

City of Cody City Council
Work Session
Tuesday, August 25, 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. Review proposed Amendment 1 to the FY26-27 budget.
Staff Reference: Leslie Brumage
- c. Yellowstone Regional Airport Funding Agreement
Staff Reference: Leslie Brumage
- d. Review of Bid 2026-09 for one new utility trailer.
Staff Reference: Nate Morgan
- e. Tree Streets Waterline Replacement Phase 1 - Change Order #4- Substantial Completion and Retainage Release
Staff Reference: Nate Morgan
- f. Employee Pay Date Change – Policy and Procedure Manual, Section 15
Staff Reference: Tony Tolstedt
- g. Council Compensation Discussion
Staff Reference: Tony Tolstedt
- h. Ordinance 2026-16 Amending Title 8, Chapter 1, Article III, of the Cody City Code to Modify Standards and Policy
Staff Reference: Nate Morgan
- i. Resolution 2026-12 2026 Electrical Distribution Standards Manual
Staff Reference: Nate Morgan

1. Conduct of Business

Adjournment

AGENDA ITEM SUMMARY REPORT
Review proposed Amendment 1 to the FY26-27 budget.

PROPOSED ACTION:

Review proposed amendments to the FY2027 Budget and provide direction to staff regarding preparation of the formal budget amendment for Council consideration.

SUMMARY OF INFORMATION:

Following the close of FY2026, staff reviewed outstanding projects, purchases, grant-funded activities, and other commitments that were not completed by June 30, 2026. Budget Amendment No. 1 primarily carries forward funding for these items into FY2027 and also incorporates several supplemental budget requests that were not included in the originally adopted FY2027 Budget. The proposed amendment includes \$2,769,834 in expenditure adjustments, \$408,978 in revenue adjustments, and interfund transfers of \$1,021,622.

Carry Over Expenditure Amendments

The majority of the expenditure amendments (\$2,379,375) are carryovers of previously approved projects or purchases that were delayed, remained in progress at fiscal year-end, or involved equipment and materials that had been ordered but not received. Significant carryover items include:

- Tree Streets Waterline Replacement
- Vehicle Replacement
- PRV Replacement Project
- Recreation Center Roof Membrane Replacement
- Pedestrian/ADA Improvements
- Cody Reservoir Pump Station
- Network Infrastructure projects
- Belfry Bridge Boat Ramp Improvements
- North Lift Station Upgrades

Carry Over Revenue Amendments

The amendment recognizes \$341,578 in carried-over revenue, primarily associated with grants, loan proceeds, and contributions supporting projects included in the expenditure amendments. Major revenue adjustments include:

- PRV Replacement Loan
- Pedestrian/ADA Grant
- Belfry Boat Ramp Grant
- Yellowstone Sidewalk Grant

- Trailhead Playground Rotary Club Contribution
- 2024 Ballistic Vest Grant
- The amendment also reduces anticipated Septage Station grant revenue because the remaining reimbursement funds were accounted for in FY2026.

Supplemental Expenditure Amendments

In addition to the FY2026 carryover items, Budget Amendment No. 1 includes several supplemental amendments for activities, projects, and costs that were not anticipated when the FY2027 Budget was adopted. These amendments total approximately \$390,459 in additional expenditure authority and include grant-funded activities, developer-funded infrastructure, operational needs, and other items identified after adoption of the budget. The supplemental amendments include:

- Wyoming Arts Council: Adds expenditure authority associated with grant funding awarded for the Concerts in the Park series. Corresponding grant revenue is included in the revenue amendments.
- Wyoming Cultural Trust Fund: Establishes expenditure authority for the Seidel's Saddlery mural project. The amendment also recognizes grant revenue toward the project.
- Wyoming Cultural Trust Fund: Adds expenditure authority for the Concerts in the Park program. Corresponding grant revenue is included in the amendment.
- Pioneer Village Phase 3: Establishes budget authority for electrical improvements associated with a private development project. The project did not have a budget established in FY2026 when the developer paid the fees.
- Blue Bird Subdivision Electric: Establishes budget authority for electrical infrastructure associated with the private development. The original project estimate was paid by the developer in April 2026; however, not all materials were delivered prior to June 30. The amendment provides the expenditure authority necessary to complete the remaining work.
- ClearGov Grants Management Software – \$5,000: Adds funding for the purchase of the new software that will provide additional tools for managing the City's grant portfolio and grant-related activities.
- CYAIR: Provides budget authority for the City's funding obligation under the CYAIR funding agreement.
- Personnel: Provides additional expenditure authority for separation payouts for accumulated vacation and sick leave associated with the public works director position as well as costs associated with the position overlap during the staffing transition.
- Electric Shop HVAC: Provides funding to repair the failing HVAC system at the Electric Shop.
- Recreation Center Steam Room Improvements: Provides expenditure authority for improvements to the Recreation Center steam room using donated funds designated for Recreation Center improvements.

Supplemental Revenue Amendments

The amendment also recognizes new revenue (\$67,400) associated with several of these supplemental requests, including Wyoming Cultural Trust Fund awards, the Concerts in the Park grant, interfund loan interest, and a pledged contribution from the Rotary Club for the Trailhead Playground project. These revenues ensure that the FY2027 Budget appropriately reflects outside funding that was awarded, pledged, or otherwise identified after adoption of the original budget.

Transfer Amendments

Council recently approved an interfund loan from the Vehicle Replacement Fund to the Storm Drainage Fund in the amount of \$1,000,000.

During the FY26 budget process, staff discussed with the Council transferring the remaining residual interest from the ARPA Fund to the Capital Improvements Fund after all approved ARPA projects were complete. All ARPA funds have been fully expended, and the remaining cash balance of \$21,622 remains unspent. This transfer will allow us to close out the ARPA fund and utilize the residual interest for General Fund capital projects.

Staff recommends proceeding with FY2027 Budget Amendment No. 1 to provide the necessary budget authority to complete previously approved projects and purchases and to incorporate supplemental items identified since adoption of the FY2027 Budget.

FISCAL IMPACT:

	Revenue	Expenses
10 - General Fund	\$6,,766	\$140,617
31 - Capital Acquisition Fund	\$170,091	\$438,491
32 - Technology Replacement Fund	\$0	\$55,329
33 - Vehicle Replacement Fund	\$32,100	\$492,519
42 - Cody Public Arts Fund	\$9,000	\$22,435
52 - Solid Waste Fund	\$0	\$54,250
53 - Water Fund	\$291,021	\$1,140,192
54 - Wastewater Fund	(\$100,000)	\$98,080
55 - Electric Fund	\$0	\$288,688
56 - Storm Drainage Fund	\$0	\$39,233
TOTAL	\$408,978	\$2,769,834

INTERFUND TRANSFERS

Storm Drainage Fund - Transfer In	\$1,000,000	
Vehicle Replacement Fund - Transfer Out		\$1,000,000
Capital Improvements Fund - Transfer In	\$21,622	
ARPA Fund - Transfer Out		\$21,622

ATTACHMENTS:

1. Budget Amendment 1 Worksheet

Amendment Type	Project Title	Category	Reason for Request	Total
EXPENDITURES				
Carry Over Amendment	Dues	Personnel	Association Dues and Memberships CO to 2027	\$658
Carry Over Amendment	Less-Lethal Munitions	Materials & Supplies	Carry-over of funds is necessary to cover items approved for purchase in the FY25-26 Budget which have	\$3,231
Carry Over Amendment	Police Uniforms & Duty Gear	Materials & Supplies	Carry-over of funds is necessary to cover items approved for purchase in the FY25-26 Budget which have	\$15,317
Supplemental Amendment	Concerts in the Park	Purchased Services	Grant award for the concerts in the park series	\$3,800
Supplemental Amendment	WCTF Grant - Seidel's Saddlery Mural	Materials & Supplies	Award of Wyoming Cultural Trust Fund grant	\$18,000
Supplemental Amendment	WCTF Grant Award - Concerts in the Park	Purchased Services	Award of Wyoming Cultural Trust Fund grant	\$2,500
Carry Over Amendment	Rec Center Roof Membrane Replacement	Capital Outlay	The project was slated to take place over 2 years. The contractor was unable to start in FY26 so we need to carry over to complete the project.	\$197,362
Carry Over Amendment	Irrigation System Air Compressor	Capital Outlay	Compressor ordered in spring 2026, but not delivered before 6/30/2026. Carry over all remaining funds.	\$20,000
Carry Over Amendment	Tree Streets Waterline Replacement	Capital Outlay	Multi year construction project. Work did not progress as fast as anticipated in spring 2026, so FY 2026 remaining funds need to be carried over to FY 2027 to complete construction of the project.	\$583,155
Carry Over Amendment	PRV Replacement Project	Capital Outlay	The anticipated costs in FY 2027 are \$2.0 million. The construction contract is \$1.8 million (no work completed in FY 2026, and all work will be completed in FY 2027), and the remaining work with Ardurra is \$200k for construction support. A carry over from FY 2026 of \$400,000 is needed in addition to the FY 2027 Budget of \$1.6 million to provide a total funding amount of \$2.0 million in FY 2027.	\$364,135
Carry Over Amendment	Cody Reservoir Pump Station	Capital Outlay	This is a multi year project. Carry over the remaining FY 2026 funds to complete design, and add to the FY 2027 Budget amount (\$1.75 million) which will be used for construction and construction support.	\$165,369
Carry Over Amendment	Network Infrastructure	Technology Devices	Requesting a carryover amendment due to unforeseen circumstances that affected the timeline for project	\$55,329
Carry Over Amendment	Meters	Maintenance & Repairs	James Keenan ordered water meters in May 2026, but they have not been delivered before 6/30/2026.	\$18,000
Carry Over Amendment	E. Sheridan Ave Reconstruction (WYDOT Urban Systems Match Funding)	Capital Outlay	This is a multi-year project. The \$5,000 budgeted in FY 2026 was for the required City match on the Recon Report (scoping and project estimating), and the \$10,000 budgeted in FY 2027 is for the required City match on the design of the project. The Recon Report was not completed in FY 2026, so the full remaining amount needs to be carried over.	\$4,954
Carry Over Amendment	URD System Upgrades	Capital Outlay	This is a multi-year capital project. Materials have been ordered for on-going work in FY 2026, but were not delivered before 6/30/3036. Carry over of remaining funds needed to FY 2027	\$24,179
Carry Over Amendment	Stampede Ave OH Line Replacement	Capital Outlay	This is a multi-year capital project. Materials have been ordered for on-going work in FY 2026, but were not delivered before 6/30/3036. Carry over of remaining funds is needed to FY 2027.	\$18,785
Carry Over Amendment	Yellowstone Impressions Electrical Improvements (private development project)	Capital Outlay	This is an on-going private developer project, and will continue into FY 2027. Carry over all remaining FY 2026 funds to FY 2027.	\$17,805
Carry Over Amendment	Meters	Maintenance & Repairs	James Keenan ordered water meters in May 2026, but they have not been delivered before 6/30/2026.	\$18,000
Carry Over Amendment	Solid Waste Loading Ramp and Yard Paving	Capital Outlay	Project work started in FY 2026, but not completed before 6/30/2026. In addition, more paving in the SW Yard has been identified as part of the project. Carry over \$25,000 of remaining FY 2026 funds to FY 2027 to complete the paving needed with the project.	\$49,099

Amendment Type	Project Title	Category	Reason for Request	Total
Carry Over Amendment	Belfry Bridge Boat Ramp Improvements	Capital Outlay	FY 2026 spent amount was much less than projected. Carry over unspent projected spend to FY 2027.	\$89,334
Carry Over Amendment	Pedestrian / ADA Ramps 2024 (FY 2024 TAP Grant)	Capital Outlay	The projected spend on construction was \$100,000 and the projected spend on design was \$117,000. No construction spend occurred, and only a portion of the design spend occurred. Therefore, carry over \$140,000 of the remaining FY 2026 funds to FY 2027.	\$96,548
Carry Over Amendment	Infr - Electric Distribution and Substations	Maintenance & Repairs	Materials ordered in March 2026, but not delivered before 6/30/2026. Carry over fund amount needed to pay for order to FY 2027.	\$15,000
Carry Over Amendment	Yellowstone Sidewalk Project (FY 2026 TAP Grant)	Capital Outlay	The projected FY 2026 spend did not occur, and will be completed in FY 2027. Carrying over the projected spend amount so the work can be completed in FY 2027.	\$29,718
Carry Over Amendment	North Lift Station Upgrades	Capital Outlay	It was projected that all construction would be completed in FY 2026. That did not occur, so carry over all remaining funds to allow completion in FY 2027.	\$50,547
Supplemental Amendment	Pioneer Village Phase 3	Capital Outlay	Pioneer Village Phase 3 - this is a private development project that never had a budget established in FY 2026. Original electrical estimate was \$36,154, and materials were not delivered before 6/30/2026.	\$33,628
Supplemental Amendment	Blue Bird Subdivision Electric	Capital Outlay	Bluebird Subdivision - this is a private development project that never had a budget established in FY 2026. Original electrical estimate was \$179,630, and was paid by the developer on 4/7/2026. Materials ordered but not all delivered before 6/30/2026.	\$158,347
Supplemental Amendment	ClearGov Grants Management Software	Purchased Services	Purchase of new grants management software	\$5,000
Carry Over Amendment	Chamber Building Repairs	Capital Outlay	Final completion of the chamber building repairs completed in July 2026	\$20,575
Carry Over Amendment	Vehicle Replacement	Capital Outlay	Code enforcement truck bid was awarded in FY27	\$49,826
Carry Over Amendment	Vehicle Replacement	Capital Outlay	Parks utility vehicle expected to arrive in FY27	\$39,695
Carry Over Amendment	NeoGov HRIS System	Purchased Services	NeoGOV HRIS software implementation began in FY27	\$20,000
Carry Over Amendment	Vehicle Replacement	Capital Outlay	Bid #2025-06 expected delivery updated to 2028.	\$402,998
Supplemental Amendment	CYAIR Funding Agreement	Outside Agency Assistance	CYAIR funding agreement	\$15,000
Supplemental Amendment	Personnel	Personnel	Separation payout for vacation and sick leave - P. Bowman, overlap with N. Morgan	\$39,627
Carry Over Amendment	Vinyl Wraps Project	Non-Capital Projects	Carry over unexpended donated funds from FY26	\$4,435
Carry Over Amendment	AVI contract	Purchased Services	Carry over remaining funds for the PUD amendment project	\$4,388
Supplemental Amendment	Electric Shop HVAC	Maintenance & Repairs	The HVAC unit is 20+ years old and is at its end of life. If was arcing and needs to be replaced	\$15,000
Supplemental Amendment	Auditorium Flyers	Purchased Services	Informational flyers for the auditorium project	\$2,000
Supplemental Amendment	Steam Room Improvements	Capital Outlay	Use of donated funds for improvements to the rec center steam room	\$65,457
Carry Over Amendment	Vest Grant 2024	Operating Grants	Carry over of unexpended budget for 2024 vest grant	\$933
Supplemental Amendment	Interfund Loan	Interfund Activity	Interest paid to the Vehicle Replacement Fund from the Storm Drainage Fund for the interfund loan	\$32,100
TOTAL EXPENDITURES				\$2,769,834

Amendment Type	Project Title	Category	Reason for Request	Total
REVENUE				
Supplemental Amendment	WCTF Grant - Seidel's Saddlery Mural	Operating Grant Revenue	Award of Wyoming Cultural Trust Fund grant	\$9,000
Supplemental Amendment	Concerts in the Park	Operating Grant Revenue	Award of grant for the Concerts in the Park series	\$3,800
Supplemental Amendment	WCTF Grant - Concerts in the Park	Operating Grant Revenue	Award of Wyoming Cultural Trust Fund grant	\$2,500
Carry Over Amendment	Grant - Belfry Boat Ramp	Capital Revenue	Carry over expected grant reimbursement in FY27	\$35,335
Carry Over Amendment	Grant - Pedestrian/ADA Improvements	Capital Revenue	Carry over expected grant reimbursement in FY27	\$87,756
Carry Over Amendment	Grant - Yellowstone Sidewalk	Capital Revenue	Carry over expected grant reimbursement in FY27	\$27,000
Carry Over Amendment	Loan - PRV Replacement	Capital Revenue	Carry over expected grant reimbursement in FY27	\$291,021
Carry Over Amendment	Grant - Septage Station	Capital Revenue	All remaining reimbursement funds accounted for in FY26.	(\$100,000)
Supplemental Amendment	Interrund Loan	Interfund Activity	Interest received from the Storm Drainage Fund to the Vehicle Replacement Fund for the interfund loan	\$32,100
Carry Over Amendment	Vest Grant 2024	Operating Grant Revenue	Carry over expected grant reimbursement in FY27	\$466
Supplemental Amendment	Trailhead Playground	Capital Contributions	Pledged donation of \$20,000 from the Rotary Club for the Trailhead Playground project	\$20,000
TOTAL REVENUE				\$408,978

Meeting Date: August 25, 2026 Department: Finance Staff Reference: Leslie Brumage
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AGENDA ITEM SUMMARY REPORT
Yellowstone Regional Airport Funding Agreement

PROPOSED ACTION:

Discussion item only. Discuss the FY26-27 funding agreement for Yellowstone Regional Airport

SUMMARY OF INFORMATION:

Yellowstone Regional Airport requested funding to support general airport operations.

FISCAL IMPACT:

The City budgeted \$95,000 in FY27 for this funding.

ATTACHMENTS:

1. YRA FY26-27

OUTSIDE AGENCY FUNDING AGREEMENT

THIS AGREEMENT is made between the City of Cody, Wyoming, hereinafter referred to as “CITY”, and Yellowstone Regional Airport, hereinafter referred to as “AGENCY”.

1. **PURPOSE.** CITY finds that it is in the public interest to provide funding to AGENCY for General Airport Operations.
2. **PROVISION OF SERVICES.** AGENCY, hereby agrees to use the funding for only the purposes stated in Paragraph 1 of this agreement. Use of funds for any other purpose is strictly prohibited.
3. **EFFECTIVE DATE TERMINATION.** This agreement shall be effective as of the 1st day of July 2026, and shall continue until the 30th day of June 2027, at which time the agreement shall terminate. This agreement shall not be renewed or extended past the termination date.
4. **PAYMENT.** Payment in the amount of Ninety-Five Thousand Dollars and No Cents (\$95,000.00) shall be made to AGENCY within 30 days of the submission of a completed and signed voucher form.
5. **REPORTS AND ACCOUNTING.** AGENCY agrees that the financial and accounting records and accounts of the organization shall be open and available for inspection by officers or designated agents of the CITY upon reasonable notice and during normal business hours for the purpose of examining the same to assure compliance with the obligations of this Agreement.
6. **PAYMENT OF DEBTS.** AGENCY agrees to promptly pay, as they become due, all claims, debts, and charges which it may incur as a result of the program(s) herein contained and shall hold and save the CITY harmless from any such claims or debts.
7. **RELEASE OF LIABILITY.** AGENCY agrees to hold the CITY harmless in any proceedings of any nature or kind, including, but not limited to Workers’ Compensation claims of or by anyone whomsoever, claims for bodily injury, death and property damage, in any way resulting from or arising out of the operations in connection herewith.

The undersigned represents that he / she has the authority to enter into this agreement on behalf of the organization named herein, and to bind the organization to this agreement, and to accept the terms and conditions described herein.

<u>AGENCY</u>	<u>CITY</u>
Signature	Signature
Printed Name	Printed Name Lee Ann Reiter
Title	Title Mayor
Date	Date

Meeting Date: August 25, 2026 Department: Public Works Staff Reference: Nate Morgan
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AGENDA ITEM SUMMARY REPORT
Review of Bid 2026-09 for one new utility trailer.

PROPOSED ACTION:

Informational only - discussion regarding Bid 2026-09 for one new utility trailer.

SUMMARY OF INFORMATION:

A request was made in the FY 2026 Budget and carried over to the FY 2027 Budget for the purchase of a new utility trailer for use by the Grounds Division.

Bid packets were sent to CY Corp Trailer Sales, Boones Machine Shop, Whitlock Motors, Conneticut Trailers, Symmetry Trailers, Avenue Rental and Sales, Elliot's Customer Trailers & Cars, RDO Equipment, and advertised in the Cody Enterprise. The ad was in the paper on July 28th, 2026 and August 4th, 2026.

The public bid opening was held at City Hall on August 11 just after 2:00PM, the following three bidders were submitted and read aloud:

- Holden Industries, Inc submitted one bid for a Holden HUT10 22' utility trailer in the amount of \$14,819.00.
- Symmetry Trailers, LLC submitted one bid for a 22' utility trailer in the amount of \$6,995.00.
- Whitlock Motors submitted one bid for a Teton 22' utility trailer in the amount of \$6,588.37.

Subject to discussion with the City Council and direction received, staff proposes to award Bid 2026-09 to Whitlock Motors for the purchase of a Teton 22' utility trailer in the amount of \$6,588.37.

FISCAL IMPACT:

The purchase of this trailer was funded in the FY 2027 Budget, in the amount of \$9,000.00.

ATTACHMENTS:

1. Bid Package
2. Whitlock Bid Submitted
3. Symmetry Trailers Bid Submitted
4. Holden Bid Submitted



Bid No. 2026-09
(1) New Utility Trailer

The City of Cody will receive sealed bids until 2:00 p.m. on 8/11/2026 at Cody City Hall, 1338 Rumsey Avenue, P.O. Box 2200, Cody, Wyoming 82414, for **(1) New Utility Trailer**. All bids will be opened and read aloud at this time. Full bid details and specifications are included in the bid packet by emailing kylieh@codywy.gov. Direct any questions to Eric Asay at (307) 586-2733.

The City reserves the right to reject any and/or all bids and further reserves the right to waive any informalities if deemed in the best interest of the City. No bid over \$100,000.00 may be considered unless accompanied by the required bid guarantee of 5% of the total bid amount.

Dated this 21st Day of July, 2026.

Tina Gail
Administrative Services Officer

PUBLISH: July 28th, 2026
August 4th, 2026



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BID NO. 2026-09 (1) New Utility Trailer

DOCUMENTS INCLUDED IN PACKET FOR BID NO 2026-04

	<u>Pages</u>
1. ADVERTISEMENT FOR BID (ON THIS PAGE, BELOW) ↓	1
2. INSTRUCTION SHEET	2
3. BID PROPOSAL	3
4. SPECIFICATIONS	4-5

For more information: City of Cody

307-587-2958

Bid No. 2026-09
(1) New Utility Trailer

The City of Cody will receive sealed bids until 2:00 p.m. on 8/11/2026 at Cody City Hall, 1338 Rumsey Avenue, P.O. Box 2200, Cody, Wyoming 82414, for **(1) New Utility Trailer.** All bids will be opened and read aloud at this time. Full bid details and specifications are included in the bid packet by emailing kylieh@codywy.gov. Direct any questions to Eric Asay at (307) 586-2733.

The City reserves the right to reject any and/or all bids and further reserves the right to waive any informalities if deemed in the best interest of the City. No bid over \$100,000.00 may be considered unless accompanied by the required bid guarantee of 5% of the total bid amount.

Dated this 21st Day of July, 2026.

Tina Gail
Administrative Services Officer

PUBLISH: July 28th, 2026
 August 4th, 2026



**INSTRUCTIONS: (1) New Utility Trailer
BID REQUEST NUMBER 2026-09**

The Bidder agrees to provide **(1) New Utility Trailer** free and clear of all liens of any kind, pursuant to the specifications and invitation to bid. The bidder shall complete every space in the Bid 2026-09 City of Cody Specifications Form on pages 4-5 to indicate that the item being bid is exactly as specified. All (no) responses shall be explained in detail on an attached sheet. Bids will be accepted for consideration on any make or model that is equal or superior to the specifications.

The bidder warrants that he has read and understands the requirements of the City of Cody, and that if the bid is over \$100,000.00 he/she has enclosed a bid bond in the amount of not less than **five percent (5%)** of the "TOTAL BID" amount, and that the bid price represents all costs to the City of Cody including delivery, setup, dealer preparation, and all other costs of providing the unit in accordance with the specifications therefore. All bid guarantees must be received in the form of a bid bond, cashier's check or money order. No personal or business checks will be accepted as a bid guarantee. If a bid over \$100,000.00 is received without the necessary 5% bid guarantee it will be rejected. The undersigned further understands that the Governing Body of the City of Cody shall determine in its sole discretion the most responsible bidder, and may reject any and all bids or make substitution, waive defects it deems unsubstantial in any bid, and that if an award is made, they will award the bid in the best interest of the City. Award of bid is subject to budget appropriation for this purchase.

In accordance with the provisions of W.S. 16-6-101, 16-6-102 and 16-6-106, preference is hereby given to resident Wyoming Contractors and to materials, supplies, equipment, machinery and provisions produced, manufactured, supplied or grown in Wyoming, quality being equal to articles offered by competitors outside the state. Bidders claiming preference must submit evidence of WY residency as defined in WY Statute Section 16-6-101.

The offer made herein shall be binding for 60 days after the date of bid opening.

Award of bid shall be made by Notice of Award, which shall be accompanied by a binding agreement to supply the unit pursuant to the bid documents. Bidder warrants that Bidder has read the proposed agreement and agrees to the terms and conditions contained therein. The unit shall be delivered and tested within the time frame specified by the Bidder upon receipt of order.

Payment shall be made within 30 days after the delivery and acceptance of the unit.

All material provided under this bid shall be new and unused. Bid documents may be obtained from:

City of Cody
P.O. Box 2200
1338 Rumsey Avenue
Cody, Wyoming 82414
(307) 527-7511

Bids are to be sealed and addressed to the City of Cody, 1338 Rumsey Avenue, P.O. Box 2200, Cody, Wyoming 82414 and shall be marked "**Bid No. 2026-09, (1) New Utility Trailer**" on the outside of the envelope.

The sealed bids must be returned to the City of Cody no later than 2:00 p.m. on 8/11/2026. The bid opening will be held at that time at City Hall. The City reserves the right to reject any and/or all bids and further reserves the right to waive any informalities if deemed in the best interest of the City.

Bid Proposal Form
Bid No. 2026-09 (1) New Utility Trailer
City of Cody, Wyoming



Governing Body
City of Cody
PO Box 2200
1338 Rumsey Avenue
Cody, WY 82414

The undersigned Bidder agrees to provide **(1) New Utility Trailer**, free and clear of all liens of any kind, pursuant to the specifications and invitation to bid.

The bid price shall be F.O.B. City of Cody Vehicle Maintenance Shop 119 19th Street, Cody, WY 82414.

Bid Schedule	Quantity	Unit	Total Price
Bid for:			\$ _____
Less trade if any:			\$ (<u> N/A </u>)
Net Total Bid			\$ _____

The undersigned warrants that he/she has read and understands the requirements of the City of Cody, and that if the bid is over \$100,000.00 he/she encloses a bid bond in the amount of not less than **five percent (5%)** of the "TOTAL BID" amount, and that the bid price represents all costs to the City of Cody including delivery, setup, installation and testing of providing the unit in accordance with the specifications therefore. All bid guarantees must be received in the form of a bid bond, cashier's check or money order. No personal or business checks will be accepted as a bid guarantee. If a bid over \$100,000.00 is received without the necessary 5% bid guarantee it will be rejected. The undersigned further understands that the Governing Body of the City of Cody shall determine in its sole discretion the most responsible bidder, and the Governing Body may reject any and all bids or make substitutions, waive defects deemed unsubstantial in any bid, and that if an award is made, the Governing Body will award the bid in the best interest of the City. Award of bid is subject to budget appropriation for this purchase.

The offer made herein shall be binding for 60 days after the date of bid opening.

Award of bid shall be made by Notice of Award, which shall be accompanied by a binding agreement to supply the unit pursuant to the bid documents. Bidder warrants that Bidder has read the proposed agreement and agrees to the terms and conditions contained therein. The unit shall be delivered and tested within the time frame specified by the Bidder upon receipt of order.

Payment shall be made within 30 days after the delivery and acceptance of the unit.

Date _____

Signature

Typed or Printed Name

Company

Mailing Address

City, State and Zip

E-mail Address

City of Cody

Bid 2026-09

Minimum specifications for (1) New Utility Trailer

THE BIDDER SHALL COMPLETE EVERY SPACE BY PLACING A CHECK MARK UNDER THE **YES** OR **NO** COLUMN TO INDICATE THAT THE ITEM BEING BID IS EXACTLY AS SPECIFIED. **ALL NO RESPONSES SHALL BE EXPLAINED IN DETAIL ON AN ATTACHED SHEET.** FAILURE TO ANSWER YES OR NO, SUBMISSION OF A FALSE RESPONSE, OR OMISSION OF REQUIRED DOCUMENTATION MAY RESULT IN REJECTION OF THE BID AS NON-RESPONSIVE.

GENERAL

YES **NO**

- | | | |
|---|-------|-------|
| 1. New 22' Tandem Axle Utility Trailer | _____ | _____ |
| 2. Minimum GVWR: 7,000 lbs | _____ | _____ |
| 3. Minimum Deck Width 83" | _____ | _____ |
| 4. Treadplate Aluminum Fenders | _____ | _____ |
| 5. Black Powder Coat | _____ | _____ |
| 6. 2x2 Top Rail | _____ | _____ |
| 7. Treated Lumber Deck | _____ | _____ |
| 8. 4' Spring-Assist Heavy Duty Fold-up Gate | _____ | _____ |

AXLES & TIRES

- | | | |
|------------------------------------|-------|-------|
| 1. Brakes on Both Axles | _____ | _____ |
| 2. (2) 5,200lb Axles | _____ | _____ |
| 3. Spare Tire Mount and Spare Tire | _____ | _____ |
| 4. 15" Wheels | _____ | _____ |

TONGUE, HITCH & JACKS

- | | | |
|---|-------|-------|
| 1. Bumper Pull – 2 5/16" Ball Coupling | _____ | _____ |
| 2. Minimum 4" Channel Frame and Tongue | _____ | _____ |
| 3. (2) Safety Chains w/Clevis Hooks | _____ | _____ |
| 4. 10,000lb Jack w/Non-Removable Front Rail | _____ | _____ |

WIRING & LIGHTING**YES** **NO**

1. DOT approved Stop, Tail, Turn and Clearance LED Lights
2. 7 Way Plug

MISCELLANEOUS

1. Full manufacturer's standard warranty.
2. Dealer order form showing all equipment being bid.
3. Wyoming Certificate of Residency (If yes, a copy of the certificate must be included.)
4. Upon delivery to the City, the unit will be fully equipped as specified, cleaned and ready to enter into service for the City of Cody
5. Estimated time of delivery.

Legal Notice Publication

Bid to Purchase Materials over \$20,000 Bid # _____ (2 times, at least 7 days apart)

Bid for Construction Bid # _____ (2 times, at least 7 days apart)

Bid to Sell Surplus Property over \$500 (3 times during 3 consecutive weeks)

Public Hearing Notification

_____ **Zone Change or Variance** (1 time, no less than 15 days before hearing)

_____ **Special Exemption Permit** (1 time, no less than 10 days before hearing)

_____ **Vacation of Right-of-Way** (3 times in 3 successive issues)

_____ **P.U.D- Planned Unit Development** (2 times in 2 successive issues)

_____ **Annexation** (2 times, first time at least 20 business days before hearing)

_____ **Budget Summary** (1 time at least 1 week before hearing date)

_____ **Liquor Licenses** (New, Renewals, Transfers: 4 consecutive weeks)

Council Minutes (1 time, submit within 12 days of meeting)

Publication of Ordinance Title Ord. _____ (1 time after passed on 3^d reading)

Final Completion Notification (1 time per week, 3 consecutive weeks, starting no less than 40 days before final estimates are to be paid)

Liquor Licenses – license application, permit, renewal or transfer (2 times, once each during 2 consecutive weeks)

Wages, Titles and Employee Names (1 time within 60 days of beginning of fiscal year)

Bond Redemption Call (1 time at least 15 days before bond call date)

Other _____

Publication Requested By: _____ Date: _____

Date of Requested Hearing or Council Action: _____

Dates of Requested Publication: _____ (____) _____ (____)

Initial when publication checked

_____ (____) _____ (____)

Information Submitted to: _____ Date: _____

Information Available on Server at: _____

Submitted to Cody Enterprise via: e-mail fax hand delivery

Submitted to paper by: _____ Date: _____ Time: _____

After Sent to *Enterprise* Copies: Cindy Original Department Bid File

Cody Enterprise submittal deadlines: Tuesday paper – Thursday at 10:00 AM
Thursday paper – Monday at 10:00 AM

Bid Proposal Form
Bid No. 2026-09 (1) New Utility Trailer
City of Cody, Wyoming



Governing Body
City of Cody
PO Box 2200
1338 Rumsey Avenue
Cody, WY 82414

The undersigned Bidder agrees to provide **(1) New Utility Trailer**, free and clear of all liens of any kind, pursuant to the specifications and invitation to bid.

The bid price shall be F.O.B. City of Cody Vehicle Maintenance Shop 119 19th Street, Cody, WY 82414.

Bid Schedule	Quantity	Unit	Total Price
Bid for:			\$ <u>6588.37</u>
Less trade if any:			\$ (<u>N/A</u>)
Net Total Bid			\$ <u>6588.37</u>

The undersigned warrants that he/she has read and understands the requirements of the City of Cody, and that if the bid is over \$100,000.00 he/she encloses a bid bond in the amount of not less than five percent (5%) of the "TOTAL BID" amount, and that the bid price represents all costs to the City of Cody including delivery, setup, installation and testing of providing the unit in accordance with the specifications therefore. All bid guarantees must be received in the form of a bid bond, cashier's check or money order. No personal or business checks will be accepted as a bid guarantee. If a bid over \$100,000.00 is received without the necessary 5% bid guarantee it will be rejected. The undersigned further understands that the Governing Body of the City of Cody shall determine in its sole discretion the most responsible bidder, and the Governing Body may reject any and all bids or make substitutions, waive defects deemed unsubstantial in any bid, and that if an award is made, the Governing Body will award the bid in the best interest of the City. Award of bid is subject to budget appropriation for this purchase.

The offer made herein shall be binding for 60 days after the date of bid opening.

Award of bid shall be made by Notice of Award, which shall be accompanied by a binding agreement to supply the unit pursuant to the bid documents. Bidder warrants that Bidder has read the proposed agreement and agrees to the terms and conditions contained therein. The unit shall be delivered and tested within the time frame specified by the Bidder upon receipt of order.

Payment shall be made within 30 days after the delivery and acceptance of the unit.

Date 8-11-2026

Signature

Brett C. Whitlock

Typed or Printed Name

Whitlock Motors

Company

2825 Bin Horn Ave

Mailing Address

Cody, WY 82414

City, State and Zip

bwhitlock@whitlockmotors.com

E-mail Address

99+

Mail

Chat

Meet

Compose

Inbox5,279

Starred

Snoozed

Sent

Drafts5

Categories

Purchases412

More

Labels

[Gmail]/Musicians Friend

[Gmail]/Trash/Cody Roto...

[Gmail]/Trash/Facebook

[Gmail]/Trash/Mark Tayl...

[Imap]/Drafts

Elders Quorum Notes

INBOX/1330 Creative Mk...

INBOX/1815 Stampe...6

INBOX/Appraisal Form

INBOX/Ashley Hens...2

INBOX/Auto Risk Ins1

INBOX/Autosoft3

INBOX/Best of the Big H...

INBOX/Binn

Ask Gmail

28

Teton Trailer Manufacturing

External

Inbox x

Teton Sales

to bwhitlock

Alright Bret here are the specs for the 22' utility we talked about.

7x22 Utility

10k GVWR (x2 5200lb axles)

Electric Brakes on all 4 tires

1.5"x1.5" Top Rail

4ft HD Spring Assisted Ramp Gate

2 5/16" Coupler

2' x 5' Tube Frame

HD 10 ga Steel tread Plate Fenders

2x6 #2 Doug Fir Deck (Coated)

12k Manual Jack

LED lighting

7 Way Plug

225x75x15 8 Ply Tires

Spare Tire Holder

3/8 Safety Chains

3 Year Warranty

Tanner Waters

National Sales Manager

Teton Trailer Manufacturing

3530 Professional Way

Idaho Falls, ID 83402

Cell: 208-521-1433

Thanks, I'll check them out.

Thanks for the info.

Got it, thanks!

Reply

Reply all

Forward

Share in chat

New

https://mail.google.com/mail/u/0/?tab=rm&ogbl#inbox/FMfcgzQhVrCjNZzzRSPRNpHVbzbrmrQV

Page 21 of 187

City of Cody

Bid 2026-09

Minimum specifications for (1) New Utility Trailer

THE BIDDER SHALL COMPLETE EVERY SPACE BY PLACING A CHECK MARK UNDER THE YES OR NO COLUMN TO INDICATE THAT THE ITEM BEING BID IS EXACTLY AS SPECIFIED. ALL NO RESPONSES SHALL BE EXPLAINED IN DETAIL ON AN ATTACHED SHEET. FAILURE TO ANSWER YES OR NO, SUBMISSION OF A FALSE RESPONSE, OR OMISSION OF REQUIRED DOCUMENTATION MAY RESULT IN REJECTION OF THE BID AS NON-RESPONSIVE.

GENERAL

	YES	NO
1. New 22' Tandem Axle Utility Trailer	☒	☐
2. Minimum GVWR: 7,000 lbs 10,000	☐	☒
3. Minimum Deck Width 83"	☒	☐
4. Treadplate Aluminum Fenders - steel tread plate 10 gauge 2 part	☐	☒
5. Black Powder Coat - we use epoxy resin	☐	☒
6. 2x2 Top Rail 1 1/2" top rail	☐	☒
7. Treated Lumber Deck ✓	☒	☐
8. 4' Spring-Assist Heavy Duty Fold-up Gate	☒	☐

AXLES & TIRES

1. Brakes on Both Axles	☒	☐
2. (2) 5,200lb Axles	☒	☐
3. Spare Tire Mount and Spare Tire	☒	☐
4. 15" Wheels	☒	☐

TONGUE, HITCH & JACKS

1. Bumper Pull - 2 5/16" Ball Coupling	☒	☐
2. Minimum 4" Channel Frame and Tongue - 2x5 tubing	☐	☒
3. (2) Safety Chains w/Clevis Hooks	☒	☐
4. 10,000lb Jack w/Non-Removable Front Rail - 12,000 lbs jack	☐	☒

WIRING & LIGHTING

1. DOT approved Stop, Tail, Turn and Clearance LED Lights
2. 7 Way Plug

<u>YES</u>	<u>NO</u>
☒	☐
☒	☐

MISCELLANEOUS

1. Full manufacturer's standard warranty.
2. Dealer order form showing all equipment being bid.
3. Wyoming Certificate of Residency (If yes, a copy of the certificate must be included.)
4. Upon delivery to the City, the unit will be fully equipped as specified, cleaned and ready to enter into service for the City of Cody
5. Estimated time of delivery.

☒	☐
☒	☐
☒	☐
☒	☐

October 13, 2026 approx. time

Bid Proposal Form
Bid No. 2026-09 (1) New Utility Trailer
City of Cody, Wyoming



Governing Body
City of Cody
PO Box 2200
1338 Rumsey Avenue
Cody, WY 82414

The undersigned Bidder agrees to provide **(1) New Utility Trailer**, free and clear of all liens of any kind, pursuant to the specifications and invitation to bid.

The bid price shall be F.O.B. City of Cody Vehicle Maintenance Shop 119 19th Street, Cody, WY 82414.

Bid Schedule	Quantity	Unit	Total Price
Bid for:			\$ <u>6,995⁰⁰</u>
Less trade if any:			\$ (<u>N/A</u>)
Net Total Bid			\$ <u>6,995⁰⁰</u>

The undersigned warrants that he/she has read and understands the requirements of the City of Cody, and that if the bid is over \$100,000.00 he/she encloses a bid bond in the amount of not less than **five percent (5%)** of the "TOTAL BID" amount, and that the bid price represents all costs to the City of Cody including delivery, setup, installation and testing of providing the unit in accordance with the specifications therefore. All bid guarantees must be received in the form of a bid bond, cashier's check or money order. No personal or business checks will be accepted as a bid guarantee. If a bid over \$100,000.00 is received without the necessary 5% bid guarantee it will be rejected. The undersigned further understands that the Governing Body of the City of Cody shall determine in its sole discretion the most responsible bidder, and the Governing Body may reject any and all bids or make substitutions, waive defects deemed unsubstantial in any bid, and that if an award is made, the Governing Body will award the bid in the best interest of the City. Award of bid is subject to budget appropriation for this purchase.

The offer made herein shall be binding for 60 days after the date of bid opening.

Award of bid shall be made by Notice of Award, which shall be accompanied by a binding agreement to supply the unit pursuant to the bid documents. Bidder warrants that Bidder has read the proposed agreement and agrees to the terms and conditions contained therein. The unit shall be delivered and tested within the time frame specified by the Bidder upon receipt of order.

Payment shall be made within 30 days after the delivery and acceptance of the unit.

Date 7/30/26

[Signature]
Signature

Adam PAULI
Typed or Printed Name

SYMMETRY TRAILERS
Company

222 COLE CREEK RD
Mailing Address

EVANSVILLE, WY 82636
City, State and Zip

SYMTRAILERS@GMAIL.COM
E-mail Address

City of Cody

Bid 2026-09

Minimum specifications for (1) New Utility Trailer

THE BIDDER SHALL COMPLETE EVERY SPACE BY PLACING A CHECK MARK UNDER THE **YES** OR **NO** COLUMN TO INDICATE THAT THE ITEM BEING BID IS EXACTLY AS SPECIFIED. **ALL NO RESPONSES SHALL BE EXPLAINED IN DETAIL ON AN ATTACHED SHEET.** FAILURE TO ANSWER YES OR NO, SUBMISSION OF A FALSE RESPONSE, OR OMISSION OF REQUIRED DOCUMENTATION MAY RESULT IN REJECTION OF THE BID AS NON-RESPONSIVE.

GENERAL

1. New 22' Tandem Axle Utility Trailer
2. Minimum GVWR: 7,000 lbs
3. Minimum Deck Width 83"
4. Treadplate Aluminum Fenders
5. Black Powder Coat
6. 2x2 Top Rail
7. Treated Lumber Deck
8. 4' Spring-Assist Heavy Duty Fold-up Gate

<u>YES</u>	<u>NO</u>
☒	☐
☒	☐
☒	☐
☒	☐
☒	☐
☒	☐
☒	☐
☒	☐

AXLES & TIRES

1. Brakes on Both Axles
2. (2) 5,200lb Axles
3. Spare Tire Mount and Spare Tire
4. 15" Wheels

☒	☐
☒	☐
☒	☐
☒	☐

TONGUE, HITCH & JACKS

1. Bumper Pull – 2 5/16" Ball Coupling
2. Minimum 4" Channel Frame and Tongue
3. (2) Safety Chains w/Clevis Hooks
4. 10,000lb Jack w/Non-Removable Front Rail

☒	☐
☒	☐
☒	☐
☒	☐

WIRING & LIGHTING**YES** **NO**

1. DOT approved Stop, Tail, Turn and Clearance LED Lights
2. 7 Way Plug

☒	☐
☒	☐

MISCELLANEOUS

1. Full manufacturer's standard warranty.
2. Dealer order form showing all equipment being bid.
3. Wyoming Certificate of Residency (If yes, a copy of the certificate must be included.)
4. Upon delivery to the City, the unit will be fully equipped as specified, cleaned and ready to enter into service for the City of Cody
5. Estimated time of delivery.

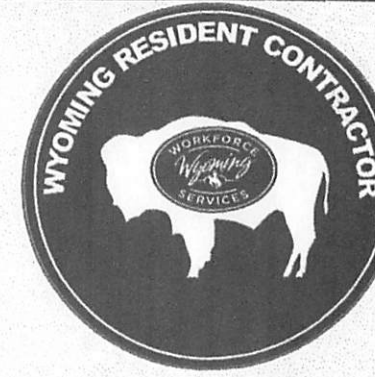
☒	☐
☒	☐
☒	☐
☒	☐

90 Days ARO



STATE OF WYOMING

CERTIFICATE OF RESIDENCY



Contractor Number: 2209

THIS CERTIFIES THAT:

SYMMETRY TRAILERS, LLC

HAS BEEN GRANTED RESIDENCY STATUS PURSUANT TO WYOMING STATUTE 16-6-101, AS AMENDED. FIVE PERCENT PREFERENCE SHALL BE ALLOWED WHEN BIDDING ON ANY PUBLIC WORKS CONTRACT FOR A PERIOD OF ONE (1) YEAR FROM THE DATE CERTIFICATION IS GRANTED.

GRANTED THIS 29th DAY OF JANUARY TWO THOUSAND AND 26

Lee Williams

Lee Williams, Business Consultant Manager

EXPIRATION DATE: 1/28/2027



To verify the authenticity of the certificate,
please contact our office at 307-777-7261 or visit
dws.wyo.gov/dws-division/labor-standards

CERTIFICATE SERIAL NUMBER: 2901202675



CUSTOMER QUOTATION

Date / Quote No: J80726-1122HU 8/7/2026 11:34

Holden Industries, Inc.

5624 S State Hwy 43
Southwest City, MO 64863
Phone 800-488-4487
Phone (417) 762-3218
Fax (417) 762-3464
Rob Brooks
rbrooks@holdentrailers.com
toll free 800-488-4487

Customer Name: City of Cody
Address: 1338 Rumsey Avenue
Cody, WY 82414

Contact: Tina Gail
Phone / Fax: 307-527-7511
Email: _____

Description		Qty	Price Ea.		Extended Price
Trailer Model:	HUT utility trailer	1	\$	14,819.00	\$ 14,819.00
	HOLDEN model HUT10				
	GVWR 10,000 lbs.				
Axles:	Tandem 5,200 w/grease zerts				
Tires:	ST225/75R15" LR-D radials				
Wheels:	6" wide x 15" diameter, 6-hole single disc, steel				
Spare:	one spare with lockable mount				
Brakes:	Electric on all wheels with DOT breakaway switch, battery and tow charger				
Deck length:	22'				
Deck Width:	83" between fenders with non-removable front stop rail and 2" x 2" side rails				
Decking:	2" treated pine				
Drawbar length:	4' long A-frame				
Overall length:	26'				
Lights:	LED DOT lights, rubber mounted sealed beam				
Wiring:	sealed wiring harness				
Towing device:	2 - 5/16" I ball coupler				
Jack:	12,000 lbs. capacity, with drop leg, and road side crank				
Stake pockets	6 pair total				
End gate:	4' long stand up with wire mesh full width with spring assist steel stand up with Ock bars to secure upright				
Fenders:	aluminum treadplate				
Safety chains:	5/16" P-70 with safety latches				
Color:	Black with DOT conspicuity striping and				
	Delivered to Cody, WY				

Total: \$ 14,819.00



TABLE OF CONTENTS
BID NO. 2026-09 (1) New Utility Trailer

DOCUMENTS INCLUDED IN PACKET FOR BID NO 2026-04

	<u>Pages</u>
1. ADVERTISEMENT FOR BID (ON THIS PAGE, BELOW) ↓	1
2. INSTRUCTION SHEET	2
3. BID PROPOSAL	3
4. SPECIFICATIONS	4-5

For more information: City of Cody **307-587-2958**

Bid No. 2026-09
(1) New Utility Trailer

The City of Cody will receive sealed bids until 2:00 p.m. on 8/11/2026 at Cody City Hall, 1338 Rumsey Avenue, P.O. Box 2200, Cody, Wyoming 82414, for **(1) New Utility Trailer**. All bids will be opened and read aloud at this time. Full bid details and specifications are included in the bid packet by emailing kylich@codywy.gov. Direct any questions to Eric Asay at (307) 586-2733.

The City reserves the right to reject any and/or all bids and further reserves the right to waive any informalities if deemed in the best interest of the City. No bid over \$100,000.00 may be considered unless accompanied by the required bid guarantee of 5% of the total bid amount.

Dated this 21st Day of July, 2026.

Tina Gail
Administrative Services Officer

PUBLISH: July 28th, 2026
 August 4th, 2026



**INSTRUCTIONS: (1) New Utility Trailer
BID REQUEST NUMBER 2026-09**

The Bidder agrees to provide **(1) New Utility Trailer** free and clear of all liens of any kind, pursuant to the specifications and invitation to bid. The bidder shall complete every space in the Bid 2026-09 City of Cody Specifications Form on pages 4-5 to indicate that the item being bid is exactly as specified. All (no) responses shall be explained in detail on an attached sheet. Bids will be accepted for consideration on any make or model that is equal or superior to the specifications.

The bidder warrants that he has read and understands the requirements of the City of Cody, and that if the bid is over \$100,000.00 he/she has enclosed a bid bond in the amount of not less than five percent (5%) of the "TOTAL BID" amount, and that the bid price represents all costs to the City of Cody including delivery, setup, dealer preparation, and all other costs of providing the unit in accordance with the specifications therefore. All bid guarantees must be received in the form of a bid bond, cashier's check or money order. No personal or business checks will be accepted as a bid guarantee. If a bid over \$100,000.00 is received without the necessary 5% bid guarantee it will be rejected. The undersigned further understands that the Governing Body of the City of Cody shall determine in its sole discretion the most responsible bidder, and may reject any and all bids or make substitution, waive defects it deems unsubstantial in any bid, and that if an award is made, they will award the bid in the best interest of the City. Award of bid is subject to budget appropriation for this purchase.

In accordance with the provisions of W.S. 16-6-101, 16-6-102 and 16-6-106, preference is hereby given to resident Wyoming Contractors and to materials, supplies, equipment, machinery and provisions produced, manufactured, supplied or grown in Wyoming, quality being equal to articles offered by competitors outside the state. Bidders claiming preference must submit evidence of WY residency as defined in WY Statute Section 16-6-101.

The offer made herein shall be binding for 60 days after the date of bid opening.

Award of bid shall be made by Notice of Award, which shall be accompanied by a binding agreement to supply the unit pursuant to the bid documents. Bidder warrants that Bidder has read the proposed agreement and agrees to the terms and conditions contained therein. The unit shall be delivered and tested within the time frame specified by the Bidder upon receipt of order.

Payment shall be made within 30 days after the delivery and acceptance of the unit.

All material provided under this bid shall be new and unused. Bid documents may be obtained from:

City of Cody
P.O. Box 2200
1338 Rumsey Avenue
Cody, Wyoming 82414
(307) 527-7511

Bids are to be sealed and addressed to the City of Cody, 1338 Rumsey Avenue, P.O. Box 2200, Cody, Wyoming 82414 and shall be marked "**Bid No. 2026-09, (1) New Utility Trailer**" on the outside of the envelope.

The sealed bids must be returned to the City of Cody no later than 2:00 p.m. on 8/11/2026. The bid opening will be held at that time at City Hall. The City reserves the right to reject any and/or all bids and further reserves the right to waive any informalities if deemed in the best interest of the City.



Bid Proposal Form
Bid No. 2026-09 (1) New Utility Trailer
City of Cody, Wyoming



Governing Body
City of Cody
PO Box 2200
1338 Rumsey Avenue
Cody, WY 82414

The undersigned Bidder agrees to provide **(1) New Utility Trailer**, free and clear of all liens of any kind, pursuant to the specifications and invitation to bid.

The bid price shall be F.O.B. City of Cody Vehicle Maintenance Shop 119 19th Street, Cody, WY 82414.

Bid Schedule	Quantity	Unit	Total Price
Bid for:			\$ <u>14,819⁰⁰</u>
Less trade if any:			\$ (<u>N/A</u>)
Net Total Bid			\$ <u>14,819⁰⁰</u>

The undersigned warrants that he/she has read and understands the requirements of the City of Cody, and that if the bid is over \$100,000.00 he/she encloses a bid bond in the amount of not less than **five percent (5%)** of the "TOTAL BID" amount, and that the bid price represents all costs to the City of Cody including delivery, setup, installation and testing of providing the unit in accordance with the specifications therefore. All bid guarantees must be received in the form of a bid bond, cashier's check or money order. No personal or business checks will be accepted as a bid guarantee. If a bid over \$100,000.00 is received without the necessary 5% bid guarantee it will be rejected. The undersigned further understands that the Governing Body of the City of Cody shall determine in its sole discretion the most responsible bidder, and the Governing Body may reject any and all bids or make substitutions, waive defects deemed unsubstantial in any bid, and that if an award is made, the Governing Body will award the bid in the best interest of the City. Award of bid is subject to budget appropriation for this purchase.

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Payment shall be made within 30 days after the delivery and acceptance of the unit.

Date 8/7/2026

Rob Brooke
Signature

Rob Brooke
Typed or Printed Name

Holden Industries Inc
Company

5624 S State Highway 43
Mailing Address

Sunshower City MO 64863
City, State and Zip

Sales @ HoldenTranals.com
E-mail Address

City of Cody

Bid 2026-09

Minimum specifications for (1) New Utility Trailer

THE BIDDER SHALL COMPLETE EVERY SPACE BY PLACING A CHECK MARK UNDER THE YES OR NO COLUMN TO INDICATE THAT THE ITEM BEING BID IS EXACTLY AS SPECIFIED. **ALL NO RESPONSES SHALL BE EXPLAINED IN DETAIL ON AN ATTACHED SHEET.** FAILURE TO ANSWER YES OR NO, SUBMISSION OF A FALSE RESPONSE, OR OMISSION OF REQUIRED DOCUMENTATION MAY RESULT IN REJECTION OF THE BID AS NON-RESPONSIVE.

GENERAL

	<u>YES</u>	<u>NO</u>
1. New 22' Tandem Axle Utility Trailer	☒	☐
2. Minimum GVWR: 7,000 lbs	☒	☐
3. Minimum Deck Width 83"	☒	☐
4. Treadplate Aluminum Fenders	☒	☐
5. Black Powder Coat	☒	☐
6. 2x2 Top Rail	☒	☐
7. Treated Lumber Deck	☒	☐
8. 4' Spring-Assist Heavy Duty Fold-up Gate	☒	☐

AXLES & TIRES

1. Brakes on Both Axles	☒	☐
2. (2) 5,200lb Axles	☒	☐
3. Spare Tire Mount and Spare Tire	☒	☐
4. 15" Wheels	☒	☐

TONGUE, HITCH & JACKS

1. Bumper Pull – 2 5/16" Ball Coupling	☒	☐
2. Minimum 4" Channel Frame and Tongue	☒	☐
3. (2) Safety Chains w/Clevis Hooks	☒	☐
4. 10,000lb Jack w/Non-Removable Front Rail	☒	☐

WIRING & LIGHTING

1. DOT approved Stop, Tail, Turn and Clearance LED Lights
2. 7 Way Plug

<u>YES</u>	<u>NO</u>
☒	☐
☒	☐

MISCELLANEOUS

1. Full manufacturer's standard warranty.
2. Dealer order form showing all equipment being bid.
3. Wyoming Certificate of Residency (If yes, a copy of the certificate must be included.)
4. Upon delivery to the City, the unit will be fully equipped as specified, cleaned and ready to enter into service for the City of Cody
5. Estimated time of delivery.

☒	☐
☒	☐
☐	☒
☒	☐
<u>60 days</u>	

Meeting Date: August 25, 2026 Department: Public Works Staff Reference: Nate Morgan
--

AGENDA ITEM SUMMARY REPORT

Tree Streets Waterline Replacement Phase 1 - Change Order #4- Substantial Completion and Retainage Release

PROPOSED ACTION:

Discussion about approving Change order #4 and issuing Substantial Completion and starting the Retainage Release process for the Tree Streets Waterline Replacement Project Phase 1

SUMMARY OF INFORMATION:

The City entered into a contract with Wilson Brothers Construction for the Tree Streets Waterline Replacement Project Phase 1 in July 2024. In accordance with the contract with Wilson Brothers 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 Phase 1 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 Wilson Brothers on August 10, 2026.

At the end of all project staff will bring forward a final reconciliation change order to capture any increase or decrease in funds required to balance the project funding out. For this project, the final change order will require the council to approve adding another \$11,294.00 to the contract. In talking with our engineers, these additional costs are due to some additional asphalt that was required right at the end of the project. As the contractors were preparing their final patches, some of the holes had to expand due to the quality of the existing road that they were patching back to. Thus, adding additional hot mix costs to the contract.

Upon approval of the Phase 1 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 supplies 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 Wilson Brothers.

Subject to discussion with the City Council and direction received, City Staff proposes to present the approval of Change Order #4 and issuing of Substantial Completion for the Phase 1 Project and starting the Retainage Release process for approval at the City Council Regular Meeting on September 1, 2026.

FISCAL IMPACT:

If this is approved, it will require a budget amendment for the change order amount of

\$11,294.00 to be added to this project. The retainage amount for this project has already been budgeted for.

ATTACHMENTS:

1. Tree Streets Waterline Project Phase 1 Certificate of Substantial Completion
2. CO#4 Tree Streets Waterline Project

CERTIFICATE OF SUBSTANTIAL COMPLETION

Owner: City of Cody, Wyoming Owner's Project No.: 2024-08
Engineer: ENGINEERING ASSOCIATES Engineer's Project No.: 23029.00
Contractor: Wilson Brothers Construction, Inc. Contractor's Project No.:
Project: TREE STREETS WATERLINE REPLACEMENT – PHASE 1
Contract Name: TREE STREETS WATERLINE REPLACEMENT – PHASE 1

This ☐ Preliminary ☒ Final Certificate of Substantial Completion applies to:

☒ All Work ☐ The following specified portions of the Work:

TREE STREETS WATERLINE REPLACEMENT – PHASE 1

Date of Substantial Completion: **August 10, 2026**

The Work to which this Certificate applies has been inspected by authorized representatives of Owner, Contractor, and Engineer, and found to be substantially complete. The Date of Substantial Completion of the Work or portion thereof designated above is hereby established, subject to the provisions of the Contract pertaining to Substantial Completion. The date of Substantial Completion in the final Certificate of Substantial Completion marks the commencement of the contractual correction period and applicable warranties required by the Contract.

A punch list of items to be completed or corrected is attached to this Certificate. This list may not be all-inclusive, and the failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

Amendments of contractual responsibilities recorded in this Certificate should be the product of mutual agreement of Owner and Contractor; see Paragraph 15.03.D of the General Conditions.

The responsibilities between Owner and Contractor for security, operation, safety, maintenance, heat, utilities, insurance, and warranties upon Owner's use or occupancy of the Work must be as provided in the Contract, except as amended as follows:

Amendments to Owner's Responsibilities: ☐ None ☒ As follows:

- Security, Operations, Safety, Protection of Work, Maintenance, Heat, Utilities, and Property Insurance.

Amendments to Contractor's Responsibilities: ☐ None ☒ As follows:

- Warranties and Guarantees.

The following documents are attached to and made a part of this Certificate:

None

This Certificate does not constitute an acceptance of Work not in accordance with the Contract Documents, nor is it a release of Contractor's obligation to complete the Work in accordance with the Contract Documents.

Engineer – ENGINEERING ASSOCIATES

By (signature):



Name (printed): Ian K. Sporkin-Morrison

Title: Project Manager

Copy to: Contractor, Owner

CHANGE ORDER NO. 4

Owner: CITY OF CODY, WYOMING Owner's Project No.: 2024-08
Engineer: ENGINEERING ASSOCIATES Engineer's Project No.: 23029.00
Contractor: WILSON BROTHERS CONSTRUCTION, INC. Contractor's Project No.:
Project: TREE STREETS WATERLINE REPLACEMENT – PHASE 1
Contract Name: TREE STREETS WATERLINE REPLACEMENT – PHASE 1
Date Issued: August 20, 2026 Effective Date of Change Order: August 20, 2026

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

Description:

Final Reconciliation Change Order

Attachments: **None**

Change in Contract Price		Change in Contract Times [State Contract Times as either a specific date or a number of work/calendar days]	
Original Contract Price:		Original Contract Times:	
\$ 2,715,998.00		Substantial Completion:	Schedules 1-3: 10/25/25 Schedules 4-9: 06/27/25 Schedule 10-11: 05/02/25 Alt. Bid Schd 1: 05/02/25
		Ready for final payment:	July 25, 2025
Increase from previously approved Change Orders No. 1 to No. 2		[Increase] [from previously approved Change Orders No.1 to No 2	
\$ \$ 104,436.00		Substantial Completion:	Schedules 1-2 & 10-11: 05/02/25 Schedule 3: 12/27/25 Schedules 4-9: 06/27/25 Alt. Bid 2 Schd 1A: 06/27/25
		Ready for Final Payment:	November 28, 2025
Contract Price prior to this Change Order:		Contract Times prior to this Change Order:	
\$ 2,820,434.00		Substantial Completion:	Schedules 1-11 & Alt. Bid 2 Schd 1A: 10/31/2025
		Ready for Final Payment:	November 28, 2025
Increase this Change Order:		Increase this Change Order:	
\$ 11,294.00		Substantial Completion:	Schedules 6-9 & Alt. Bid 2 Schd 1A: 07/31/2026
		Ready for Final Payment:	August 28, 2026
Contract Price incorporating this Change Order:		Contract Times with all approved Change Orders:	
\$ \$2,831,728.00		Substantial Completion:	Schedules 1-5 & Schedule 10: 10/31/2025 Schedules 6-9 & Alt. Bid 2 Schd 1A: 07/31/2026
		Ready for Final Payment:	August 28, 2026

Recommended by Engineer (if required)		Accepted by Contractor
By:	<u>Ian K. Morrison</u>	By: _____
Title:	<u>Project Manager</u>	_____
Date:	<u>September 9, 2025</u>	_____

Authorized by Owner	Concurrence by Funding Agency (if applicable)
By: _____	_____
Title: _____	_____
Date: _____	_____

OWNER: CITY OF CODY, WYOMING
 PROJECT: TREE STREETS WATERLINE REPLACEMENT - PHASE 1
 PAY ESTIMATE NO. 16-Final
 CONTRACTOR: WILSON BROTHERS CONSTRUCTION, INC.
 PERIOD COVERED: 7/5/26 THRU 8/18/26
 WORKING DAYS TO-DATE: N/A
 BASE BID-SCHEDULE 1: MEADOW LANE ALLEY

8/19/2026
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 JOB NO. 23029.00

ITEM NO.	DESCRIPTION	UNITS	EST. QTYS.	UNIT PRICE	QTYS. TO DATE	TOTAL
1	MOBILIZATION	LS	1	\$245,000.00	1,000	\$245,000.00
2	TRAFFIC CONTROL	LS	1	\$3,000.00	1,0	\$3,000.00
3	MAP BURIED UTILITY	EA	21	\$500.00	31	\$15,500.00
4	GENERAL STORM WATER PERMIT - CONSTRUCTION	LS	1	\$5,000.00	1	\$5,000.00
5	WHEEL OR SAW CUT ASPHALT	LF	102	\$5.00	65	\$325.00
6	WHEEL OR SAW CUT CONCRETE	LF	34	\$5.00	34	\$170.00
7	ASPHALT REMOVAL	SY	34	\$10.00	51	\$510.00
8	ALLEY APRON REMOVAL	SF	40	\$20.00	40	\$800.00
9	VALLEY GUTTER REMOVAL	SF	40	\$20.00	40	\$800.00
10	PERMANENT SURFACING ASPHALT PAVEMENT - 3 INCH DEPTH	SY	34	\$23.00	51	\$1,173.00
11	CRUSHED BASE, GRADING W	CY	5	\$60.00	60	\$3,600.00
12	6" FIRE HYDRANT ASSEMBLY	EA	1	\$7,000.00	1	\$7,000.00
13	6-INCH AWWA C900 PVC CLASS 235, DR 18 PIPE	LF	37	\$45.00	55	\$2,475.00
14	6" DI MJ EPOXY COATED 22.5 DEGREE BEND	EA	1	\$1,300.00	2	\$2,600.00
15	6" MJ EPOXY COATED GATE VALVE	EA	1	\$4,000.00	2	\$8,000.00
16	6" DI MJ EPOXY COATED COUPLER	EA	1	\$1,200.00	2	\$2,400.00
17	12" DI MJ EPOXY COATED TEE	EA	3	\$3,600.00	4	\$14,400.00
18	12" MJ EPOXY COATED GATE VALVE	EA	4	\$8,000.00	3	\$24,000.00
19	12" x 6" DI MJ EPOXY COATED TEE	EA	1	\$2,600.00	2	\$5,200.00
20	12-INCH AWWA C900 PVC CLASS 235, DR18 PIPE	LF	663	\$80.00	710	\$56,800.00
21	12" DI MJ EPOXY COATED 45 DEGREE BEND	EA	1	\$2,300.00	0	\$0.00
22	12" DI MJ EPOXY COATED 22.5 DEGREE BEND	EA	2	\$2,300.00	3	\$6,900.00
23	10-INCH AWWA C900 PVC CLASS 235, DR 18 PIPE	LF	52	\$65.00	0	\$0.00
24	10" DI MJ EPOXY COATED COUPLER	EA	1	\$2,000.00	0	\$0.00
25	10" x 6" DI MJ EPOXY COATED TEE	EA	1	\$2,600.00	0	\$0.00
26	12" x 10" DI MJ EPOXY COATED REDUCER	EA	1	\$2,000.00	1	\$2,000.00
27	10" DI MJ EPOXY COATED 22.5 DEGREE BEND	EA	1	\$2,000.00	0	\$0.00
28	10" MJ EPOXY COATED GATE VALVE	EA	1	\$6,500.00	0	\$0.00
29	12" DI MJ EPOXY COATED COUPLER	EA	1	\$2,200.00	2	\$4,400.00
30	THRUST BLOCK	EA	15	\$200.00	10	\$2,000.00
31	VALVE ANCHOR BLOCK	EA	7	\$200.00	6	\$1,200.00
32	3/4" SERVICE LINE RECONNECTION	EA	6	\$1,000.00	7	\$7,000.00
33	3/4" WATER SERVICE LINE	LF	122	\$24.00	180	\$4,320.00
34	DISINFECT WATER LINE	LF	752	\$2.00	752	\$1,504.00
35	VALLEY GUTTER	SF	40	\$13.50	0	\$0.00
36	ALLEY APRON	SF	378	\$13.50	583	\$7,870.50

TOTAL BASE BID SCHEDULE 1 (MEADOW LANE ALLEY): \$435,947.50

OWNER: CITY OF CODY, WYOMING
 PROJECT: TREE STREETS WATERLINE REPLACEMENT - PHASE 1
 PAY ESTIMATE NO. 16-Final
 CONTRACTOR: WILSON BROTHERS CONSTRUCTION, INC.
 PERIOD COVERED: 7/5/26 THRU 8/18/26
 WORKING DAYS TO-DATE: N/A
 BASE BID-SCHEDULE 2: HEART MOUNTAIN STREET

8/19/2026
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 JOB NO. 23029.00

ITEM NO.	DESCRIPTION	UNITS	EST. QTYS.	UNIT PRICE	QTYS. TO DATE	TOTAL
37	TRAFFIC CONTROL	LS	1	\$3,000.00	1	\$3,000.00
38	MAP BURIED UTILITY	EA	12	\$500.00	12	\$6,000.00
39	WHEEL OR SAW CUT ASPHALT	LF	506	\$5.00	562	\$2,810.00
40	WHEEL OR SAW CUT CONCRETE	LF	67	\$5.00	46	\$230.00
41	ASPHALT REMOVAL	SY	616	\$10.00	765	\$7,650.00
42	SIDEWALK REMOVAL	SF	190	\$10.00	32	\$320.00
43	CURB AND GUTTER REMOVAL	LF	38	\$20.00	8	\$160.00
44	PERMANENT SURFACING ASPHALT PAVEMENT - 3 INCH DEPTH	SY	616	\$23.00	765	\$17,595.00
45	CRUSHED BASE, GRADING W	CY	103	\$60.00	100	\$6,000.00
46	6" FIRE HYDRANT ASSEMBLY	EA	1	\$7,000.00	1	\$7,000.00
47	6-INCH AWWA C900 PVC CLASS 235, DR 18 PIPE	LF	14	\$45.00	15	\$675.00
48	8" x 6" DI MJ EPOXY COATED REDUCER	EA	2	\$1,300.00	0	\$0.00
49	8" MJ EPOXY COATED GATE VALVE	EA	2	\$4,500.00	2	\$9,000.00
50	6" DI MJ EPOXY COATED 22.5 DEGREE BEND	EA	1	\$1,200.00	0	\$0.00
51	6" MJ EPOXY COATED GATE VALVE	EA	2	\$4,000.00	1	\$4,000.00
52	12" DI MJ EPOXY COATED TEE	EA	3	\$3,600.00	3	\$10,800.00
53	12" MJ EPOXY COATED GATE VALVE	EA	4	\$7,500.00	3	\$22,500.00
54	12" x 6" DI MJ EPOXY COATED TEE	EA	1	\$2,600.00	1	\$2,600.00
55	12-INCH AWWA C900 PVC CLASS 235, DR18 PIPE	LF	409	\$80.00	409	\$32,720.00
56	6" DI MJ EPOXY COATED COUPLER	EA	2	\$1,200.00	0	\$0.00
57	12" x 8" DI MJ EPOXY COATED CROSS	EA	1	\$4,000.00	1	\$4,000.00
58	8" DI MJ EPOXY COATED 45 DEGREE BEND	EA	4	\$1,400.00	0	\$0.00
59	12" DI MJ EPOXY COATED 22.5 DEGREE BEND	EA	4	\$2,300.00	0	\$0.00
60	10-INCH AWWA C900 PVC CLASS 235, DR18 PIPE	LF	34	\$70.00	0	\$0.00
61	8-INCH AWWA C900 PVC CLASS 235, DR 18 PIPE	LF	70	\$50.00	70	\$3,500.00
62	10" DI MJ EPOXY COATED COUPLER	EA	1	\$2,100.00	0	\$0.00
63	10" x 6" DI MJ EPOXY COATED TEE	EA	1	\$2,600.00	0	\$0.00
64	12" x 10" DI MJ EPOXY COATED REDUCER	EA	1	\$2,000.00	0	\$0.00
65	12" DI MJ EPOXY COATED CAP	EA	3	\$1,200.00	1	\$1,200.00
66	8" DI MJ EPOXY COATED CAP	EA	2	\$750.00	1	\$750.00
67	THRUST BLOCKS	EA	21	\$200.00	9	\$1,800.00
68	VALVE ANCHOR BLOCKS	EA	8	\$200.00	8	\$1,600.00
69	3/4" SERVICE LINE RECONNECTION	EA	1	\$1,000.00	2	\$2,000.00
70	3/4" WATER SERVICE LINE	LF	45	\$24.00	90	\$2,160.00
71	DISINFECT WATER LINE	LF	457	\$2.00	424	\$848.00
72	CURB & GUTTER	LF	38	\$55.00	6	\$330.00
73	SIDEWALK	SF	190	\$9.50	24	\$228.00

TOTAL BASE BID SCHEDULE 2 (HEART MOUNTAIN STREET): \$151,476.00

OWNER: CITY OF CODY, WYOMING
 PROJECT: TREE STREETS WATERLINE REPLACEMENT - PHASE 1
 PAY ESTIMATE NO. 16-Final
 CONTRACTOR: WILSON BROTHERS CONSTRUCTION, INC.
 PERIOD COVERED: 7/5/26 THRU 8/18/26
 WORKING DAYS TO-DATE: N/A
 BASE BID-SCHEDULE 3: 11TH STREET

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ITEM NO.	DESCRIPTION	UNITS	EST. QTYS.	UNIT PRICE	QTYS. TO DATE	TOTAL
74	TRAFFIC CONTROL	LS	1	\$3,000.00	1.00	\$3,000.00
75	MAP BURIED UTILITY	EA	43	\$350.00	51	\$17,850.00
76	WHEEL OR SAW CUT ASPHALT	LF	3,590	\$5.00	3294	\$16,470.00
77	WHEEL OR SAW CUT CONCRETE	LF	104	\$5.00	50	\$250.00
78	ASPHALT REMOVAL	SY	1,812	\$10.00	1812	\$18,120.00
79	ALLEY APRON REMOVAL	SF	88	\$20.00	88	\$1,760.00
80	VALLEY GUTTER REMOVAL	SF	40	\$20.00	682	\$13,640.00
81	SIDEWALK REMOVAL	SF	50	\$10.00	158	\$1,580.00
82	CURB AND GUTTER REMOVAL	LF	68	\$20.00	213	\$4,260.00
83	PERMANENT SURFACING ASPHALT PAVEMENT - 3 INCH DEPTH	SY	1,812	\$23.00	1812	\$41,676.00
84	PERMANENT SURFACING ASPHALT PAVEMENT - 1 INCH DEPTH	SY	6,222	\$8.00	6222	\$49,776.00
85	CEMENT-TREATED BACKFILL TYPE 2	CY	12	\$150.00	14	\$2,100.00
86	CRUSHED BASE, GRADING W	CY	302	\$60.00	225	\$13,500.00
87	IMPORT 3" MINUS PIT RUN (OWNER SUPPLIED)	CY	411	\$20.00	258	\$5,160.00
88	WASTE HAUL	CY	588	\$15.00	400	\$6,000.00
89	10" MJ EPOXY COATED GATE VALVE	EA	5	\$6,500.00	4	\$26,000.00
90	10" DI MJ EPOXY COATED TEE	EA	5	\$3,200.00	4	\$12,800.00
91	10" x 6" DI MJ EPOXY COATED TEE	EA	2	\$2,600.00	1	\$2,600.00
92	10" x 8" MJ EPOXY COATED REDUCER	EA	3	\$2,000.00	2	\$4,000.00
93	10-INCH AWWA C900 PVC CLASS 235, DR 18 PIPE	LF	185	\$70.00	279	\$19,530.00
94	6" FIRE HYDRANT ASSEMBLY	EA	5	\$7,000.00	5	\$35,000.00
95	6-INCH AWWA C900 PVC CLASS 235, DR 18 PIPE	LF	54	\$45.00	99	\$4,455.00
96	8" DI MJ EPOXY COATED 22.5 DEGREE BEND	EA	1	\$1,400.00	1	\$1,400.00
97	8" DI MJ EPOXY COATED 45 DEGREE BEND	EA	2	\$1,400.00	2	\$2,800.00
98	8" MJ EPOXY COATED CAP	EA	2	\$750.00	2	\$1,500.00
99	8" MJ EPOXY COATED GATE VALVE	EA	7	\$4,500.00	9	\$40,500.00
100	8" MJ EPOXY COATED TEE	EA	4	\$2,200.00	4	\$8,800.00
101	8" x 6" MJ EPOXY COATED TEE	EA	5	\$2,200.00	5	\$11,000.00
102	8-INCH AWWA C900 PVC CLASS 235, DR 18 PIPE	LF	1,381	\$50.00	1420	\$71,000.00
103	8" x 6" EPOXY COATED REDUCER	EA	2	\$1,300.00	0	\$0.00
104	6-INCH DI MJ EPOXY COATED COUPLER	EA	2	\$1,300.00	1	\$1,300.00
105	6" MJ EPOXY COATED GATE VALVE	EA	4	\$4,000.00	4	\$16,000.00
106	THRUST BLOCK	EA	26	\$200.00	25	\$5,000.00
107	VALVE ANCHOR BLOCK	EA	17	\$200.00	17	\$3,400.00
108	3/4" SERVICE LINE RECONNECTION	EA	9	\$1,000.00	12	\$12,000.00
109	3/4" WATER SERVICE LINE	LF	370	\$24.00	376	\$9,024.00
110	DISINFECT WATER LINE	LF	1,726	\$2.00	1726	\$3,452.00
111	CURB & GUTTER	LF	68	\$55.00	237	\$13,035.00
112	SIDEWALK	SF	50	\$9.50	158	\$1,501.00
113	VALLEY GUTTER	SF	40	\$13.50	682	\$9,207.00
114	ALLEY APRON	SF	88	\$13.50	302	\$4,077.00

TOTAL BASE BID SCHEDULE 3 (11TH STREET): \$514,523.00

OWNER: CITY OF CODY, WYOMING
 PROJECT: TREE STREETS WATERLINE REPLACEMENT - PHASE 1
 PAY ESTIMATE NO. 16-Final
 CONTRACTOR: WILSON BROTHERS CONSTRUCTION, INC.
 PERIOD COVERED: 7/5/26 THRU 8/18/26
 WORKING DAYS TO-DATE: N/A
 BASE BID-SCHEDULE 4: CEDAR LANE

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ITEM NO.	DESCRIPTION	UNITS	EST. QTYS.	UNIT PRICE	QTYS. TO DATE	TOTAL
115	TRAFFIC CONTROL	LS	1	\$3,000.00	1	\$3,000.00
116	MAP BURIED UTILITY	EA	3	\$350.00	26	\$9,100.00
117	WHEEL OR SAW CUT ASPHALT	LF	762	\$5.00	630	\$3,150.00
118	WHEEL OR SAW CUT CONCRETE	LF	24	\$5.00	30	\$150.00
119	ASPHALT REMOVAL	SY	332	\$10.00	530	\$5,300.00
120	CURB AND GUTTER REMOVAL	LF	34	\$20.00	0	\$0.00
121	VALLEY GUTTER REMOVAL	SF	36	\$20.00	0	\$0.00
122	PERMANENT SURFACING ASPHALT PAVEMENT - 3 INCH DEPT	SY	322	\$23.00	530	\$12,190.00
123	CRUSHED BASE, GRADING W	CY	56	\$60.00	40	\$2,400.00
124	IMPORT 3" MINUS PIT RUN (OWNER SUPPLIED)	CY	221	\$20.00	60	\$1,200.00
125	WASTE HAUL	CY	331	\$15.00	150	\$2,250.00
126	6" FIRE HYDRANT ASSEMBLY	EA	2	\$7,000.00	1	\$7,000.00
127	6-INCH AWWA C900 PVC CLASS 235, DR 18 PIPE	LF	57	\$45.00	40	\$1,800.00
128	8" DI MJ EPOXY COATED 22.5 DEGREE BEND	EA	1	\$1,400.00	2	\$2,800.00
129	8" MJ EPOXY COATED GATE VALVE	EA	1	\$4,500.00	1	\$4,500.00
130	8" DI MJ EPOXY COATED TEE	EA	1	\$2,200.00	0	\$0.00
131	8-INCH AWWA C900 PVC CLASS 235, DR 18 PIPE	LF	258	\$50.00	265	\$13,250.00
132	8" MJ EPOXY COATED GATE VALVE	EA	1	\$4,500.00	1	\$4,500.00
133	8" DI MJ EPOXY COATED CAP	EA	2	\$750.00	1	\$750.00
134	8" x 6" DI MJ EPOXY COATED TEE	EA	1	\$2,100.00	1	\$2,100.00
135	THRUST BLOCKS	EA	7	\$200.00	5	\$1,000.00
136	VALVE ANCHOR BLOCKS	EA	4	\$200.00	2	\$400.00
137	3/4" SERVICE LINE RECONNECTION	EA	3	\$1,000.00	4	\$4,000.00
138	3/4" WATER SERVICE LINE	LF	112	\$24.00	143	\$3,432.00
139	DISINFECT WATER LINE	LF	465	\$2.00	265	\$530.00
140	CURB & GUTTER	LF	68	\$55.00	0	\$0.00
141	VALLEY GUTTER	SF	36	\$13.50	0	\$0.00

TOTAL BASE BID SCHEDULE 4 (CEDAR LANE): \$84,802.00

OWNER: CITY OF CODY, WYOMING
 PROJECT: TREE STREETS WATERLINE REPLACEMENT - PHASE 1
 PAY ESTIMATE NO. 16-Final
 CONTRACTOR: WILSON BROTHERS CONSTRUCTION, INC.
 PERIOD COVERED: 7/5/26 THRU 8/18/26
 WORKING DAYS TO-DATE: N/A
 BASE BID-SCHEDULE 5: CEDAR COURT

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 JOB NO. 23029.00

ITEM NO.	DESCRIPTION	UNITS	EST. QTYS.	UNIT PRICE	QTYS. TO DATE	TOTAL
142	TRAFFIC CONTROL	LS	1	\$3,000.00	1	\$3,000.00
143	MAP BURIED UTILITY	EA	7	\$350.00	19	\$6,650.00
144	WHEEL OR SAW CUT ASPHALT	LF	830	\$5.00	829	\$4,145.00
145	WHEEL OR SAW CUT CONCRETE	LF	24	\$5.00	0	\$0.00
146	ASPHALT REMOVAL	SY	128	\$10.00	510	\$5,100.00
147	CURB AND GUTTER REMOVAL	LF	32	\$20.00	0	\$0.00
148	PERMANENT SURFACING ASPHALT PAVEMENT - 3 INCH DEPT	SY	128	\$23.00	510	\$11,730.00
149	CRUSHED BASE, GRADING W	CY	65	\$60.00	50	\$3,000.00
150	IMPORT 3" MINUS PIT RUN (OWNER SUPPLIED)	CY	305	\$20.00	75	\$1,500.00
151	WASTE HAUL	CY	460	\$15.00	175	\$2,625.00
152	6" FIRE HYDRANT ASSEMBLY	EA	1	\$7,000.00	1	\$7,000.00
153	6-INCH AWWA C900 PVC CLASS 235, DR 18 PIPE	LF	26	\$45.00	26	\$1,170.00
154	8" DI MJ EPOXY COATED 45 DEGREE BEND	EA	2	\$1,400.00	2	\$2,800.00
155	8" DI MJ EPOXY COATED COUPLER	EA	1	\$1,500.00	2	\$3,000.00
156	8" MJ EPOXY COATED GATE VALVE	EA	1	\$4,500.00	0	\$0.00
157	8" DI MJ EPOXY COATED TEE	EA	1	\$1,700.00	0	\$0.00
158	8-INCH AWWA C900 PVC CLASS 235, DR 18 PIPE	LF	294	\$50.00	297	\$14,850.00
159	8" x 6" DI MJ EPOXY COATED REDUCER	EA	1	\$1,300.00	2	\$2,600.00
160	6" MJ EPOXY COATED GATE VALVE	EA	1	\$4,000.00	1	\$4,000.00
161	THRUST BLOCK	EA	5	\$200.00	3	\$600.00
162	VALVE ANCHOR BLOCK	EA	2	\$200.00	1	\$200.00
163	3/4" SERVICE LINE RECONNECTION	EA	6	\$1,000.00	7	\$7,000.00
164	3/4" WATER SERVICE LINE	LF	273	\$24.00	254	\$6,096.00
165	DISINFECT WATER LINE	LF	320	\$2.00	297	\$594.00
166	CURB & GUTTER	LF	32	\$55.00	0	\$0.00

TOTAL BASE BID SCHEDULE 5 (CEDAR COURT): \$87,660.00

OWNER: CITY OF CODY, WYOMING
 PROJECT: TREE STREETS WATERLINE REPLACEMENT - PHASE 1
 PAY ESTIMATE NO. 16-Final
 CONTRACTOR: WILSON BROTHERS CONSTRUCTION, INC.
 PERIOD COVERED: 7/5/26 THRU 8/18/26
 WORKING DAYS TO-DATE: N/A
 BASE BID-SCHEDULE 6: CASPER DRIVE

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ITEM NO.	DESCRIPTION	UNITS	EST. QTYS.	UNIT PRICE	QTYS. TO DATE	TOTAL
167	TRAFFIC CONTROL	LS	1	\$3,000.00	1	\$3,000.00
168	MAP BURIED UTILITY	EA	35	\$350.00	38	\$13,300.00
169	WHEEL OR SAW CUT ASPHALT	LF	4,230	\$5.00	4230	\$21,150.00
170	WHEEL OR SAW CUT CONCRETE	LF	160	\$5.00	100	\$500.00
171	ASPHALT REMOVAL	SY	1,858	\$10.00	2432	\$24,320.00
172	VALLEY GUTTER REMOVAL	SF	80	\$20.00	25	\$500.00
173	SIDEWALK REMOVAL	SF	128	\$10.00	238	\$2,380.00
174	CURB AND GUTTER REMOVAL	LF	15	\$20.00	38.5	\$770.00
175	PERMANENT SURFACING ASPHALT PAVEMENT - 3 INCH DEPT	SY	1,858	\$23.00	2432	\$55,936.00
176	CRUSHED BASE, GRADING W	CY	310	\$60.00	352	\$21,120.00
177	IMPORT 3" MINUS PIT RUN (OWNER SUPPLIED)	CY	1,239	\$20.00	1200	\$24,000.00
178	WASTE HAUL	CY	1,857	\$15.00	1856	\$27,840.00
179	6" FIRE HYDRANT ASSEMBLY	EA	3	\$7,000.00	3	\$21,000.00
180	6-INCH AWWA C900 PVC CLASS 235, DR 18 PIPE	LF	57	\$45.00	37	\$1,665.00
181	6" MJ EPOXY COATED GATE VALVE	LF	4	\$4,000.00	3	\$12,000.00
182	8" DI MJ EPOXY COATED 11.25 DEGREE BEND	LF	4	\$1,400.00	6	\$8,400.00
183	8" DI MJ EPOXY COATED 22.5 DEGREE BEND	EA	4	\$1,400.00	3	\$4,200.00
184	8" DI MJ EPOXY COATED 45 DEGREE BEND	EA	1	\$1,400.00	1	\$1,400.00
185	8" MJ EPOXY COATED GATE VALVE	EA	9	\$4,500.00	13	\$58,500.00
186	8" DI MJ EPOXY COATED TEE	EA	4	\$1,700.00	4	\$6,800.00
187	8" x 6" DI MJ EPOXY COATED TEE	EA	3	\$2,100.00	3	\$6,300.00
188	6" DI MJ EPOXY COATED 45 DEGREE BEND	EA	1	\$1,200.00	0	\$0.00
189	8-INCH AWWA C900 PVC CLASS 235, DR 18 PIPE	LF	1,734	\$50.00	1734	\$86,700.00
190	8" x 6" DI MJ EPOXY COATED REDUCER	EA	1	\$1,300.00	0	\$0.00
191	6" DI MJ EPOXY COATED COUPLER	EA	1	\$1,200.00	0	\$0.00
192	BENTONITE TRENCH PLUG	EA	6	\$1,500.00	12	\$18,000.00
193	THRUST BLOCK	EA	21	\$200.00	15	\$3,000.00
194	VALVE ANCHOR BLOCK	EA	13	\$200.00	14	\$2,800.00
195	3/4" SERVICE LINE RECONNECTION	EA	21	\$1,000.00	21	\$21,000.00
196	3/4" WATER SERVICE LINE	LF	608	\$24.00	608	\$14,592.00
197	DISINFECT WATER LINE	LF	1,791	\$2.00	1163	\$2,326.00
198	CURB & GUTTER	LF	15	\$55.00	38.5	\$2,117.50
199	SIDEWALK	SF	128	\$9.50	238	\$2,261.00
200	VALLEY GUTTER	SF	80	\$13.50	54	\$729.00

TOTAL BASE BID SCHEDULE 6 (CASPER DRIVE): \$468,606.50

OWNER: CITY OF CODY, WYOMING
 PROJECT: TREE STREETS WATERLINE REPLACEMENT - PHASE 1
 PAY ESTIMATE NO. 16-Final
 CONTRACTOR: WILSON BROTHERS CONSTRUCTION, INC.
 PERIOD COVERED: 7/5/26 THRU 8/18/26
 WORKING DAYS TO-DATE: N/A
 BASE BID-SCHEDULE 7: DRIVER CLUB

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ITEM NO.	DESCRIPTION	UNITS	EST. QTYS.	UNIT PRICE	QTYS. TO DATE	TOTAL
201	TRAFFIC CONTROL	LS	1	\$3,000.00	1	\$3,000.00
202	MAP BURIED UTILITY	EA	10	\$350.00	10	\$3,500.00
203	WHEEL OR SAW CUT ASPHALT	LF	1,500	\$5.00	1073	\$5,365.00
204	WHEEL OR SAW CUT CONCRETE	LF	50	\$5.00	10	\$50.00
205	ASPHALT REMOVAL	SY	661	\$10.00	817	\$8,170.00
206	CURB AND GUTTER REMOVAL	LF	60	\$20.00	41	\$820.00
207	VALLEY GUTTER REMOVAL	SF	48	\$20.00	411	\$8,220.00
208	PERMANENT SURFACING ASPHALT PAVEMENT - 3 INCH DEPT	SY	661	\$23.00	817	\$18,791.00
209	CRUSHED BASE, GRADING W	CY	111	\$60.00	120	\$7,200.00
210	IMPORT 3" MINUS PIT RUN (OWNER SUPPLIED)	CY	452	\$20.00	475	\$9,500.00
211	WASTE HAUL	CY	698	\$15.00	690	\$10,350.00
212	8" x 6" DI MJ EPOXY COATED REDUCER	EA	1	\$1,300.00	1	\$1,300.00
213	6" FIRE HYDRANT ASSEMBLY	EA	1	\$7,000.00	1	\$7,000.00
214	6-INCH AWWA C900 PVC CLASS 235, DR 18 PIPE	LF	34	\$45.00	24	\$1,080.00
215	6" MJ EPOXY COATED GATE VALVE	EA	1	\$4,000.00	2	\$8,000.00
216	8" DI MJ EPOXY COATED 11.25 DEGREE BEND	EA	2	\$1,400.00	1	\$1,400.00
217	4" MJ EPOXY COATED GATE VALVE	EA	1	\$2,400.00	0	\$0.00
218	4" x 3" DI MJ EPOXY REDUCER	EA	1	\$900.00	0	\$0.00
219	4-INCH AWWA C900 PVC CLASS 235, DR 18 PIPE	LF	28	\$20.00	0	\$0.00
220	8" x 4" DI MJ EPOXY COATED TEE	EA	1	\$1,900.00	0	\$0.00
221	8-INCH AWWA C900 PVC CLASS 235, DR 18 PIPE	LF	450	\$50.00	450	\$22,500.00
222	4" DI MJ EPOXY COATED 45 DEGREE BEND	EA	1	\$900.00	0	\$0.00
223	BENTONITE TRENCH PLUG	EA	1	\$1,500.00	1	\$1,500.00
224	THRUST BLOCK	EA	7	\$200.00	3	\$600.00
225	VALVE ANCHOR BLOCK	EA	2	\$200.00	2	\$400.00
226	3/4" SERVICE LINE RECONNECTION	EA	8	\$1,000.00	7	\$7,000.00
227	3/4" WATER SERVICE LINE	LF	313	\$24.00	282	\$6,768.00
228	1" SERVICE LINE RECONNECTION	EA	1	\$1,100.00	0	\$0.00
229	1" WATER SERVICE LINE	LF	55	\$10.00	0	\$0.00
230	DISINFECT WATER LINE	LF	512	\$2.00	512	\$1,024.00
231	CURB & GUTTER	LF	60	\$55.00	48	\$2,640.00
232	VALLEY GUTTER	SF	48	\$13.50	411	\$5,548.50

TOTAL BASE BID SCHEDULE 7 (DRIVER CLUB): \$141,726.50

OWNER: CITY OF CODY, WYOMING
 PROJECT: TREE STREETS WATERLINE REPLACEMENT - PHASE 1
 PAY ESTIMATE NO. 16-Final
 CONTRACTOR: WILSON BROTHERS CONSTRUCTION, INC.
 PERIOD COVERED: 7/5/26 THRU 8/18/26
 WORKING DAYS TO-DATE: N/A
 BASE BID-SCHEDULE 8: BRASSY CLUB

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ITEM NO.	DESCRIPTION	UNITS	EST. QTYS.	UNIT PRICE	QTYS. TO DATE	TOTAL
233	TRAFFIC CONTROL	LS	1	\$3,000.00	1	\$3,000.00
234	MAP BURIED UTILITY	EA	9	\$350.00	9	\$3,150.00
235	WHEEL OR SAW CUT ASPHALT	LF	755	\$5.00	649	\$3,245.00
236	WHEEL OR SAW CUT CONCRETE	LF	25	\$5.00	11	\$55.00
237	ASPHALT REMOVAL	SY	328	\$10.00	380	\$3,800.00
238	VALLEY GUTTER REMOVAL	SF	24	\$20.00	324	\$6,480.00
239	SIDEWALK REMOVAL	SF	150	\$10.00	18	\$180.00
240	CURB AND GUTTER REMOVAL	LF	30	\$20.00	10	\$200.00
241	PERMANENT SURFACING ASPHALT PAVEMENT - 3 INCH DEPT	SY	328	\$23.00	380	\$8,740.00
242	CRUSHED BASE, GRADING W	CY	53	\$60.00	60	\$3,600.00
243	IMPORT 3" MINUS PIT RUN (OWNER SUPPLIED)	CY	231	\$20.00	255	\$5,100.00
244	WASTE HAUL	CY	343	\$15.00	340	\$5,100.00
245	6" FIRE HYDRANT ASSEMBLY	EA	1	\$7,000.00	1	\$7,000.00
246	6" MJ EPOXY COATED GATE VALVE	EA	1	\$4,000.00	1	\$4,000.00
247	6" DI MJ EPOXY COATED 22.5 DEGREE BEND	EA	1	\$1,400.00	1	\$1,400.00
248	8" MJ EPOXY COATED GATE VALVE	EA	1	\$4,500.00	1	\$4,500.00
249	8-INCH AWWA C900 PVC CLASS 235, DR 18 PIPE	LF	274	\$50.00	274	\$13,700.00
250	8" x 6" DI MJ EPOXY COATED REDUCER	EA	1	\$1,300.00	1	\$1,300.00
251	6-INCH AWWA C900 PVC CLASS 235, DR 18 PIPE	LF	15	\$45.00	15	\$675.00
252	BENTONITE TRENCH PLUG	EA	1	\$1,500.00	1	\$1,500.00
253	THRUST BLOCK	EA	3	\$200.00	2	\$400.00
254	VALVE ANCHOR BLOCK	EA	2	\$200.00	2	\$400.00
255	3/4" SERVICE LINE RECONNECTION	EA	4	\$1,000.00	2	\$2,000.00
256	3/4" WATER SERVICE LINE	LF	125	\$24.00	65	\$1,560.00
257	DISINFECT WATER LINE	LF	289	\$2.00	289	\$578.00
258	CURB & GUTTER	LF	30	\$55.00	6	\$330.00
259	SIDEWALK	SF	150	\$9.50	18	\$171.00
260	VALLEY GUTTER	SF	24	\$13.50	324	\$4,374.00
TOTAL BASE BID SCHEDULE 8 (BRASSY CLUB):						\$86,538.00

OWNER: CITY OF CODY, WYOMING
 PROJECT: TREE STREETS WATERLINE REPLACEMENT - PHASE 1
 PAY ESTIMATE NO. 16-Final
 CONTRACTOR: WILSON BROTHERS CONSTRUCTION, INC.
 PERIOD COVERED: 7/5/26 THRU 8/18/26
 WORKING DAYS TO-DATE: N/A
 BASE BID-SCHEDULE 9: SPOON CLUB

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ITEM NO.	DESCRIPTION	UNITS	EST. QTY.	UNIT PRICE	QTY. TO DATE	TOTAL
261	TRAFFIC CONTROL	LS	1	\$3,000.00	1	\$3,000.00
262	MAP BURIED UTILITY	EA	5	\$350.00	5	\$1,750.00
263	WHEEL OR SAW CUT ASPHALT	LF	755	\$5.00	599	\$2,995.00
264	WHEEL OR SAW CUT CONCRETE	LF	20	\$5.00	0	\$0.00
265	ASPHALT REMOVAL	SY	336	\$10.00	360	\$3,600.00
266	VALLEY GUTTER REMOVAL	SF	40	\$20.00	18	\$360.00
267	SIDEWALK REMOVAL	SF	120	\$10.00	0	\$0.00
268	CURB AND GUTTER REMOVAL	LF	24	\$20.00	0	\$0.00
269	PERMANENT SURFACING ASPHALT PAVEMENT - 3 INCH DEPT	SY	336	\$23.00	360	\$8,280.00
270	CRUSHED BASE, GRADING W	CY	56	\$60.00	60	\$3,600.00
271	IMPORT 3" MINUS PIT RUN (OWNER SUPPLIED)	CY	235	\$20.00	230	\$4,600.00
272	WASTE HAUL	CY	351	\$15.00	350	\$5,250.00
273	6" DI MJ EPOXY COATED 90 DEGREE BEND	EA	1	\$1,400.00	1	\$1,400.00
274	6" MJ EPOXY COATED GATE VALVE	EA	1	\$4,000.00	1	\$4,000.00
275	8-INCH AWWA C900 PVC CLASS 235, DR 18 PIPE	LF	281	\$50.00	281	\$14,050.00
276	8" x 6" DI MJ EPOXY COATED REDUCER	EA	1	\$1,300.00	1	\$1,300.00
277	6-INCH AWWA C900 PVC CLASS 235, DR 18 PIPE	LF	9	\$45.00	7	\$315.00
278	BENTONITE TRENCH PLUG	EA	1	\$1,500.00	1	\$1,500.00
279	THRUST BLOCK	EA	2	\$200.00	1	\$200.00
280	VALVE ANCHOR BLOCK	EA	1	\$200.00	1	\$200.00
281	3/4" SERVICE LINE RECONNECTION	EA	4	\$1,000.00	4	\$4,000.00
282	3/4" WATER SERVICE LINE	LF	152	\$24.00	152	\$3,648.00
283	DISINFECT WATER LINE	LF	290	\$2.00	290	\$580.00
284	CURB & GUTTER	LF	24	\$55.00	0	\$0.00
285	SIDEWALK	SF	120	\$9.50	0	\$0.00
286	VALLEY GUTTER	SF	40	\$13.50	60	\$810.00

TOTAL BASE BID SCHEDULE 9 (SPOON CLUB): \$65,438.00

OWNER: CITY OF CODY, WYOMING
 PROJECT: TREE STREETS WATERLINE REPLACEMENT - PHASE 1
 PAY ESTIMATE NO. 16-Final
 CONTRACTOR: WILSON BROTHERS CONSTRUCTION, INC.
 PERIOD COVERED: 7/5/26 THRU 8/18/26
 WORKING DAYS TO-DATE: N/A
 BASE BID-SCHEDULE 10: 11TH STREET RAW WATER

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ITEM NO.	DESCRIPTION	UNITS	EST. QTYS.	UNIT PRICE	QTYS. TO DATE	TOTAL
287	TRAFFIC CONTROL	LS	1	\$3,000.00	1	\$3,000.00
288	MAP BURIED UTILITY	EA	50	\$350.00	75	\$26,250.00
289	WHEEL OR SAW CUT ASPHALT	LF	970	\$5.00	1800	\$9,000.00
290	ASPHALT REMOVAL	SY	820	\$10.00	820	\$8,200.00
291	VALLEY GUTTER REMOVAL	SF	24	\$20.00	0	\$0.00
292	SIDEWALK REMOVAL	SF	100	\$10.00	0	\$0.00
293	CURB AND GUTTER REMOVAL	LF	20	\$20.00	10	\$200.00
294	PERMANENT SURFACING ASPHALT PAVEMENT - 3 INCH DEPT	SY	820	\$23.00	820	\$18,860.00
295	CEMENT-TREATED BACKFILL TYPE 2	CY	6	\$150.00	0	\$0.00
296	CRUSHED BASE, GRADING W	CY	142	\$60.00	100	\$6,000.00
297	IMPORT 3" MINUS PIT RUN (OWNER SUPPLIED)	CY	411	\$20.00	100	\$2,000.00
298	WASTE HAUL	CY	588	\$15.00	0	\$0.00
299	6-INCH AWWA C900 PVC CLASS 235 LF PIPE	LF	833	\$45.00	933	\$41,985.00
300	6"DI MJ EPOXY COATED COUPLER	EA	1	\$1,300.00	1	\$1,300.00
301	6" DI MJ EPOXY COATED TEE	EA	3	\$2,000.00	3	\$6,000.00
302	6" MJ EPOXY COATED GATE VALVE	EA	6	\$4,000.00	7	\$28,000.00
303	6" MJ EPOXY COATED 22.5 DEGREE BEND	EA	1	\$1,400.00	2	\$2,800.00
304	6" MJ EPOXY COATED 11.25 DEGREE BEND	EA	2	\$1,400.00	2	\$2,800.00
305	8" DI MJ EPOXY COATED COUPLER	EA	1	\$1,500.00	1	\$1,500.00
306	8" MJ EPOXY COATED TEE	EA	1	\$2,200.00	1	\$2,200.00
307	16-INCH AWWA C900 PVC CLASS 235 PIPE	LF	709	\$105.00	740	\$77,700.00
308	16"X6" DI MJ EPOXY COATED REDUCER	EA	1	\$3,000.00	3	\$9,000.00
309	16" DI MJ EPOXY COATED TEE	EA	1	\$7,000.00	2	\$14,000.00
310	16" MJ GATE VALVE	EA	2	\$22,000.00	1	\$22,000.00
311	16"X6" DI MJ EPOXY COATED TEE	EA	3	\$5,900.00	3	\$17,700.00
312	16"X8" DI MJ EPOXY COATED TEE	EA	1	\$2,200.00	1	\$2,200.00
313	16"X14" DI MJ EPOXY COATED REDUCER	EA	2	\$3,800.00	1	\$3,800.00
314	THRUST BLOCK	EA	16	\$200.00	12	\$2,400.00
315	VALVE ANCHOR BLOCK	EA	8	\$200.00	8	\$1,600.00
316	14" DI MJ EPOXY COATED COUPLER	EA	2	\$6,600.00	1	\$6,600.00
317	RAW WATER SERVICE LINE RECONNECTION	EA	14	\$1,000.00	16	\$16,000.00

TOTAL BASE BID SCHEDULE 10 (11TH STREET RAW WATER): \$333,095.00

OWNER: CITY OF CODY, WYOMING
 PROJECT: TREE STREETS WATERLINE REPLACEMENT - PHASE 1
 PAY ESTIMATE NO. 16-Final
 CONTRACTOR: WILSON BROTHERS CONSTRUCTION, INC.
 PERIOD COVERED: 7/5/26 THRU 8/18/26
 WORKING DAYS TO-DATE: N/A
 BASE BID-SCHEDULE 11: BIRCH AVE. RAW (STA 10+00 TO 14+60)

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ITEM NO.	DESCRIPTION	UNITS	EST. QTYS.	UNIT PRICE	QTYS. TO DATE	TOTAL
318	TRAFFIC CONTROL	LS	1	\$3,000.00	1	\$3,000.00
319	MAP BURIED UTILITY	EA	8	\$350.00	24	\$8,400.00
320	WHEEL OR SAW CUT ASPHALT	LF	65	\$5.00	450	\$2,250.00
321	WHEEL OR SAW CUT CONCRETE	LF	6	\$5.00	6	\$30.00
322	ASPHALT REMOVAL	SY	23	\$10.00	283	\$2,830.00
323	SIDEWALK REMOVAL	SF	100	\$10.00	0	\$0.00
324	CURB AND GUTTER REMOVAL	LF	10	\$20.00	0	\$0.00
325	PERMANENT SURFACING ASPHALT PAVEMENT - 3 INCH DEPT	SY	1,030	\$23.00	283	\$6,509.00
326	CEMENT-TREATED BACKFILL TYPE 2	CY	6	\$150.00	0	\$0.00
327	CRUSHED BASE, GRADING W	CY	10	\$60.00	20	\$1,200.00
328	IMPORT 3" MINUS PIT RUN (OWNER SUPPLIED)	CY	90	\$20.00	0	\$0.00
329	WASTE HAUL	CY	234	\$15.00	0	\$0.00
330	4-INCH AWWA C900 PVC CLASS 235 LF PIPE	LF	15	\$20.00	4	\$80.00
331	4" MJ GATE VALVE	EA	1	\$2,200.00	1	\$2,200.00
332	6-INCH AWWA C900 PVC CLASS 235 LF PIPE	LF	10	\$45.00	47	\$2,115.00
333	6" MJ GATE VALVE	EA	3	\$4,000.00	1	\$4,000.00
334	16-INCH AWWA C900 PVC CLASS 235 LF PIPE	LF	460	\$105.00	601	\$63,105.00
335	16"X14" DI MJ EPOXY COATED REDUCER	EA	1	\$3,800.00	1	\$3,800.00
336	16" MJ GATE VALVE	EA	1	\$22,000.00	1	\$22,000.00
337	16" DI MJ EPOXY COATED 22.5 DEGREE BEND	EA	2	\$4,400.00	5	\$22,000.00
338	16" DI MJ EPOXY COATED 45 DEGREE BEND	EA	1	\$4,400.00	3	\$13,200.00
339	THRUST BLOCK	EA	4	\$200.00	12	\$2,400.00
340	VALVE ANCHOR BLOCK	EA	5	\$200.00	4	\$800.00
341	CURB & GUTTER	LF	8	\$55.00	10	\$550.00
342	SIDEWALK	SF	32	\$9.50	0	\$0.00
343	VALLEY GUTTER	SF	350	\$13.50	0	\$0.00
344	ALLEY APRON	SF	48	\$13.50	120	\$1,620.00

TOTAL BASE BID SCHEDULE 11 (BIRCH AVE. RAW): \$162,089.00

OWNER: CITY OF CODY, WYOMING
 PROJECT: TREE STREETS WATERLINE REPLACEMENT - PHASE 1
 PAY ESTIMATE NO. 16-Final
 CONTRACTOR: WILSON BROTHERS CONSTRUCTION, INC.
 PERIOD COVERED: 7/5/26 THRU 8/18/26
 WORKING DAYS TO-DATE: N/A
 ALTERNATE BID 2-SCHEDULE 1A: DALE DRIVE

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ITEM NO.	DESCRIPTION	UNITS	EST. QTY.	UNIT PRICE	QTY. TO DATE	TOTAL
1B	TRAFFIC CONTROL	LS	1	\$3,000.00	1	\$3,000.00
2B	MAP BURIED UTILITY	EA	31	\$350.00	19	\$6,650.00
3B	WHEEL OR SAW CUT ASPHALT	LF	3,370	\$5.00	3168	\$15,840.00
4B	WHEEL OR SAW CUT CONCRETE	LF	20	\$5.00	11	\$55.00
5B	ASPHALT REMOVAL	SY	1,577	\$10.00	2040	\$20,400.00
6B	VALLEY GUTTER REMOVAL	SF	40	\$20.00	129	\$2,580.00
7B	SIDEWALK REMOVAL	SF	530	\$10.00	80	\$800.00
8B	CURB AND GUTTER REMOVAL	LF	106	\$20.00	28	\$560.00
9B	PERMANENT SURFACING ASPHALT PAVEMENT - 3 INCH DEPT	SY	1,577	\$23.00	2040	\$46,920.00
10B	CRUSHED BASE, GRADING W	CY	253	\$60.00	270	\$16,200.00
11B	6" FIRE HYDRANT ASSEMBLY	EA	2	\$7,000.00	2	\$14,000.00
12B	6-INCH AWWA C900 PVC CLASS 235, DR 18 PIPE	LF	35	\$45.00	48	\$2,160.00
13B	8" DI MJ EPOXY COATED 45 DEGREE BEND	EA	1	\$1,400.00	8	\$11,200.00
14B	8" MJ EPOXY COATED 22.5 DEGREE BEND	EA	1	\$1,400.00	1	\$1,400.00
15B	8" x 6" DI MJ EPOXY COATED TEE	EA	1	\$2,100.00	1	\$2,100.00
16B	8" MJ EPOXY COATED GATE VALVE	EA	11	\$4,500.00	7	\$31,500.00
17B	8" MJ EPOXY COATED TEE	EA	5	\$2,200.00	3	\$6,600.00
18B	8-INCH AWWA C900 PVC CLASS 235, DR 18 PIPE	LF	1,385	\$50.00	1406	\$70,300.00
19B	8" x 6" DI MJ EPOXY COATED REDUCER	EA	1	\$1,300.00	2	\$2,600.00
20B	6" MJ EPOXY COATED GATE VALVE	EA	2	\$4,000.00	2	\$8,000.00
21B	3/4" SERVICE LINE RECONNECTION	EA	14	\$1,000.00	14	\$14,000.00
22B	3/4" WATER SERVICE LINE	LF	437	\$24.00	520	\$12,480.00
23B	1" SERVICE LINE RECONNECTION	EA	1	\$1,000.00	0	\$0.00
24B	1" WATER SERVICE LINE	LF	47	\$24.00	0	\$0.00
25B	DISINFECT WATER LINE	LF	1,420	\$2.00	1420	\$2,840.00
26B	CURB & GUTTER	LF	106	\$55.00	28	\$1,540.00
27B	THRUST BLOCK	EA	11	\$200.00	9	\$1,800.00
28B	VALVE ANCHOR BLOCK	EA	13	\$200.00	9	\$1,800.00
29B	SIDEWALK	SF	530	\$9.50	80	\$760.00
30B	VALLEY GUTTER	SF	40	\$13.50	129	\$1,741.50

TOTAL ALTERNATE BID 2 SCHEDULE 1A (DALE DRIVE): **\$299,826.50**

OWNER: CITY OF CODY, WYOMING
PROJECT: TREE STREETS WATERLINE REPLACEMENT - PHASE 1
PAY ESTIMATE NO. 16-Final
CONTRACTOR: WILSON BROTHERS CONSTRUCTION, INC.
PERIOD COVERED: 7/5/26 THRU 8/18/26
WORKING DAYS TO-DATE: N/A

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TOTAL BASE BID SCHEDULE 1-MEADOW LANE ALLEY:	\$435,947.50
TOTAL BASE BID SCHEDULE 2-HEART MOUNTAIN STREET:	\$151,476.00
TOTAL BASE BID SCHEDULE 3-11TH STREET:	\$514,523.00
TOTAL BASE BID SCHEDULE 4-CEDAR LANE:	\$84,802.00
TOTAL BASE BID SCHEDULE 5-CEDAR COURT:	\$87,660.00
TOTAL BASE BID SCHEDULE 6-CASPER DRIVE:	\$468,606.50
TOTAL BASE BID SCHEDULE 7-DRIVER CLUB:	\$141,726.50
TOTAL BASE BID SCHEDULE 8-BRASSY CLUB:	\$86,538.00
TOTAL BASE BID SCHEDULE 9-SPOON CLUB:	\$65,438.00
TOTAL ALTERNATE BID 2 SCHEDULE 1A-DALE DRIVE:	\$299,826.50

TOTAL WORK COMPLETED (TREATED WATER):	\$2,336,544.00
MATERIALS IN STORAGE (TREATED WATER):	-\$45,387.93
TOTAL EARNED: \$	2,291,156.07
LESS RETAINAGE 5%: \$	-
TOTAL PAYABLE Treated Water: \$	2,291,156.07
PREVIOUS PAYMENTS: \$	1,886,912.68
AMOUNT DUE TREATED WATER: \$	404,243.39

TOTAL BASE BID SCHEDULE 10-11TH STREET RAW WATER:	\$333,095.00
TOTAL BASE BID SCHEDULE 11-BIRCH AVE. RAW (STA 10+00 TO 14+60):	\$162,089.00

TOTAL WORK COMPLETED (RAW WATER):	\$495,184.00
MATERIALS IN STORAGE (RAW WATER):	-\$7,030.30
TOTAL EARNED:	\$488,153.70
LESS RETAINAGE 5%: \$	-
TOTAL PAYABLE RAW Water: \$	488,153.70
PREVIOUS PAYMENTS: \$	468,041.54
AMOUNT DUE RAW WATER: \$	20,112.17

This Pay Estimate represents work completed to-date, to the best of my knowledge.

PROJECT ENGINEER: 

STATE OF WYOMING)
)SS
COUNTY OF PARK)

The undersigned contractor being first duly sworn hereby (1) approves the above estimate, (2) states that all claims for labor and materials incurred by him in the performance of the contract have been paid up to the date of this estimate, and (3) states that all Labor Standards Requirements have been fulfilled by him and all subcontractors under this contract.

WILSON BROTHERS CONSTRUCTION, INC.

By: _____

Title: _____

The foregoing was acknowledged before me by _____

this _____ day of _____, 2026.

Notary Public

My Commission Expires: _____

APPROVED: _____

CITY OF CODY

DATE: _____

AGENDA ITEM SUMMARY REPORT

Employee Pay Date Change – Policy and Procedure Manual, Section 15

PROPOSED ACTION:

Consider modification of the City of Cody Personnel Policy Manual to change the date of pay from Wednesday to Friday.

SUMMARY OF INFORMATION:

The proposed amendment changes the City's regularly scheduled payday from Wednesday to Friday. The change is being proposed in conjunction with implementation of the City's new Human Resources Information System (HRIS) and payroll system.

Implementation of the new system includes changes to the City's payroll processing procedures, including coordination with the third-party provider responsible for processing direct deposit transactions. Moving the regular payday to Friday will provide sufficient processing time for payroll information to be reviewed, transmitted, and processed through the new system and by the third-party provider. This additional processing time is intended to help ensure payroll and direct deposit transactions are completed accurately and employees receive their pay on the established payday.

The proposed amendment does not change the City's biweekly payroll schedule or the general manner in which pay periods are calculated. The primary change is the movement of the regular payday from Wednesday to Friday.

Prior to implementation, City staff will provide employees with advance notice of the effective date and the payroll schedule associated with the transition. Notice will be provided sufficiently in advance to allow employees an opportunity to adjust automatic drafts, scheduled payments, transfers, and other personal financial arrangements as necessary.

FISCAL IMPACT:

The proposed change carries no direct fiscal impacts to the City of Cody.

ATTACHMENTS:

1. pay day change resolution (1)

CITY OF CODY, WYOMING

RESOLUTION NO. _____

**A RESOLUTION OF THE GOVERNING BODY OF THE CITY OF CODY, WYOMING,
AMENDING SECTION 15.1 OF THE CITY OF CODY PERSONNEL MANUAL
REGARDING PAY PERIODS AND REGULAR PAYDAYS**

WHEREAS, the City of Cody maintains a Personnel Manual establishing policies and procedures applicable to City employees; and

WHEREAS, Section 15 of the Personnel Manual establishes procedures relating to employee compensation and payroll administration; and

WHEREAS, the Governing Body desires to amend Section 15.1, **Pay Periods**, to change the City's regularly scheduled payday from Wednesday to Friday; and

WHEREAS, the Governing Body finds that establishing Friday as the regularly scheduled payday will provide for the orderly and efficient administration of the City's payroll process; and

WHEREAS, the Governing Body desires to formally adopt the revised language of Section 15.1 as set forth below.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CODY, WYOMING, that Section 15.1 of the City of Cody Personnel Manual is hereby amended and adopted to read as follows:

SECTION 15: PAY PROCEDURES

15.1 PAY PERIODS

All employees of the City of Cody are paid every other **Friday**. Each paycheck will include earnings for all work performed through the end of the previous pay period. Each pay period starts on a Monday at 6:00 a.m. and runs to the next Monday at 6:00 a.m., unless set differently for a specific division or department.

In the event that a regularly scheduled payday falls on a day that a majority of the City is not working, such as a holiday, employees will receive pay on the last day of work before the regularly scheduled payday. If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his or her return from vacation unless arrangements have been made for the check to be released to another authorized person. Paychecks may not be picked up by individuals other than the employee or supervisor unless the employee has given that person written authorization to accept the check and the authorization is on file with the Administrative Services Officer.

The City of Cody offers and encourages employees to receive their pay through direct deposit. Direct deposit pay will be credited to the employee's chosen bank account on the morning of payday. The employee will receive a pay stub similar to the pay stub accompanying a regular check. Direct deposit participation is encouraged for all employees as it provides administrative and cost efficiencies to the City of Cody.

Final paychecks will be held at City Hall to be picked up by the employee unless other written arrangements have been made by the employee and provided to his or her supervisor or the Payroll Department. Final paychecks will be issued on the payday of the next normal pay schedule following the employee's last day of work, subject to applicable State and Federal requirements.

BE IT FURTHER RESOLVED, that the amendment to Section 15.1 shall become effective on _____, 2026, and shall apply to payroll periods and paydays occurring on or after that date.

BE IT FURTHER RESOLVED, that all other provisions of the City of Cody Personnel Manual not specifically amended by this Resolution shall remain in full force and effect.

PASSED, APPROVED, AND ADOPTED by the Governing Body of the City of Cody, Wyoming, this _____ day of _____, 2026.

CITY OF CODY, WYOMING

By: _____
Lee Ann Reiter, Mayor

ATTEST:

Meeting Date: August 25, 2026 Department: Administration Staff Reference: Tony Tolstedt
--

AGENDA ITEM SUMMARY REPORT

Council Compensation Discussion

PROPOSED ACTION:

Discuss the current compensation structure for members of the City Council and provide direction to staff regarding whether any modifications to council compensation should be considered at a regular business meeting. If the Council desires to pursue changes, direct staff to prepare the necessary ordinance amendments for future consideration in accordance with applicable Wyoming law.

SUMMARY OF INFORMATION:

Council compensation is governed by **Wyoming Statute § 15-2-103**, which authorizes the governing body to establish compensation for the mayor and council members by ordinance. The statute requires that the salaries be established **before the beginning of the elected officials' terms** and expressly provides that **the salaries shall not increase during the term for which they were elected**. Accordingly, while the City Council may consider and adopt changes to compensation at any time, any increase in compensation cannot become effective until the commencement of the next term of office for the affected elected officials.

FISCAL IMPACT:

There is no fiscal impact associated with this discussion item. Should the City Council direct staff to prepare an ordinance modifying council compensation, the fiscal impact would be dependent upon the compensation structure ultimately adopted and would be incorporated into future budget planning. Council compensation is commonly reviewed every couple of years if not annually. These changes were not discussed by council at the time of budget development. Changes would trigger a budget amendment.

ATTACHMENTS:

None

Meeting Date: August 25, 2026 Department: Public Works Staff Reference: Nate Morgan
--

AGENDA ITEM SUMMARY REPORT

Ordinance 2026-16 Amending Title 8, Chapter 1, Article III, of the Cody City Code to Modify Standards and Policy

PROPOSED ACTION:

Discuss the potential of approving Ordinance 2026-16 Amending Title 8, Chapter 1, Article III, of the Cody City Code to Modify Standards and Policy

SUMMARY OF INFORMATION:

As Staff was preparing the resolution to update the 2026 Electrical Distribution Standards Manual, we thought it would be prudent to check and see if this was adopted in the city code. What we found was that the code needed to be updated as it still references the 2001 Electrical Distribution standard policy. See Below:

8-1-15: STANDARDS AND POLICY:

The electric distribution standards policy dated 2001 and prepared by the electrical services division of the city is hereby adopted, made a part hereof by this reference and incorporated herein as if set forth in length, together with all changes, amendments, replacements or supplements as adopted and approved by resolution of the governing body.

A copy of said electric distribution standards policy shall be kept on file at the city hall and marked "Official Copy". (Ord. 2016-08, 6-21-2016)

Because every few years, the Electrical Division reviews their current design standards to make sure they are still up-to-date and because the city has been adopting the updates to this manual by resolution. Staff would like to propose the following changes to the code. so that it is more clear and so that we are not required to come back very 2-4 years and update the code.

8-1-15: STANDARDS AND POLICY:

The ~~most recent version of the City of Cody Electric Division's eElectric dDistribution sStandards Manual policy dated 2001 and prepared by the electrical services division of the city~~ is hereby adopted, made a part hereof by this reference and incorporated herein as if set forth in length; together with all changes, amendments, replacements or supplements as adopted and approved by resolution of the governing body.

A copy of said ~~eElectric dDistribution sStandards~~ Manual policy shall be kept on file at the city hall and marked "Official Copy".

Attached to this item is the clean version of the ordinance that we are proposing you consider adopting at a future council meeting. If we move this item forward, it will be required to go through three readings prior to adoption on October 6th.

FISCAL IMPACT:

There is no fiscal impact if this item is moved forward.

ATTACHMENTS:

1. Ordinance 2026-16 - Amending Title 8, Chapter 1, Article III, of the Cody City Code to Modify Standards and Policy

ORDINANCE 2026 – 16

AN ORDINANCE AMENDING TITLE 8, CHAPTER 1, ARTICLE III, OF THE CODY CITY CODE TO MODIFY STANDARDS AND POLICY

Title 8, Chapter 1, Article III, shall be hereby amended effective October 6, 2026:

8-1-15: SCHEDULE OF RATES

The most recent version of the City of Cody Electric Division's Electrical Distribution Standards Manual is hereby adopted, made a part hereof by this reference and incorporated herein as if set forth in length; together with all changes, amendments, replacements or supplements as adopted and approved by resolution of the governing body.

A copy of said Electric Distribution Standards Manual shall be kept on file at the city hall and marked "Official Copy".

NO OTHER MODIFICATIONS TO THE REMAINDER OF ARTICLE III

* * REMAINDER OF PAGE INTENTIONALLY LEFT BLANK * *

This Ordinance shall become effective at the final passage after third reading and publication in the Cody Enterprise as required by law:

PASSED ON FIRST READING: _____

PASSED ON SECOND READING: _____

PASSED ON THIRD READING: _____

Lee Ann Reiter, Mayor

ATTEST:

Tina Gail, Administrative Services Officer

Meeting Date: August 25, 2026 Department: Public Works Staff Reference: Nate Morgan
--

AGENDA ITEM SUMMARY REPORT

Resolution 2026-12 2026 Electrical Distribution Standards Manual

PROPOSED ACTION:

Discuss the potential of approving Resolution 2026-12 adopting the 2026 Electrical Distribution Standard Manual

SUMMARY OF INFORMATION:

Every few years, the Electrical Division reviews their current design standards to make sure they are still up-to-date. They also, as the years go on, note corrections to this manual as they come upon different situations in their daily operation. The last time this manual was updated was in 2022. Since the last manual update, the staff are recommending changes to eight sections. The changes are as follows:

- Sec. 1.04 : Change from six months to 18 months, added-EV charging station
- Sec 1.09: Easements — In a situation where electrical or utility easements are required, no permanent service will be installed until all required easements are signed and filed.
- Sec. 2.06: Power Quality Interference — A penalty charge may be added to the billing if the customer doesn't take the necessary measures to correct it.
- Sec. 2.08: Meter Install of Previous Disconnect — For existing meter base/panels that have had the meter pulled for more than 6 months, they may be required to have an updated electrical inspection performed by the City of Cody's Electrical Inspector.
- Sec. 5.01: Secondary Voltage — Add min. of 2/0 copper; add min. of 4/0 copper
- Sec. 6.04: Instrument rated services (new safety requirements)
 - The City of Cody will install the Test Switch and metering wiring.
 - Voltage Transformers (VT / PT) must be used for all services over 240 volts, over 200 amps.
 - When the voltage is over 240v, pt's / vt's will be installed on an approved cabinet
 - The vt/pt shall be isolated from the meter socket
- Sec. 8.01: Subdivision fees, estimate — Good for 30 days
- Sec. 9.01: Tran box pads
 - Box pads, vaults and ground sleeves must be installed 8" to 10" above final (finished) grade
 - Define finished grade: top of curb, sidewalk or flat ground around front side of equipment (access portion)
 - No equipment shall be installed or located within a swell, ditch or runoff area as well as 10' in front of the access portion
 - No electrical equipment shall be installed or located within any snow collection area
 - If a solid poured/concrete pad is constructed, then it shall be sloped a min. of 2% away from the building.
 - Opening of each electrical equipment shall face a sidewalk, roadway or alley traffic lane unless approved by the City of Cody's Electric Division

Attached to this packet is a red-lined 2022 Document with the proposed changes, and a clean 2026 version as well as the resolution that will officially adopt this document.

FISCAL IMPACT:

There is no fiscal impact if this is adopted. This action is to adopt an updated Electrical Design Standard Manual.

ATTACHMENTS:

1. 2022 Electrical Distribution Standards Manual- Red line
2. 2026 Electrical Distribution Standards Manual - Clean
3. Resolution 2026-12 Adopting Eletrical Distributio Standards



2026

**City of Cody
Electrical
Division**



**ELECTRICAL DISTRIBUTION
STANDARDS MANUAL**

ADOPTED BY CITY COUNCIL
2026 FEBRUARY 15, 2022

SEPTEMBER 1,

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Section I

General Information

1.01 Purpose

This booklet is to aid in providing electric service for new or remodeled structures as well as subdivisions and other major projects. While this book should answer most questions, you may contact Cody's Electrical Division for further assistance. The appropriate phone numbers and contacts are:

City of Cody Electrical Superintendent – 587-6803

City of Cody Building & Electrical Inspector – 527-347669

City Hall -527-7511

The word "Utility" as used in this booklet shall mean the City of Cody Electrical Division. The word "Customer" shall mean the resident, building owner, contractor or developer requiring electrical service.

1.02 Codes and Ordinances

The construction of new or remodeled electrical installations must conform to applicable provisions of the National Electrical Code, the National Electrical Safety Code, the State of Wyoming Electrical Safety Division regulations and the City of Cody ordinances and codes.

1.03 Changes or Conflicts in Requirements and Guidelines

The governmental codes and ordinances in Section 1.02 are the basis for some information in this booklet. It is the intent of these guidelines and requirements to follow all applicable codes, ordinances and regulations. If a conflict arises, the appropriate code, ordinance or regulation will supersede the interpretation offered in this booklet. These requirements are subject to change if the governing codes, ordinances or regulations change. The Utility does not assume the responsibility for keeping this booklet current. In case of doubt on the applicability of any item, one should consult the Utility.

When this booklet uses the phrase "consult utility," it shall mean for every installation, not a single contact.

1.04 Application for Service

The Customer must provide the Utility with accurate load information and the requested service date as early as possible. [The Customer shall utilize the Electrical Equipment & Permanent Service Evaluation form to request service, which can be found at \[codywy.gov\]\(http://codywy.gov\).](#) Requests for service to commercial and industrial Customers normally require 60 days planning by the Utility to serve the load. Installations requiring transformers or other equipment not in stock may require ~~18 monthssix months~~ lead time or more. Consult the Utility for service dates for your installation.

For commercial, industrial or residential subdivisions, mobile home parks, and apartment complexes, the requests for service shall include a City Council approved plat. Such plans should show preferred service and meter locations and a single line diagram of the electrical

layout. The request must show all load information, including lighting, receptacle, water heating, cooking, electric heat, air conditioning, EV charging stations and motor load. The Customer must provide sufficient information on equipment operations to establish the kilowatt demand of the load.

The Utility has a staff available for advice on Distribution Standards and problems related to electric energy use for new, existing and reconstructed installations. The Customer and the Contractor are liable for any damage to Utility equipment or personal injury unless they give adequate notice to the Utility and receive approval from the Utility for the change or addition.

When conditions arise during construction that requires changes in service arrangements, the Customer must consult with the Utility to negotiate satisfactory alternative arrangements. Communication with the Utility will afford you this service.

1.05 Types of Service Furnished

Electric service available is 60-hertz, alternating current, single or three phase. Nominal secondary voltages available by overhead or underground distribution lines in the service area are as follows:

- Single-phase, 120/240-volt, 3-wire, grounded
- Three-phase, 208Y/120-volt, 4-wire, grounded wye
- Three-phase, 480Y/277-volt, 4-wire, grounded wye

Under certain conditions, the Utility may provide single phase, 120/208-volt, 3-wire grounded service, single-phase, 240/480-volt, 3-wire, grounded service, or three-phase, 240/120-volt, 4-wire, grounded delta service. AgainAgain, under certain conditions, the Utility will supply primary delivery at the distribution voltage standard for the requested service location. All service provided by the Utility is subject to the terms and conditions specified in later sections of this manual.

1.06 Approval for Service

City of Cody ordinances require a Customercustomer to obtain a permit before the Utility provides service. In addition, State of Wyoming Statutes require that the electrical inspection authority (in this case the City of Cody Building Inspector) approve the installation before it is energized.

1.07 Permanent Service Connection

Only authorized Utility employees shall make the permanent connection or disconnection of the Utility's electric service to a building or structure.

1.08 Seals

The purpose of seals placed by the Utility on meters and associated service equipment is to prevent injury or tampering.

Under normal circumstances, only the Utility can remove seals. If an emergency requires seal removal before notification, the person responsible must notify the Utility as soon as possible. The Utility can then inspect the installation and replace the seal.

1.09 Easements

In a situation where electrical or utility easements are required, no permanent service will be installed until all required easements are signed and filed.

Section II Services

2.01 General

The location of the service entrance on the Customer's premises is an important consideration to both the Customer and the Utility. The installer shall locate the service entrance to make the meter and service easily accessible from the Utility distribution lines (refer to the figures on pages 8 & 12). The service entrance shall be convenient for the installation, operation and maintenance of Utility meters and equipment. **The Customer shall consult the Utility for designation of the point of attachment for overhead service drops, underground service laterals, preferred meter and service locations, required current transformers, and terminal cabinet enclosures.** The Customer shall contact the Utility if variations from these designated locations are desired.

2.02 Definition of Point of Attachment

For commercial services, the point of attachment is where the service lateral to the commercial meter attaches to a ~~City~~city owned transformer or secondary pedestal. For overhead residential or commercial services, the point of attachment is at the weather head.

It is the customer's responsibly to provide a secure attachment point if a GRC riser is not present. Where a GRC riser is used, a clamp insulator attachment must be supplied.

For residential underground services, the point of attachment will be at the meter so long as the service laterals are installed in conduit. The ~~City~~city will not maintain or repair direct-buried service laterals and in this case even though the point of attachment is at the meter. If the customer upgrades the service lateral to install it in conduit, the ~~City~~city will take over maintenance and repair of the service lateral.

The Customer will provide and install all service equipment, including service laterals (conduits & conductors), compression lugs for attachment to transformers, switches, service entrance conductors, raceways, enclosures, and meter sockets, and will further provide right-of-way and space for the installation and maintenance of the Utility facilities. Customer provided service laterals must be installed to City specifications.

2.03 Maintenance & Repair Responsibility

The point of attachment for service laterals will be the point at which Utility installed equipment and Customer installed equipment connect. For commercial services, that normal point of attachment is where the service lateral conductors connect to the Utility transformer or pedestal. The ~~Citycity~~ does not maintain or repair commercial service laterals, either direct buried or in conduit. For new residential services, the customer provides the service lateral in conduit from the point of attachment as defined above to the meter. The ~~Citycity~~ will take ownership of the new residential service lateral from the point of attachment to the meter and will repair that service lateral in the event of an outage. The ~~Citycity~~ will not repair or maintain direct-buried service laterals for residential services unless the customer upgrades the service lateral and installs the new service lateral in conduit from the point of attachment to the meter. The ~~Citycity~~ will provide temporary service to a residence with direct-buried laterals in the event of an outage but only until the customer can get the direct-buried service lateral repaired or replaced. The customer- provided conductors that run into a transformer (residential or commercial) shall be cut three feet above the transformer secondary bushings to provide sufficient length for replacing transformers.

Normally, service to a building will be through one set of main service conductors of the same voltage classification. The Utility may tap these main service conductors where more than one meter installation is necessary in a building of multiple occupancies. For either residential or commercial services, an outside disconnect must be provided for emergency situations.

Where two or more meters are grouped, each meter position must be clearly and permanently marked by means of a metal or hard plastic engraved type label. Such marking will indicate the particular location or address that it supplies. Service will not be established until the marking is completed.

Un-metered service wires and metered load wires will not be run in the same conduit, raceway or wire gutter.

For overhead service masts, the minimum conduit size shall be 2" GRC conduit with an appropriate weather head and insulated attachment clamp. If a customer's electrical service is deemed unsafe by any of the City's electric technicians, the service will be disconnected until the proper repairs and inspections have been made.

2.04 Point of Delivery

The point of delivery shall be the point of attachment as defined in section 2.02 above. The exact location of said point of delivery shall be at the Utility's discretion. The Utility shall separately meter and bill any additional service to the same Customer at other points of delivery at a different voltage or phase classification.

2.05 Sealing of Cabinets and Gutters

All cabinets and gutters containing unmetered conductors, other than mainline switches required by applicable electrical codes, must be arranged for sealing with the Utility's seal. Removable conduit fittings may be installed between the service outlet and the meter when approved by the Utility. These fittings must be visible from the meter location or from an exterior ground position and must be arranged for sealing.

2.06 Power Quality Interference

If it is determined that a customer's equipment is causing interference, excessive harmonics or other power quality issues with the Utility's system, it is the Customer's responsibility to diagnose and correct the problem. If the problem is not corrected in a timely manner, the Utility reserves the right to disconnect service to the Customer until the power quality issue is corrected by the Customer.

Poor power factor will cause losses on the electric system and customers producing a "poor power factor" will need to correct it. A penalty charge may be added to the billing if the customer doesn't take the necessary measures to correct it.

2.07 Service Repair Responsibilities After-Hours

For residential services, the City shall be responsible for the repair of the service drop or lateral in case of an outage. The city will repair underground residential URD services, so long as it is installed in conduit. If the customer's service is direct buried, then the owner would be responsible for the repairs. The ~~City~~city may provide temporary service for residential customers with direct-buried service laterals or aerial service drops, for no longer than 30 days. For Commercial services, the Customer shall be responsible for the repair.

2.08 Meter Install of Previous Disconnect

For existing meter base/panels that have had the meter pulled for more than 6 months, may be required to have an updated electric inspection performed by the City of Cody's Electrical Inspector.

2.09 Meter Install for Temporary or Permanent Services

Before any electric meter is installed, the area in front of the meter base shall be at final grade. No meter will be installed without an inspection performed by the City of Cody's Electrical Inspector. Exceptions may be made in the event of an emergency.

Section III

Temporary Construction Distribution Standards

3.01 General

Upon request, and with application, the City of Cody will supply temporary service at a location adjacent to the City's facilities. Application for service and appropriate fees shall be paid at City Hall before said service will be given. An electrical permit is also required before hook up will be done.

Always locate temporary services for construction work to protect the meter from accidental damage, and, when practical, in a location usable throughout the entire construction period. If several homes will be built from one temporary service that temporary service should be given the address of the last home to be built. If a temporary service must be moved, a new application is needed.

3.02 Requirements – Overhead:

- To ensure strength, the pole or post must be at least butt treated and free from any visible defects.
- The pole or timber shall be no less than 20 feet long planted 5 feet in the ground. More ground clearance may be required if service will cross traffic areas.
- The ground rod shall be visible when inspection is made.
- Guying may be required – consult City Engineer
- Meter to be no more than 6' from ground line with a main disconnect.

3.03 Requirements – Underground

- Post must be long enough to be firmly planted in the ground.
- Locate close to an existing pad mounted transformer or secondary pedestal with enough cable tails to extend inside said facilities.
- Ground rod shall be visible when inspection is made.
- Meter to be no more than 6' from ground line with a main disconnect.
- Temporary service: Wires must be installed/dug into the inside of the city's equipment with enough wire to make connections.

3.04 Meter Socket Requirements for Temporary Construction Services

Temporary Construction Service	Meter Socket Type
Single phase, 120/240 V 200amps or less	4-Jaw
Single phase, 120/208 V 200 amps or less	5-Jaw
All other temporary services	Consult the City of Cody

Section IV Residential Meter Installations

4.01 Residential Meter Socket location – overhead installation

The City of Cody will determine the exact location of meters that do not meet the criteria established in this manual. If the Customer is unsure whether the meter location is acceptable, the City of Cody should be contacted. **It is highly recommended that the City be consulted prior to establishing the final meter socket location.** The location of the service entrance on the Customer's premises is an important consideration. Distance and accessibility to the City's existing facilities is an important factor to consider as well as ready access to the meter for meter maintenance and replacement. **Consult the City to determine the point of attachment for overhead service drops.** In all cases, the minimum service mast riser conduit size shall be 2" GRC conduit.

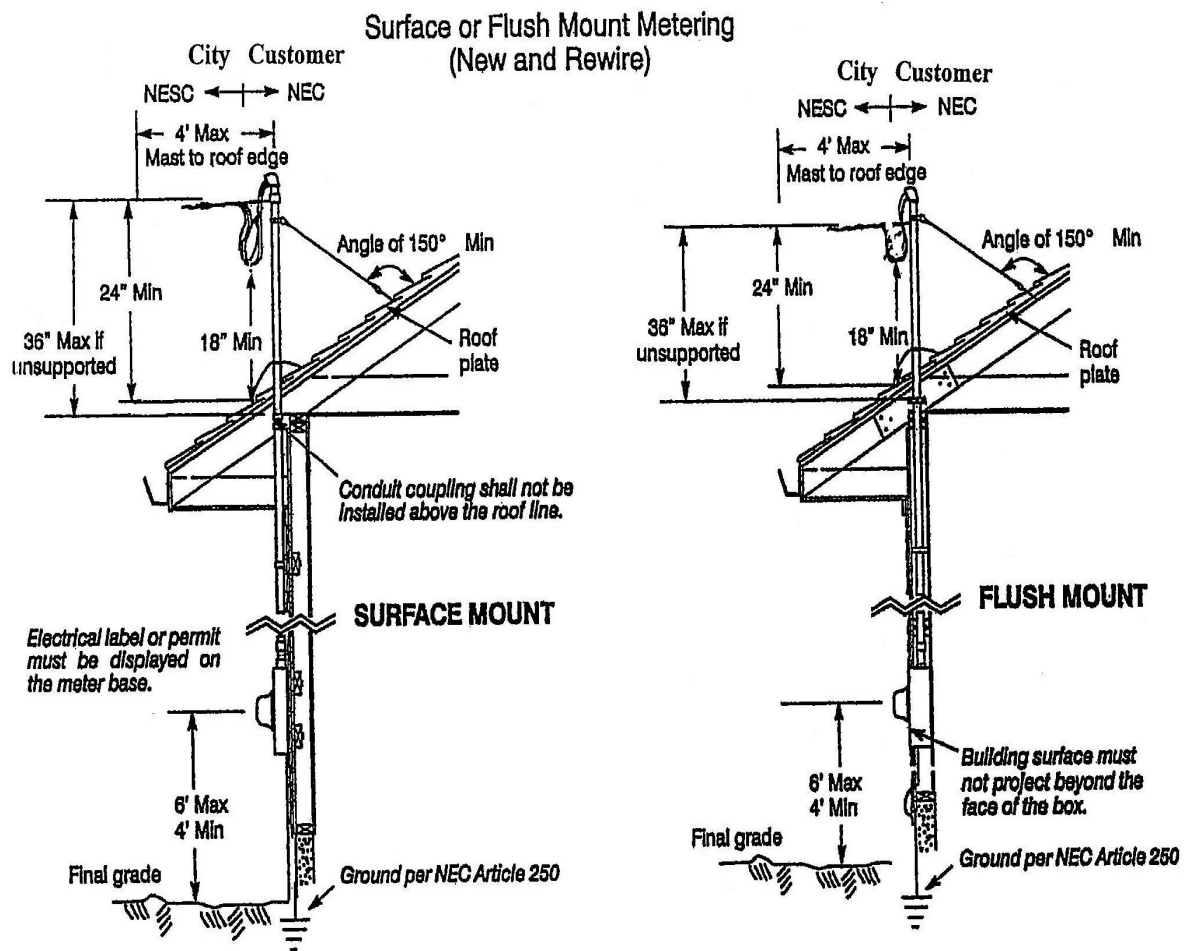
Install residential meter outdoors at a location acceptable to the City of Cody. Meters must not be installed within three feet of windows. It is recommended that the location avoids exterior walls that are likely to be fenced in. Never install the meter over window wells, steps in stairways, or in other unsafe or inconvenient locations. Keep shrubs and landscaping from obstructing access to the meter.

The figure on the next page shows where a residential meter socket should be located. Clearances shall meet appropriate codes.

In general, overhead residential services shall meet the following requirements:

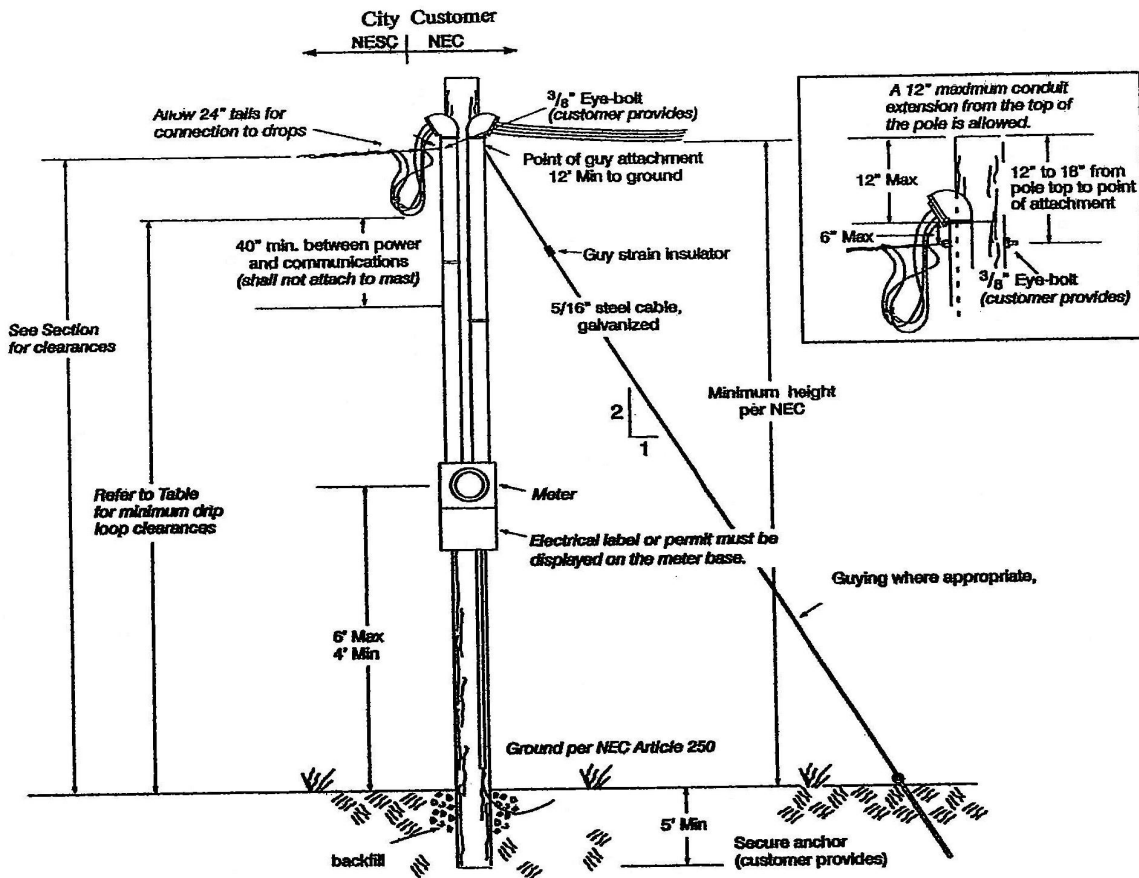
- Service mast must be a minimum of 2" GRC conduit with an appropriate weatherhead.
- An outside disconnect means must be provided.
- The ~~City~~city must be consulted before determining the final meter socket location to ~~e~~insure that it is accessible from the nearest point of attachment to the City's electrical system.
- The meter socket must be located between 4' and 6' of finished grade.
 - ~~The~~ meter socket must be located a minimum of 3' from a window (including egress windows) unless prior authorization is received from the City Electrical Engineer.



**NOTE:**

1. Allow 24" conductor leads for connection to service drops
2. Appropriate guying required for long services or taller masts
3. The service mast must be minimum 2" GRC conduit with an appropriate weatherhead.
This must be provided and installed by the Customer.

Single Family Overhead Service Detail – Pole attachment



NOTE:

1. Allow 24" conductor leads for connection to service drops
2. Appropriate guying required for long services - Contact City for requirements
3. The service mast shall be a minimum of 2" GRC conduit with an appropriate weatherhead. This shall be provided and installed by the Customer.

4.02 Residential Meter Socket location – underground installation

The City of Cody will determine the exact location of meters that do not meet the criteria established in this manual. If the Customer is unsure whether the meter location is acceptable, the City of Cody should be contacted.

The location of the service entrance on the Customer's premises is an important consideration. Distance and accessibility to the City's existing facilities is an important factor to consider. Consult the City to determine the point of attachment for underground service laterals. The City of Cody has both front lot line facilities and alley facilities so contacting the City is important prior to installation. In an underground subdivision, the source of power for each lot has been predetermined in the initial layout. Any changes required could mean additional costs to the Customer.

Install residential meter outdoors at a location acceptable to the City of Cody. Avoid installations near windows or exterior walls that are likely to be fenced in. Never install the meter over window wells, steps in stairways, or in other unsafe or inconvenient locations. Keep shrubs and landscaping from obstructing access to the meter.

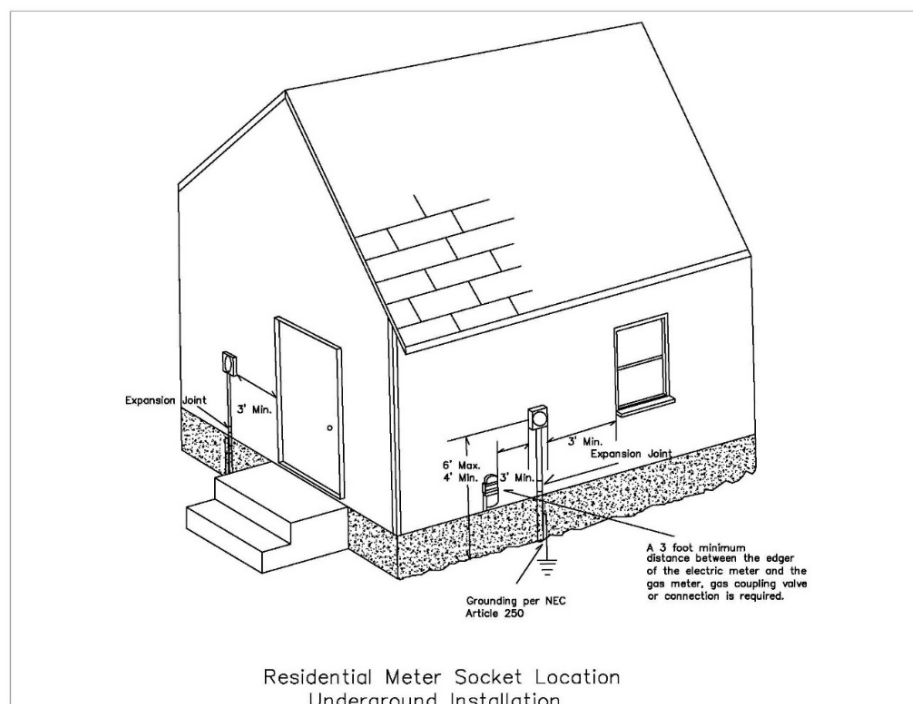
The figure on the next page shows where a residential meter socket should be located. Clearances shall meet appropriate codes.

In general, residential underground service equipment must meet the following criteria.

- The City's Electric Department shall be contacted before determining the final meter socket location to insure it is accessible from the nearest point of attachment to the City's electrical system.
- The conduit riser to the meter socket shall be provided with an expansion joint to allow for trench settling. This also applies to commercial services.
- Refer to Section V for conduit sizes and depths.
- The meter socket shall be located a minimum of 3 feet from a window (including basement egress windows)

4.03 Multi-Family Meter Installations

- Single Owner Multi-Family Units – Meters may be banked on the building at one location so long as the individual units are not separately owned by the residents of the complex.
- For multi-family complexes where the living units are individually owned such as for townhouses or condominiums, the meters shall be located away from the building on a meter bank pedestal. Individual service conductors shall be run to each unit from this meter bank pedestal.



Section V

Conduit & Cable Requirements / Placement

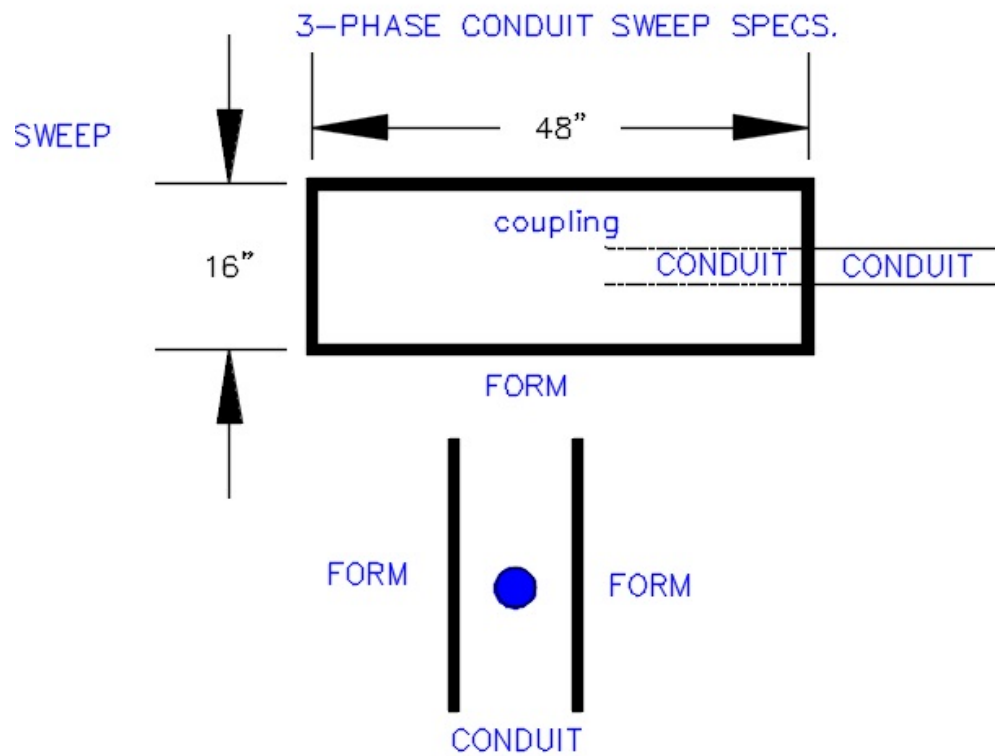
5.01 Secondary Voltage (service lateral) Conduit:

- Minimum two-foot trench depth required
- 100-amp service – 2” conduit with 36” radius sweeps and expansion joint with minimum of 1/0 URD Triplex Cable
- 200-amp service – 3” conduit with 36” radius sweeps and expansion joint with minimum of 4/0 URD Triplex Cable or with a minimum of 2/0 Copper.
- 200 + amp service – 3” conduit with 36” radius sweeps and expansion joint and conductor size of 250 MCM or greater or with a minimum of 4/0 Copper.
- Placement of meter base to be approved by City of Cody Electrical Division
- Placement of conduit for a pole riser shall be on the pole quarter to avoid conflict with any communication cables that may be on pole. If riser is in a traffic path it will require the first joint to be GRC. See drawing below
- All conduit shall be grey, electrical grade, schedule 40. When Customer furnishes the conduit, they will also furnish all straps and weatherhead for the riser.

5.02 -Distribution Voltage Conduit:

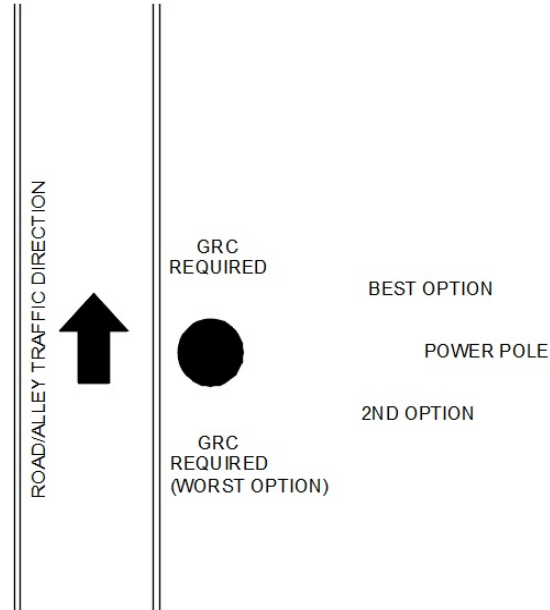
- Minimum four-foot trench depth required.
- All conduits shall be electrical grade schedule 40 PVC.
- All conduit sweeps shall be minimum 36” radius.
- Customer provided conduit shall meet City specifications.
- 3 Phase applications: conduit (4” – 6”) longer than 200’ runs shall have the sweeps entering equipment basements embedded in concrete. Refer to the specs provided in section

3-Phase Conduit Sweep Specs. - Due to the fact that sweeps are breaking at the coupling, we are requiring a concrete incasement around the joints between the sweeps and straight runs of 4” and 6” conduits. This is required for pulls longer than 200’.



5.03 - Risers- Any riser subject to traffic shall have at least 4' of GRC added for protection in the first section. The GRC must be properly grounded. Refer to the conduit placement specs in section

RISER PLACEMENT ON POLE



NOTE: IF RISER IS ON ROAD SIDE OF POLE, FIRST SECTION OF PIPE MUST BE GRC
EXISTING CABLE ATTACHMENT LOCATIONS WILL DICTATE WHERE RISER CAN GO
(COMMUNICATION LINES)

Section VI Non-Residential Services (Commercial, Industrial)

This section describes the City of Cody's requirements for non-residential services. This section covers single-phase and three-phase services for direct-connect and instrument rated sockets for meters. **Customer is responsible for any single-phase protection on three phase installations.** All non-residential Customers are responsible for coordinating Distribution Standards with the City prior to material purchase and installation.

Any exceptions to the metering requirements shall be approved in writing by the City of Cody prior to installation.

6.01 Service Point Location for Meter and Equipment

The service point refers to the location where the City's circuit connects to the Customer's system. Meters and metering equipment shall be located outdoors. All services, either residential or commercial shall be readily accessible and have an outside disconnecting means rated for the size of the service.

Meters shall not be installed on a drive-through service entrance side of a building.

If equipment is installed in a traffic area, it will be the Customer's responsibility to provide barrier posts for the protection of electrical equipment.

6.02 ___-General Descriptions**Direct Connect Services (120 to 480 volts):**

- Single-phase services of 400 amps (320 amps continuous).
- Three-phase services of 200 amps (160 amps continuous).

Instrument Rated Services (120 to 480 volts):

- Single-phase services over 400 amps (320 amps continuous).
- Three-phase services over 200 amps (160 amps continuous).

Switchboard type meter cabinets may be required in high amperage situations where multi-conductors are required. If more than 12 secondary service conductors are required from the transformer to the meter equipment, a secondary connection cabinet shall be required.

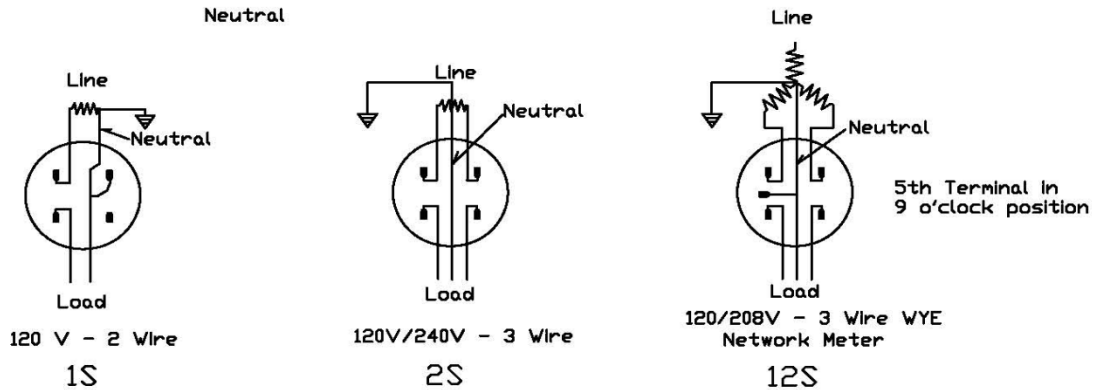
6.03 ___-Direct Connect Services

The City of Cody requires a direct-connect meter socket (with manual by-pass) when the ampacity of a single-phase service entrance is 400 amps (320 amps continuous) or less, or when the ampacity of a three-phase service is 200 amps (160 amps continuous) or less. The following exemption may be requested from the City Electrical Superintendent or Electrical Engineer:

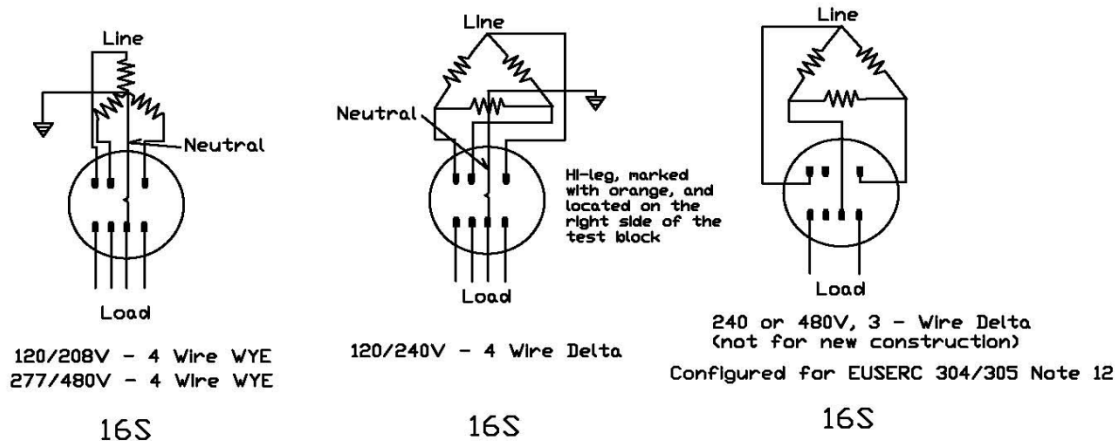
- If the business is in a D-1 Zone within the City Limits and is not considered an essential service (i.e. law enforcement, fire suppression, medical facility or emergency service provider).
- Meter sockets shall be furnished, installed, and wired by the Customer/electrician.

Meter Socket Connection Diagrams (Direct Connect)

Single Phase Connection Front View



Three Phase Connection Front View



6.04 Instrument rated services

The City of Cody requires a customer supplied and installed wall mounted CT cabinet with sufficient space on the unhinged side for the remote metering socket (see drawing for required size and installation instructions). Switchboard type meter cabinets may be required for higher amperage, multi-cabled services.

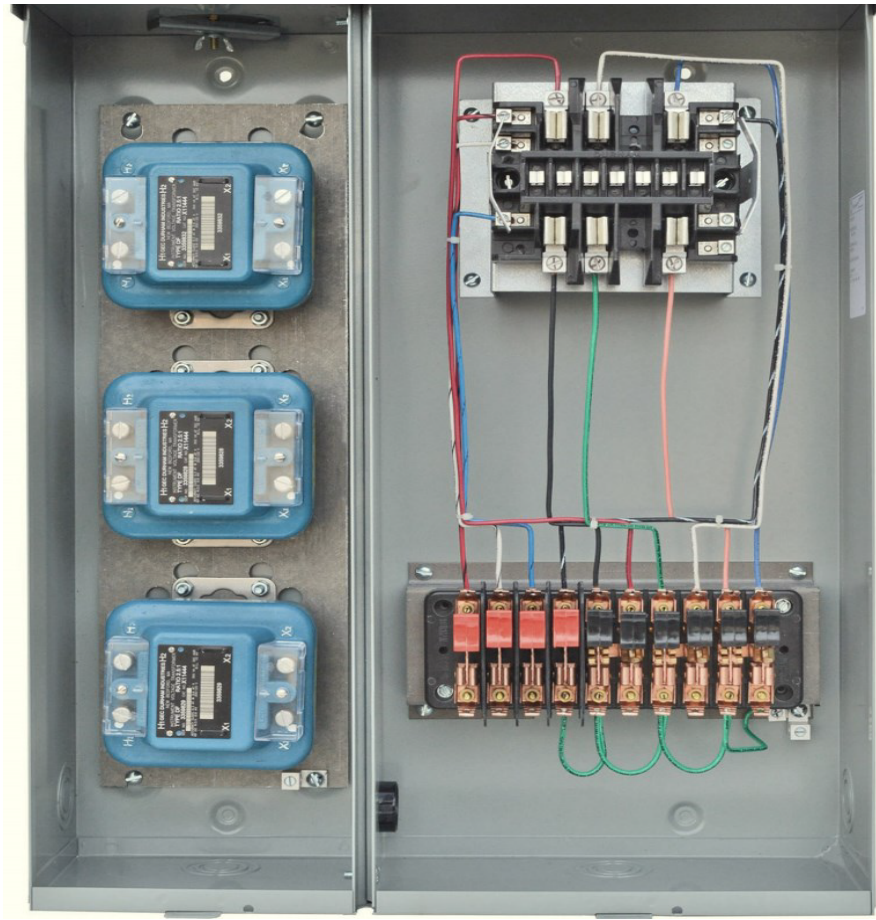
Current Transformer Mounting Base Requirements for Installation in a Current Transformer Cabinet

- The mounting base for CT's shall meet the ratings for the available fault current (50,000 A minimum)

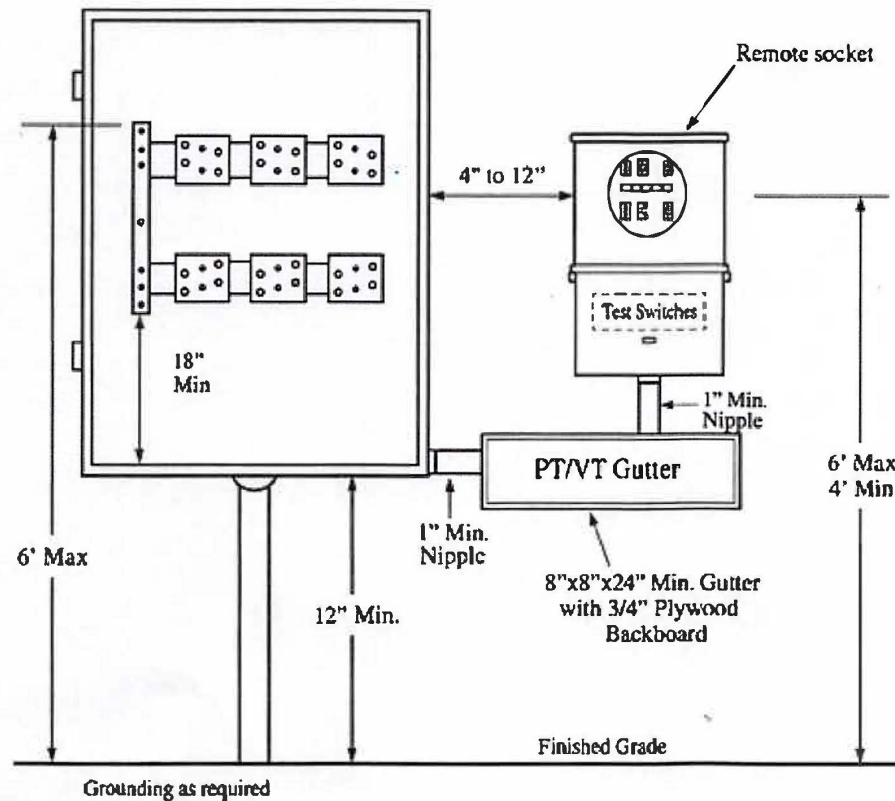
- For 4-wire delta services, the high (voltage) leg conductor must be identified by orange tape, and located on the right-hand side of the CT mounting base.
- The mounting base shall accept bar-type current transformers only.
- The City of Cody will install the Test Switch and “metering” wiring.

Voltage Transformer (VT/PT) must be used for all services over 240 volts, over 200 amps.

- When the voltage is over 240 volts, VT/PT’s will be installed on an approved cabinet design.
- The VT/PT cabinet shall be isolated from the meter socket.



Example of VT/PT socket

**NOTES:**

1. Gutter to have 3/4" plywood backboard.
2. 8"x8"x24" is minimum size.

Customer furnished CT cabinet, CT mounting bracket, & remote meter socket.

• **Example**

Cable Terminations:

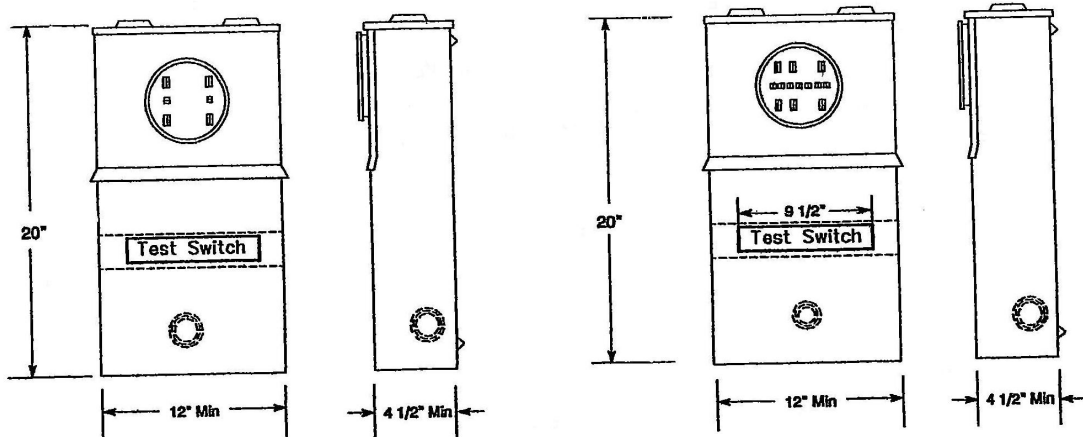
- Line and load-side terminations on CT landing pads require two bolts per connector. Line Side and Load Side Conductors shall be clearly labeled by the customer or contractor.
- The Customer shall provide and install all connectors to attach the line and load side conductors to the current transformer mounting base. The Customer shall provide and color code all conductors for these connections. For attachment of the service lateral conductors to the City distribution transformer, the Customer shall provide the connectors and the City will install and attach the service laterals to the City transformer. If the number of conductors supplying the Customer's service equipment from the transformer exceeds 12 [\(for 3-wire service\)](#) or 16 [\(for 4-wire service\)](#) individual cables, the Customer shall provide a secondary connection cabinet generally referred to as a "Scott Box". The City will make the connection between the secondary connection cabinet and the transformer and the Customer will make the connection between the secondary connection cabinet and the building service equipment.

- On overhead services, the Customer shall furnish all lugs and connect conductors to the line and load terminals of the current transformer mounting base. The Customer is responsible for bringing the service entrance conductor to the connection of the utility service drop. No alteration of the transformer mounting base is allowed.

Current Transformer Meter Socket —Pre-Wired
Requirements and Types
1 Phase/3 Phase
Customer Provided

Single Phase – 6 Jaw

Three Phase – 13 Jaw

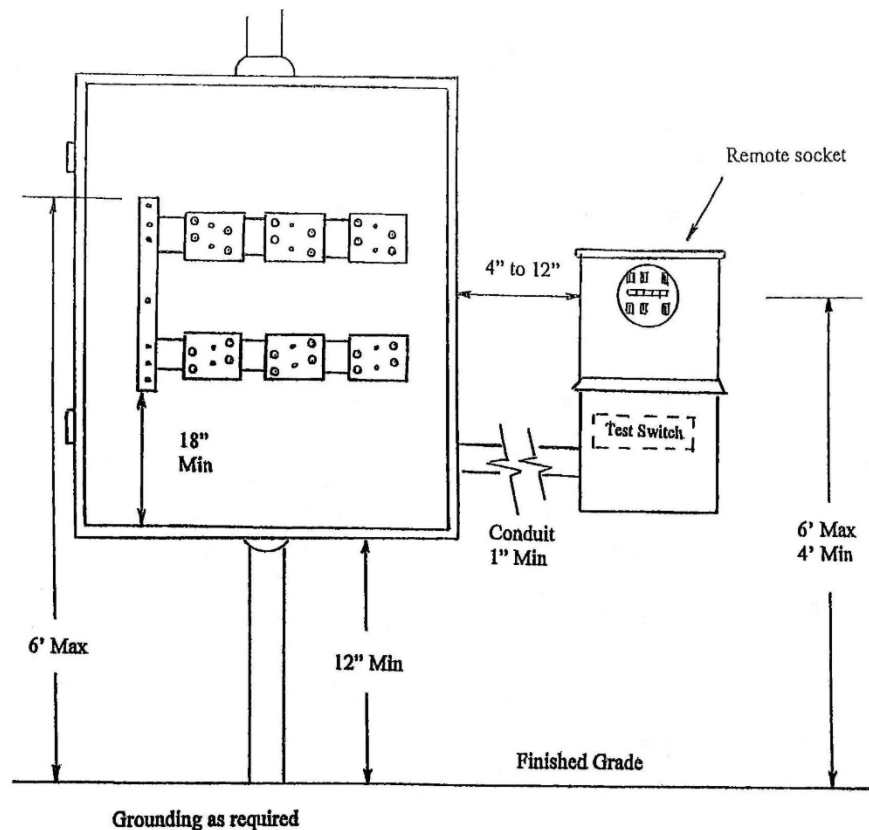


Type of Service	Socket Type
120/240 volt, single-phase, 3 wire	6 jaw
120/208 volt, three-phase, 4 wire	13 jaw
277/480 volt, three-phase, 4 wire	13 jaw
240/120 volt, three-phase, 4 wire	13 jaw

Note: Ringless ~~with two-piece~~ cover w/test switch mounting area. City will install and wire test switch/meter.

**CT Cabinet Installation for Instrument Metering (OH or UG)
Three Phase Shown**

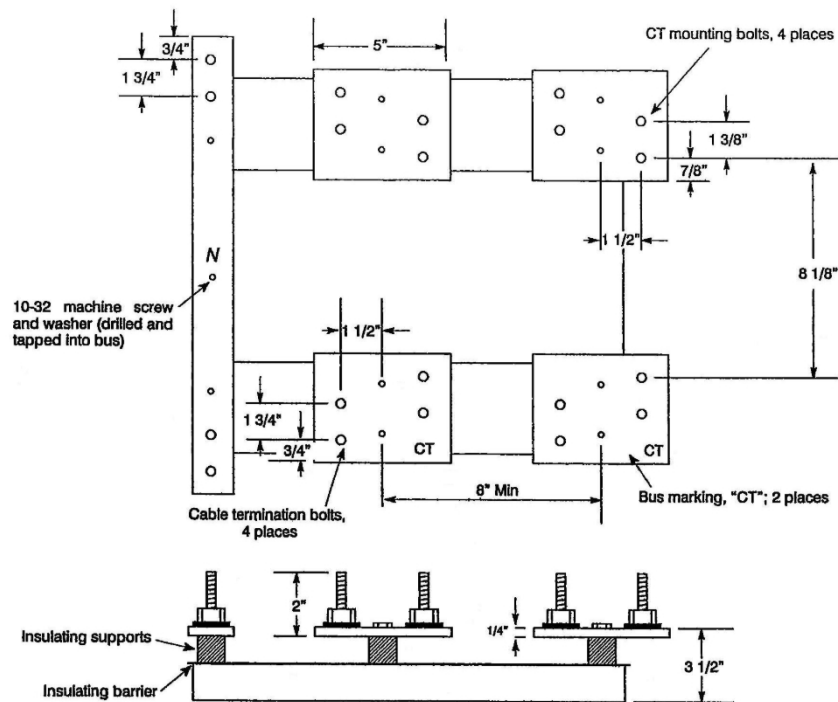
Note:



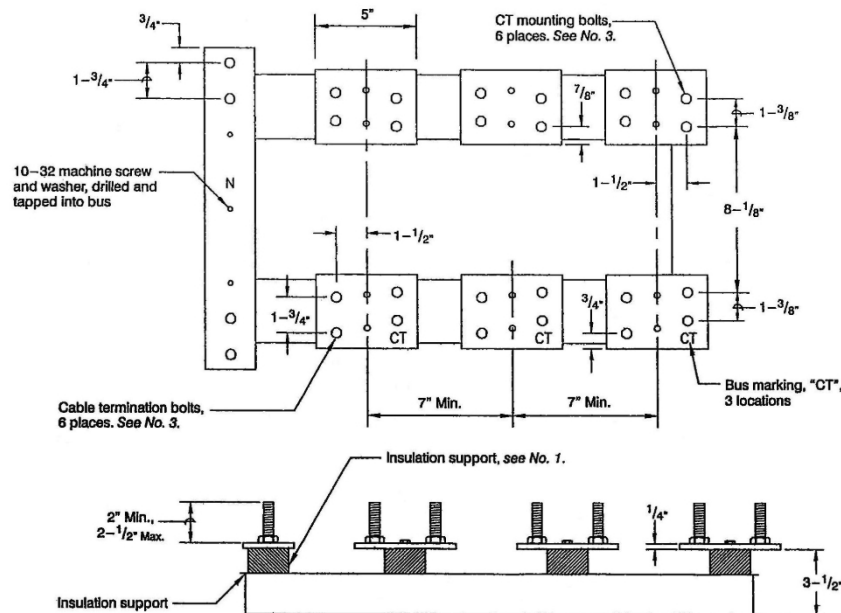
- Customer furnished CT cabinet, CT mounting bracket, & remote meter socket.
- For Commercial, Industrial instruments services, a Ringless Style meter base shall be used.
- Hinged door to open away from remote meter.

- 36"x 48" Min with 48"x 48" required at times (City option)

Transformer Mounting Base
For installation in a Current Transformer Enclosure
 (Single-Phase, Three-Wire, 800-amp Max)
 EUSERC 328A, 328B SHOWN



Transformer Mounting Base
For installation in a Current Transformer Enclosure
 (Three-Phase, Four-Wire, 800-amp Max.)
 EUSERC 328A, 328B SHOWN



Additional

Requirements

- Meter sockets shall not be located above or below CT enclosures.
- The top of the CT mounting bracket shall not be more than 6 feet above floor level. The cover shall have factory-installed hinges for side opening, with sealing provisions and shall hold the cover in the open position at 90 degrees or more.
- The City of Cody Electrical Dept. shall be consulted as to placement of line/load conduits.

Section VII

Clearances at Meter Locations

7.01 ___-General:

The Customer shall provide suitable space and provisions for mounting a meter base at a location approved by the City of Cody. Both the Customer and the City share an interest in providing a location of the utmost convenience to both parties for, reading, testing, repairing, disconnecting, and replacing meters. Egress and regress with a minimum violation of privacy is desirable.

7.02 ___-Meter Clearance Dimensions:

The minimum unobstructed working space required in front of a single meter is 78" high, 36" wide, and 36" deep. The minimum working space required with use of current transformers is 78" high, 70" wide, and 48" deep. Meters installed in a cabinet require a minimum space of 48" deep to open the cabinet door. For further detail see NEC 110.26 A. Dimensions do not refer to meters housed in approved switchboards or enclosures. Locate all meters at least 36" horizontally from a gas meter.

The center of any meter socket shall be set no more than 6' above the **finished** grade in front of the meter. **Finished grade shall be established prior to setting of a meter. For gang mounted meter installations see the City Electrical Operation.** The City retains the right to refuse connection to meters that do not meet this criterion.

7.03 ___-Residential Meters:

Install meters outdoors at a location acceptable to the City of Cody. Avoid locations behind fences or bushes. Avoid locations near gas meters, over stairwells, or over window wells. Install meter 36" from windows or doors (including egress windows).

7.04 ___-Multi-Family Unit Meters:

For single owner multi-family complexes, the meters for individual units shall be banked and may be located on an exterior wall of the complex. For multi-family complexes where the units are owned individually by the residents, the meters shall be banked at a remote location (not on the building) in a meter bank pedestal. Separate service lines to the individual units shall originate at this meter bank pedestal.

- The Electrical Contractor shall verify proper labeling is installed for the correct unit.

7.05 ___-Non-residential Meters:

Locate meters outdoors. Any alternative must have prior approval of the City Engineer and allow for access during working hours. Any gated or fenced area must have allowances for a City of Cody lock. Avoid any unsafe locations and a clear zone around meter is required.

7.06 ___-Access:

If a Customer makes a meter inaccessible (in the opinion of the City) the Customer shall, at their expense, either modify the area to provide a safe, unobstructed access to the meter, or move the meter socket to a location acceptable to the City of Cody.

7.07 ___-NESC Clearances for Service Drops and Drop Loops:

750 Volts and Below (Distances in feet)

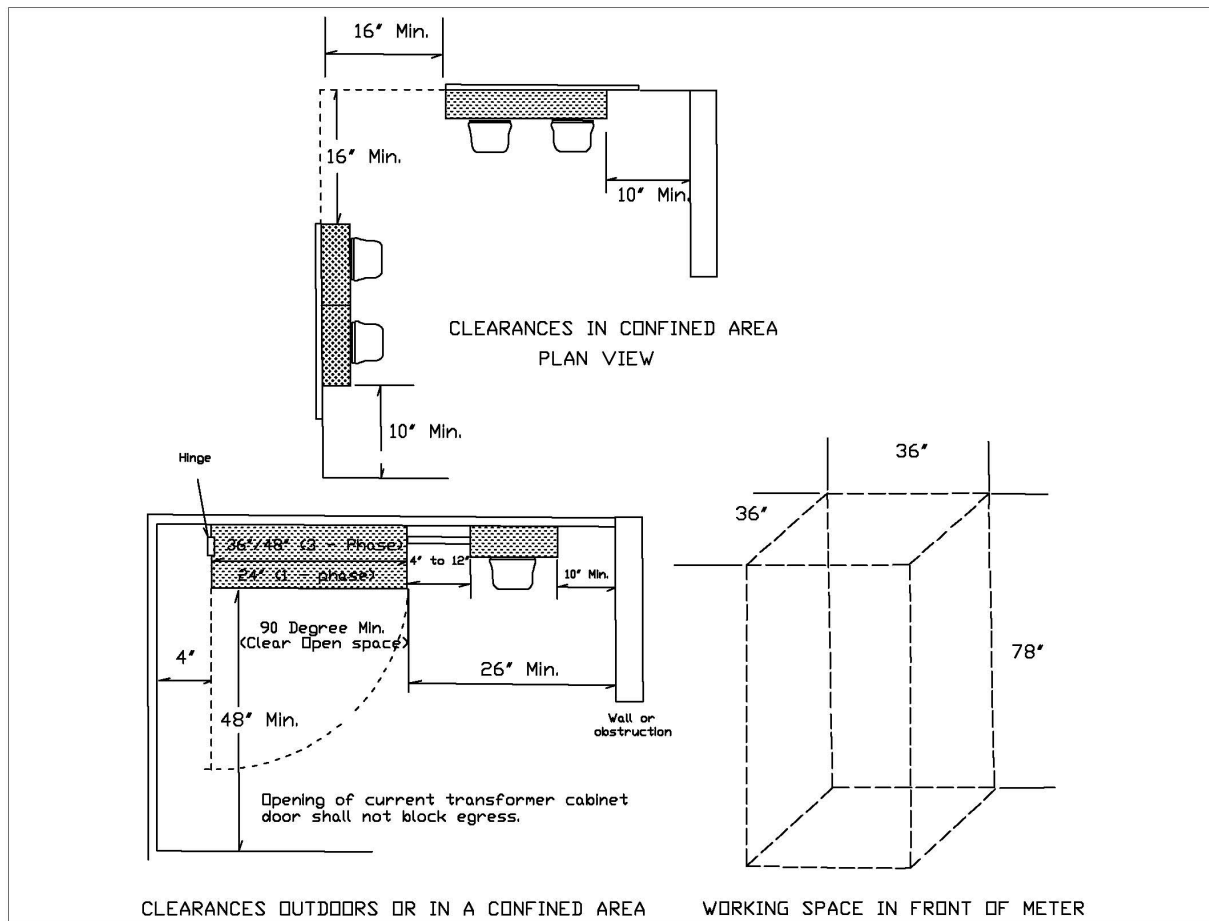
The Customer shall provide a point of attachment which allows NESC minimum clearances to be met in all conditions. A two-foot addition to certain NESC values is required by the City to ensure minimum clearances in extreme conditions. These required heights are noted as “clearances required at time of construction” in the table below and are marked with asterisks. Extra-long services or other special cases may require clearance additions greater than two feet.

<u>NESC Minimum Clearance</u>		<u>Clearance at Time of Construction</u>
Service drop clearance (NESC Table 232-1)		
16'	Over roads, streets, and other areas subject to truck traffic	18'*
16'	Over or along alleys, parking lots and nonresidential driveways	18'*
16'	Over land traveled by vehicles	18'*
Clearances over residential driveways (NESC Table 232-1)		
16'	If height of building or installation will permit	18'*
	If height of building or installation will not permit and is not subject to truck traffic	
12'	- For service drops 120/240 & 208Y/120 volt	14'*
10'	- For drip loops of service drops 120/240 & 208Y/120 volts	12'*
Clearances over spaces and ways subject to pedestrian/restricted vehicle traffic only (see note b. on page 21, NESC Table 232-1)		
12'	If height of building or installation will permit	14'*
	If height of building or installation will not permit, drip clearances may be reduced:	
10.5'	- For 480Y/277V (see Note 8-b of NESC Table 232-1)	10.5'
10'	- For 120/240 & 208Y/120 volt (see Note 8-d of NESC Table 232-1)	10'
Clearances from buildings for service drops not attached to the building (NESC Table 234-1)		
Vertical clearances over or under balconies and roofs:		
	- Accessible to pedestrians, if cabled with	
11'	a grounded bare neutral	13'*
	- Accessible to pedestrians, if open wire or cabled with	
11.5'	an insulated neutral	13.5'*
	- Not accessible to pedestrians, if cabled with	
3.5'	a grounded bare neutral	5.5'*
	- Not accessible to pedestrians, if open wire or cabled with	
10.5'	an insulated neutral	12.5'*
Horizontal clearances to walls, projections, windows, balconies and areas accessible to pedestrians		
5'	- If cabled with grounded bare neutral	5'
Clearances for service drops attached to a building or other installation (over or along installation to which they are attached; service cable with an effectively grounded bare neutral, NESC 230.C)		
From the highest point of roofs, decks or balconies over which they pass:		
8'	- If readily accessible (see NESC 234.C.3.d.1)	10'*
3'	- If not readily accessible (see NESC 234.C.3.d.1 exception 1)	5'*
	- Above a not-readily-accessible roof and terminating at a (through-the-roof) service conduit or approved support, the service and its drip loops set no less than 18 inches above the roof. No more than 6 feet of the service cable passes over the roof	
1.5'	or within 4 feet if the roof edge (see NESC 234.C.3.d.2)	1.5'
	- In any direction from windows designed to open (does not apply to service cable	
3'	above the top level of a window, see NESC 234.C.3.d.2)	3'
3'	- In any direction from doors, porches, fire escapes etc (see NESC 234.C.3.d.2)	3'

* Two additional feet have been included above the NESC minimums; see the introductory paragraph above.

Clearances around Meter Installations

These are minimum clearances required around meter installations for safe maintenance and access. A clear path for egress and regress is also required.



Section VIII**Developer Fees and Responsibilities****8.01 Subdivision Development Fees and Responsibilities**

The City of Cody requires all new subdivisions and/or commercial developments to be constructed utilizing underground electrical distribution systems unless reasons exist making the use of underground power lines unreasonable. If a development project requires the extension of the City's primary electrical power lines to reach the development property, the full cost of that extension shall be borne by the developer requiring the extension. The electric distribution lines installed within the boundaries of the project shall be installed as follows:

- **System Design Procedures** – The City of Cody's Electrical Services Division shall be provided a copy of the preliminary plat for the subdivision or development so that the City's Electrical Supervisor or his designee can design the distribution system needed to supply the project. The developer shall incorporate the City's electrical system design into the final plat of the development.
- **Developer Fees** – The City shall provide an estimate (good for 30 days) of the total project material cost to the developer based on the final plat. The developer shall submit **100%** of this amount to the City, prior to final approval of the project. Prices on this estimate shall reflect material and equipment costs at the time the estimate is prepared. Any subsequent material cost increases shall be reflected in the final as-built invoice. In the case of design changes by the developer, after the original design and approval, the City may charge the developer for the time spent of redesign.
- **Developer Responsibilities** – The developer shall provide and install all conduits (grey, electrical grade, schedule 40) for the project, including excavation, padding and backfill of utility trenches. When installing conduit sweeps into City provided ground sleeves for transformers, sectionalizing vaults, etc., the contractor/developer shall not cut off the sweeps so that City pulling equipment can make a proper seal at the end of the sweep. If the contractor/developer chooses to cut off the sweep, a pull tape must be installed in any conduit run that terminates in a sweep that has been cut off. The labor and equipment charges for this installation shall be born entirely by the developer. The developer's contractor shall (at developer's expense) install all City supplied transformer ground sleeves, vault ground sleeves, secondary pedestals, ground rods and streetlight bases during the conduit installation phase of the project. Conduit provided by the developer shall meet City specifications as to type and size. These specifications are outlined in Section 5, page 13 of this Electric Distribution Standards Manual.
- **Three Phase URD:** --- All three-phase conduit (4" & 6") longer than 200' shall have the sweeps to straight run conduit imbedded in concrete at the equipment basement locations only. Refer to the specifications in Section
- **City Responsibilities** – Without charge to the developer, the City shall install all primary and secondary power cable, all transformers, cabinets and streetlight poles and luminaires. The City will order and supply all electrical material and equipment other than conduit.
- **Project Completion** – Upon completion of the project, the City's electrical engineer shall produce an invoice using as-built figures giving the actual cost of the project. If the as-built price is higher than the original estimate, the difference shall be billed to the developer. If the as-built price is lower than the original estimate, the City shall refund the difference to the developer.

8.02 -Underground Service Connection Fees

- **For All Service Sizes:** The Customer shall provide and install all conduit and cable from the City's transformer or service pedestal to the Customer's service equipment. This will include the cost of the service riser and weather head and in the case of large commercial services the provision and installation of a secondary connection cabinet between the City's transformer and building service equipment. The Customer is responsible for all cable and connectors to attach secondary cabling to the City transformer.
- **To re-establish a service to a lot that previously had a service:** The Customer shall be responsible for the entire cost of that service. Contact the Electrical Services Department.
- **For service upgrades:** If the customer moves the electrical meter equipment to the structure from a position in the alley or on the property line, the customer shall pay the full cost of relocating the service. It is recommended that the old service conductors be replaced from the prior point of connection to the utility to the new meter location on the structure. If the Customer installs new service conductors in conduit per this recommendation, the City will maintain and repair the new service lateral. If the Customer re-uses the old service lateral conductors, the City will not maintain the old service lateral.

8.03 -Overhead Service Connection Fees

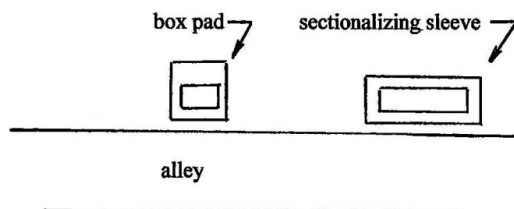
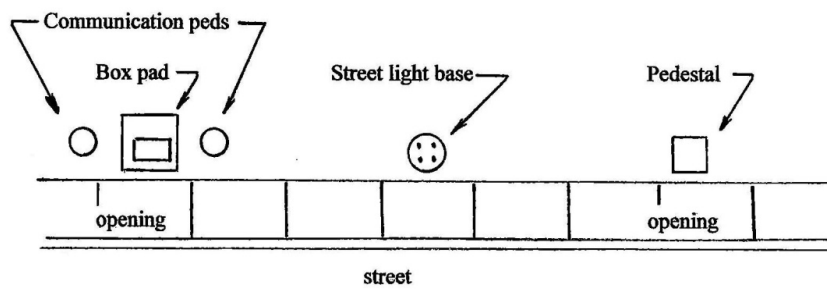
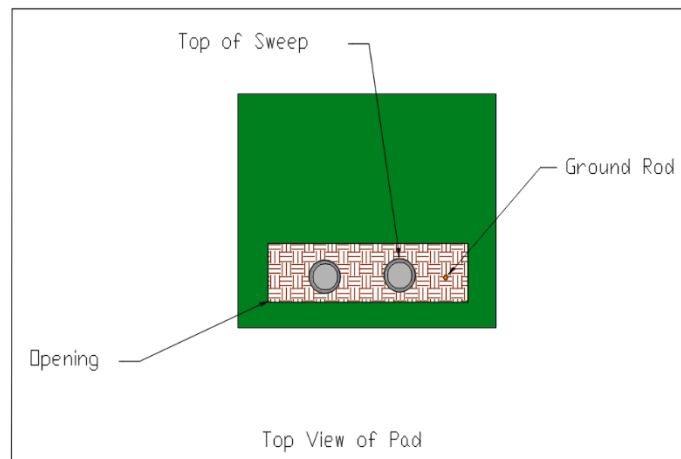
- **For All Service Sizes:** For all services, the City will install the service drop cable and bill the Customer for the material and installation costs.
- **To re-establish a service to a lot that previously had a service:** The Customer shall be responsible for the entire cost of that service. Contact Electrical Services Department.

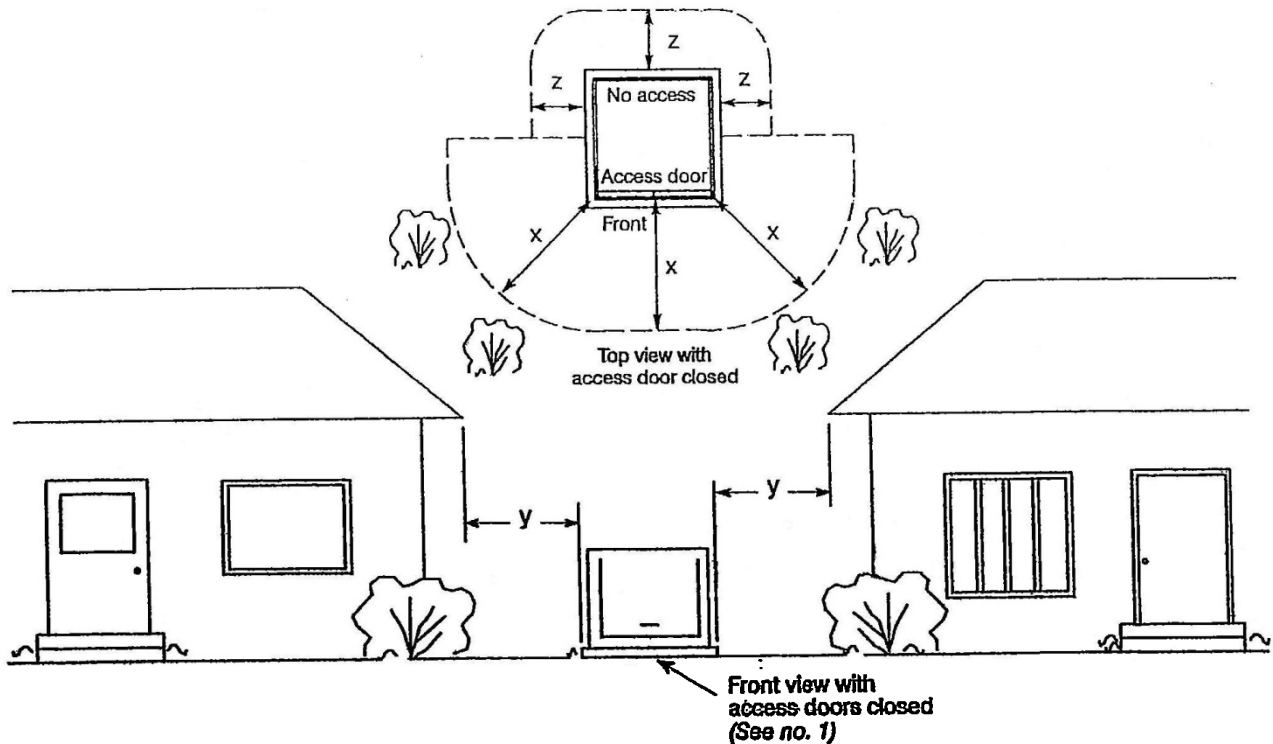
Section IX

Placement of City Facilities within a Subdivision

9.01 Transformer Box Pads, Pedestals, Sectionalizing Cabinet Sleeves, Streetlight Bases

- Placement to be as specified by Engineering Drawings
- ~~Box pads and ground sleeves must be installed 4" to 6" above final grade from the top of pad~~Box pads, vaults and ground sleeves must be installed 8" to 10" above final (finished) grade from the top of pad/basement. Exceptions for "Flush Mount Equipment".
- Define finish grade: top of curb, sidewalk, or flat ground around front side of equipment (access portion).
- No equipment shall be installed or located within a swell ditch or runoff area as well as 10' in front of access portion.
- No electrical equipment shall be installed or located within any snow collection area.
- If a solid poured/concrete pad is constructed, then it shall be sloped a min. of 2% away from the building (oil runoff).
- ~~Opening of each unit to face sidewalk, roadway or alley traffic lane~~Opening of each electrical equipment shall face sidewalk, roadway or alley traffic lane unless approved by the City of Cody's Electrical Division.
- Ground rods shall be placed into the ground so that the end of the ground rod protrudes 9"-12" above the ground for ground wire attachments. All ground rods shall be 10' in length. If driving the ground rod to this effect cannot be done due to soil conditions, the ground rod can be bent so that the end of the ground rod protrudes above the ground for equipment grounding connection purposes.
- Per International Fire Code 507.5.5, "a three-foot clear space shall be maintained around the circumference of fire hydrants"
- Communications Pedestals are to be placed 2 feet away on either side of the City's electrical equipment
- Streetlight bases are to be placed behind the sidewalk with the bolt pattern placed in line with the street roadway. The top of the streetlight base must be at final grade or level with the sidewalk.
- Conduits shall be cut off so only 6"- 8" inches of the conduit is above the ground surface inside of a secondary pedestal. All secondary pedestal to secondary pedestal conduit runs must have pulling tape installed by the contractor. ***Primary conduit sweeps (for high voltage cables) are not to be cut off inside transformer box pads or sectionalizing cabinet ground sleeves.***
- All sweeps installed in any type of basement/ground sleeve must be directly below the cable opening in the basement/ground sleeve.
- Any equipment subject to damage by run-in, shall be protected by the placement of bollards. Refer to the specs for details.

EXAMPLE:

9.02 - Minimum Clearances for Pad Mounted Equipment**MINIMUM DISTANCE REQUIRED FROM PAD**

$x = 10$ ft. clear area in front of, any equipment access door or opening to allow the use of hot sticks (See dimensions in drawing above, and in requirement 1 below.)

$y = 8$ ft. from any structure or roof overhang consisting of combustible material. See dimensions in the drawing above.

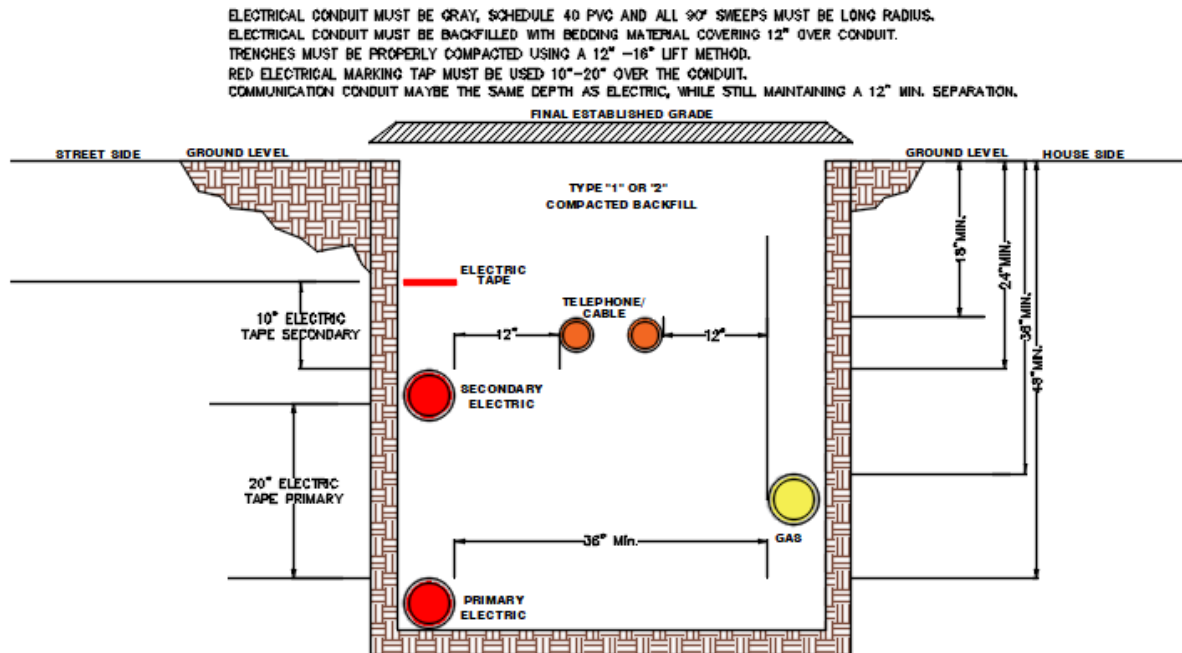
$Z = 3$ ft. clear area on non-access sides of the equipment to allow work space. See dimensions in the drawing above.

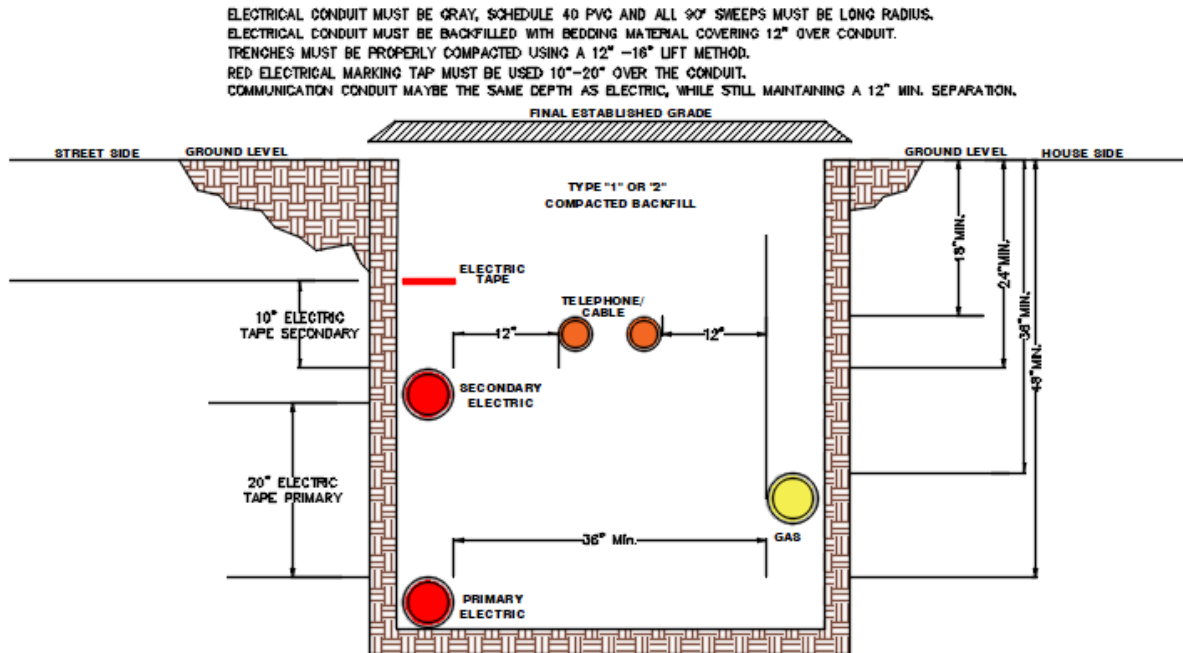
Requirements:

1. Locate pad-mounted equipment with access doors away from building walls or other barriers to allow safe working practices. If the equipment access side must face a wall, allow 10 feet for working clearance. No vegetation or trip hazards in this work space are permitted.
2. **The City reserves the right to remove any vegetation that does not meet the above clearances and will not reimburse the Customer for any removed vegetation.**

3. The location of driveways or parking areas shall be placed to provide a minimum 4' clearance from electrical equipment.

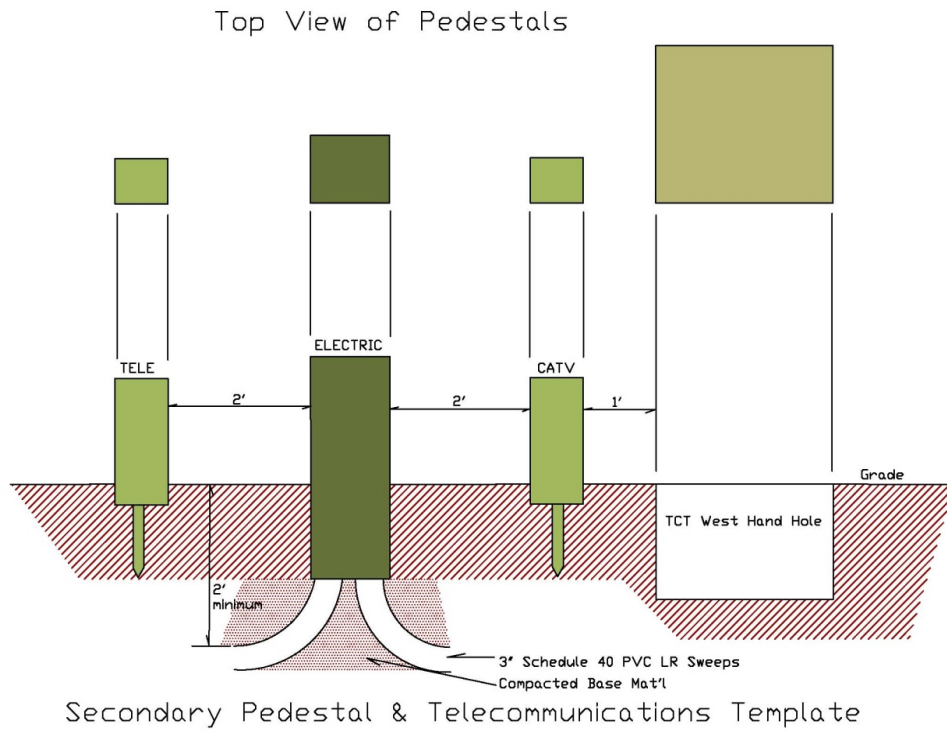
9.03 —Joint Trenching Details





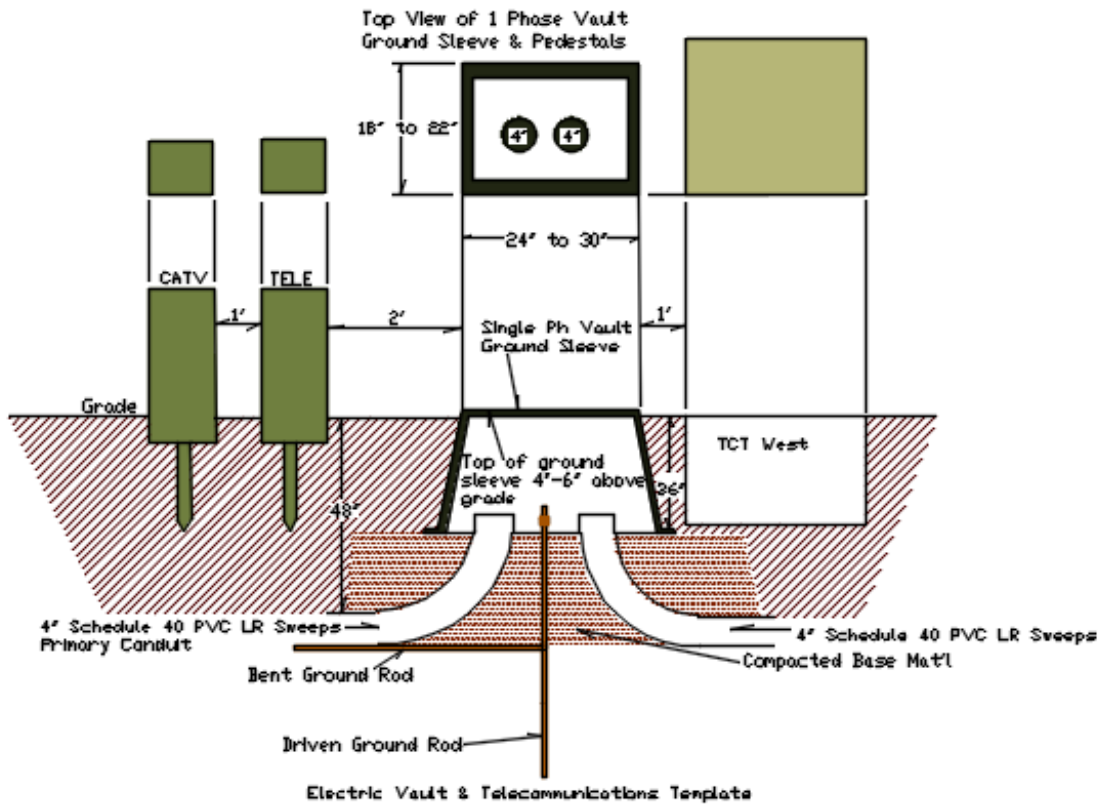
9.04 -Secondary Pedestal Photograph (typical) and Installation Template





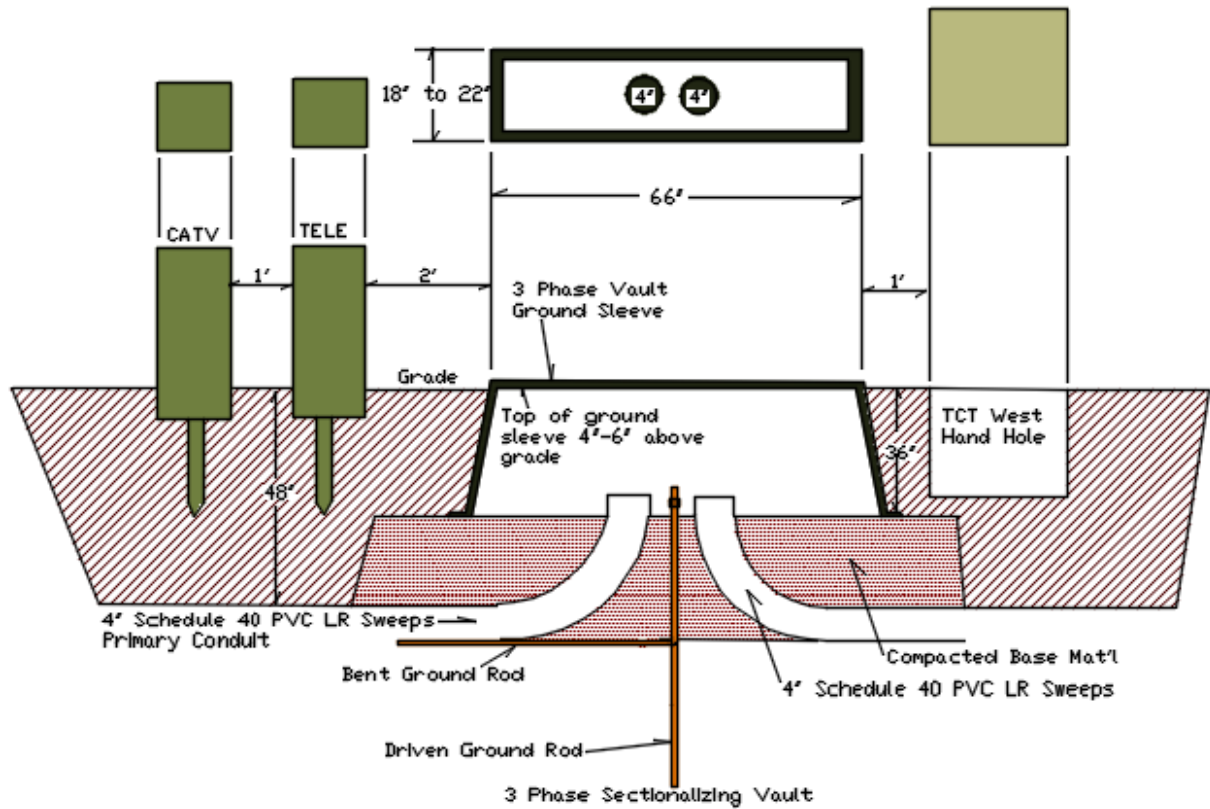
9.05 Single Phase Sectionalizing Cabinet Ground Sleeve Photo (typical) and Installation Template

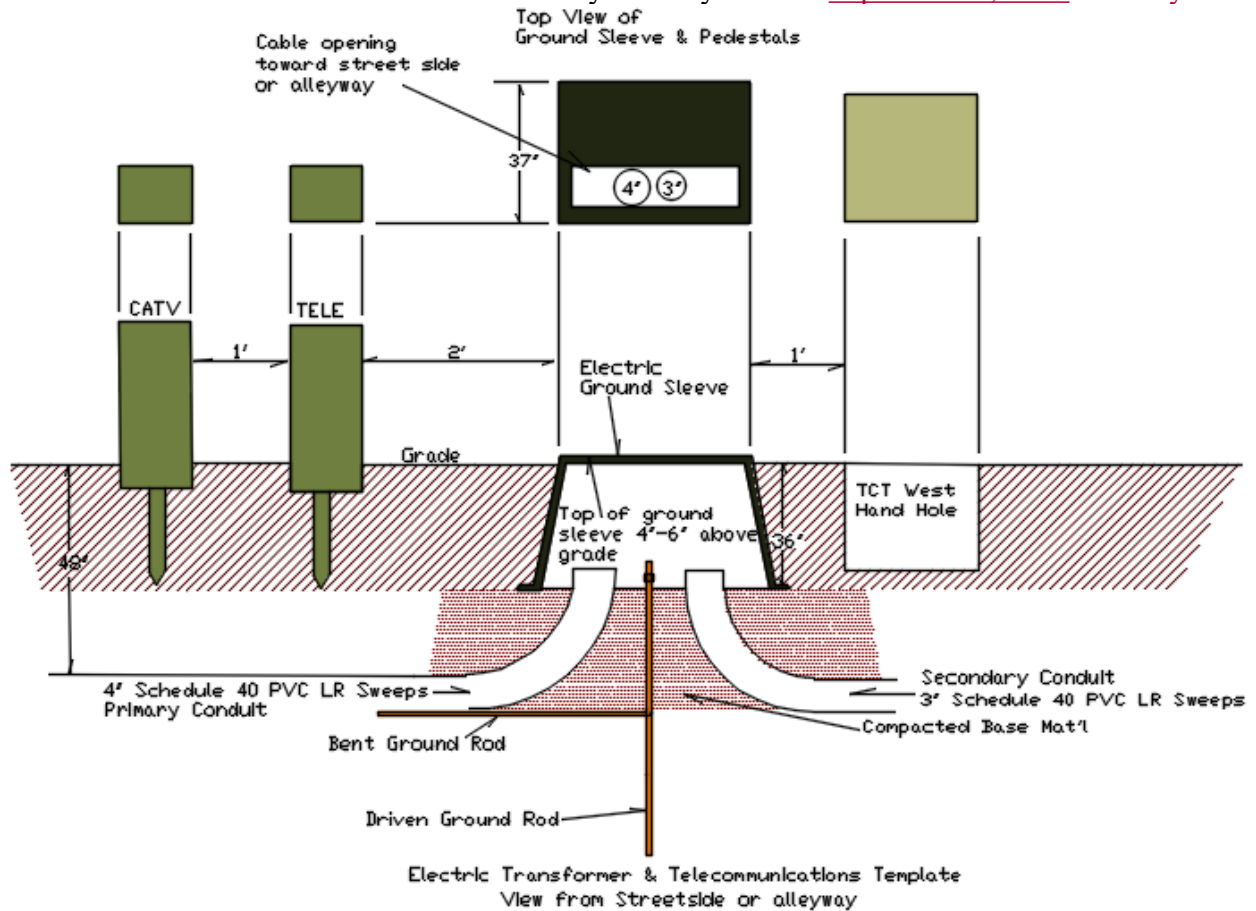




9.06 Three-Phase Sectionalizing Cabinet Ground Sleeve Photograph (typical) and Installation Template



Top View of 3 Phase Vault
Ground Sleeve & Pedestals9.07 -Padmount Transformer Box Pad Photograph (typical) and Installation Template



9.08 Overhead Communications Location Assignments on Utility Poles – Whenever possible, the attachment of overhead communications facilities on utility poles for current communications utilities operating in the City of Cody shall follow the following order:

- 1) Charter Communications – Attachment Point 40" below the lowest power attachment.
- 2) TCT West Communications – Attachment Point 12" to 14" below Charter attachment.
- 3) CenturyLink Communications – Attachment Point 12" to 14" below TCT West attachment.

4) —

Section X ELECTRICAL PERMITS

Electrical Permits will be issued to Electrical Contractors holding a current City of Cody license. Owners of single-family dwellings may be issued a permit. All permits require inspections based on the current edition of the National Electrical Code.

Service Upgrades

- Over 200 AMP \$~~105~~0.00

Service Disconnect or Reconnect

- Disconnect \$~~40.00~~35.00
- Reconnect \$~~40.00~~35.00
- Both \$~~80.00~~70.00

Small Jobs/Modifications as determined by building official (e.g. adding or extending circuit) \$50.00

Electric Permit, if the valuation of the electrical work is included in the valuation of the general building permit: \$50.00

Electrical Permit, if the valuation of the electrical work is not included in the valuation of the general building permit: Fee per "Building Permit Fee Table". New Single- & Two-Family Dwellings

- Includes Permanent Service, _____
- Rough-ins, and Final Inspections. \$50.00 per dwelling unit

Addition to Dwelling

- Using Existing Service \$35.00
- With Service Upgrade \$75.00
- Small Jobs (rewire, add circuits, repairs, etc.) \$25.00

Reinspection (3rd or more):

- Requiring Removal of Red Tags \$~~50~~25.00

COMMERCIAL WIRING PERMITS

Includes permanent service, rough-in and final inspections.

Fees shall be computed on the dollar value of the electrical installation, including fixtures and installation costs thereof, as follows:

Valuation	Fee
\$1 - \$1000	\$40
\$501 to \$2,000	\$40 for the first \$500: plus \$3 for each additional \$100 or fraction thereof
\$2,001 to \$40,000	\$69 for the first \$2,000: plus \$11 for each additional \$1,000 or fraction thereof
\$40,001 to \$100K	\$487 for the first \$40,000: plus \$9 for each additional \$1,000 or fraction thereof
\$100,001 to \$500K	\$1,027 for the first \$100K: plus \$7 for each additional \$1,000 or fraction thereof
\$500,001 to \$1 million	\$3,827 for the first \$500K: plus \$5 for each additional \$1,000 or fraction thereof

Distribution Standards

City of Cody

~~September 1, 2026~~February 2022

<u>\$1,000,001 to \$5 million</u>	<u>\$6,327 for the first \$500K: plus \$3 for each additional \$1,000 or fraction thereof</u>
<u>\$5,000,001 and over</u>	<u>\$18,327 for the first \$5 million: plus \$1 for each additional \$1,000 or fraction thereof</u>

➤ <u>\$1.00 – \$1,000</u>	<u>\$ 35.00</u>
➤ <u>\$1,001 – \$5,000</u>	<u>\$50.00</u>
➤ <u>\$5,001 and greater valuation</u>	<u>\$50.00 for the first \$5,000, plus \$15.00 per</u> <u>each additional \$5,000 or portion thereof</u>

Note: Contact the City of Cody Building Department to verify permit fees. This manual is updated annually and may not reflect the latest changes in permit fees.

Section XI Disconnect and Reconnect Fees

11.01 – Service Shutoff Fee – The charge for shutting off service for non-pay customers will be \$70.00 per incident.

11.02 – Disconnect Fee – If disconnect of service is requested by the customer or customer representative, the charge will be ~~\$40~~35.00. This will typically be applied whenever a disconnect is requested either for service upgrade purposes or seasonal disconnection of service.

11.03 – Reconnect Fee – If a customer or customer representative request reconnection of a service that was previously disconnected per 11.02 above, the charge for the reconnect will be ~~\$40~~35.00.

Section XII NET METERING POLICY

12.01 – General Information

The City of Cody Electric Division allows net metering installations for renewable energy sources with a maximum capacity of 25 kW. Any request for larger installations will have to be cleared through the Wyoming Municipal Power Agency as well as the City Council. Cody is a member of WMPA and as such, is bound to an all-requirements power contract with WMPA. Larger installations must negotiate an agreement with WMPA for installation on the City Electrical Distribution System. If a larger system is being contemplated by a customer, contact information for WMPA can be obtained from the Administrative Services Department at Cody City Hall.

12.02 – Metering Requirements

1. The City of Cody will supply a dual reading meter to allow measurement of both City supplied electrical service and Customer supplied excess electrical energy that is fed back onto the City's distribution system. The Customer will be billed for the cost of the meter by the City.
2. The Customer shall provide an automatic disconnect device that will prevent backflow of power onto the City's electrical grid in the event that City service to the meter is interrupted. This device should provide a visible open point to verify that the renewable energy source or Customer generation equipment is not back-feeding power onto the City grid. If the automatic disconnect device does not provide a visible open, a manual disconnect device must be installed that will provide the visible open.

3.

12.03 – Net Metering Energy Reconciliation

Both registers on the dual reading meter will be read each month. The energy generated by the Customer shall be deducted from the energy supplied to the Customer by the City and the Customer will be billed or credited with the difference at the retail rate.

1.

Section XIII SECURITY LIGHTING POLICY

13.01 Security Lighting Policy Cancellation - As of January 1, 2018, the City of Cody no longer provides unmetered or metered security lighting service.

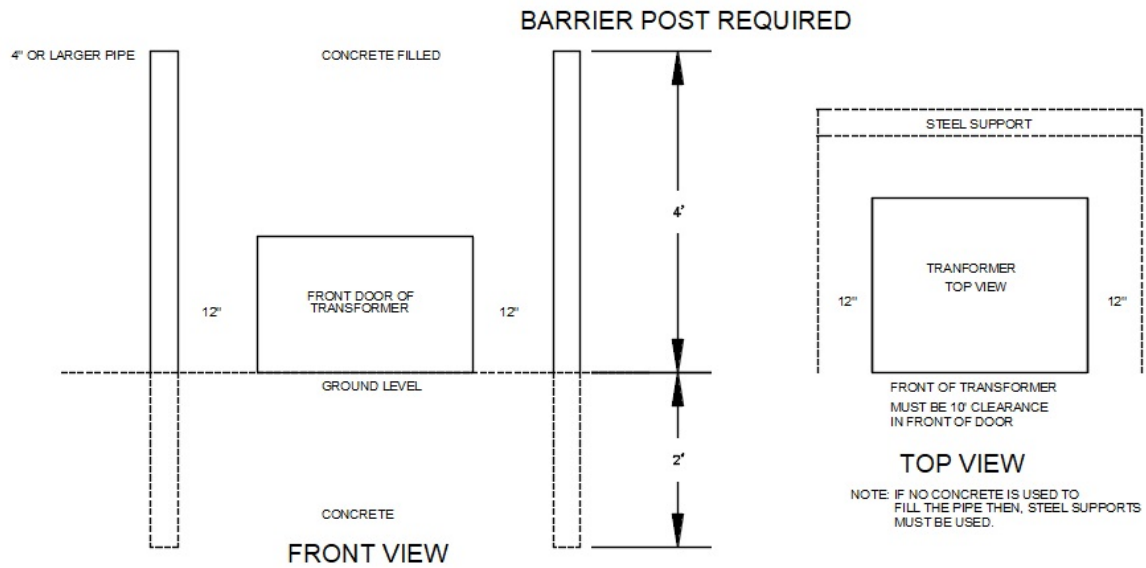
13.02 Sunset Clause - Security Light Installations in service at the time of this cancellation will be maintained until the customer requests removal of the light, the security light or pole fails or until there is a change of ownership of the property that is provided with security light service.

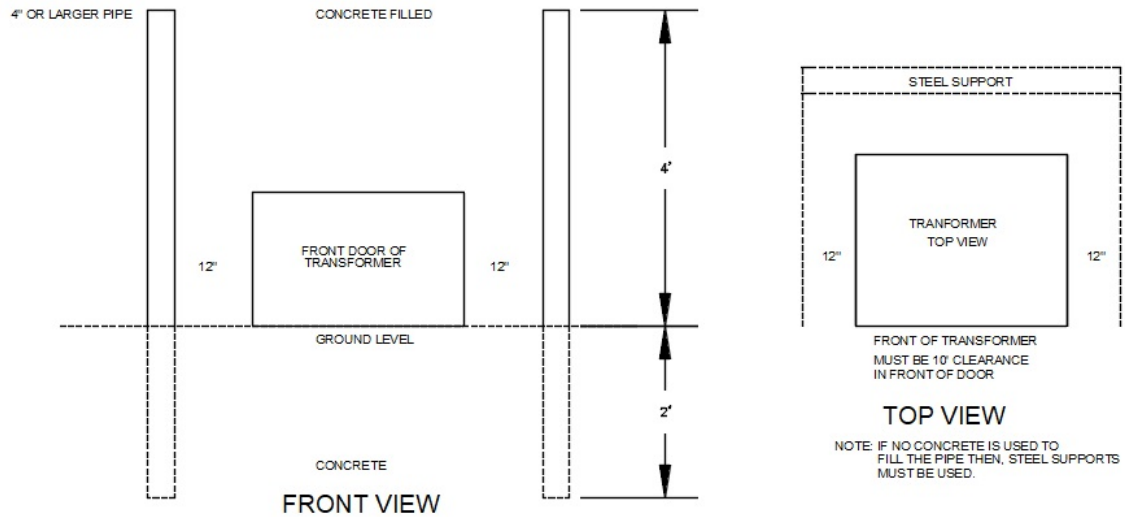
13.03. Roadway Lighting on Private Roads – City provided roadway lighting on private roads currently charged under the former security lighting policy will no longer be provided or maintained. Since there exist areas within the City limits where this service is provided, these existing lights fall under the **Sunset Clause** above (12.02).

Section XIV Fencing

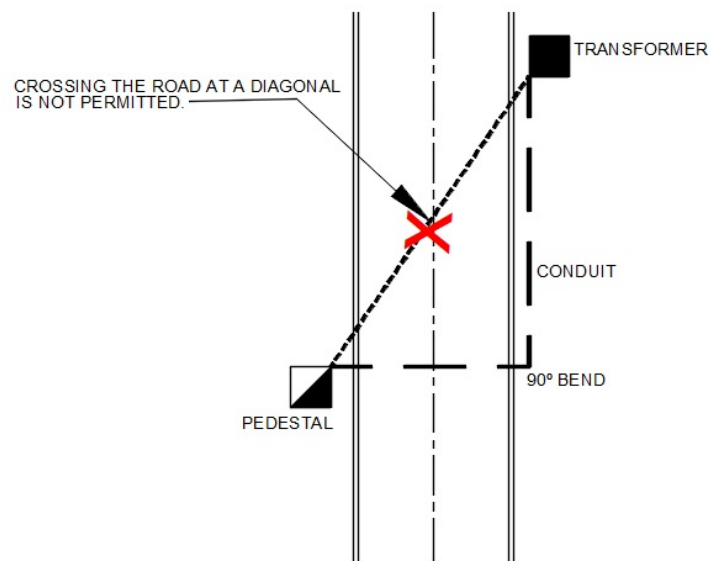
14.01 Fencing - All of the City of Cody's equipment must have a clear access at all times. Fencing around the city's equipment is not recommended. If a fence is installed crossing the city's right of way or easements, GATES MUST be installed. Removable panels are not considered gates. If the

city needs to access their equipment and locks or fences are blocking our access, they will be cut and removed. The city will not be responsible for replacing any cut fences or locks. Before installing any fencing, please contact the electric operations prior to starting.

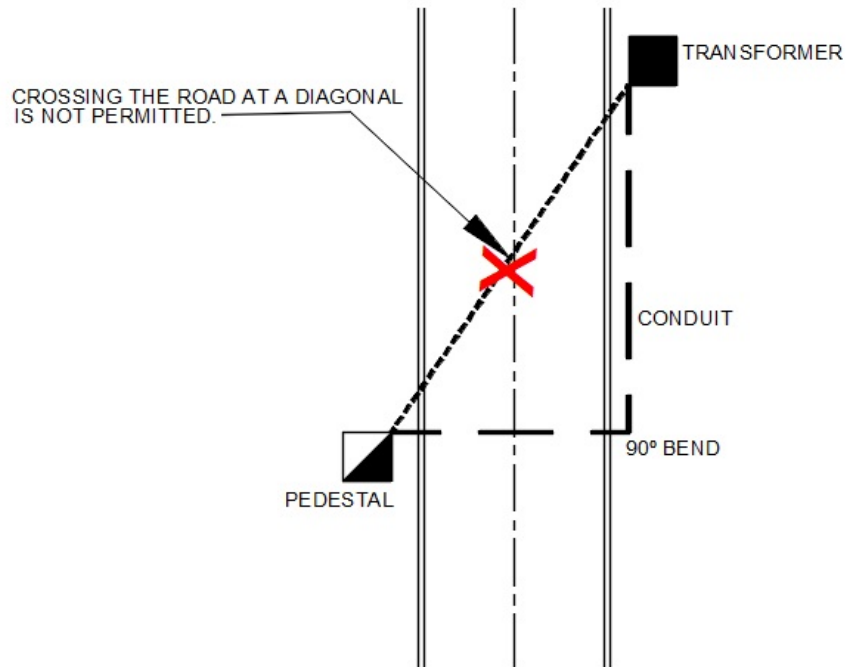




CONDUIT CROSSING ON ROADS AND ALLEYS



CONDUIT CROSSING ON ROADS AND ALLEYS





CITY OF CODY
WYOMING

2026

Electrical Distribution Standards Manual



City of Cody

Adopted by City Council:

9/1/2026

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Section I – General Information

1.01 Purpose

This booklet is to aid in providing electric service for new or remodeled structures as well as subdivisions and other major projects. While this book should answer most questions, you may contact Cody's Electrical Division for further assistance. The appropriate phone numbers and contacts are:

City of Cody Electrical Superintendent – 587-6803

City of Cody Building & Electrical Inspector – 527-3476

City Hall -527-7511

The word "Utility" as used in this booklet shall mean the City of Cody Electrical Division. The word "Customer" shall mean the resident, building owner, contractor or developer requiring electrical service.

1.02 Codes and Ordinances

The construction of new or remodeled electrical installations must conform to applicable provisions of the National Electrical Code, the National Electrical Safety Code, the State of Wyoming Electrical Safety Division regulations and the City of Cody ordinances and codes.

1.03 Changes or Conflicts in Requirements and Guidelines

The governmental codes and ordinances in Section 1.02 are the basis for some information in this booklet. It is the intent of these guidelines and requirements to follow all applicable codes, ordinances and regulations. If a conflict arises, the appropriate code, ordinance or regulation will supersede the interpretation offered in this booklet. These requirements are subject to change if the governing codes, ordinances or regulations change. The Utility does not assume the responsibility for keeping this booklet current. In case of doubt on the applicability of any item, one should consult the Utility.

When this booklet uses the phrase "consult utility," it shall mean for every installation, not a single contact.

1.04 Application for Service

The Customer must provide the Utility with accurate load information and the requested service date as early as possible. The Customer shall utilize the Electrical Equipment & Permanent Service Evaluation form to request service, which can be found at codywy.gov. Requests for service to commercial and industrial Customers normally require 60 days planning by the Utility to serve the load. Installations requiring transformers or other equipment not in stock may require 18 months lead time or more. Consult the Utility for service dates for your installation.

For commercial, industrial or residential subdivisions, mobile home parks, and apartment complexes, the requests for service shall include a City Council approved plat. Such plans should show preferred service and meter locations and a single line diagram of the electrical layout. The request must show all load information, including lighting, receptacle, water heating, cooking, electric heat, air conditioning, EV charging stations and motor load. The Customer must provide sufficient information on equipment operations to establish the kilowatt demand of the load.

The Utility has a staff available for advice on Distribution Standards and problems related to electric energy use for new, existing and reconstructed installations. The Customer and the Contractor are liable for any damage to Utility equipment or personal injury unless they give adequate notice to the Utility and receive approval from the Utility for the change or addition.

When conditions arise during construction that requires changes in service arrangements, the Customer must consult with the Utility to negotiate satisfactory alternative arrangements. Communication with the Utility will afford you this service.

1.05 Types of Service Furnished

Electric service available is 60-hertz, alternating current, single or three phase. Nominal secondary voltages available by overhead or underground distribution lines in the service area are as follows:

- Single-phase, 120/240-volt, 3-wire, grounded
- Three-phase, 208Y/120-volt, 4-wire, grounded wye
- Three-phase, 480Y/277-volt, 4-wire, grounded wye

Under certain conditions, the Utility may provide single phase, 120/208-volt, 3-wire grounded service, single-phase, 240/480-volt, 3-wire, grounded service, or three-phase, 240/120-volt, 4-wire, grounded delta service. Again, under certain conditions, the Utility will supply primary delivery at the distribution voltage standard for the requested service location. All service provided by the Utility is subject to the terms and conditions specified in later sections of this manual.

1.06 Approval for Service

City of Cody ordinances require a customer to obtain a permit before the Utility provides service. In addition, State of Wyoming Statutes require that the electrical inspection authority (in this case the City of Cody Building Inspector) approve the installation before it is energized.

1.07 Permanent Service Connection

Only authorized Utility employees shall make the permanent connection or disconnection of the Utility's electric service to a building or structure.

1.08 Seals

The purpose of seals placed by the Utility on meters and associated service equipment is to prevent injury or tampering.

Under normal circumstances, only the Utility can remove seals. If an emergency requires seal removal before notification, the person responsible must notify the Utility as soon as possible. The Utility can then inspect the installation and replace the seal.

1.09 Easements

In a situation where electrical or utility easements are required, no permanent service will be installed until all required easements are signed and filed.

Section II – Services

2.01 General

The location of the service entrance on the Customer's premises is an important consideration to both the Customer and the Utility. The installer shall locate the service entrance to make the meter and service easily accessible from the Utility distribution lines (refer to the figures on pages 8 & 12). The service entrance shall be convenient for the installation, operation and maintenance of Utility meters and equipment. **The Customer shall consult the Utility for designation of the point of attachment for overhead service drops, underground service laterals, preferred meter and service locations, required current transformers, and terminal cabinet enclosures.** The Customer shall contact the Utility if variations from these designated locations are desired.

2.02 Definition of Point of Attachment

For commercial services, the point of attachment is where the service lateral to the commercial meter attaches to a city owned transformer or secondary pedestal. For overhead residential or commercial services, the point of attachment is at the weather head.

It is the customer's responsibly to provide a secure attachment point if a GRC riser is not present. Where a GRC riser is used, a clamp insulator attachment must be supplied.

For residential underground services, the point of attachment will be at the meter so long as the service laterals are installed in conduit. The city will not maintain or repair direct-buried service

laterals and in this case even though the point of attachment is at the meter. If the customer upgrades the service lateral to install it in conduit, the city will take over maintenance and repair of the service lateral.

The Customer will provide and install all service equipment, including service laterals (conduits & conductors), compression lugs for attachment to transformers, switches, service entrance conductors, raceways, enclosures, and meter sockets, and will further provide right-of-way and space for the installation and maintenance of the Utility facilities. Customer provided service laterals must be installed to City specifications.

2.03 Maintenance & Repair Responsibility

The point of attachment for service laterals will be the point at which Utility installed equipment and Customer installed equipment connect. For commercial services, that normal point of attachment is where the service lateral conductors connect to the Utility transformer or pedestal. The city does not maintain or repair commercial service laterals, either direct buried or in conduit. For new residential services, the customer provides the service lateral in conduit from the point of attachment as defined above to the meter. The city will take ownership of the new residential service lateral from the point of attachment to the meter and will repair that service lateral in the event of an outage. The city will not repair or maintain direct-buried service laterals for residential services unless the customer upgrades the service lateral and installs the new service lateral in conduit from the point of attachment to the meter. The city will provide temporary service to a residence with direct-buried laterals in the event of an outage but only until the customer can get the direct-buried service lateral repaired or replaced. The customer-provided conductors that run into a transformer (residential or commercial) shall be cut three feet above the transformer secondary bushings to provide sufficient length for replacing transformers.

Normally, service to a building will be through one set of main service conductors of the same voltage classification. The Utility may tap these main service conductors where more than one meter installation is necessary in a building of multiple occupancies. For either residential or commercial services, an outside disconnect must be provided for emergency situations.

Where two or more meters are grouped, each meter position must be clearly and permanently marked by means of a metal or hard plastic engraved type label. Such marking will indicate the particular location or address that it supplies. Service will not be established until the marking is completed.

Un-metered service wires and metered load wires will not be run in the same conduit, raceway or wire gutter.

For overhead service masts, the minimum conduit size shall be 2" GRC conduit with an appropriate weather head and insulated attachment clamp. If a customer's electrical service is deemed unsafe by any of the City's electric technicians, the service will be disconnected until the proper repairs and inspections have been made.

2.04 Point of Delivery

The point of delivery shall be the point of attachment as defined in section 2.02 above. The exact location of said point of delivery shall be at the Utility's discretion. The Utility shall separately meter and bill any additional service to the same Customer at other points of delivery at a different voltage or phase classification.

2.05 Sealing of Cabinets and Gutters

All cabinets and gutters containing unmetered conductors, other than mainline switches required by applicable electrical codes, must be arranged for sealing with the Utility's seal. Removable conduit fittings may be installed between the service outlet and the meter when approved by the Utility. These fittings must be visible from the meter location or from an exterior ground position and must be arranged for sealing.

2.06 Power Quality Interference

If it is determined that a customer's equipment is causing interference, excessive harmonics or other power quality issues with the Utility's system, it is the Customer's responsibility to diagnose and correct the problem. If the problem is not corrected in a timely manner, the Utility reserves the right to disconnect service to the Customer until the power quality issue is corrected by the Customer.

Poor power factor will cause losses on the electric system and customers producing a "poor power factor" will need to correct it. A penalty charge may be added to the billing if the customer doesn't take the necessary measures to correct it.

2.07 Service Repair Responsibilities After-Hours

For residential services, the City shall be responsible for the repair of the service drop or lateral in case of an outage. The city will repair underground residential URD services, so long as it is installed in conduit. If the customer's service is direct buried, then the owner would be responsible for the repairs. The city may provide temporary service for residential customers with direct-buried service laterals or aerial service drops, for no longer than 30 days. For Commercial services, the Customer shall be responsible for the repair.

2.08 Meter Install of Previous Disconnect

For existing meter base/panels that have had the meter pulled for more than 6 months, may be required to have an updated electric inspection performed by the City of Cody's Electrical Inspector.

2.09 Meter Install for Temporary or Permanent Services

Before any electric meter is installed, the area in front of the meter base shall be at final grade. No meter will be installed without an inspection performed by the City of Cody's Electrical Inspector. Exceptions may be made in the event of an emergency.

Section III - Temporary Construction Distribution Standards

3.01 General

Upon request, and with application, the City of Cody will supply temporary service at a location adjacent to the City's facilities. Application for service and appropriate fees shall be paid at City Hall before said service will be given. An electrical permit is also required before hook up will be done.

Always locate temporary services for construction work to protect the meter from accidental damage, and, when practical, in a location usable throughout the entire construction period. If several homes will be built from one temporary service that temporary service should be given the address of the last home to be built. If a temporary service must be moved, a new application is needed.

3.02 Requirements – Overhead

- To ensure strength, the pole or post must be at least butt treated and free from any visible defects.
- The pole or timber shall be no less than 20 feet long planted 5 feet in the ground. More ground clearance may be required if service will cross traffic areas.
- The ground rod shall be visible when inspection is made.
- Guying may be required – consult City Engineer
- Meter to be no more than 6' from ground line with a main disconnect.

3.03 Requirements – Underground

- Post must be long enough to be firmly planted in the ground.
- Locate close to an existing pad mounted transformer or secondary pedestal with enough cable tails to extend inside said facilities.

- Ground rod shall be visible when inspection is made.
- Meter to be no more than 6' from ground line with a main disconnect.
- Temporary service: Wires must be installed/dug into the inside of the city's equipment with enough wire to make connections.

3.04 Meter Socket Requirements for Temporary Construction Services

Temporary Construction Service	Meter Socket Type
Single phase, 120/240 V 200amps or less	4-Jaw
Single phase, 120/208 V 200 amps or less	5-Jaw
All other temporary services	Consult the City of Cody

Section IV - Residential Meter Installations

4.01 Residential Meter Socket location – overhead installation

The City of Cody will determine the exact location of meters that do not meet the criteria established in this manual. If the Customer is unsure whether the meter location is acceptable, the City of Cody should be contacted. **It is highly recommended that the City be consulted prior to establishing the final meter socket location.** The location of the service entrance on the Customer's premises is an important consideration. Distance and accessibility to the City's existing facilities is an important factor to consider as well as ready access to the meter for meter maintenance and replacement. **Consult the City to determine the point of attachment for overhead service drops.** In all cases, the minimum service mast riser conduit size shall be 2" GRC conduit.

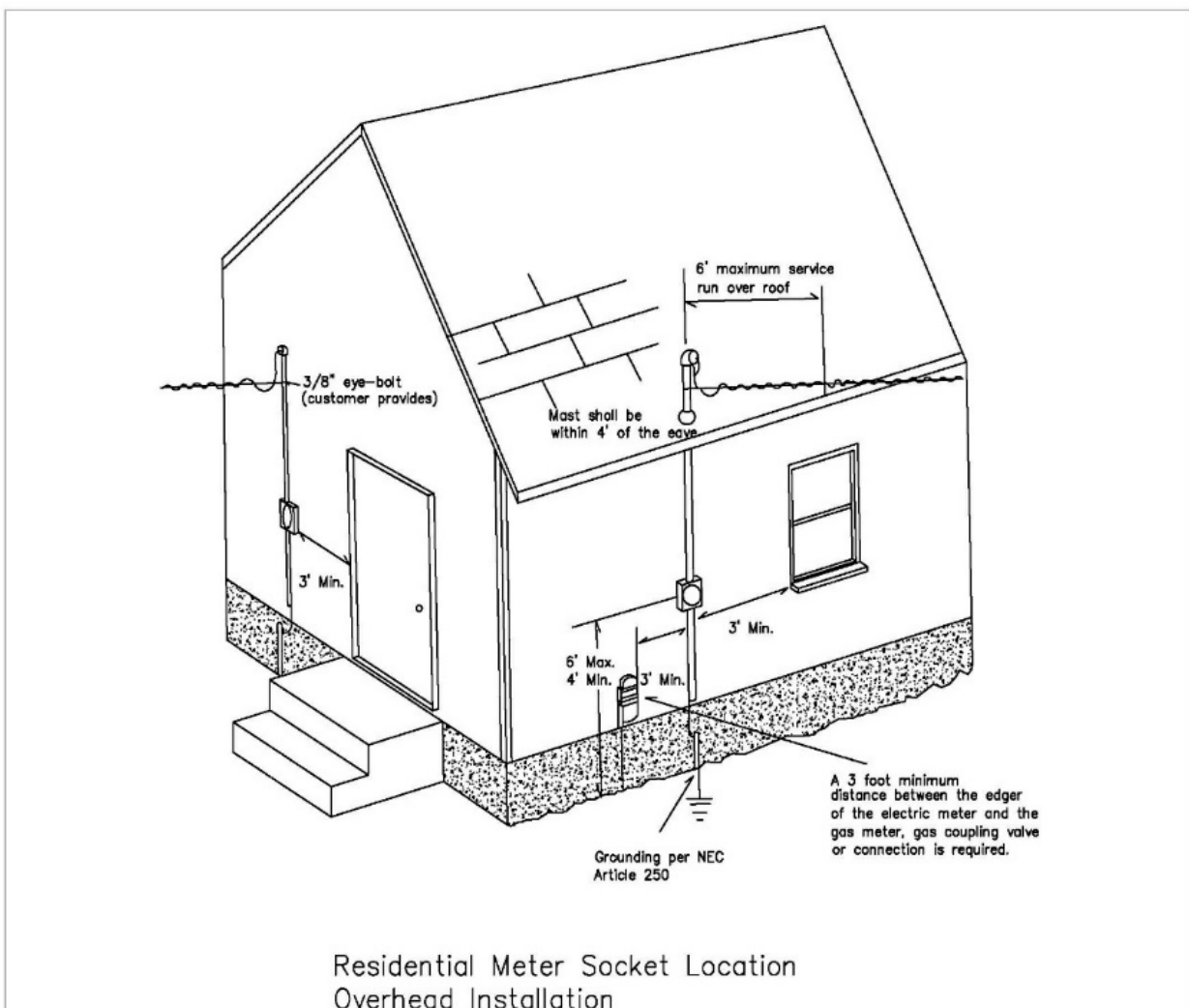
Install residential meter outdoors at a location acceptable to the City of Cody. Meters must not be installed within three feet of windows. It is recommended that the location avoids exterior walls that are likely to be fenced in. Never install the meter over window wells, steps in stairways, or in other unsafe or inconvenient locations. Keep shrubs and landscaping from obstructing access to the meter.

The figure on the next page shows where a residential meter socket should be located. Clearances shall meet appropriate codes.

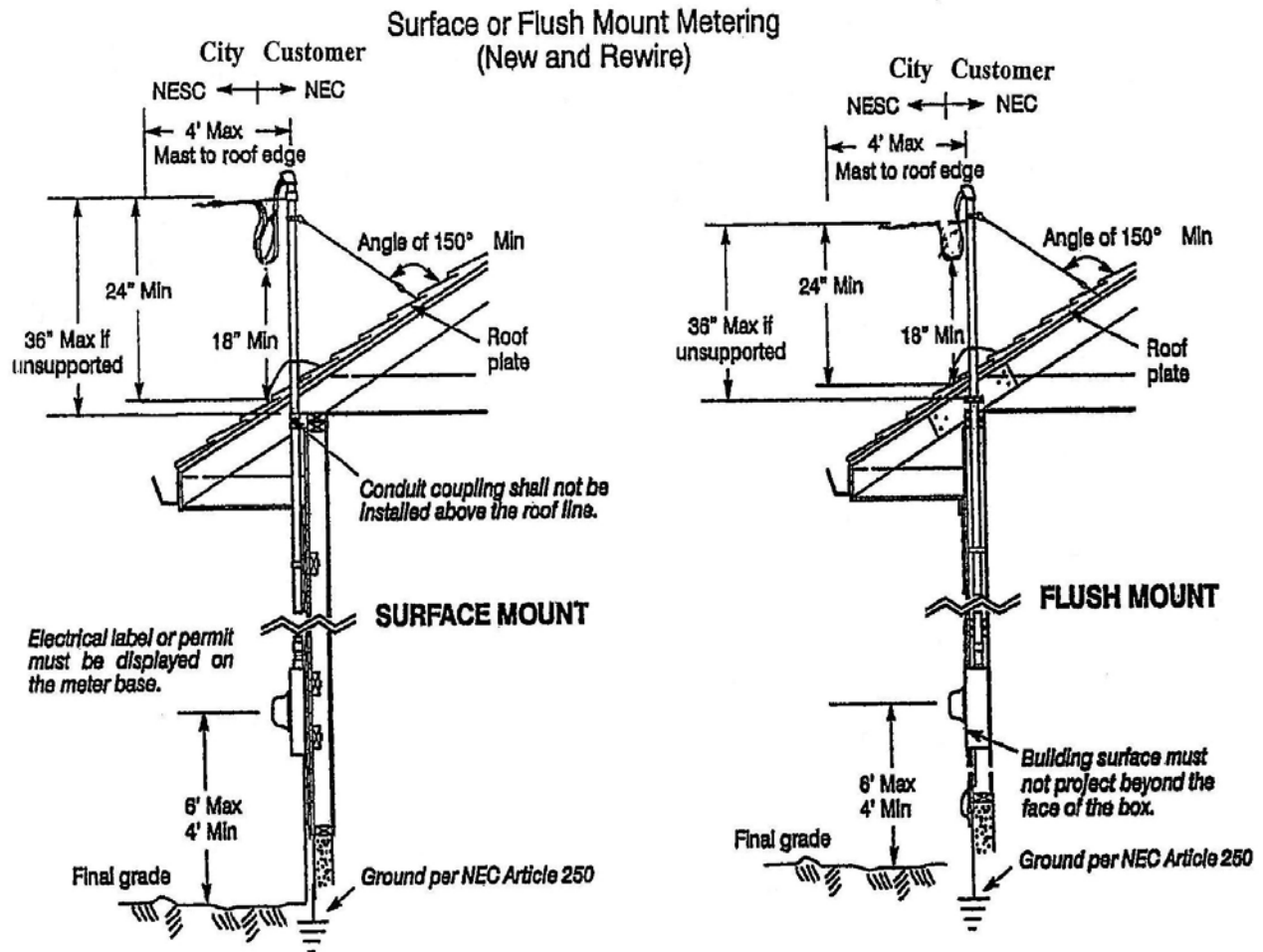
In general, overhead residential services shall meet the following requirements:

- Service mast must be a minimum of 2" GRC conduit with an appropriate weatherhead.

- An outside disconnect means must be provided.
- The city must be consulted before determining the final meter socket location to ensure that it is accessible from the nearest point of attachment to the City's electrical system.
- The meter socket must be located between 4' and 6' of finished grade.
 - The meter socket must be located a minimum of 3' from a window (including egress windows) unless prior authorization is received from the City Electrical Engineer.



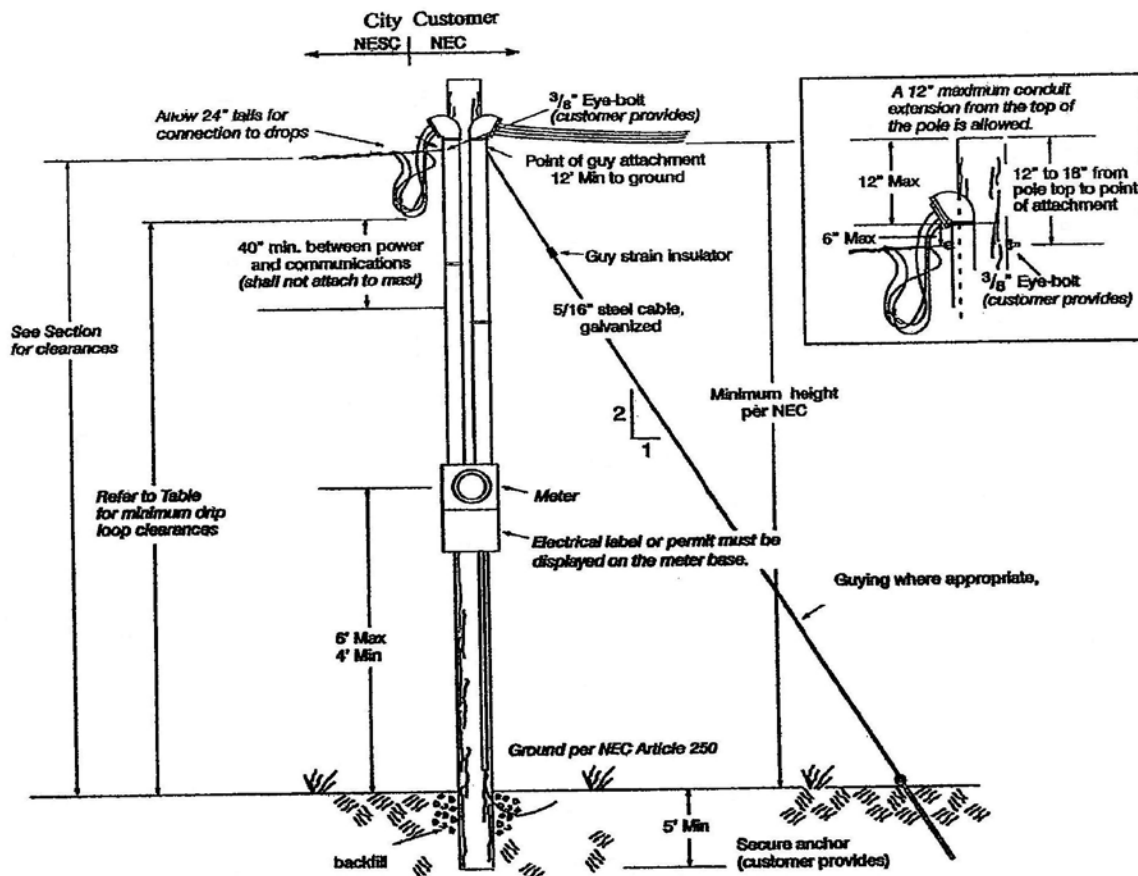
Single Family Overhead Service Detail



NOTE:

1. Allow 24" conductor leads for connection to service drops
2. Appropriate guying required for long services or taller masts
3. The service mast must be minimum 2" GRC conduit with an appropriate weatherhead. This must be provided and installed by the Customer.

Single Family Overhead Service Detail – Pole attachment



NOTE:

1. Allow 24" conductor leads for connection to service drops
2. Appropriate guying required for long services - Contact City for requirements
3. The service mast shall be a minimum of 2" GRC conduit with an appropriate weatherhead. This shall be provided and installed by the Customer.

4.02 Residential Meter Socket location – underground installation

The City of Cody will determine the exact location of meters that do not meet the criteria established in this manual. If the Customer is unsure whether the meter location is acceptable, the City of Cody should be contacted.

The location of the service entrance on the Customer's premises is an important consideration. Distance and accessibility to the City's existing facilities is an important factor to consider. Consult the City to determine the point of attachment for underground service laterals. The City of Cody has both front lot line facilities and alley facilities so contacting the City is important prior to installation. In an underground subdivision, the source of power for each lot has been predetermined in the initial layout. Any changes required could mean additional costs to the Customer.

Install residential meter outdoors at a location acceptable to the City of Cody. Avoid installations near windows or exterior walls that are likely to be fenced in. Never install the meter over window wells, steps in stairways, or in other unsafe or inconvenient locations. Keep shrubs and landscaping from obstructing access to the meter.

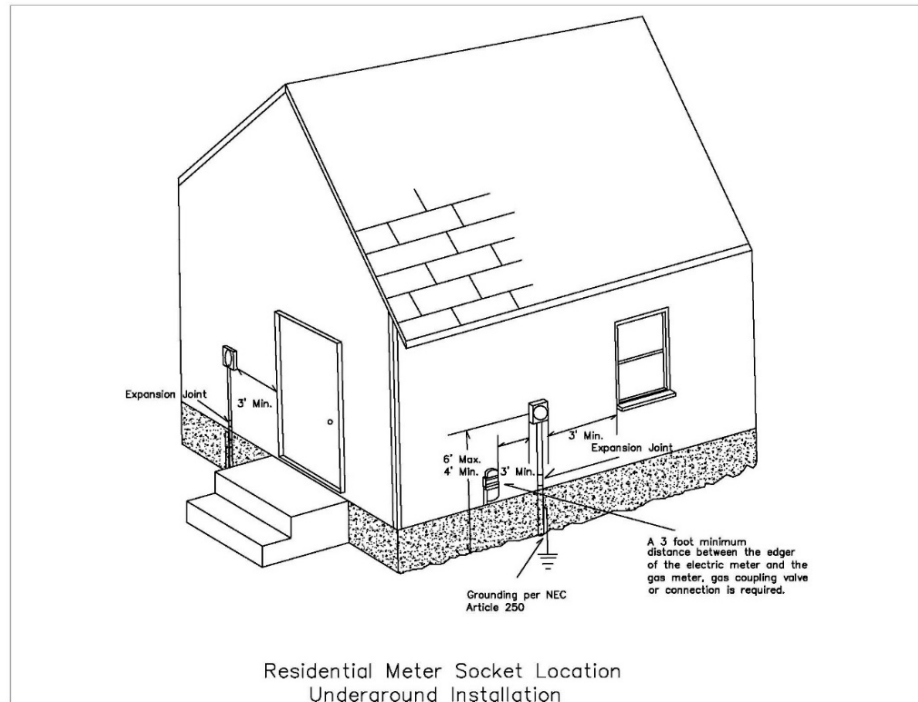
The figure on the next page shows where a residential meter socket should be located. Clearances shall meet appropriate codes.

In general, residential underground service equipment must meet the following criteria.

- The City's Electric Department shall be contacted before determining the final meter socket location to insure it is accessible from the nearest point of attachment to the City's electrical system.
- The conduit riser to the meter socket shall be provided with an expansion joint to allow for trench settling. This also applies to commercial services.
- Refer to Section V for conduit sizes and depths.
- The meter socket shall be located a minimum of 3 feet from a window (including basement egress windows)

4.03 Multi-Family Meter Installations

- Single Owner Multi-Family Units – Meters may be banked on the building at one location so long as the individual units are not separately owned by the residents of the complex.
- For multi-family complexes where the living units are individually owned such as for townhouses or condominiums, the meters shall be located away from the building on a meter bank pedestal. Individual service conductors shall be run to each unit from this meter bank pedestal.



Section V - Conduit & Cable Requirements / Placement

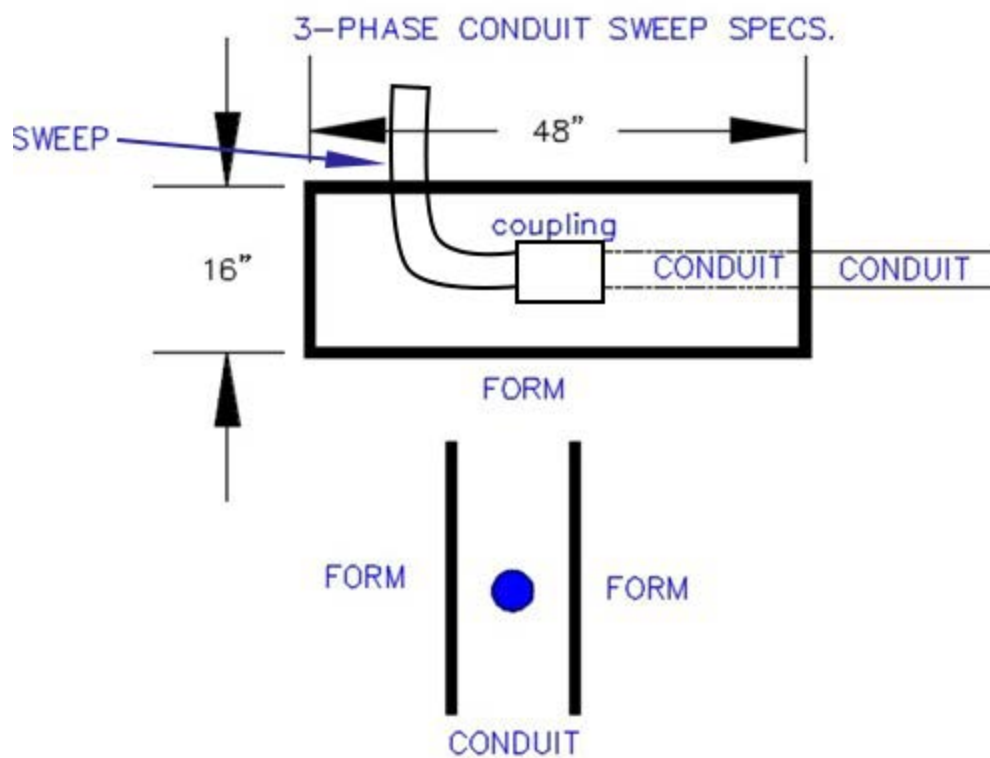
5.01 Secondary Voltage (service lateral) Conduit:

- Minimum two-foot trench depth required
- 100-amp service – 2" conduit with 36" radius sweeps and expansion joint with minimum of 1/0 URD Triplex Cable
- 200-amp service – 3" conduit with 36" radius sweeps and expansion joint with minimum of 4/0 URD Triplex Cable or with a minimum of 2/0 Copper.
- 200 + amp service – 3" conduit with 36" radius sweeps and expansion joint and conductor size of 250 MCM or greater or with a minimum of 4/0 Copper.
- Placement of meter base to be approved by City of Cody Electrical Division
- Placement of conduit for a pole riser shall be on the pole quarter to avoid conflict with any communication cables that may be on pole. If riser is in a traffic path it will require the first joint to be GRC. See drawing below
- All conduit shall be grey, electrical grade, schedule 40. When Customer furnishes the conduit, they will also furnish all straps and weatherhead for the riser.

5.02 Distribution Voltage Conduit:

- Minimum four-foot trench depth required.
- All conduits shall be electrical grade schedule 40 PVC.
- All conduit sweeps shall be minimum 36" radius.
- Customer provided conduit shall meet City specifications.
- 3 Phase applications: conduit (4" – 6") longer than 200' runs shall have the sweeps entering equipment basements embedded in concrete. Refer to the specs provided in section

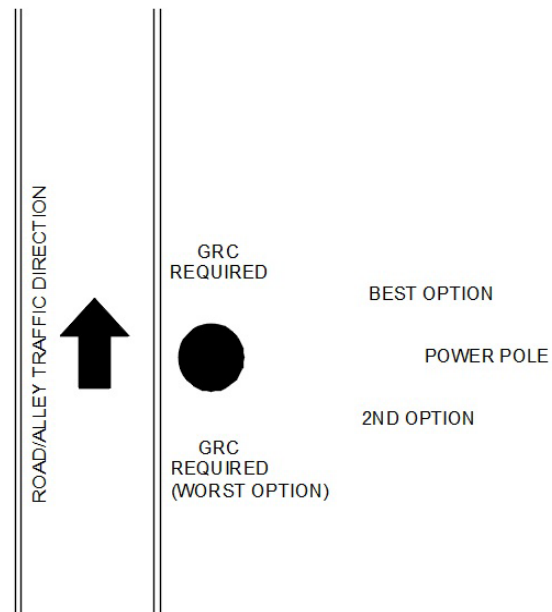
3-Phase Conduit Sweep Specs. - Due to the fact that sweeps are breaking at the coupling, we are requiring a concrete incasement around the joints between the sweeps and straight runs of 4" and 6" conduits. This is required for pulls longer than 200'.



5.03 Risers

Any riser subject to traffic shall have at least 4' of GRC added for protection in the first section. The GRC must be properly grounded. Refer to the conduit placement specs in section

RISER PLACEMENT ON POLE



NOTE:

- o IF RISER IS ON ROAD SIDE OF POLE, FIRST SECTION OF PIPE MUST BE GRC
EXISTING CABLE ATTACHMENT LOCATIONS WILL DICTATE WHERE RISE
CAN GO
- o (COMMUNICATION LINES)

Section VI - Non-Residential Services (Commercial, Industrial)

This section describes the City of Cody's requirements for non-residential services. This section covers single-phase and three-phase services for direct-connect and instrument rated sockets for meters.

Customer is responsible for any single-phase protection on three phase installations. All non-residential Customers are responsible for coordinating Distribution Standards with the City prior to material purchase and installation.

Any exceptions to the metering requirements shall be approved in writing by the City of Cody prior to installation.

6.01 Service Point Location for Meter and Equipment

The service point refers to the location where the City's circuit connects to the Customer's system. Meters and metering equipment shall be located outdoors. All services, either residential or commercial shall be readily accessible and have an outside disconnecting means rated for the size of the service.

Meters shall not be installed on a drive-through service entrance side of a building.

If equipment is installed in a traffic area, it will be the Customer's responsibility to provide barrier posts for the protection of electrical equipment.

6.02 General Descriptions

Direct Connect Services (120 to 480 volts):

- Single-phase services of 400 amps (320 amps continuous).
- Three-phase services of 200 amps (160 amps continuous).

Instrument Rated Services (120 to 480 volts):

- Single-phase services over 400 amps (320 amps continuous).
- Three-phase services over 200 amps (160 amps continuous).

Switchboard type meter cabinets may be required in high amperage situations where multi-conductors are required. If more than 12 secondary service conductors are required from the transformer to the meter equipment, a secondary connection cabinet shall be required.

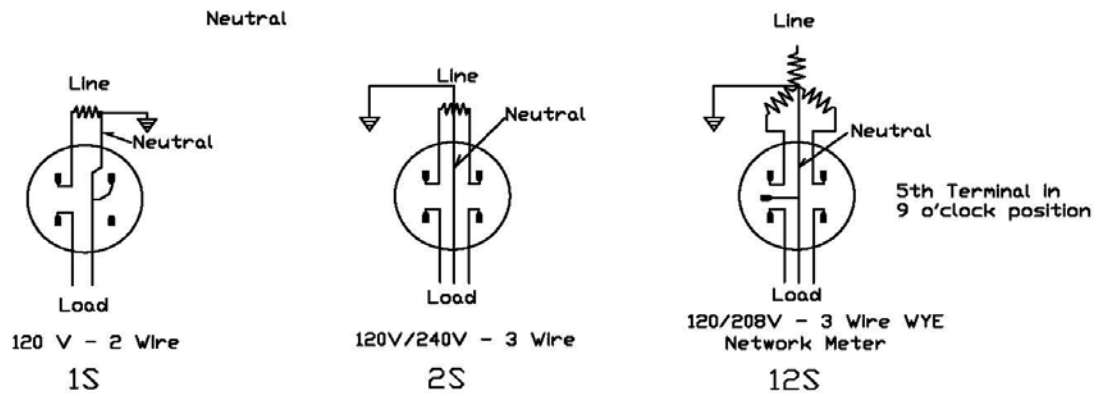
6.03 Direct Connect Services

The City of Cody requires a direct-connect meter socket (with manual by-pass) when the ampacity of a single-phase service entrance is 400 amps (320 amps continuous) or less, or when the ampacity of a three-phase service is 200 amps (160 amps continuous) or less. The following exemption may be requested from the City Electrical Superintendent or Electrical Engineer:

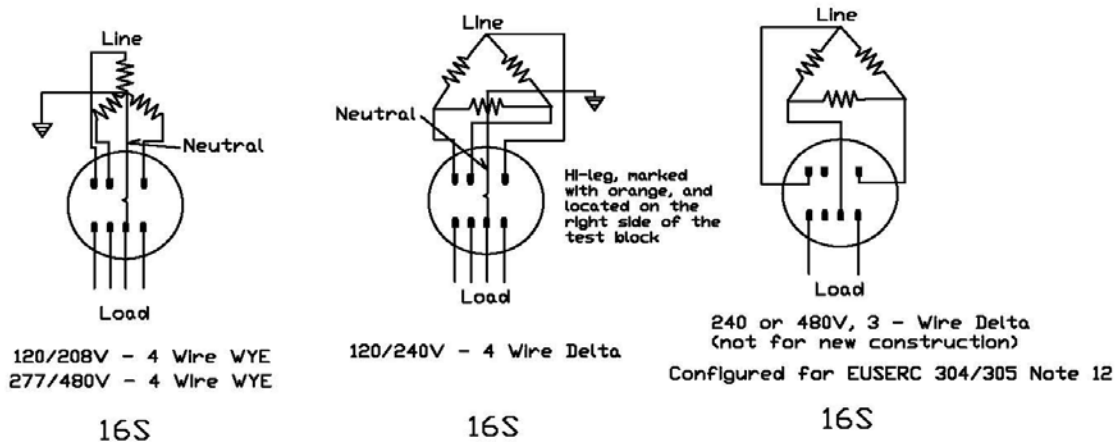
- If the business is in a D-1 Zone within the City Limits and is not considered an essential service (i.e., law enforcement, fire suppression, medical facility or emergency service provider).
- Meter sockets shall be furnished, installed, and wired by the Customer/electrician.

Meter Socket Connection Diagrams (Direct Connect)

Single Phase Connection Front View



Three Phase Connection Front View



6.04 Instrument rated services

The City of Cody requires a customer supplied and installed wall mounted CT cabinet with sufficient space on the unhinged side for the remote metering socket (see drawing for required size and installation instructions). Switchboard type meter cabinets may be required for higher amperage, multi-cabled services.

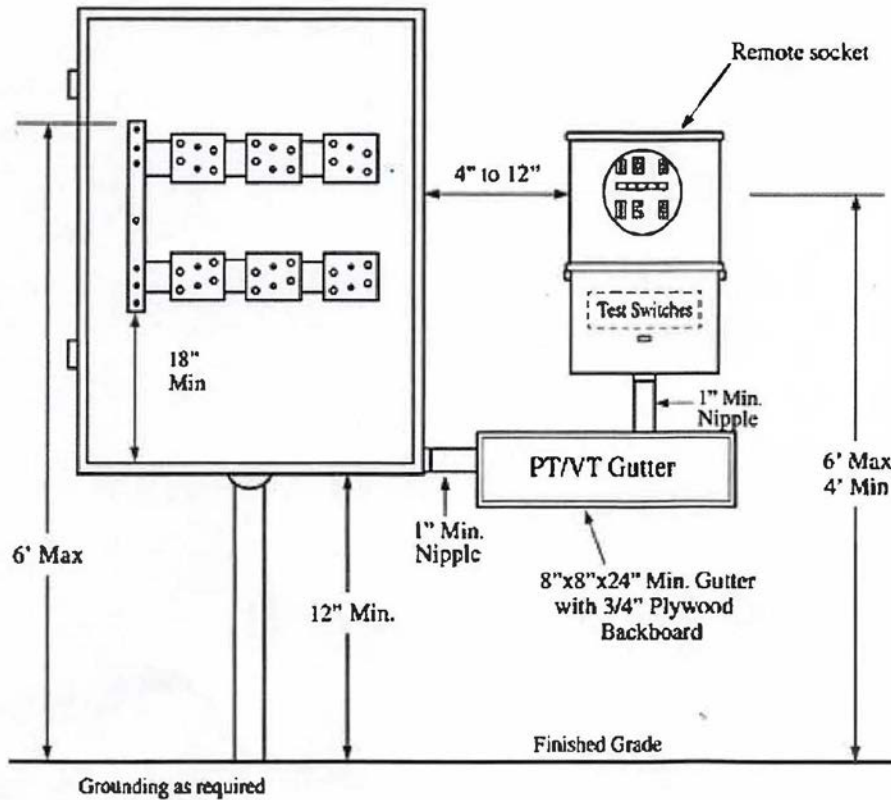
Current Transformer Mounting Base Requirements for Installation in a Current Transformer Cabinet

- The mounting base for CT's shall meet the ratings for the available fault current (50,000 A minimum)
- For 4-wire delta services, the high (voltage) leg conductor must be identified by orange tape, and located on the right-hand side of the CT mounting base.
- The mounting base shall accept bar-type current transformers only.
- The City of Cody will install the Test Switch and "metering" wiring.

Voltage Transformer (VT/PT) must be used for all services over 240 volts, over 200 amps.

- When the voltage is over 240 volts, VT/PT's will be installed on an approved cabinet design.
- The VT/PT cabinet shall be isolated from the meter socket.



Example of VT/PT socket**NOTES:**

1. Gutter to have 3/4" plywood backboard.
2. 8"x8"x24" is minimum size.

Customer furnished CT cabinet, CT mounting bracket, & remote meter socket.

Cable Terminations:

- Line and load-side terminations on CT landing pads require two bolts per connector. Line Side and Load Side Conductors shall be clearly labeled by the customer or contractor.
- The Customer shall provide and install all connectors to attach the line and load side conductors to the current transformer mounting base. The Customer shall provide and color code all conductors for these connections. For attachment of the service lateral conductors to the City distribution transformer, the Customer shall provide the connectors and the City will install and attach the service laterals to the City transformer. If the number of conductors supplying the Customer's service equipment from the transformer exceeds 12 (for 3-wire service) or 16 (for 4-wire service) individual cables, the Customer shall provide a secondary connection cabinet generally referred to as a "Scott Box". The City will make the connection between the secondary connection cabinet and the transformer and the Customer will make the connection between the secondary connection cabinet and the building service equipment.

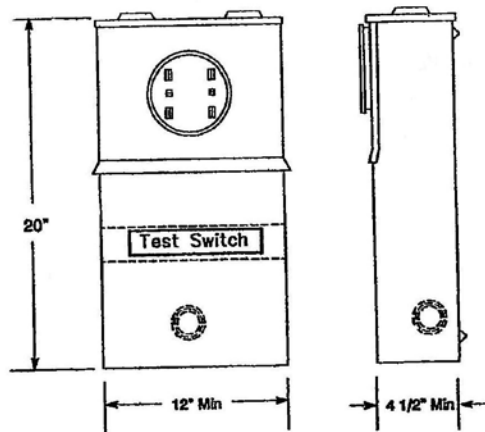
On overhead services, the Customer shall furnish all lugs and connect conductors to the line and load terminals of the current transformer mounting base. The Customer is responsible for bringing the service entrance conductor to the connection of the utility service drop. No alteration of the transformer mounting base is allowed.

Current Transformer Meter Socket Requirements and Types

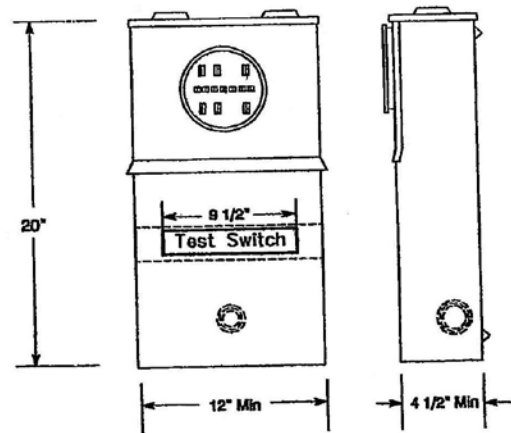
1 Phase/3 Phase

Customer Provided

Single Phase – 6 Jaw



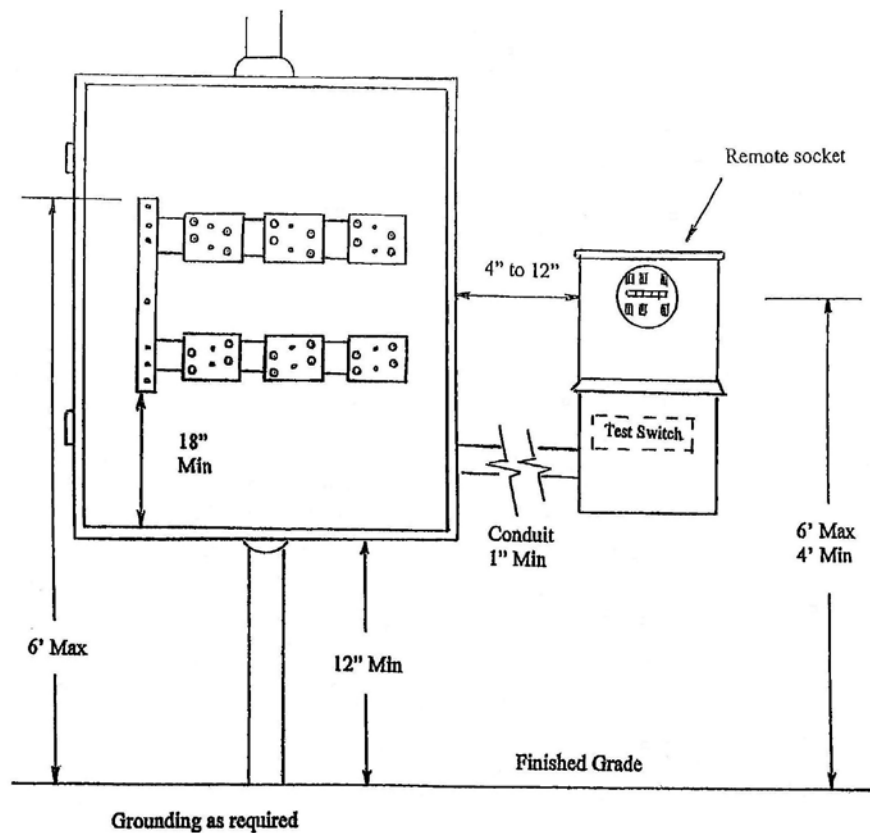
Three Phase – 13 Jaw



Type of Service	Socket Type
120/240 volt, single-phase, 3 wire	6 jaw
120/208 volt, three-phase, 4 wire	13 jaw
277/480 volt, three-phase, 4 wire	13 jaw
240/120 volt, three-phase, 4 wire	13 jaw

Note: Ringless cover w/test switch mounting area. City will install and wire test switch/meter.

CT Cabinet Installation for Instrument Metering (OH or UG)



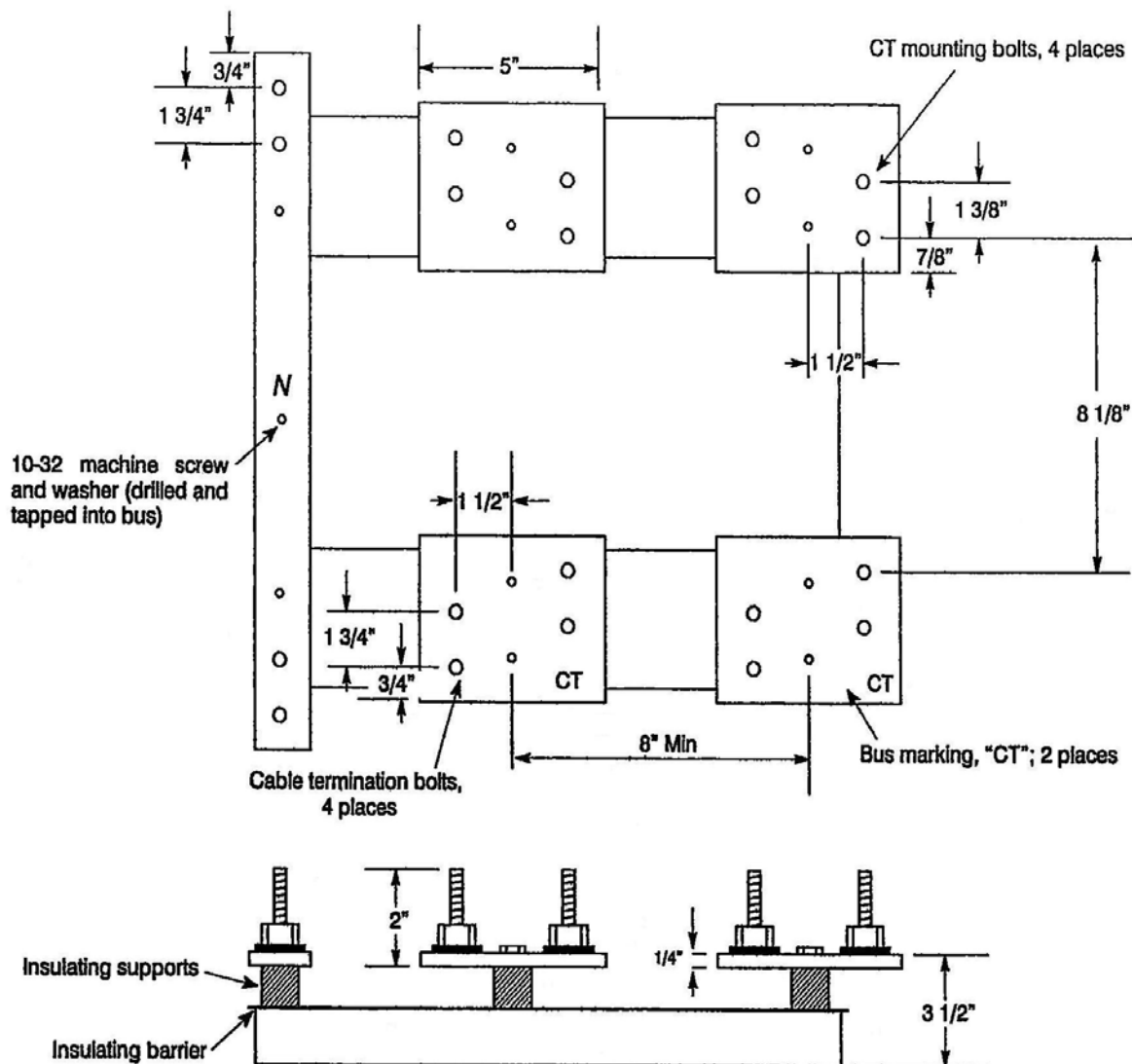
Note:

- **Customer furnished CT cabinet, CT mounting bracket, & remote meter socket.**
- **For Commercial, Industrial instruments services, a Ringless Style meter base shall be used.**
- **Hinged door to open away from remote meter.**
- **36"x 48" Min with 48"x 48" required at times (City option)**

Transformer Mounting Base
For installation in a Current Transformer Enclosure

(Single-Phase, Three-Wire, 800-amp Max)

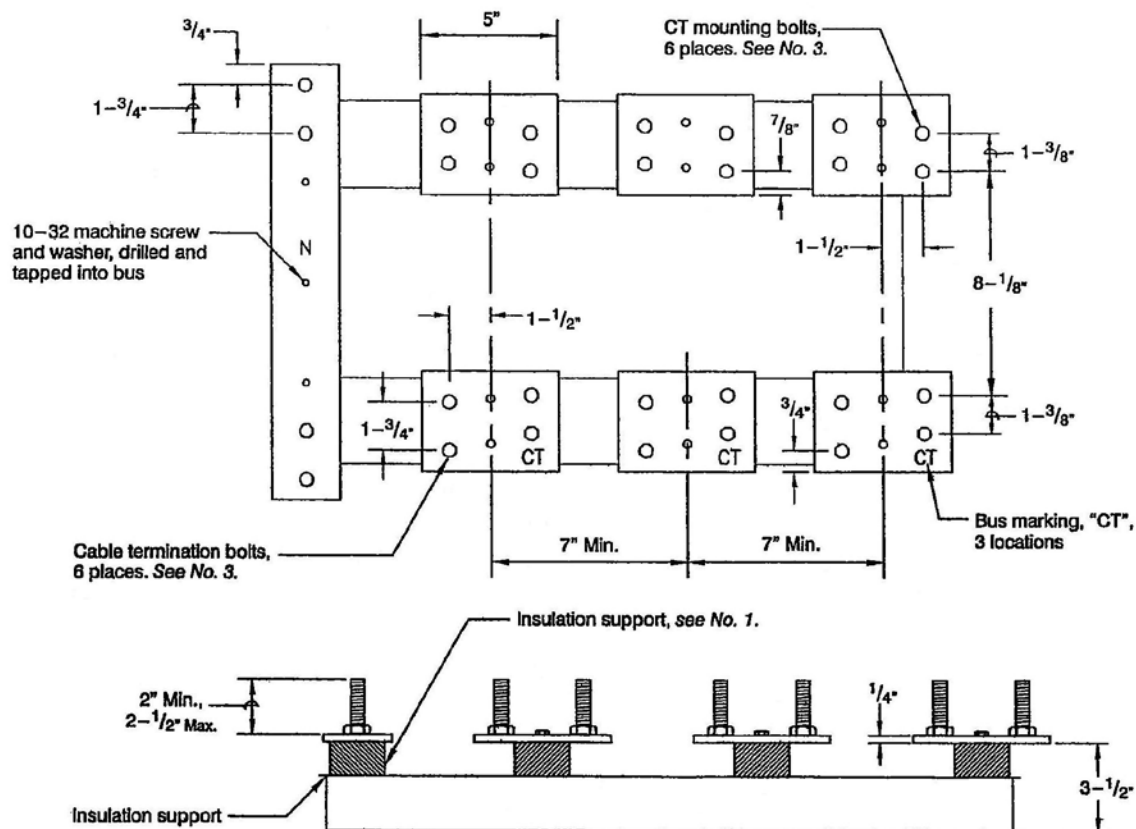
EUSERC 328A, 328B SHOWN



Transformer Mounting Base For installation in a Current Transformer Enclosure

(Three-Phase, Four-Wire, 800-amp Max.)

EUSERC 328A, 328B SHOWN



Additional Requirements

- Meter sockets shall not be located above or below CT enclosures.
- The top of the CT mounting bracket shall not be more than 6 feet above floor level. The cover shall have factory-installed hinges for side opening, with sealing provisions and shall hold the cover in the open position at 90 degrees or more.
-

The City of Cody Electrical Dept. shall be consulted as to placement of line/load conduits.

Section VII - Clearances at Meter Locations

7.01 General:

The Customer shall provide suitable space and provisions for mounting a meter base at a location approved by the City of Cody. Both the Customer and the City share an interest in providing a location of the utmost convenience to both parties for, reading, testing, repairing, disconnecting, and replacing meters. Egress and regress with a minimum violation of privacy is desirable.

7.02 Meter Clearance Dimensions:

The minimum unobstructed working space required in front of a single meter is 78" high, 36" wide, and 36" deep. The minimum working space required with use of current transformers is 78" high, 70" wide, and 48" deep. Meters installed in a cabinet require a minimum space of 48" deep to open the cabinet door. For further detail see NEC 110.26 A. Dimensions do not refer to meters housed in approved switchboards or enclosures. Locate all meters at least 36" horizontally from a gas meter.

The center of any meter socket shall be set no more than 6' above the **finished** grade in front of the meter. **Finished grade shall be established prior to setting of a meter. For gang mounted meter installations see the City Electrical Operation.** The City retains the right to refuse connection to meters that do not meet this criterion.

7.03 Residential Meters:

Install meters outdoors at a location acceptable to the City of Cody. Avoid locations behind fences or bushes. Avoid locations near gas meters, over stairwells, or over window wells. Install meter 36" from windows or doors (including egress windows).

7.04 Multi-Family Unit Meters:

For single owner multi-family complexes, the meters for individual units shall be banked and may be located on an exterior wall of the complex. For multi-family complexes where the units are owned individually by the residents, the meters shall be banked at a remote location (not on the building) in a meter bank pedestal. Separate service lines to the individual units shall originate at this meter bank pedestal.

- The Electrical Contractor shall verify proper labeling is installed for the correct unit.

7.05 Non-residential Meters:

Locate meters outdoors. Any alternative must have prior approval of the City Engineer and allow for access during working hours. Any gated or fenced area must have allowances for a City of Cody lock. Avoid any unsafe locations and a clear zone around meter is required.

7.06 Access:

If a Customer makes a meter inaccessible (in the opinion of the City) the Customer shall, at their expense, either modify the area to provide a safe, unobstructed access to the meter, or move the meter socket to a location acceptable to the City of Cody.

7.07 NESC Clearances for Service Drops and Drop Loops:

750 Volts and Below (Distances in feet)

The Customer shall provide a point of attachment which allows NESC minimum clearances to be met in all conditions. A two-foot addition to certain NESC values is required by the City to ensure minimum clearances in extreme conditions. These required heights are noted as “clearances required at time of construction” in the table below and are marked with asterisks. Extra-long services or other special cases may require clearance additions greater than two feet.

<u>NESC Minimum Clearance</u>	<u>Service drop clearance (NESC Table 232-1)</u>	<u>Clearance at Time of Construction</u>
16'	Over roads, streets, and other areas subject to truck traffic	18'*
16'	Over or along alleys, parking lots and nonresidential driveways	18'*
16'	Over land traveled by vehicles	18'*
Clearances over residential driveways (NESC Table 232-1)		
16'	If height of building or installation will permit	18'*
	If height of building or installation will not permit and is not subject to truck traffic	
12'	For service drops 120/240 & 208Y/120 volt	14'*
10'	For drip loops of service drops 120/240 & 208Y/120 volts	12'*

Clearances over spaces and ways subject to pedestrian/restricted vehicle traffic only
(see note b. on page 21, NESC Table 232-1)

12'	If height of building or installation will permit	14'*
	If height of building or installation will not permit, drip clearances may be reduced:	
10.5'	For 480Y/277V (see Note 8-b of NESC Table 232-1)	10.5'
10'	For 120/240 & 208Y/120 volt (see Note 8-d of NESC Table 232-1)	10'

Clearances from buildings for service drops not attached to the building (NESC Table 234-1)

	Vertical clearances over or under balconies and roofs:	
	Accessible to pedestrians, if cabled with	
11'	A grounded bare neutral	13'*
	Accessible to pedestrians, if open wire or cabled with	
11.5'	An insulated neutral	13.5'*
	Not accessible to pedestrians, if cabled with	
3.5'	A grounded bare neutral	5.5'*
	Not accessible to pedestrians, if open wire or cabled with	
10.5'	an insulated neutral	12.5'*
	Horizontal clearances to walls, projections, windows, balconies and areas accessible to pedestrians	
5'	If cabled with grounded bare neutral	5'

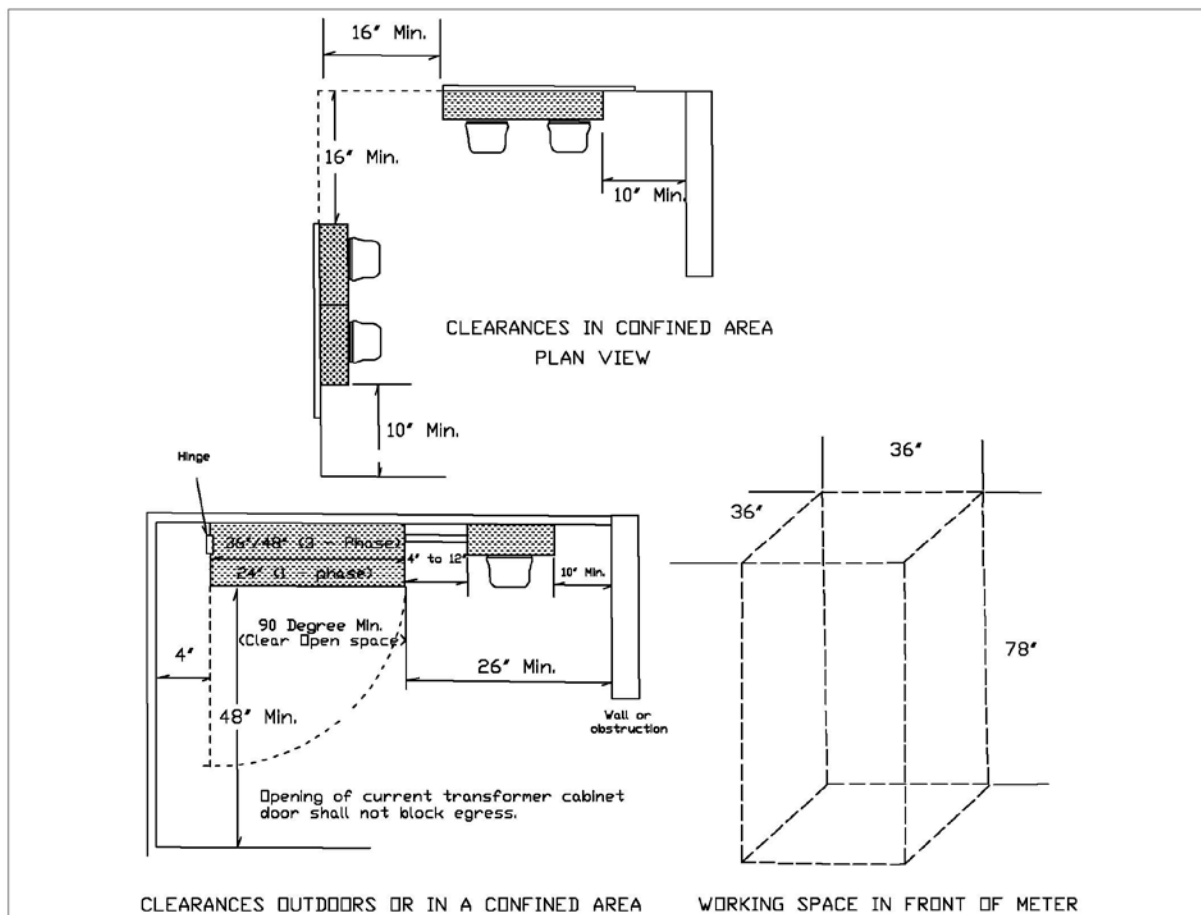
Clearances for service drops attached to a building or other installation (over or along installation to which they are attached; service cable with an effectively grounded bare neutral, NESC 230.C)

	From the highest point of roofs, decks or balconies over which they pass:	
8'	If readily accessible (see NESC 234.C.3.d.1)	10'*
3'	If not readily accessible (see NESC 234.C.3.d.1 exception 1)	5'*
	Above a not-readily-accessible roof and terminating at a (through-the-roof) service conduit or approved support, the service and its drip loops set no less than 18 inches above the roof. No more than 6 feet of the service cable passes over the roof	
1.5'	or within 4 feet if the roof edge (see NESC 234.C.3.d.2)	1.5'
	In any direction from windows designed to open (does not apply to service cable	
3'	above the top level of a window, see NESC 234.C.3.d.2)	3'
3'	In any direction from doors, porches, fire escapes etc. (see NESC 234.C.3.d.2)	3'

**** Two additional feet have been included above the NESC minimums; see the introductory paragraph above.***

Clearances around Meter Installations

These are minimum clearances required around meter installations for safe maintenance and access. A clear path for egress and regress is also required.



Section VIII - Developer Fees and Responsibilities

8.01 Subdivision Development Fees and Responsibilities

The City of Cody requires all new subdivisions and/or commercial developments to be constructed utilizing underground electrical distribution systems unless reasons exist making the use of underground power lines unreasonable. If a development project requires the extension of the City's primary electrical power lines to reach the development property, the full cost of that extension shall be borne by the developer requiring the extension. The electric distribution lines installed within the boundaries of the project shall be installed as follows:

- **System Design Procedures** – The City of Cody's Electrical Services Division shall be provided a copy of the preliminary plat for the subdivision or development so that the City's Electrical Supervisor or his designee can design the distribution system needed to supply the project. The developer shall incorporate the City's electrical system design into the final plat of the development.
- **Developer Fees** – The City shall provide an estimate (good for 30 days) of the total project material cost to the developer based on the final plat. The developer shall submit **100%** of this amount to the City, prior to final approval of the project. Prices on this estimate shall reflect material and equipment costs at the time the estimate is prepared. Any subsequent material cost increases shall be reflected in the final as-built invoice. In the case of design changes by the developer, after the original design and approval, the City may charge the developer for the time spent of redesign.
- **Developer Responsibilities** – The developer shall provide and install all conduits (grey, electrical grade, schedule 40) for the project, including excavation, padding and backfill of utility trenches. When installing conduit sweeps into City provided ground sleeves for transformers, sectionalizing vaults, etc., the contractor/developer shall not cut off the sweeps so that City pulling equipment can make a proper seal at the end of the sweep. If the contractor/developer chooses to cut off the sweep, a pull tape must be installed in any conduit run that terminates in a sweep that has been cut off. The labor and equipment charges for this installation shall be born entirely by the developer. The developer's contractor shall (at developer's expense) install all City supplied transformer ground sleeves, vault ground sleeves, secondary pedestals, ground rods and streetlight bases during the conduit installation phase of the project. Conduit provided by the developer shall meet City specifications as to type and size. These specifications are outlined in Section 5, page 13 of this Electric Distribution Standards Manual.
- **Three Phase URD:** --- All three-phase conduit (4" & 6") longer than 200' shall have the sweeps to straight run conduit imbedded in concrete at the equipment basement locations only. Refer to the specifications in Section
- **City Responsibilities** – Without charge to the developer, the City shall install all primary and secondary power cable, all transformers, cabinets and streetlight poles and luminaires. The City will order and supply all electrical material and equipment other than conduit.

- **Project Completion** – Upon completion of the project, the City’s electrical engineer shall produce an invoice using as-built figures giving the actual cost of the project. If the as-built price is higher than the original estimate, the difference shall be billed to the developer. If the as-built price is lower than the original estimate, the City shall refund the difference to the developer.

8.02 Underground Service Connection Fees

- **For All Service Sizes:** The Customer shall provide and install all conduit and cable from the City’s transformer or service pedestal to the Customer’s service equipment. This will include the cost of the service riser and weather head and in the case of large commercial services the provision and installation of a secondary connection cabinet between the City’s transformer and building service equipment. The Customer is responsible for all cable and connectors to attach secondary cabling to the City transformer.
- **To re-establish a service to a lot that previously had a service:** The Customer shall be responsible for the entire cost of that service. Contact the Electrical Services Department.
- **For service upgrades:** If the customer moves the electrical meter equipment to the structure from a position in the alley or on the property line, the customer shall pay the full cost of relocating the service. It is recommended that the old service conductors be replaced from the prior point of connection to the utility to the new meter location on the structure. If the Customer installs new service conductors in conduit per this recommendation, the City will maintain and repair the new service lateral. If the Customer re-uses the old service lateral conductors, the City will not maintain the old service lateral.

8.03 Overhead Service Connection Fees

- **For All Service Sizes:** For all services, the City will install the service drop cable and bill the Customer for the material and installation costs.
- **To re-establish a service to a lot that previously had a service:** The Customer shall be responsible for the entire cost of that service. Contact Electrical Services Department.

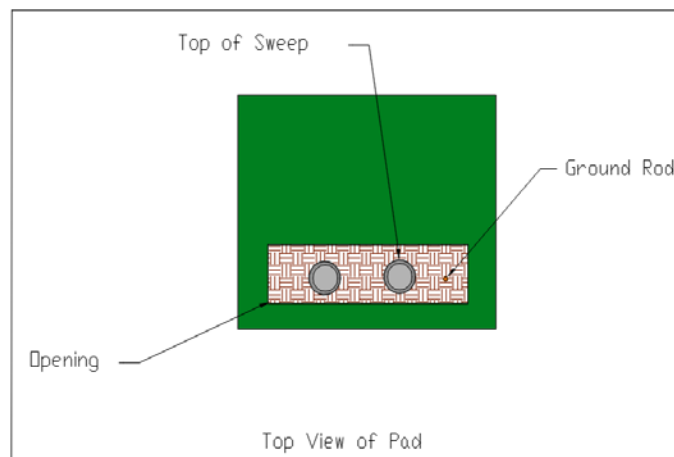
Section IX - Placement of City Facilities within a Subdivision

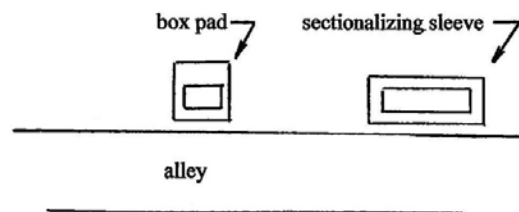
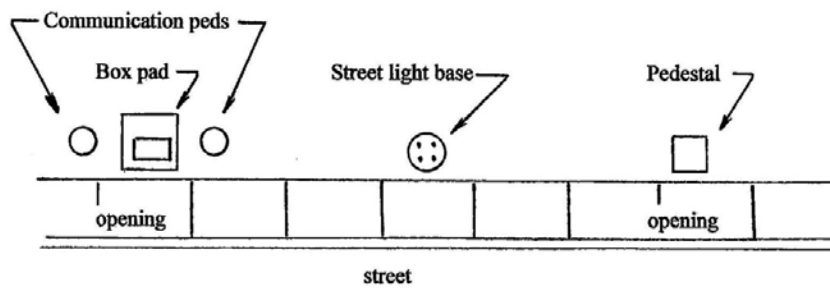
9.01 Transformer Box Pads, Pedestals, Sectionalizing Cabinet Sleeves, Streetlight Bases

- Placement to be as specified by Engineering Drawings

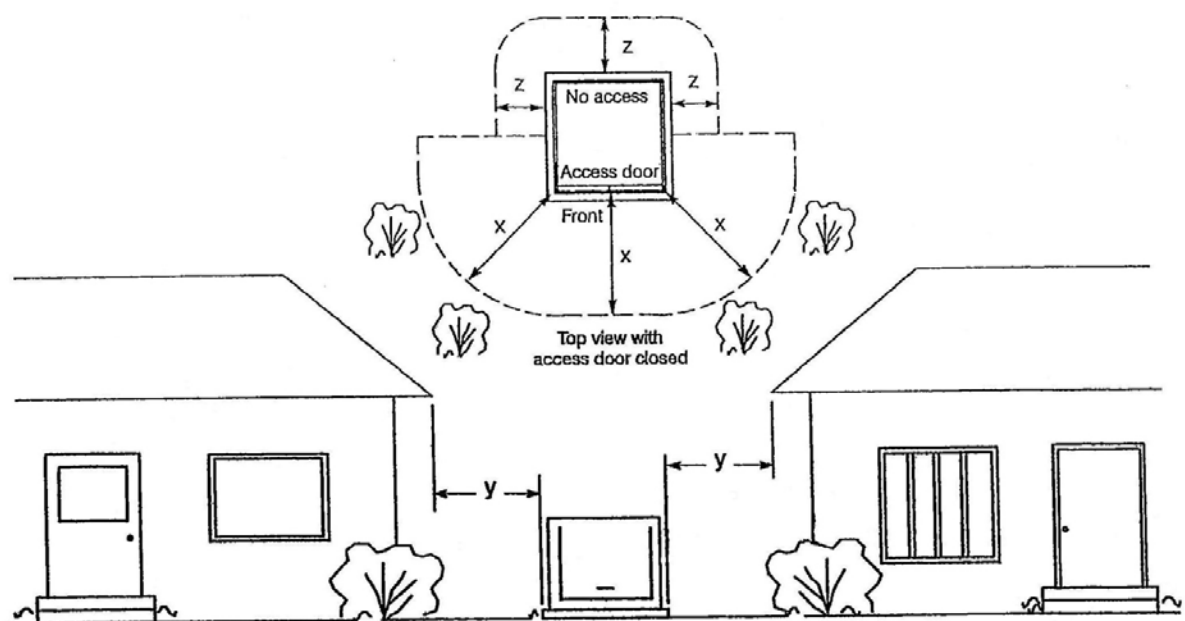
- Box pads, vaults and ground sleeves must be installed 8" to 10" above final (finished) grade from the top of pad/basement. Exceptions for "Flush Mount Equipment".
- Define finish grade: top of curb, sidewalk, or flat ground around front side of equipment (access portion).
- No equipment shall be installed or located within a swell ditch or runoff area as well as 10' in front of access portion.
- No electrical equipment shall be installed or located within any snow collection area.
- If a solid poured/concrete pad is constructed, then it shall be sloped a min. of 2% away from the building (oil runoff).
- Opening of each electrical equipment shall face sidewalk, roadway or alley traffic lane unless approved by the City of Cody's Electrical Division.
- Ground rods shall be placed into the ground so that the end of the ground rod protrudes 9"-12" above the ground for ground wire attachments. All ground rods shall be 10' in length. If driving the ground rod to this effect cannot be done due to soil conditions, the ground rod can be bent so that the end of the ground rod protrudes above the ground for equipment grounding connection purposes.
- Per International Fire Code 507.5.5, "a three-foot clear space shall be maintained around the circumference of fire hydrants"
- Communications Pedestals are to be placed 2 feet away on either side of the City's electrical equipment
- Streetlight bases are to be placed behind the sidewalk with the bolt pattern placed in line with the street roadway. The top of the streetlight base must be at final grade or level with the sidewalk.
- Conduits shall be cut off so only 6" - 8" inches of the conduit is above the ground surface inside of a secondary pedestal. All secondary pedestal to secondary pedestal conduit runs must have pulling tape installed by the contractor. **Primary conduit sweeps (for high voltage cables) are not to be cut off inside transformer box pads or sectionalizing cabinet ground sleeves.**
- All sweeps installed in any type of basement/ground sleeve must be directly below the cable opening in the basement/ground sleeve.
- Any equipment subject to damage by run-in, shall be protected by the placement of bollards. Refer to the specs for details.

Example:





9.02 Minimum Clearances for Pad Mounted Equipment



MINIMUM DISTANCE REQUIRED FROM PAD

x = 10 ft. clear area in front of, any equipment access door or opening to allow the use of hot sticks (See dimensions in drawing above, and in requirement 1 below.)

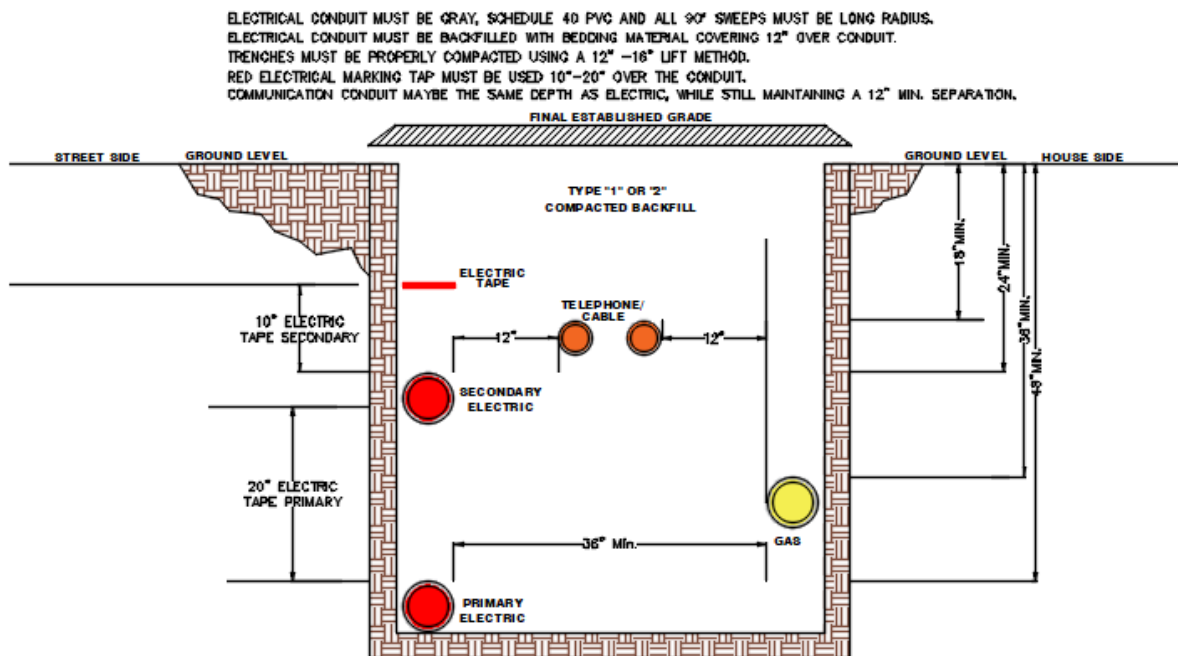
y = 8 ft. from any structure or roof overhang consisting of combustible material. See dimensions in the drawing above.

Z = 3 ft. clear area on non-access sides of the equipment to allow work space. See dimensions in the drawing above.

Requirements:

1. Locate pad-mounted equipment with access doors away from building walls or other barriers to allow safe working practices. If the equipment access side must face a wall, allow 10 feet for working clearance. No vegetation or trip hazards in this work space are permitted.
2. **The City reserves the right to remove any vegetation that does not meet the above clearances and will not reimburse the Customer for any removed vegetation.**
3. The location of driveways or parking areas shall be placed to provide a minimum 4' clearance from electrical equipment.

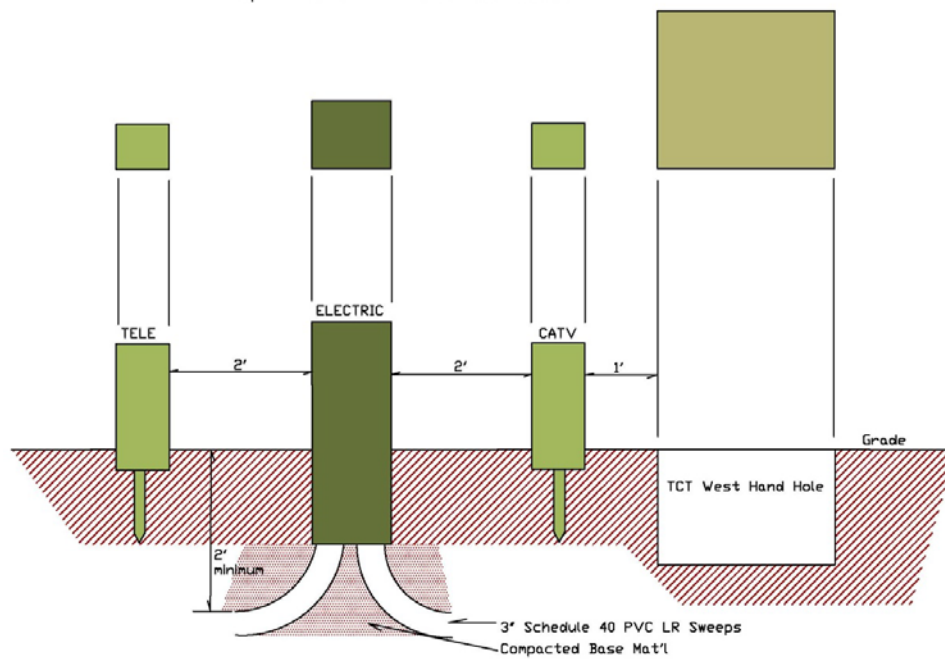
9.03 Joint Trenching Details



9.04 Secondary Pedestal Photograph (typical) and Installation Template

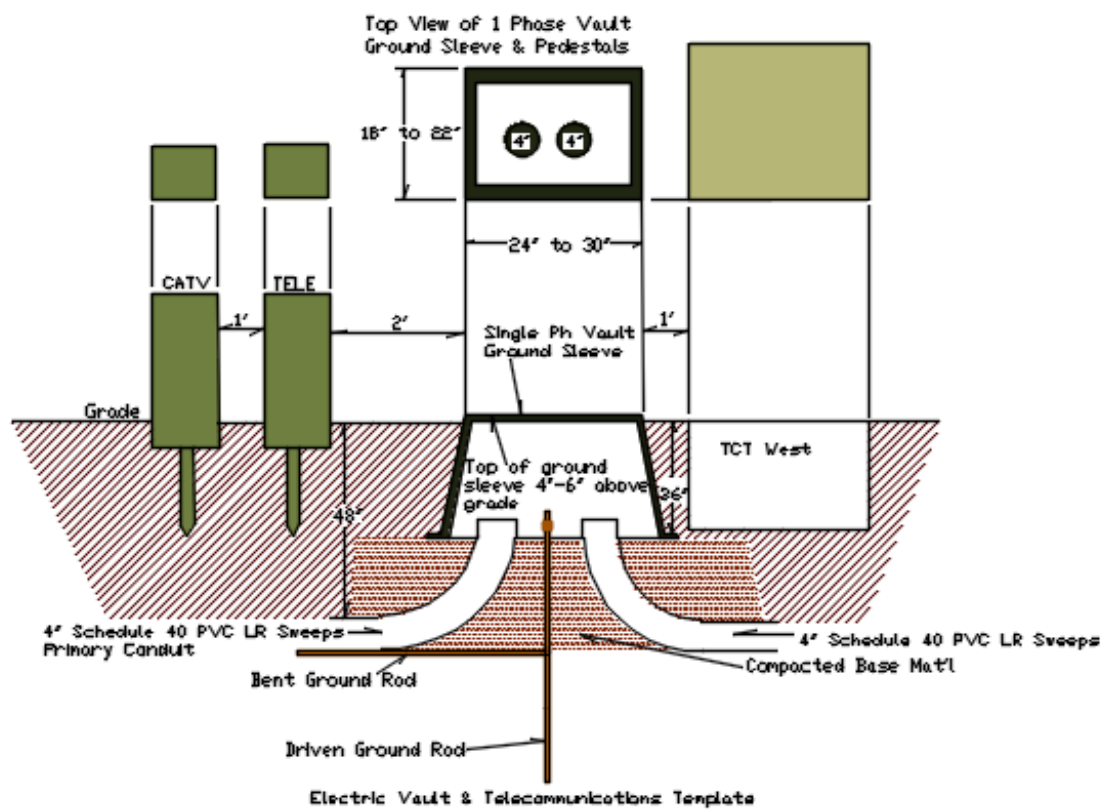


Top View of Pedestals



Secondary Pedestal & Telecommunications Template

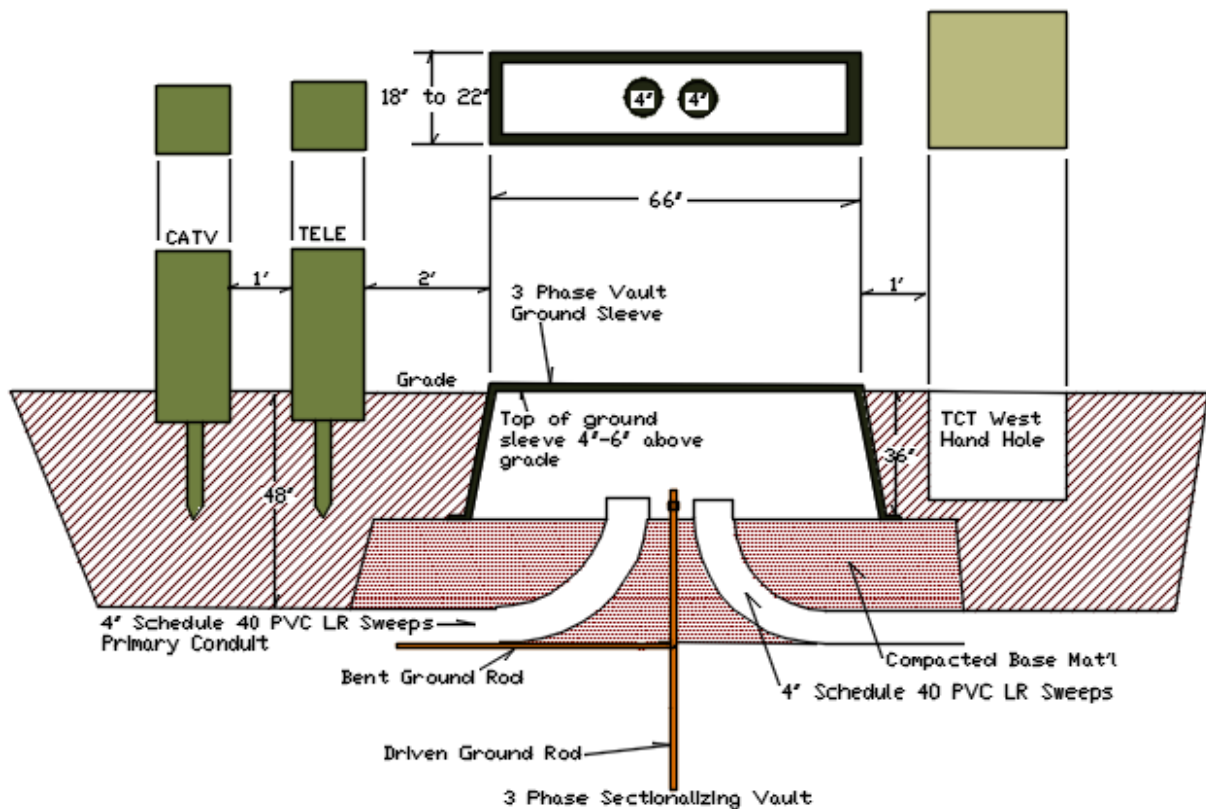
9.05 Single Phase Sectionalizing Cabinet Ground Sleeve Photo (typical) and Installation Template



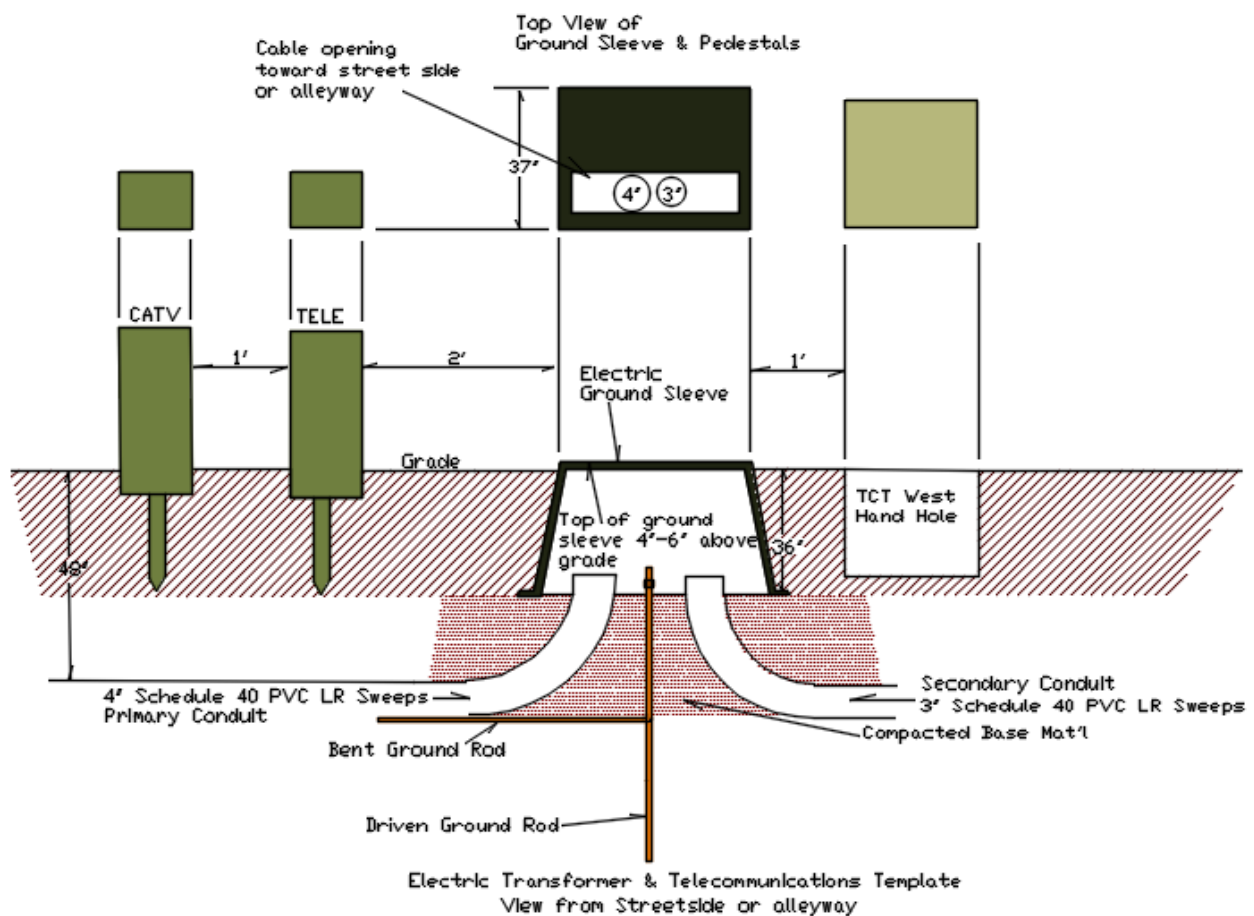
9.06 Three-Phase Sectionalizing Cabinet Ground Sleeve Photograph (typical) and Installation Template



Top View of 3 Phase Vault
Ground Sleeve & Pedestals



9.07 Padmount Transformer Box Pad Photograph (typical) and Installation Template



9.08 Overhead Communications Location Assignments on Utility Poles

Whenever possible, the attachment of overhead communications facilities on utility poles for current communications utilities operating in the City of Cody shall follow the following order:

- 1) Charter Communications – Attachment Point 40” below the lowest power attachment.
- 2) TCT West Communications – Attachment Point 12” to 14” below Charter attachment.

CenturyLink Communications – Attachment Point 12” to 14” below TCT West attachment.

Section X – Electrical Permits

Electrical Permits will be issued to Electrical Contractors holding a current City of Cody license. Owners of single-family dwellings may be issued a permit. All permits require inspections based on the current edition of the National Electrical Code.

Service Upgrades

- | | |
|----------------|----------|
| ➤ Over 200 AMP | \$100.00 |
|----------------|----------|

Service Disconnect or Reconnect

- | | |
|--------------|---------|
| ➤ Disconnect | \$40.00 |
| ➤ Reconnect | \$40.00 |
| ➤ Both | \$80.00 |

Small Jobs/Modifications as determined by building official (e.g., adding or extending circuit)

- | | |
|---|---------|
| ➤ | \$50.00 |
|---|---------|

Electric Permit, if the valuation of the electrical work is included in the valuation of the general building permit

- \$50.00

Electrical Permit, if the valuation of the electrical work is not included in the valuation of the general building permit:

- Fee per “Building Permit Fee Table”.

Reinspection (3rd or more):

- Requiring Removal of Red Tags \$50.00

Commercial wiring permits

Includes permanent service, rough-in and final inspections.

Fees shall be computed on the dollar value of the electrical installation, including fixtures and installation costs thereof, as follows:

	Building Permit Fee Table
Valuation	Fee
\$1 - \$1000	\$40
\$501 to \$2,000	\$40 for the first \$500: plus \$3 for each additional \$100 or fraction thereof
\$2,001 to \$40,000	\$69 for the first \$2,000: plus \$11 for each additional \$1,000 or fraction thereof
\$40,001 to \$100K	\$487 for the first \$40,000: plus \$9 for each additional \$1,000 or fraction thereof
\$100,001 to \$500K	\$1,027 for the first \$100K: plus \$7 for each additional \$1,000 or fraction thereof
\$500,001 to \$1 million	\$3,827 for the first \$500K: plus \$5 for each additional \$1,000 or fraction thereof
\$1,000,001 to \$5 million	\$6,327 for the first \$500K: plus \$3 for each additional \$1,000 or fraction thereof
\$5,000,001 and over	\$18,327 for the first \$5 million: plus \$1 for each additional \$1,000 or fraction thereof

Note: Contact the City of Cody Building Department to verify permit fees. This manual is updated annually and may not reflect the latest changes in permit fees.

Section XI - Disconnect and Reconnect Fees

11.01 – Service Shutoff Fee

The charge for shutting off service for non-pay customers will be \$70.00 per incident.

11.02 – Disconnect Fee

If disconnect of service is requested by the customer or customer representative, the charge will be \$40.00. This will typically be applied whenever a disconnect is requested either for service upgrade purposes or seasonal disconnection of service.

11.03 – Reconnect Fee

If a customer or customer representative request reconnection of a service that was previously disconnected per 11.02 above, the charge for the reconnect will be \$40.00.

Section XII - Net Metering Policy

12.01 – General Information

The City of Cody Electric Division allows net metering installations for renewable energy sources with a maximum capacity of 25 kW. Any request for larger installations will have to be cleared through the Wyoming Municipal Power Agency as well as the City Council. Cody is a member of WMPA and as such, is bound to an all-requirements power contract with WMPA. Larger installations must negotiate an agreement with WMPA for installation on the City Electrical Distribution System. If a larger system is being contemplated by a customer, contact information for WMPA can be obtained from the Administrative Services Department at Cody City Hall.

12.02 – Metering Requirements

1. The City of Cody will supply a dual reading meter to allow measurement of both City supplied electrical service and Customer supplied excess electrical energy that is fed back onto the City's distribution system. The Customer will be billed for the cost of the meter by the City.
2. The Customer shall provide an automatic disconnect device that will prevent backflow of power onto the City's electrical grid in the event that City service to the meter is interrupted. This device should provide a visible open point to verify that the renewable energy source or Customer generation equipment is not back-feeding power onto the City grid. If the automatic disconnect device does not provide a visible open, a manual disconnect device must be installed that will provide the visible open.

12.03 – Net Metering Energy Reconciliation

1. Both registers on the dual reading meter will be read each month. The energy generated by the Customer shall be deducted from the energy supplied to the Customer by the City and the Customer will be billed or credited with the difference at the retail rate.

Section XIII - Security Lighting Policy

13.01 Security Lighting Policy Cancellation

As of January 1, 2018, the City of Cody no longer provides unmetered or metered security lighting service.

13.02 Sunset Clause

Security Light Installations in service at the time of this cancellation will be maintained until the customer requests removal of the light, the security light or pole fails or until there is a change of ownership of the property that is provided with security light service.

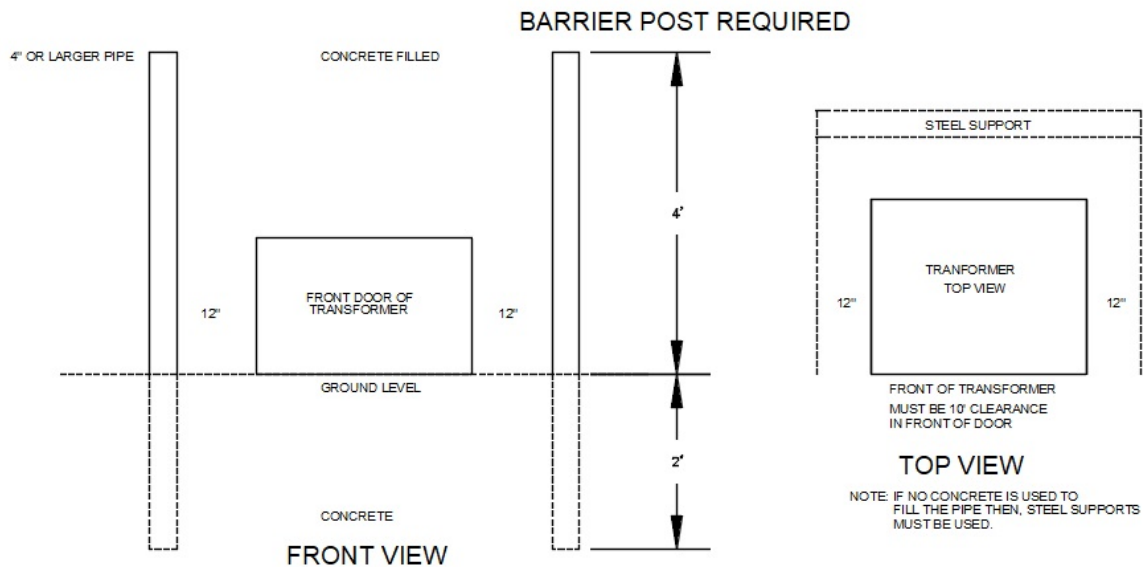
13.03. Roadway Lighting on Private Roads

City provided roadway lighting on private roads currently charged under the former security lighting policy will no longer be provided or maintained. Since there exist areas within the City limits where this service is provided, these existing lights fall under the **Sunset Clause above (12.02).**

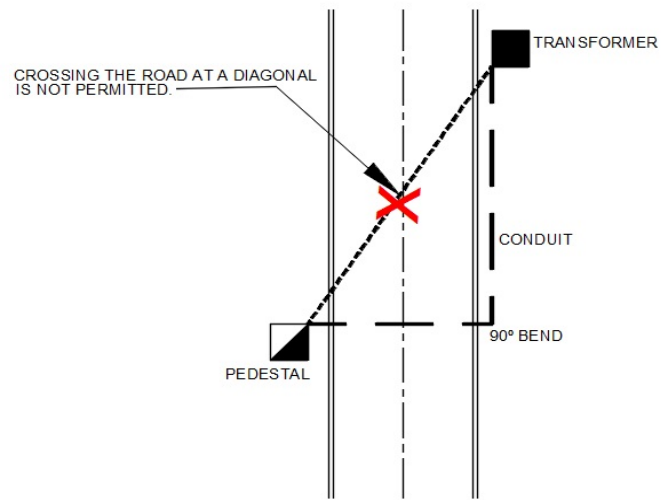
Section XIV - Fencing

14.01 Fencing

All of the City of Cody's equipment must have a clear access at all times. Fencing around the city's equipment is not recommended. If a fence is installed crossing the city's right of way or easements, GATES MUST be installed. Removable panels are not considered gates. If the city needs to access their equipment and locks or fences are blocking our access, they will be cut and removed. The city will not be responsible for replacing any cut fences or locks. Before installing any fencing, please contact the electric operations prior to starting.



CONDUIT CROSSING ON ROADS AND ALLEYS



RESOLUTION 2026-12

A RESOLUTION ADOPTING THE 2026 Electrical Distribution Standards Manual

WITNESSETH:

WHEREAS, the City of Cody is a supplier of power and energy to its citizens; and

WHEREAS, as part of its obligation to the citizens of Cody, and to insure that electrical services installed within the City limits meet accepted safety standards and are constructed in such a manner as to minimize conflicts with other utilities and maximize reliability of service, furthermore to insure that the manual remains up to date, the City of Cody has amended the 2022 Electrical Distribution Standards Manual.

WHEREAS, the City of Cody desires to provide to electrical contractors and developers operating within the City of Cody a common set of requirements for the installation of electrical facilities, and that such requirements reflect the name used in the City ordinances.

THEREFORE, BE IT RESOLVED BY THE CITY OF CODY that the 2026 Electrical Distribution Standards Policy is adopted by the City of Cody.

PASSED, APPROVED AND ADOPTED THE 6th DAY OF OCTOBER 2026.

Lee Ann Reiter, Mayor

Attest:

Tina Gail, Administrative Services Officer