

City of Cody City Council
Special Meeting
Tuesday, January 27, 2026-5:30 PM
Meeting Place: City of Cody Council Chambers

Meeting Called to Order

Roll Call

Discussion/Informational Items

- a. Committee/Board/Project Updates
Staff Reference: Tony Tolstedt
- b. Proposed FY26 budget amendments
Staff Reference: Leslie Brumage
- c. Change Order No. 2 with Western Municipal Construction for the North Lift Station
Improvements Project
Staff Reference: Phillip Bowman, Jake Moyer

Conduct of Business

Adjournment

Meeting Date: January 27, 2026 Department: Finance Staff Reference: Leslie Brumage

AGENDA ITEM SUMMARY REPORT

Proposed FY26 budget amendments

PROPOSED ACTION:

Review proposed budget amendments

SUMMARY OF INFORMATION:

This request includes multiple FY 2026 budget amendments to appropriate funding for previously approved projects, grant-funded capital improvements, carryover projects from FY 2025, unanticipated operational costs, emergency repairs, personnel-related expenses, and customer- or developer-funded utility projects. Several amendments also recognize associated grant revenues and customer payments already received. If the Council supports approving these amendments, a Resolution to formally adopt the amendments will be presented at the February 3, 2026, regular Council meeting.

FISCAL IMPACT:

The total fiscal impact consists of both expenditure and revenue amendments for FY 2026. Expenditure increases are primarily funded through grants, customer-paid fees, restricted funds, or existing fund balances and reserves. Each of the funds has sufficient unassigned reserves to cover the proposed amendments.

	Revenue	Expenses	Use of Fund Reserves
General Fund	\$0	\$219,272	\$219,272
Capital Acquisition Fund	\$341,225	\$366,500	\$25,275
Technology Replacement Fund	\$0	\$9,000	\$9,000
Vehicle Replacement Fund	\$0	\$70,000	\$70,000
Cody Public Arts Fund	\$0	\$0	\$0
ARPA Fund	\$0	\$0	\$0
Solid Waste Fund	\$0	\$8,341	\$8,341
Water Fund	\$0	\$112,056	\$112,056
Wastewater Fund	\$0	\$558,212	\$558,212
Electric Fund	\$64,454	\$198,602	\$134,148
Storm Drainage Fund	\$26,843	\$40,486	\$13,643
TOTAL	\$432,522	\$1,582,469	\$1,149,947

ATTACHMENTS:

1. Budget Amendment Requests List - Finance Portal

Budget Amendment Requests - Expenses

Request ID	251
Total	\$4,400
Project Title	Agenda management software
Reason for Request	Council previously approved purchasing the agenda management software program from CivicPlus at the same time we purchased the NextRequest software. The AMM system was not included in the FY26 budget and requires an amendment.
Amendment Type	Supplemental Amendment
Account Type	Expense

Request ID	252
Total	\$37,500
Project Title	Service Upgrade - 307 Realty electric service
Reason for Request	This is an upgrade to a 3-phase electric service requested by the customer. Customer has paid cost upfront in full.
Amendment Type	Supplemental Amendment
Account Type	Expense

Request ID	253
Total	\$9,000
Project Title	Computer replacements
Reason for Request	Budget for additional computer replacements in Administrative Services and at the Recreation Center. Initially budgeted for 2 computers however, the budget should have included 8 total. This amendment is to request funding for the additional 6 units. This would be paid for out of the Technology Replacement Fund which has sufficient reserves to purchase the computers.
Amendment Type	Supplemental Amendment
Account Type	Expense

Request ID	254
Total	\$18,010
Project Title	CSI van retrofit
Reason for Request	Council previously approved using forfeiture funds to retrofit the old COLT bus for use as a CSI van in the police department. Work on the van was completed in FY26.
Amendment Type	Supplemental Amendment
Account Type	Expense

Request ID	255
Total	\$35,791
Project Title	Grant – Storm Drainage Master Plan
Reason for Request	Note: expenses continue in FY26 however it was not re-appropriated or included in the carry over amendments in August. Need budget amendment request for remaining PO balance of \$35,791 and a revenue amendment of \$26,843 for the grant reimbursement.
Amendment Type	Carry Over Amendment
Account Type	Expense

Request ID	257
Total	\$49,330
Project Title	Les Schwab electric service
Reason for Request	Note: developer project started in FY25 but not included in FY26 budget. Need budget amendment for \$49,330. Fees already paid.
Amendment Type	Carry Over Amendment
Account Type	Expense

Request ID	258
Total	\$42,300
Project Title	Yellowstone Impressions electric service
Reason for Request	Note: developer project started in FY25 but not included in FY26 budget. Need budget amendment for \$42,300. Fees already paid.
Amendment Type	Carry Over Amendment
Account Type	Expense

Request ID	259
Total	\$346,120
Project Title	Wastewater Master Plan
Reason for Request	Note: project was projected to end in FY25 so it was not re-appropriated in FY26 or included in the carry over amendments in August. Need budget amendment request.
Amendment Type	Supplemental Amendment
Account Type	Expense

Request ID	260
Total	\$250,000
Project Title	FY 2026 TAP Grant - West Yellowstone Sidewalk Improvements Project

Reason for Request	New WYDOT TAP Grant for West Yellowstone and 8th Street Sidewalk Improvements Project
Amendment Type	Supplemental Amendment
Account Type	Expense
Request ID	262
Total	\$115,000
Project Title	Belfry Bridge Boat Ramp Improvement Project
Reason for Request	New Grant from Wyoming Game and Fish for Belfry Bridge Boat Ramp Improvement Project
Amendment Type	Supplemental Amendment
Account Type	Expense
Request ID	264
Total	\$2,998
Project Title	Bid 2025-06 - Electric Bucket Truck
Reason for Request	Additional funding for Electric Bucket Truck for award of Bid 2025-06, funding from Electric Division to supplement original funding in Vehicle Replacement Fund
Amendment Type	Supplemental Amendment
Account Type	Expense
Request ID	265
Total	\$170,000
Project Title	Septage Receiving Facilities Project
Reason for Request	Additional MicroComm SCADA cost approved with Sletten Change Order No. 1 to be funded by Wastewater Enterprise Fund
Amendment Type	Supplemental Amendment
Account Type	Expense
Request ID	266
Total	\$35,000
Project Title	Emergency Purchase - Valley View Lift Station Generator
Reason for Request	Replace failed generator at Valley View Lift Station
Amendment Type	Supplemental Amendment
Account Type	Expense
Request ID	267
Total	\$16,250

Project Title	Position Reclassification - Meter Technician to Journeyman Lineman
Reason for Request	Proposed position reclassification within Electric Division
Amendment Type	Supplemental Amendment
Account Type	Expense
Request ID	268
Total	\$70,000
Project Title	Vehicle A06 - cab and chassis replacement
Reason for Request	Vehicle A06 is the vehicle used by Code Enforcement officer(s) within the Police Department, and includes animal compartments contained in a custom built bed. This vehicle is currently scheduled for full replacement in the Vehicle Replacement Schedule in the next two to three years at a cost around \$95,000. The current vehicle has had recent engine problems that would require a repair cost of approximately \$10,000 or more. As an alternative, it is proposed to replace the cab and chassis only early in calendar year 2026, and remount the existing specialized bed on the new cab and chassis. The estimated cost of this cab and chassis replacement is approximately \$70,000 per the email attached, and is expected to extend the life of the vehicle for a minimum of 10 years (eliminating the need for full replacement in 2-3 years at a lower overall cost).
Amendment Type	Supplemental Amendment
Account Type	Expense
Request ID	269
Total	\$45,000
Project Title	Phase 2 - Tree Streets Waterline Replacement Project
Reason for Request	Change Order No. 1 for Phase 2 - Tree Streets Waterline Replacement Project This change order addressed the additional cost to the project for sanitary sewer service repairs.
Amendment Type	Supplemental Amendment
Account Type	Expense
Request ID	270
Total	\$23,342
Project Title	Big Horn Ave PHB and Crosswalk (FY 2024 TAP Grant)
Reason for Request	Additional cost to project for items that are NOT WYDOT TAP Grant eligible for reimbursement: a. WYDOT Property Appraisal for easement acquisitions = \$14,430 b. Stantec Easement document preparation (Task Order #3) = \$8,912 Total + \$23,342

Amendment Type	Supplemental Amendment
Account Type	Expense
Request ID	271
Total	\$29,996
Project Title	Lifetime Small Animal Hospital
Reason for Request	LSAH is adding on a new 3 phase service and have already paid the fees
Amendment Type	Supplemental Amendment
Account Type	Expense
Request ID	272
Total	\$50,000
Project Title	Legal services contract
Reason for Request	City Council previously agreed to pay 75% of legal expenses incurred, up to \$50,000, for POST proceedings. This was a verbal commitment so no contract exists. The case is nearing completion and we expect to receive the invoice in this fiscal year.
Amendment Type	Supplemental Amendment
Account Type	Expense
Request ID	273
Total	\$19,434
Project Title	City Hall Sewer Repair
Reason for Request	Completion of repairs to the failed City Hall sewer in the main building restrooms
Amendment Type	Supplemental Amendment
Account Type	Expense
Request ID	275
Total	\$9,989
Project Title	Retirement payout and reclassification of staff duties
Reason for Request	The retirement of Cindy Baker and the subsequent filling of her position will result in a budget overage in personnel costs. Additionally, some of her duties have been transitioned to the Finance Officer. These changes resulted in a budget overage of \$
Amendment Type	Supplemental Amendment
Account Type	Expense
Request ID	276
Total	\$65,027

Project Title	Employment separation payouts
Reason for Request	This amendment appropriates additional funds for required employee separation payouts that exceeded original budget estimates due to unanticipated employee turnover during the fiscal year.
Amendment Type	Supplemental Amendment
Account Type	Expense

Request ID	277
Total	\$59,700
Project Title	Tree Streets Waterline Replacement Project Phase 2 - Change Order No. 2
Reason for Request	Change Order No. 2 for the Phase 2 Project in the amount of \$59,700 - increase contract amount based on actual quantities installed with the project - increase contract time
Amendment Type	Supplemental Amendment
Account Type	Expense

Request ID	278
Total	\$7,780
Project Title	Police department overtime and standby pay
Reason for Request	This budget amendment is requested to address higher-than-anticipated overtime and standby pay costs in the police department resulting from an increased number of officers electing cash compensation rather than compensatory time.
Amendment Type	Supplemental Amendment
Account Type	Expense

Request ID	282
Total	\$15,000
Project Title	City Shop Manufactured Home
Reason for Request	ADA compliance remodel of restrooms required for final CO to be issued.
Amendment Type	Supplemental Amendment
Account Type	Expense

Request ID	283
Total	\$17,969
Project Title	Cody Auditorium Basement Flood
Reason for Request	Basement Flooded
Amendment Type	Supplemental Amendment
Account Type	Expense

Request ID	284
Total	\$2,433
Project Title	Auditorium Basement Flood
Reason for Request	Auditorium Basement Flooded
Amendment Type	Supplemental Amendment
Account Type	Expense

Request ID	285
Total	\$30,000
Project Title	Seasonal hours - fitness instructors and personal trainers
Reason for Request	Discovered there were no hours included the FY26 budget process for the fitness instructors and personal trainers. There was a glitch in the software and it was not noticed until now. We have staff working those programs and will need a budget amendment of at least \$30,000 to stay in line with the FY25 actual.
Amendment Type	Supplemental Amendment
Account Type	Expense

Request ID	286
Total	\$5,100
Project Title	Aluminum Can Crusher (Solid Waste Division)
Reason for Request	The FY 2026 Budget includes \$30,000 for a replacement / new can crusher in the Recycling Center. A Budget Amendment is needed for the following: - additional cost of the aluminum can crusher (quote came in at \$31,100) - additional cost for installation because a licensed electrician will need to complete the electrical hook ups at an estimated cost of \$4,000 Budget Amendment requested of \$4,500
Amendment Type	Supplemental Amendment
Account Type	Expense

Budget Amendment Requests - Revenue

Request ID	256
Total	\$26,843
Project Title	Grant – Storm Drainage Master Plan
Reason for Request	Note: expenses continue in FY26 however it was not re-appropriated or included in the carry over amendments in August. Need budget amendment request for remaining PO balance of \$35,791 and a revenue amendment of \$26,843 for the grant reimbursement.

Status	Pending
Fiscal Year	2026
Amendment Type	Carry Over Amendment
Account Type	Revenue

Request ID	261
Total	\$226,225
Project Title	FY 2026 TAP Grant - West Yellowstone Sidewalk Improvements Project
Reason for Request	New WYDOT TAP Grant for West Yellowstone and 8th Street Sidewalk Improvements Project
Status	Pending
Fiscal Year	2026
Amendment Type	Supplemental Amendment
Account Type	Revenue

Request ID	263
Total	\$115,000
Project Title	Belfry Bridge Boat Ramp Improvement Project
Reason for Request	New Grant from Wyoming Game and Fish for Belfry Bridge Boat Ramp Improvement Project
Status	Pending
Fiscal Year	2026
Amendment Type	Supplemental Amendment
Account Type	Revenue

Request ID	287
Total	\$26,996
Project Title	Lifetime Small Animal Hospital Electric Service Upgrade
Reason for Request	LSAH is adding on a new 3 phase service and have already paid the fees.
Status	Pending
Fiscal Year	2026
Amendment Type	Supplemental Amendment
Account Type	Revenue

Request ID	288
Total	\$37,458

Project Title	307 Realty Electric Service Upgrade
Reason for Request	This is an upgrade to a 3-phase electric service requested by the customer. Customer paid the cost upfront in the amount of \$37,458.09
Status	Pending
Fiscal Year	2026
Amendment Type	Supplemental Amendment
Account Type	Revenue

AGENDA ITEM SUMMARY REPORT

Change Order No. 2 with Western Municipal Construction for the North Lift Station Improvements Project

PROPOSED ACTION:

Informational Only — Discussion of Change Order No. 2 with Western Municipal Construction for the North Lift Station Improvements Project

SUMMARY OF INFORMATION:

The City Council approved the award of the North Lift Station Improvements Project (Project) to Western Municipal Construction (WMC) in the amount of \$910,500 on April 15, 2025. The City Council also approved Change Order No. 1 with WMC to adjust the scope of work performed with the Project and the contract time on December 16, 2025, with a resultant decrease of cost of \$4,251.48. The total contract amount with WMC (after approval of Change Order No. 1) is currently \$906,248.52.

Change Order No. 2 has been proposed by WMC to further extend the contract time, and modify the Substantial Completion date to be March 27, 2026 (previously February 23, 2026) and the Final Completion date to be April 24, 2026 (previously March 23, 2026). The reason for this request is due to procurement and delivery date delays for a critical piece of electrical equipment, the 480V switchgear and associated electrical control panel, that will be installed with the Project. There is no additional cost proposed with this change order, and it only allows for additional contract time (32 calendar days) to complete the Project.

City Staff have worked closely with WMC and the city's engineering consultant, HDR, to evaluate alternate electrical equipment (to decrease the time delay) and evaluate WMC's proposed construction schedule. City Staff and HDR believe the requested time extension is reasonable, and City Staff recommends approval of Change Order No. 2.

FISCAL IMPACT:

None. Change Order No. 2 does not increase the total contract amount with WMC, and only extends the contract time with a later Substantial Completion date and Final Completion date.

ATTACHMENTS:

1. Change Order No. 2 - WMC North Lift Station Upgrade Project

CHANGE ORDER NO.: 2

Owner: City of Cody
Engineer: HDR Engineering
Contractor: Western Municipal Construction, Inc.
Project: City of Cody PW Shop North Lift Station
Improvements
Contract Name: City of Cody PW Shop North Lift Station
Improvements
Date Issued: 1/19/26

Owner's Project No.:
Engineer's Project No.: 10435344
Contractor's Project No.:

Effective Date of Change Order: 1/19/26

The Contract is modified as follows upon execution of this Change Order:

Description:

1. Time Extension Request – 480V Switchgear Delay

Justification:

This change order provides additional contract working days due to procurement delays associated with the 480V switchgear, which is on the project's critical path and outside the Contractor's direct control. The delayed delivery of the switchgear impacts final electrical installation, testing, and commissioning activities required for completion of the project.

The Contractor will continue to advance all other feasible work activities in parallel and, as needed, implement mitigation measures to minimize overall schedule impacts and reduce downtime at the PW Lift Station.

This change order is for time only, with no increase to the contract price, and is necessary to allow for proper completion of the work once the 480V switchgear is delivered and installed.

Total: N/A

Completion Dates:

- **Substantial:** March 27th, 2026
- **Final:** April 24th, 2026

Attachments:

WMC Revise Project Schedule, Updated Formal Notice of Request for Time Extension (480V Switchgear Delay)

Change in Contract Price	Change in Contract Times
Original Contract Price: \$ 910,500	Original Contract Times: Substantial Completion: February 20 th , 2026 Ready for final payment: March 20 th , 2026
Decrease from previously approved Change Orders No. 1 to No.2: \$ 4,251.48	Increase from previously approved Change Orders No.1 to No.2: Substantial Completion: 3 Calendar Days Ready for final payment: 3 Calendar Days
Contract Price prior to this Change Order: \$ 906,248.52	Contract Times prior to this Change Order: Substantial Completion: February 23 th , 2026 Ready for final payment: March 23, 2026
Increase (Decrease) this Change Order: \$ N/A	Increase this Change Order: Substantial Completion: 32 Calendar Days Ready for final payment: 32 Calendar Days
Contract Price incorporating this Change Order: \$ 906,248.52	Contract Times with all approved Change Orders: Substantial Completion: March 27 th , 2026 Ready for final payment: April 24 th , 2026

Recommended by Engineer (if required)

Accepted by Contractor

By:



Dillon Clause

Title: Project Manager

Project Manager - Western Municipal Const.

Date: 1/19/2026

1/19/2026

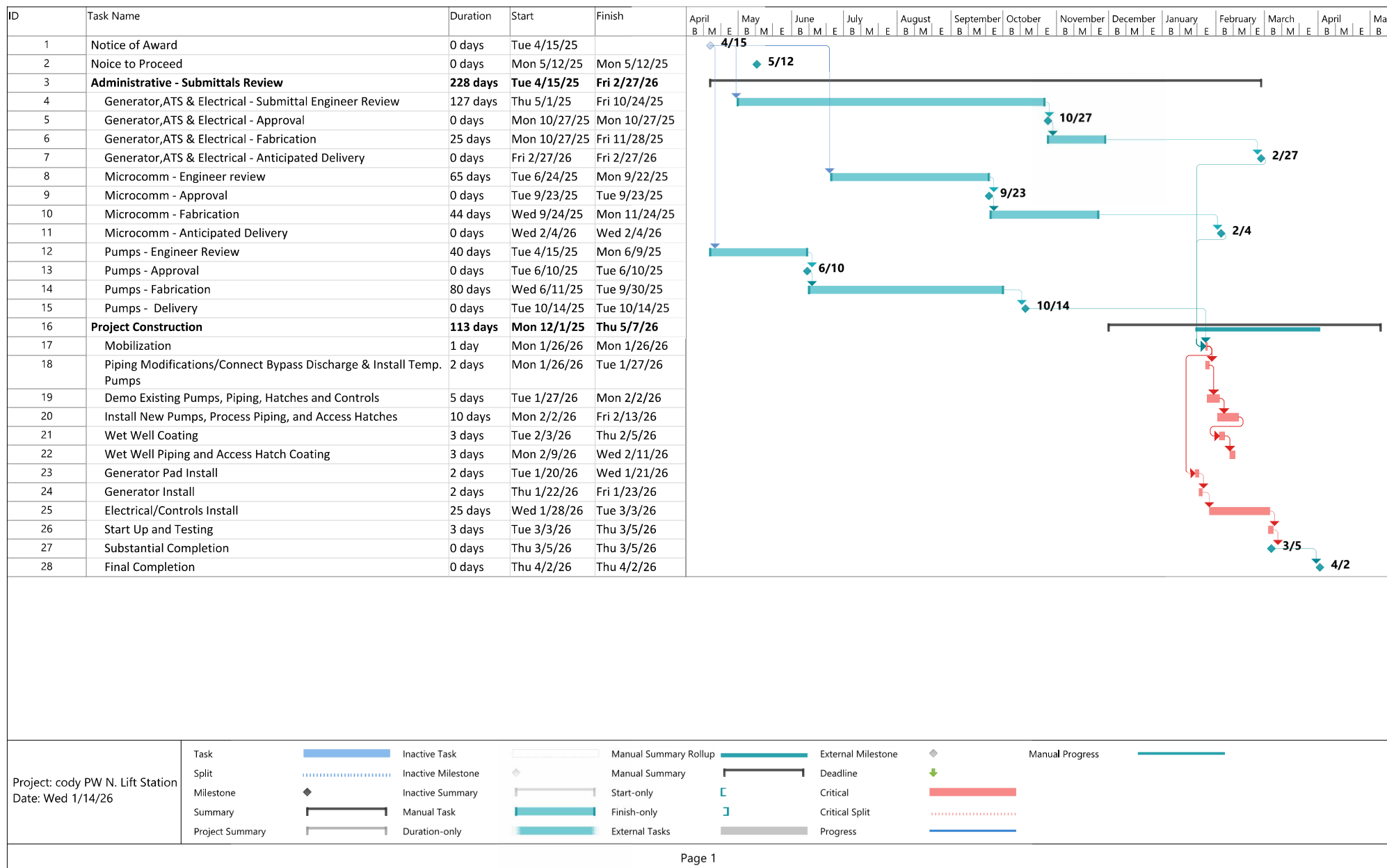
Authorized by Owner

Approved by Funding Agency (if applicable)

By:

Title:

Date:





WESTERN MUNICIPAL CONSTRUCTION OF WYOMING, INC.

P.O. Box 399 Meeteetse, WY 82433

Phone (406) 254-2106 Fax (406) 245-9736

To: HDR Engineering & The City of Cody

**Subject: Cody Pump Station – Updated Formal Notice of Request for Time Extension
(480V Switchgear Delay)**

Western Municipal Construction (WMC) is providing this revised formal notice of excusable delay and updated request for a non-compensable contract time extension related to extended manufacturer lead times for the 480V pump control panel interior and associated 480V breaker. This request is submitted in accordance with the Contract Documents governing excusable delays beyond the Contractor's control.

Despite continued and documented expediting efforts by Bar-T Electric, North Coast Electric, Nexus Power (ABB representative), and ABB since early November 2025, the manufacturer's current stated delivery window for the 480V breaker and panel interior remains the week of February 27, 2026. The manufacturer has expressly advised that this date is not firm and remains subject to change. ABB has attributed the delay to ongoing government shutdown impacts and tariff-related supply disruptions affecting breaker availability nationwide.

To mitigate schedule impacts and demonstrate WMC's commitment to timely completion, WMC will be mobilizing and commencing construction earlier than originally anticipated, with a planned start date of January 26, 2026. WMC will advance all work that can reasonably be performed in advance of receipt of the 480V electrical equipment and will continue to take all practicable steps to minimize the overall project duration.

Based on the most current information available, WMC's updated construction schedule reflects an anticipated Substantial Completion date of March 5, 2026. This date is expressly contingent upon delivery of the 480V breaker and panel interior during the week of February 27, 2026, with no further shipping delays. Installation, wiring, testing, and commissioning of the 480V system remains on the critical path and requires approximately 3–4 weeks following receipt of the equipment.

Given the ongoing uncertainty surrounding shipment and the absence of a guaranteed delivery date, WMC respectfully requests a non-compensable time extension of 28 calendar days, extending Substantial Completion to March 20, 2026, with Final Completion adjusted accordingly per the Contract. This extension represents a reasonable and measured adjustment to account for potential unforeseen delays in delivery of critical electrical components that are wholly outside of WMC's control.

Approval of this request will allow the project schedule to realistically reflect current supply-chain conditions while preserving the City's ability to achieve timely completion without exposing either party to avoidable dispute.

WMC remains fully committed to completing this project in a timely and efficient manner and will continue to actively pursue all available avenues to expedite delivery. We will immediately notify the City and Engineer should earlier shipment be secured. Please advise if any additional documentation or information is required to process this revised request. We are available to discuss at your convenience.

Respectfully,

Dillon Clause

Dillon Clause

Project Manager

Western Municipal Construction

406-671-9496