contact Information:

Steve Lensegrav  
Powell, Wyoming 307-254-2503

### **Employer #4 or Reference Name (current/most recent)**

Name of Employer or Reference: Tony Belmont

Dates of Employment or Work:

Number of months of Active Employment:

Position(s) Held/Primary Duties: Build new shop. All work performed by Tim the Toolman, including siding, except concrete and electrical; no plumbing.

Building Inspector Notes: 12/09/2025 Return call received from fourth reference, Tony Belmont. Reference verified.

Contact Information:

Tony Belmont

Powell, Wyoming 307-271-2333

**Work History:**

G. T. Hurley, Powell , 520-609-2678; home remodel including siding installation, drywall, flooring installation, painting.  
Donna Doonrbos, Powell, 307-754-9080. Repair garage from fire damage; included drywall, painting and siding installation.  
Steve Lensegrav, Powell, 307-254-2503. Install siding on new shop/garage.  
Tony Belmont, Powell, 307-271-2333. Build new shop. All work performed by Tim the Toolman, including siding, except concrete and electrical; no plumbing.

**If IRC - List License Types:**

Siding

**Master Qualifier (if applicable):**

Is the Applicant the Master Qualifier?

If No, Please Provide Master Qualifier Contact Information:



<b>Meeting Date:</b> January 22, 2026 <b>Department:</b> Community Development <b>Staff Reference:</b> Sean Collier
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**AGENDA ITEM SUMMARY REPORT**

**Troll Construction Specialty Contractor License (Upgrade from existing Specialty Contractor - IRC license) (Demo, Fencing, Framing, Sheet metal installation, Siding, Underground Utilities)**

**PROPOSED ACTION:**

Approve Shaun J Troll for an upgrade to his Specialty Contractor IRC license to include demolition, fencing, framing, sheet metal installation, siding, and underground utilities).

**SUMMARY OF INFORMATION:**

Shaun J Troll is applying to upgrade his existing Specialty Contractor IRC license to a Specialty Contractor License (Demo, Fencing, Framing, Sheet metal installation, Siding, Underground Utilities).

**FISCAL IMPACT:**

**ATTACHMENTS:**

1. Application for Upgrade Troll Construction

Applicant's Name (Qualifier): Shaun J Troll Business Name: Troll Construction & Remodel  
 Physical Address: 74 Schneider Road City: Cody State: WY Zip: 82414  
 Mailing Address: 74 Schneider Road City: Cody State: WY Zip: 82414  
 Phone: 307-250-9351 Cell: \_\_\_\_\_ Email: Troll.Const@gmail.com

Before completing the section below, please read the contractor licensing regulations, found in Title 9, Chapter 3 of the City of Cody Code (attached and/or available online at: [www.cityofcody-wy.gov/111/Municipal-Code](http://www.cityofcody-wy.gov/111/Municipal-Code) ).

**Category of License Requested: (Minimum Experience in Parenthesis)**

**This column is for work on any type of building or structure:**

- Asbestos Abatement (24 months)
- Commercial Fire Suppression Systems (36 months)
- Commercial Railings (24 months)
- Conveyor Systems (36 months)
- Demolition (24 months)
- Drywall (24 months)
- Elevator Installation (48 months)
- Fencing (6 months)
- Framing (48 months)
- Ground stabilization/mud jacking (24 months)
- Insulation (24 months)
- Masonry (48 months)
- Refrigeration (24 months)
- Roofing (24 months)
- Sheet metal installation (24 months)
- Siding (24 months)
- Sign/Awning Installation (24 months)
- Steel fabrication/erection (48 months)
- Structural Concrete (48 months)
- Stucco/Plaster (12 months)
- Underground Utilities—sewer, water, conduit (12 months)
- Windows/Glass glazing (12 months)

**This column is for work on residential buildings or structures subject to the IRC, only:**

- Fire Suppression Systems (6 months)\*
- Demolition (6 months)\*
- Drywall (6 months)\*
- Fencing (3 months)\*
- Framing (12 months)\*
- Insulation (6 months)\*
- Masonry (6 months)\*
- Roofing (6 months)\*
- Sheet metal installation (6 months)\*
- Siding (6 months)\*
- Structural Concrete (6 months)\*
- Stucco/Plaster (6 months)\*
- Windows/Glass glazing (6 months)\*

\* Minimum experience need not be provided if the person has passed an ICC or State of WY exam for the trade, or if the Building Official or Contractor's Board is otherwise satisfied that the person has the knowledge and training necessary to perform the work in a competent manner.

(Over)

**APPROVED**  
*Contractors Board*  
 6/23/22 *SC*

**Certification:** By signing this application form, I certify that:

- 1) I have read and understand the City of Cody Contractor Licensing Ordinance (Title 9, Chapter 3 of the City of Cody code) and agree to comply with the requirements thereof;
- 2) The information contained in this contractor license application and associated documents submitted herewith is true and accurate; and,
- 3) I understand that failure by me, or my employees while under my supervision, to comply with the requirements of the City of Cody Contractor Licensing Ordinance, including failure to obtain all required permits and inspections, is grounds for suspension and revocation of my contractor license.

Signed this 17<sup>th</sup>-26 day of January, 2026

Name of Business: Troll Construction & Remodel

By: Shawn Troll Title/Office: Owner

STATE WY)

COUNTY Park)

The foregoing instrument was acknowledged before me by Shawn Troll  
this 17<sup>th</sup> day of January, 2026.

Witness my hand and official seal.



My Commission Expires: 3/30/29

[Signature]  
Notary Public

**Contractor Licensing Board Review:**

Review of this application includes an interview by the Building Official and/or Contractor Licensing Board. If Board review is required, they typically meet the 4th Thursday of each month at noon in the City Hall conference room (1338 Rumsey Avenue). Applications requiring Board review should be submitted at least ten days prior to the meeting. You may schedule an interview with the Building Official by calling (307) 527-3476, or emailing either Sean Collier at [scollier@codywy.gov](mailto:scollier@codywy.gov) or Hannah Witwicky at [hwitwicky@codywy.gov](mailto:hwitwicky@codywy.gov).

**Office Use Only:**

- Contractor license authorized for the category requested this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, Building Official.
- Application referred to Contractor Licensing Board. Meeting date: \_\_\_\_\_

**Employer #3 or Reference Name (current/most recent):** *Called & left msg 11/15/25*

Name of Employer or Reference: Vaquero Big Horn

Dates of Employment or Work: Sept 2018 to Jan 2002 Number of months of active employment: 27

Position(s) Held/Primary Duties: I worked for Vaquero Big Horn as an oil field construction manager. I worked side by side hands on with contractors and employees on large scale projects such as new injection facilities, new tank facilities, Office Buildings, pipelines etc.

Contact Information for Employer, or Building Department(s) in jurisdiction(s) where work was performed if you were self-employed: Name: Matt Smith City: Cody State: WY Phone# or Email: 307-250-4168

**Employer #4 or Reference Name (current/most recent):** *Called & left msg. 11/14/25 + 11/15/25*

Name of Employer or Reference: W.R. Garretson (General Engineering Contractor)

Dates of Employment or Work: Feb. 2002 to Sept 2018 Number of months of active employment: 240

Position(s) Held/Primary Duties: Operator, laborer, Project Manager. I worked for W.R. Garretson for many years from the bottom to the top. I was in the field project manager/construction foreman most of the time leading all types of industrial & commercial projects oil field and non oil field related. Constructed office buildings & did remodels, steel building const. - foundations to completion. Shaun was a great employee & was great at construction. Will said he was very satisfied w/ Shaun and that we need to call me back because Shaun was such an asset to the company.

Contact Information for Employer, or Building Department(s) in jurisdiction(s) where work was performed if you were self-employed: Name: Will Garretson City: Gravel Beach State: Ca Phone# or Email: 805-714-1433

**WORK HISTORY**

Provide your personal or company work history to demonstrate that you have the minimum experience required and the knowledge, skills and proficiency needed to act in the capacity of a general contractor, master electrician, master plumber or specialty trade. Include only periods of active employment. Feel free to include any additional information, other licenses, exhibits such as a work portfolio, or project photos. If the work history is only yourself or your company, please provide a list of projects with contact names and numbers, or a list of contractor's names and numbers that you or your company have worked with or for.

*N/A*

**Employer #1 or Reference Name (current/most recent):**

Name of Employer or Reference: Troll Construction & Remodel  
Dates of Employment or Work: Feb 2022 to Present Number of months of active employment: 46  
Position(s) Held/Primary Duties: I have operated my business inside the city of Cody and surrounding areas for 3 years now. I do all aspects of construction including, heavy equipment operating dirt work, framing, window installs, siding, finish work & home additions, remodels etc.  
Contact Information for Employer, or Building Department(s) in jurisdiction(s) where work was performed if you were self-employed: Name: Shawn Troll City: Cody State: WY Phone# or Email: 307-250-9351

**Employer #2 or Reference Name (current/most recent):**

*Called & left msg 1/15/25*  
Name of Employer or Reference: Iron Head Industries  
Dates of Employment or Work: Feb. 2022 to Oct. 2022 Number of months of active employment: 8  
Position(s) Held/Primary Duties: I worked for Andrew as a laborer - framer - heavy equipment operator. we did wood and metal framing, wood and metal siding, built additions, built homes worked on multiple residential and commercial buildings in and outside the city of Cody  
Contact Information for Employer, or Building Department(s) in jurisdiction(s) where work was performed if you were self-employed: Name: Andrew Gilbror City: Cody State: WY Phone# or Email: 307-254-7053  
*1 Church - Framing & Metal siding, trim & gutter*

## BUSINESSOWNER POLICY CERTIFICATE OF INSURANCE

Printed: 07/21/25

Mountain West Farm Bureau Mutual Insurance Company hereby advises that the following described policy has been issued and is in force at this date. This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not affirmatively or negatively amend, extend or alter the coverage afforded by the policy below. **THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURED(S), AUTHORIZED REPRESENTATIVE AND THE CERTIFICATE HOLDER.**

**IMPORTANT:** If the certificate holder is an additional insured and/ or subrogation has been waived, the policy must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

CERTIFICATE ISSUED TO:		NAMED INSURED:	
Name	City Of Cody	Name	Troll Construction & Remodel LLC Shaun Troll
Address	Po Box 2200, Cody, WY 82414-2200	Address	74 Schneider Rd, Cody, WY 82414-9232
Phone	307-899-1928	Phone	307-250-9351

AGENT INFORMATION:		POLICY INFORMATION:	
Name	Stelting Agency	Policy Number	WBP00001871
Address	PO Box 1388, Cody, WY 82414	Effective Date	06/14/25
Phone	307-587-5000	Expiration Date	06/14/26

TYPE OF LIABILITY INSURANCE		LIMITS	
General – Occurrence Basis		Occurrence	\$1,000,000
Is the Certificate Holder listed above an Additional Insured? The Certificate Holder shown above is <b>not</b> an Additional Insured	No	General Aggregate	\$2,000,000
		Products / Completed Operations Aggregate	\$2,000,000
Has Subrogation been waived?	No	Medical Expenses – Per Person	\$10,000

  
\_\_\_\_\_  
AUTHORIZED SIGNATURE

07/21/25  
\_\_\_\_\_  
ISSUE DATE