

City of Cody City Council
Work Session
Tuesday, August 11, 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: Lee Ann Reiter
- b. Task Order No. 2 for Professional Services with Engineering Associates for the
Aerated Lagoon Cover Replacement - Final Engineering
Staff Reference: Nate Morgan, Jake Moyer
- c. Septage Receiving Facility - Substantial Completion and Retainage Release
Staff Reference: Nate Morgan
- d. FY27 Cul-de-Sac Surface Treatment Program
Staff Reference: Nate Morgan

1. Conduct of Business

Adjournment

Meeting Date: August 11, 2026 Department: Public Works Staff Reference: Nate Morgan, Jake Moyer
--

AGENDA ITEM SUMMARY REPORT

Task Order No. 2 for Professional Services with Engineering Associates for the Aerated Lagoon Cover Replacement - Final Engineering

PROPOSED ACTION:

Informational only — review and discuss Task Order No. 2 for Professional Services with Engineering Associates for the Aerated Lagoon Cover Replacement - Final Engineering

SUMMARY OF INFORMATION:

On July 25, 2025, the City Council approved Task Order No. 1 with Engineering Associates to complete the preliminary design for the Wastewater Treatment Facility (WWTF) Floating Cover Replacement Project. This request was initiated because the existing lagoon floating cover has reached the end of its service life and is failing, making replacement necessary.

As noted in the original council packet for the preliminary design phase, staff would return to the City Council with a request to proceed with the final design phase. This agenda item fulfills that commitment.

Approval of this Task Order will authorize Engineering Associates to complete the final design of the project, including preparation of bid-ready plans and specifications. The scope of work also includes engineering support during the bidding process, such as responding to contractor questions, preparing addenda as needed, and assisting the City with the evaluation of bids.

If the City Council were to approve the award of this task order, the approval would be contingent upon final legal review of all associated contract documents by the City Attorney. If approved, the Mayor would be authorized to execute the Agreement and approve non-material revisions, corrections, clarifications, and legal modifications necessary to finalize the Agreement, provided such changes do not materially alter the scope of work, compensation, financial obligations, or policy direction approved by the City Council.

FISCAL IMPACT:

The cost of this Task Order is **\$12,500.00**. Funding for this work was included in the **2026–2027 Wastewater Capital Outlay Fund** budget.

The total budget allocated for the WWTF Floating Cover Replacement Project is **\$925,000.00**. Approval of this Task Order will authorize the expenditure for the final design phase and is consistent with the adopted project budget.

ATTACHMENTS:

1. Task Order 2 with Engineering Associates for the Lagoon Cover Replacement Final Design

**TASK ORDER #2 OF MASTER AGREEMENT
BETWEEN THE CITY OF CODY AND ENGINEERING ASSOCIATES
DATED July 21, 2026**

TASK ORDER NAME: **City of Cody WWTF – Aerated Lagoon Cover Replacement - Final Engineering, Design, & Bidding**

1. PROJECT DESCRIPTION:

Final Engineering, Design, & Bidding for the replacement of the existing insulated cover on the primary aerated treatment cell No. 1 at the City's wastewater treatment facility.

2. SCOPE OF SERVICES OF ENGINEER

A. The specific services to be provided or furnished by the Engineer under this Task Order are described below:

- Final Engineering, Design, & Bidding

EA will complete a final Construction Package including bid documents, agreements, designs and specifications for the replacement of the existing HDPE floating cover with an add alternate for the replacement of the existing aeration equipment.

3. FEES

The survey and preliminary engineering of this project will be completed on a time and materials basis, with a not-to-exceed limit of \$12,500 without prior written approval.

SCHEDULE

Design services associated with this TASK ORDER #2 are anticipated to be completed within 4 months following written authorization from the OWNER to proceed. The Final Design and Construction phases schedule will be determined in conjunction with the OWNER, with future Task Orders.

4. Exhibits:

None

5. Attachments:

Fee Schedule dated 1/1/2026

6. Terms and Conditions

Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Master Agreement and as modified above. The engineer is authorized to begin performance of work upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is October 3rd, 2023.

OWNER:

ENGINEER:

By:

By:



Print Name: Lee Ann Reiter

Print Name: Ian Morrison

Title: Mayor

Title: Vice President

Firm's Wyoming
Registration No. ES-0008
State of: Wyoming

DESIGNATED REPRESENTATIVE FOR
TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK
ORDER:

Name: Phillip Bowman, PE

Name: Ian Morrison, PE

Title: Public Works Director

Title: Project Manager

Address: P.O. Box 1900; 902 13th Street,
Cody, WY 82414

Address: P.O. Box 1900; 902 13th Street,
Cody, WY 82414

E-Mail
Address: pbowman@codywy.gov

E-Mail
Address: iansm@eaengineers.com

Phone: (307) 527-7511

Phone: (307) 587-4911

Meeting Date: August 11, 2026 Department: Public Works Staff Reference: Nate Morgan
--

AGENDA ITEM SUMMARY REPORT

Septage Receiving Facility - Substantial Completion and Retainage Release

PROPOSED ACTION:

This is for information only — Staff are ready to issue Substantial Completion and start the Retainage Release process for the Septage Receiving Facility Project.

SUMMARY OF INFORMATION:

The City of Cody entered into a contract with Sletten Construction of Wyoming, Inc. for the Septage Receiving Facility Project on September 24th of 2024. In accordance with the contract with Sletten Construction of Wyoming, Inc. and state regulations, a retainage amount of 5% of each monthly payment was withheld to ensure satisfactory completion of the project and resolution of any outstanding issues.

The Septage Receiving Facility Project has reached Substantial Completion, and all contracted work has been inspected by the City's engineering consultant, Engineering Associates, as well as City Staff. The Substantial Completion documents and the punch list were issued to Sletten Construction of Wyoming, Inc. on June 10th 2026.

Upon approval of the Septage Receiving Facility Project as Substantially Complete by the City Council, the project will be advertised in the Cody Enterprise for 41 days to allow any vendors, subcontractors, or material suppliers to submit claims to the City against the retainage held. After completion of the advertisement period, the Mayor will be allowed to sign the Retainage Release Form to allow all retainage held on the project to be released to Sletten Construction of Wyoming, Inc.

FISCAL IMPACT:

This action has no direct fiscal impact on the City. After approving the Certificate of Substantial Completion and advertising the project for 41 days, the City will release all retainage held on the Septage Receiving Facility Project.

ATTACHMENTS:

None

Meeting Date: August 11, 2026 Department: Public Works Staff Reference: Nate Morgan
--

AGENDA ITEM SUMMARY REPORT

FY27 Cul-de-Sac Surface Treatment Program

PROPOSED ACTION:

Staff is seeking Council direction regarding the proposed expenditure of up to \$75,000 for surface treatment of City-owned cul-de-sacs. Following this discussion, staff intends to return to the August 18 Council meeting with a request for authorization to award the work to the lowest responsive bidder for an amount not to exceed \$75,000.

SUMMARY OF INFORMATION:

As part of the FY27 budget, staff planned to perform chip sealing operations in-house on neighborhood streets. The chip seal program was designed to include neighborhood streets up to, but not including, cul-de-sacs. Staff made this decision because the chip sealing equipment is difficult to maneuver within the tight turning radius of cul-de-sacs, and the constant turning movements of vehicles in these areas cause chip seal treatments to deteriorate more quickly than on through streets.

To address this, staff included funding in the adopted FY27 budget to contract the resurfacing of cul-de-sacs using a slurry seal treatment, which is better suited for these locations and is expected to provide improved performance under the unique traffic conditions found in cul-de-sacs.

The City currently maintains approximately 70 to 75 cul-de-sacs within the public right-of-way. Staff is proposing to spend up to \$75,000, which is anticipated to cover the resurfacing of approximately 30 cul-de-sacs during this phase of the program.

Staff is currently soliciting three quotes and expects to have pricing available prior to the August 18 Council meeting. At that meeting, staff intends to request Council authorization to award the work to the lowest responsive bidder for an amount not to exceed \$75,000.

FISCAL IMPACT:

Funding for this project was included in the adopted FY27 budget. Therefore, sufficient appropriations are available to complete the work should the Council approve the proposed contract award at the August 18 meeting.

ATTACHMENTS:

None