

City of Cody City Council

Executive Session 6:15 p.m. Pursuant to W.S. 16-4-405(a)(iii) &(a)(ix)

Tuesday, November 4, 2025 - 7:00 PM

Meeting Place: City of Cody Council Chambers-1338 Rumsey Avenue, Cody, WY

Meeting Called to Order

Pledge of Allegiance

Moment of Silence

Roll Call

Mayor's Recognitions and Announcements

1. Consent Calendar

All items under the consent calendar will be acted upon in one motion unless a Councilmember or member of the public requests that an individual item be taken up under Conduct of Business.

- a. Approval of Minutes from October 21, October 27 and October 28, 2025.
Staff Reference: Cindy Baker
- b. Approve Vouchers and Payroll in the amount \$1,315,651.52.
Staff Reference: Leslie Brumage
- c. On behalf of the City of Cody Governing Body, we submit and cast our ballot for Jessica Weaver for the LGLP Board position that begins January 1, 2026.
Staff Reference: Cindy Baker

2. Public Comments

The City Council welcomes input from the public. In order for everyone to be heard, please limit your comments to five (5) minutes per person. The Guidelines for the Conduct of City Council Meetings do not allow action to be taken on public comments.

3. Public Hearing

- a. Public Hearing on Ordinances 2025-29 Amending Title 10, Chapter 10, Article F, Section 6 Yards, Ordinance 2025-30 Amending Title 10, Chapter 10, Article F, Section 6 Buffer Zone, Ordinance 2025-31 Amending Title 10, Chapter 10, article F, Section 6 District Regulation, Ordinance 2025-32 Amending Title 10, Chapter 15, Section 8 of the Cody City Code Sign District.
Staff Reference: Jenny Cramer, Utana Dye
- b. Cody Craft Brewing LLC, filed an application for a new winery permit in the office of the clerk of the City of Cody for the following described place: 1732 Sheridan Ave, Cody, WY 82414
Staff Reference: Cindy Baker

4. Conduct of Business

- a. Consider approving the Application for a Winery Permit to Cody Craft Brewing.

Staff Reference: Cindy Baker

- b. Consider appointing Tim Hopkins to the Yellowstone Regional Airport Board for a two-year term (1/1/2026-12/31-2027) and Heather Mortensen for a three-year term (1/1/2026-12/31/2028).
Staff Reference: Cindy Baker
- c. Consider appointing Dan Shein and Erin Welty to a three-year term for the Planning, Zoning and Adjustment Board (1/1/2026-12/31/2028)
Staff Reference: Cindy Baker
- d. Consider a request from Yellowstone Beverages, LLC for a one-year extension from March 17, 2026 to March 16, 2027 to become operational for the retail liquor license issued for the location of 1234 Sheridan Ave.
Staff Reference: Cindy Baker
- e. ORDINANCE 2025-27 THIRD AND FINAL READING
AN ORDINANCE AMENDING TITLE 11, CHAPTER 7, SECTION 9: PLANNED UNIT DEVELOPMENT APPLICATION AND REVIEW PROCEDURES:
Staff Reference: Jenny Cramer
- f. ORDINANCE 2025-28 THIRD AND FINAL READING
AN ORDINANCE AMENDING TITLE 11, CHAPTER 7,
SECTION 10: FINAL PLAN REVIEW AND APPROVAL:
Staff Reference: Jenny Cramer
- g. ORDINANCE 2025-29 THIRD AND FINAL READING
AN ORDINANCE AMENDING TITLE 10, CHAPTER 10, ARTICLE F, SECTION 6: YARDS
Staff Reference: Jenny Cramer
- h. ORDINANCE 2025-30 THIRD AND FINAL READING
AN ORDINANCE AMENDING TITLE 10, CHAPTER 10, ARTICLE F, SECTION 7: BUFFER ZONE
Staff Reference: Jenny Cramer
- i. ORDINANCE NO. 2025-31 THIRD AND FINAL READING
AN ORDINANCE AMENDING TITLE 10, CHAPTER 10, ARTICLE F, SECTION 8: DISTRICT REGULATION
Staff Reference: Jenny Cramer
- j. ORDINANCE NO. 2025-32 THIRD AND FINAL READING
AN ORDINANCE AMENDING TITLE 10, CHAPTER 15, SECTION 8: SIGN DISTRICT
Staff Reference: Jenny Cramer
- k. Ordinance 2025-34 - Second Reading
An Ordinance Amending Title 5, Chapter 2, Subsection 23 of the Cody City Code pertaining to Unlawful Intoxicating Chemical Compounds.
Staff Reference: Jason Stafford
- l. Ordinance 2025-35 - Second Reading
An Ordinance Amending Title 5, Chapter 1, Subsection 11 of the Cody City Code

pertaining to Unlawful Interference with a Police Dog.
Staff Reference: Jason Stafford

- m. Ordinance 2025-33 - Second Reading
An Ordinance Amending Title 8, Chapter 2, Article II, III and IV of the City of Cody
Municipal Code
Staff Reference: Phillip Bowman
- n. Approval of Change Order No. 1 to the Professional Services Agreement with Stantec
Consulting Services Inc. for the 2024 Pedestrian and ADA Improvements Project -
Phase 2.
Staff Reference: Phillip Bowman

- 5. **Tabled Items**
- 6. **Matters from Staff Members**
- 7. **Matters from Council Members**
- 8. **Adjournment**

Upcoming Meetings:

November 18, 2025 - Tuesday - Council Meeting - 7:00 p.m.
December 2, 2025 - Tuesday - Council Meeting - 7:00 p.m
December 9, 2025 - Tuesday - Work Session - 5:30 p.m.
December 16, 2025 - Tuesday - Council Meeting - 7:00 p.m

City of Cody
Council Proceedings
Tuesday, October 21, 2025

At 6:16 p.m. Council Member Laing made a motion seconded by Council Member Settineri to enter into an executive session pursuant to W.S. 16-4-405(a)(iii) & (a)(ix). Vote was unanimous. At 6:36 p.m. Council Member Shreve made a motion seconded by Council Member Swett exit the executive session. Vote was unanimous.

A regular meeting of the Cody City Council was held in the Council Chambers at City Hall in Cody, Wyoming on Tuesday, October 21, 2025 at 7:00 p.m.

Present: Mayor Reiter Council Members, Tim McIsaac, Kelly Tamblyn, Joanna Settineri, Jeremy Laing, Don F. Shreve Jr., Emily Swett and City Administrator Tony Tolstedt, City Attorney Scott Kolpitcke; and Cynthia Baker, Administrative Services Officer.

Absent: None

Mayor Reiter called the meeting to order at 7:00 p.m.

Extra Mile Day – November 1

Council Member Swett made a motion seconded by Council Member Tamblyn to approve consent calendar as presenting including minutes October 7 and October 14, 2025, approve Vouchers and Payroll in the amount \$2,195,662.01, reject all bids from Bid 2025-03 for one 2026 Diesel Cab and Chassis with 60' Aerial Body and Device and adopt the Facility Closure Policy to provide consistent procedures for City facility closures. Vote was unanimous.

Ordinance 2025-34 - First Reading

An Ordinance Amending Title 5, Chapter 2, Subsection 23 of the Cody City Code pertaining to Unlawful Intoxicating Chemical Compounds. Council Member McIsaac made a motion seconded by Council Member Swett to approve Ordinance 2025-34 on First Reading. Vote was unanimous.

Ordinance 2025-35 - First Reading

An Ordinance Amending Title 5, Chapter 1, Subsection 11 of the Cody City Code pertaining to Unlawful Interference with a Police Dog. Council Member Laing made a motion seconded by Council Member Settineri to approve Ordinance 2025-35 on First Reading. Vote was unanimous.

Ordinance 2025- 24 Third and Final Reading

An Ordinance Amending Title 9, Chapter 3 Section 1.C.1 through 1.C.9 – Contractor Licensing Categories. Council Member Settineri made a motion seconded by Council Member Tamblyn to approve Ordinance 2025-24 on Third and Final Reading. Vote was unanimous.

Ordinance 2025-25 Third and Final Reading

An Ordinance Amending Title 9, Chapter 3 Section 2: Application & Review Process. Council Member Settineri made a motion seconded by Council Member Swett to approve Ordinance 2025-25 on Third and Final Reading. Vote was unanimous.

Ordinance 2025-26 Third and Final Reading

An Ordinance Amending Title 9, Chapter 3 Section 3: Term of License. Council Member Shreve made a motion seconded by Council Member McIsaac to approve Ordinance 2025-26 on Third and Final Reading. Vote was unanimous.

Ordinance 2025-27 Second Reading

An Ordinance Amending Title 11, Chapter 7, Section 9 – PUD Application and Review Procedures. Council Member Swett made a motion seconded by Council Member Shreve to approve Ordinance 2025-27 on Second Reading. Vote was unanimous.

Ordinance 2025-28 Second Reading

An Ordinance Amending Title 11, Chapter 7, Section 10 – Final Plan Review and Approval. Council Member Settineri made a motion seconded by Council Member McIsaac to approve Ordinance 2025-28 on Second Reading. Vote was unanimous.

Ordinance 2025-29 Second Reading

An Ordinance Amending Title 10, Chapter 10, Article F, Section 6 – Yards. Council Member Settineri made a motion seconded by Council Member Laing to approve Ordinance 2025-29 on Second Reading. Vote was unanimous.

Ordinance 2025-30 Second Reading

An Ordinance Amending Title 10, Chapter 10, Article F, Section 7 – Buffer Zone. Council Member made Shreve a motion seconded by Council Member McIsaac to approve Ordinance 2025-30 on Second Reading. Vote was unanimous.

Ordinance 2025-31 Second Reading

An Ordinance Amending Title 10, Chapter 10, Article F, Section 8 – District Regulation. Council Member Swett made a motion seconded by Council Member Tamblyn to approve Ordinance 2025-31 on Second Reading. Vote was unanimous.

Ordinance 2025-32 Second Reading

An Ordinance Amending Title 10, Chapter 15, Section 8 – Sign Districts. Council Member Swett made a motion seconded by Council Member Tamblyn to approve Ordinance 2025-32 on Second Reading. Vote was unanimous.

Council Member McIsaac made a motion seconded by Council Member Tamblyn to award of Bid 2025-06 to Floyd’s Truck Center, Inc. for one 2027 Freightliner cab and chassis with front drive axle and one Altec aerial device and body in the amount of \$402,998.00. Vote was unanimous.

Ordinance 2025-33 First Reading

An Ordinance Amending Title 8, Chapter 2, Article II, III and IV of the City of Cody Municipal Code: Water and Raw Water Rates. Council Member Swett made a motion seconded by Council Member Shreve to approve Ordinance 2025-33 on First Reading. Vote was unanimous.

Mayor Reiter adjourned the meeting at 7:44 p.m.

Mayor Lee Ann Reiter

Cindy Baker, Administrative Services Officer

Council Proceedings
Monday, October 27, 2025

A Special Work Session meeting of the Cody City Council was held in the Council Chambers at City Hall on October 27, 2025 starting at 5:30 p.m.

Present: Mayor Lee Ann Reiter, Council Members, Joanna Settinteri, Jeremy Laing, Kelly Tamblyn, Don F. Shreve Jr, Tim McIsaac, Emily Swett and Cindy Baker, Administrative Services Officer.

Absent: Tony Tolstedt, City Administrator

Mayor Reiter called the meeting to order at 5:30 p.m.

The Governing Body conducted interviews for the open board positions for the Yellowstone Regional Airport Board and the Planning and Zoning Board. Staff was provided with direction to include these appointments on the November 4th meeting for consideration.

Mayor Reiter adjourned the meeting at 7:32 p.m.

Cindy Baker
Administrative Services Officer

Lee Ann Reiter
Mayor

Council Proceedings
Tuesday, October 28, 2025

A Special Work Session meeting of the Cody City Council was held in the Council Chambers at City Hall on October 28, 2025 starting at 5:30 p.m.

Present: Mayor Lee Ann Reiter, Council Members, Joanna Settinteri, Jeremy Laing, Kelly Tamblyn, Don F. Shreve Jr, Tim McIsaac, Emily Swett and Cindy Baker, Administrative Services Officer.

Absent: Tony Tolstedt, City Administrator

Mayor Reiter called the meeting to order at 5:30 p.m.

Council Member McIsaac made a motion seconded by Council Member Laing to approve the street closure of Beck Ave between 8th and 9th Streets on October 31st from 4 p.m. – 6 p.m. for a Trunk or Treat event in conjunction with the Cody Broncs Playoff Football game. Vote was unanimous

At 5:33 p.m. Mayor Reiter called a Public Hearing to hear comments relating to WWDC Evaluation of Level 2 Study. WWDC staff presented at the public hearing. After calling for comments three times and there being none, the Mayor closed the Public Hearing at 6:33 p.m.

Mayor Reiter adjourned the meeting at 6:37 p.m.

Cindy Baker
Administrative Services Officer

Lee Ann Reiter
Mayor

Secondary Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
ABSAROKA DOOR AND WINDOW, LLC				
	25377	REPAIRS TO AQUATICS CRASH GATE	10/10/2025	487.00
Total ABSAROKA DOOR AND WINDOW, LLC:				487.00
ANIXTER INC				
	6501546-00	COPPER CRIMPS	08/20/2025	654.00
	6501546-00	CLAMP INSULATORS, HOTLINE CLAMPS	08/20/2025	2,134.47
	6501546-01	STIRRUPS	08/20/2025	743.75
	6501546-07	ARM PINS	10/14/2025	647.06
	6501546-07	CANISTER MOUNTING KIT	10/14/2025	203.06
	6536389-00	2ACSR WIRE, SPOOL TIES	10/14/2025	2,321.29
	6536389-00	FUSES, GROUND LUG	10/14/2025	1,033.36
	6536389-01	GROUND LUG	10/14/2025	1,400.00
	6536389-02	SPOOL TIES	10/14/2025	289.98
	6536389-03	DEAD-END SHOES	10/22/2025	451.20
	6536389-04	COPPER BUTT SPLICES	10/22/2025	629.40
	6552285-00	.336 PREFORM TIE	10/22/2025	977.40
	6552285-01	4/0 PREFORM TIE	10/22/2025	859.75
Total ANIXTER INC:				12,344.72
ARDURRA GROUP INC				
	250005-7	PRV UPGRADE AND REPLACEMENT PROJECT - PHASE 2	09/10/2025	42,208.50
	250005-8	PRV UPGRADE AND REPLACEMENT PROJECT - PHASE 2	10/14/2025	23,007.21
Total ARDURRA GROUP INC:				65,215.71
BAIRCO CONSTRUCTION				
CHARLIE COOLEY	53.1022.14	DEPOSIT REFUND	10/17/2025	368.55
Total BAIRCO CONSTRUCTION:				368.55
BENTLEY SYSTEMS INC				
	4865843	SIGN CAD	10/07/2025	785.75
Total BENTLEY SYSTEMS INC:				785.75
BOOT BARN INC				
	INV00531591	FR CLOTHING	10/16/2025	188.88
	INV00531597	FR CLOTHING	10/16/2025	104.95
	INV00531602	FR CLOTHING	10/16/2025	377.26
	INV00531607	FR CLOTHING	10/16/2025	279.91
	INV00531609	FR CLOTHING	10/16/2025	223.95
	INV00631600	FR CLOTHING	10/16/2025	97.95
Total BOOT BARN INC:				1,272.90
BORDER STATES INDUSTRIES INC				
	931317011	LIGHT FUSE HOLDER	10/16/2025	1,120.68
	931317011	HARD HAT STRAPS	10/16/2025	294.72
	931317027	CUTOUT, INSULATOR PIN, PREFORM TIES	10/16/2025	534.20
	931317027	CUTOUTS	10/16/2025	1,271.80
	931358861	CUTOUTS, #2 TIES	10/23/2025	2,680.60
	931358867	RUBBER INSULATED SPADE COVERS	10/23/2025	811.10
Total BORDER STATES INDUSTRIES INC:				6,713.10
BOWEN COLLINS & ASSOCIATES				
	39546	PHASE 1 WASTEWATER COLLECTION AND TREATMENT MASTER PLAN	10/20/2025	32,639.37
	39545	CODY SDMP - TASK ORDER 03 FEMA BRIC		

Secondary Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
		GRANT	10/20/2025	16,662.00
Total BOWEN COLLINS & ASSOCIATES:				49,301.37
CENTURY LINK				
	101925	UTILITIES - CENTURY LINK	10/19/2025	65.60
Total CENTURY LINK:				65.60
CITY OF CODY				
	SPR-0225-000	COMM SITE PLAN REVIEW FEES (SD SHARE)	02/10/2025	210.00
	SPR-0225-000	COMM SITE PLAN REVIEW FEES (WATER SHARE)	02/10/2025	220.00
	SPR-0225-000	COMM SITE PLAN REVIEW FEES (WW SHARE)	02/10/2025	220.00
Total CITY OF CODY:				650.00
CODY TREE SURGERY				
	3032	GREYBULL HILL FERTILIZER	10/16/2025	141.00
Total CODY TREE SURGERY:				141.00
CROELL INC				
	5008	STREETS PATCHING	09/24/2025	4,860.25
	5008	PARKS PATCHING	09/24/2025	1,500.00
	5027	ASPHALT REPAIR	09/30/2025	8,322.00
Total CROELL INC:				14,682.25
ENERGY LABORATORIES INC				
DEPARTMENT 6250	745405	COLIFORM TESTING	10/23/2025	190.00
DEPARTMENT 6250	745406	COLIFORM TESTING	10/23/2025	190.00
Total ENERGY LABORATORIES INC:				380.00
ENGINEERING ASSOCIATES				
	4510130	WWTF PHASE 2 - PROJECT CLOSE OUT	10/24/2025	2,822.78
	4510131	TASK ORDER #3 - TREE STREETS WATERLINE PHASE 1	10/24/2025	15,008.75
	4510132	TASK ORDER #4 - TREE STREETS WATERLINE PHASE 2	10/24/2025	20,336.00
	4510147	TASK ORDER #1 SEPTAGE WASTE RECEIVING FACILITY	10/24/2025	5,057.00
	4510148	TASK ORDER #2 SEPTAGE WASTE RECEIVING FACILITY CONSTRUCTION ADMINISTRATION AND OBSERVATION	10/24/2025	19,281.00
Total ENGINEERING ASSOCIATES:				62,505.53
EXPRESS SERVICES INC				
	33011160	EMPLOYMENT SERVICES - PARKS	10/15/2025	1,858.21
	33042657	EMPLOYMENT SERVICES - PARKS	10/22/2025	2,033.25
Total EXPRESS SERVICES INC:				3,891.46
FARLOW, IRENE				
DBA: CODY CAB LLC	102220235	TIPSY TAXI PROGRAM	10/22/2025	1,000.00
Total FARLOW, IRENE:				1,000.00
FARRAR WELDING & FABRICATION				
	2013	D13	10/16/2025	369.06
Total FARRAR WELDING & FABRICATION:				369.06

Secondary Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
FLOYD'S TRUCK CENTER				
	X301089812.0	C07 PARTS	10/22/2025	60.00-
	X301091362.0	C07 PARTS	10/15/2025	91.37
	X301091595.0	C07 PARTS	10/21/2025	71.37-
	X301091596.0	C07 PARTS	10/21/2025	9.38-
	X3011091495.0	C07 PARTS	10/17/2025	31.45
Total FLOYD'S TRUCK CENTER:				17.93-
FREMAREK INC				
MID-AMERICAN RESEARCH CHEMICA	0857106-IN	BIOAUGMENT PUMPS	08/21/2025	390.67
MID-AMERICAN RESEARCH CHEMICA	0859014-IN	AQUATICS CUSTODIAL SUPPLIES	09/11/2025	843.38
Total FREMAREK INC:				1,234.05
FREMONT AMERI-TECH EQUIPMENT CO				
AMERI-TECH EQUIPMENT CO	00016731	50 ROLL OUTS WITH LATCHES	10/27/2025	6,503.00
Total FREMONT AMERI-TECH EQUIPMENT CO:				6,503.00
GOODYEAR, ROBERT W				
GOODYEAR PRINTING	250378	FORMS PRINTED	09/15/2025	277.00
Total GOODYEAR, ROBERT W:				277.00
H.D. FOWLER CO INC				
	I7162935	1.5" METERS	10/22/2025	7,580.75
	I7162935	1.5" METERS	10/22/2025	7,580.75
Total H.D. FOWLER CO INC:				15,161.50
HASKELL'S INC				
HASKELL FURNITURE & FLOORING	255434	REPLACE CHAMBER BATHROOM FLOORING	09/18/2025	2,015.37
Total HASKELL'S INC:				2,015.37
HUBER, WESLEY L				
EAGLE OF CODY PRINTING	102025	ENVELOPES FOR 2025 LEAD SERVICE LINE NOTIFICATION LETTERS	10/20/2025	310.00
Total HUBER, WESLEY L:				310.00
JCA 01 LLC				
ATTN: SARA N. MILES GENERAL COU	11125	STORM DRAINAGE POND LEASE	11/01/2025	7,500.00
Total JCA 01 LLC:				7,500.00
LABAN HARVEST LLC				
NO SPOT LEFT BEHIND	1165	PW SHOP CLEANING SERVICES	10/03/2025	149.00
NO SPOT LEFT BEHIND	1165	PW SHOP CLEANING SERVICES	10/03/2025	150.00
NO SPOT LEFT BEHIND	1165	PW SHOP CLEANING SERVICES	10/03/2025	150.00
NO SPOT LEFT BEHIND	1165	PW SHOP CLEANING SERVICES	10/03/2025	150.00
Total LABAN HARVEST LLC:				599.00
LEISURE IN MONTANA INC				
	SAL40832-1	POOL CHEMICALS AND REAGENTS	10/20/2025	177.91
	SAL40832-1	POOL CHEMICALS AND REAGENTS	10/20/2025	177.91
Total LEISURE IN MONTANA INC:				355.82
LEROUX INC				
BOONE'S MACHINE & RENTAL	52935	13TH STREET C&G	08/07/2025	500.00

Secondary Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total LEROUX INC:				500.00
LOCAL GOVERNMENT LIABILITY POOL				
	16175	CLAIM AGAINST CITY - CLAIM ID 97	10/06/2025	4,022.50
Total LOCAL GOVERNMENT LIABILITY POOL:				4,022.50
MCGEE COMPANY				
	10512339-00	TOOLS	10/16/2025	115.09
Total MCGEE COMPANY:				115.09
MILLER, PAULA				
	13.0314.18	DEPOSIT REFUND	10/14/2025	407.25
Total MILLER, PAULA:				407.25
MOUNTAIN CONSTRUCTION COMPANY				
	6185	BOULDER BASIN ELECTRICAL PAVING	09/18/2025	8,124.40
	6185	CITY HALL SEWER REPAIR	09/18/2025	3,570.10
	6212	STREETS PATCHING	10/13/2025	2,124.20
Total MOUNTAIN CONSTRUCTION COMPANY:				13,818.70
NEBRASKA UNCLAIMED PROPERTY				
	102725	UNCLAIMED PROPERTY REMITTANCE	10/27/2025	104.30
Total NEBRASKA UNCLAIMED PROPERTY:				104.30
PARK COUNTY ANIMAL SHELTER				
	11012025	ANIMAL SERVICE CONTRACT	11/01/2025	4,166.67
Total PARK COUNTY ANIMAL SHELTER:				4,166.67
POMPS TIRE SERVICE INC				
	1780033618	H06	10/13/2025	6,024.96
	1780033618	B23	10/13/2025	429.58
	1780033618	K36, C02, C07	10/13/2025	3,673.12
	1780033618	B01	10/13/2025	734.48
Total POMPS TIRE SERVICE INC:				10,862.14
PRINT INC				
POWELL TRIBUNE	2388163	POSITION ADVERTISEMENT	10/21/2025	144.00
Total PRINT INC:				144.00
PYE-BARKER FIRE & SAFETY COMPANY				
MOUNTAIN ALARM	7198769	MOUTNAIN ALARM MONITORING	11/01/2025	191.13
MOUNTAIN ALARM	7198770	ALARM MONITORING	11/01/2025	100.07
MOUNTAIN ALARM	7198770	ALARM MONITORING	11/01/2025	100.06
Total PYE-BARKER FIRE & SAFETY COMPANY:				391.26
R & A SAFETY LLC				
	47650	RANDOM DRUG TESTING	10/15/2025	90.50
	47650	RANDOM DRUG TESTING	10/15/2025	90.50
	47692	RANDOM DRUG TESTING	10/21/2025	55.00
Total R & A SAFETY LLC:				236.00

Secondary Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
RILEY, KATHERINE				
	14.2280.31	DEPSOIT REFUND	10/27/2025	82.36
Total RILEY, KATHERINE:				82.36
ROBERSON, BENJAMIN G				
SQUAD ROOM EMBLEMS	0346	DEPARTMENT PATCHES	09/29/2025	1,206.00
Total ROBERSON, BENJAMIN G:				1,206.00
ROCKY MOUNTAIN POWER				
	101725	UTILITIES - ROCKY MTN POWER	10/17/2025	36.92
	101725	UTILITIES - ROCKY MTN POWER	10/17/2025	228.03
Total ROCKY MOUNTAIN POWER:				264.95
SPIERING, TAYLOR				
	14.7760.11	DEPOSIT REFUND	10/14/2025	144.58
Total SPIERING, TAYLOR:				144.58
STAPLES INC.				
STAPLES CONTRACT & COMMERCIAL	6033468237	OFFICE SUPPLES - PAPER	05/31/2025	15.63-
STAPLES CONTRACT & COMMERCIAL	6043966352	OFFICE SUPPLES - PAPER	09/30/2025	402.80
Total STAPLES INC.:				387.17
SYSTEMS GRAPHICS INC				
ADVANCED INFO SYSTEMS	16866	OUTSOURCE BILLS	10/24/2025	6.38
ADVANCED INFO SYSTEMS	16866	OUTSOURCE BILLS	10/24/2025	40.41
ADVANCED INFO SYSTEMS	16866	OUTSOURCE BILLS	10/24/2025	36.16
ADVANCED INFO SYSTEMS	16866	OUTSOURCE BILLS	10/24/2025	36.16
ADVANCED INFO SYSTEMS	16866	OUTSOURCE BILLS	10/24/2025	46.80
ADVANCED INFO SYSTEMS	16866	OUTSOURCE BILLS	10/24/2025	46.80
ADVANCED INFO SYSTEMS	16867	OUTSOURCE BILLS	10/24/2025	11.67
ADVANCED INFO SYSTEMS	16867	OUTSOURCE BILLS	10/24/2025	73.94
ADVANCED INFO SYSTEMS	16867	OUTSOURCE BILLS	10/24/2025	66.16
ADVANCED INFO SYSTEMS	16867	OUTSOURCE BILLS	10/24/2025	66.16
ADVANCED INFO SYSTEMS	16867	OUTSOURCE BILLS	10/24/2025	85.62
ADVANCED INFO SYSTEMS	16867	OUTSOURCE BILLS	10/24/2025	85.61
Total SYSTEMS GRAPHICS INC:				601.87
TAMBLYN, KELLY				
	206849	LODGING	10/08/2025	357.34
	206849	FUEL REIMBURSEMENT	10/08/2025	47.80
	206849	FUEL REIMBURSEMENT	10/08/2025	54.84
Total TAMBLYN, KELLY:				459.98
TEN POINT SALES & MARKETING LLC				
	33479	HYDRAULIC BREAKER AND BITS FOR VALVE EXERCISER	10/14/2025	3,575.00
Total TEN POINT SALES & MARKETING LLC:				3,575.00
TRAVELERS CL REMITTANCE CENTER				
	101325	CYBER INSURANCE PREMIUM	10/13/2025	18,163.00
	101325	CYBER INSURANCE PREMIUM	10/13/2025	530.00
	101325	CYBER INSURANCE PREMIUM	10/13/2025	461.00
	101325	CYBER INSURANCE PREMIUM	10/13/2025	953.00
	101325	CYBER INSURANCE PREMIUM	10/13/2025	1,692.00
	101325	CYBER INSURANCE PREMIUM	10/13/2025	2,208.00

Secondary Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
	101325	CYBER INSURANCE PREMIUM	10/13/2025	843.00
	101325	CYBER INSURANCE PREMIUM	10/13/2025	546.00
	101325	CYBER INSURANCE PREMIUM	10/13/2025	396.00
	101325	CYBER INSURANCE PREMIUM	10/13/2025	314.00
	101325	CYBER INSURANCE PREMIUM	10/13/2025	408.00
	101325	CYBER INSURANCE PREMIUM	10/13/2025	751.00
	101325	CYBER INSURANCE PREMIUM	10/13/2025	19.00
Total TRAVELERS CL REMITTANCE CENTER:				27,284.00
TUNDRA GENERAL CONTRACTORS LLC				
	9202295	WORK NEEDED FOR TCO	10/17/2025	144.06
Total TUNDRA GENERAL CONTRACTORS LLC:				144.06
WELLS FARGO COMMERICAL CARD				
	102325	Desktop sign stand	10/23/2025	8.99
	102325	brooms for custodial	10/23/2025	63.99
	102325	Ceiling Speaker Cover	10/23/2025	29.00
	102325	Trash Bags	10/23/2025	36.98
	102325	bolts	10/23/2025	7.88
	102325	Car Wash	10/23/2025	5.75
	102325	dust pan for custodial	10/23/2025	53.00
	102325	community CPR	10/23/2025	80.00
	102325	brooms for custodial	10/23/2025	54.85
	102325	trash bags	10/23/2025	35.98
	102325	marking paint	10/23/2025	157.76
	102325	marking paint	10/23/2025	157.76
	102325	ties for tagging	10/23/2025	90.08
	102325	Breakroom cleaning supplies	10/23/2025	3.99
	102325	hanging strips, tacks and misc screws	10/23/2025	28.96
	102325	Tyler payments test transaction	10/23/2025	1.00
	102325	Tyler payments test transaction	10/23/2025	1.00-
	102325	Tyler payments test transaction	10/23/2025	2.50
	102325	Tyler payments test transaction	10/23/2025	1.00
	102325	door kick down and wallplate	10/23/2025	8.78
	102325	flow meter returned	10/23/2025	200.54-
	102325	Tyler payments test transaction	10/23/2025	1.00
	102325	Tyler payments test transaction	10/23/2025	1.00
	102325	Tyler payments test transaction	10/23/2025	1.00
	102325	snow fence	10/23/2025	81.93
	102325	fr clothing	10/23/2025	398.89
	102325	Tyler payments test transaction	10/23/2025	2.50
	102325	Tyler payments test transaction	10/23/2025	1.00
	102325	Car Wash	10/23/2025	4.00
	102325	fasteners D13	10/23/2025	10.16
	102325	Tyler payments test transaction	10/23/2025	2.50
	102325	Tyler payments test transaction	10/23/2025	2.50
	102325	Tyler payments test transaction	10/23/2025	2.50
	102325	Tyler payments test transaction	10/23/2025	1.00-
	102325	Tyler payments test transaction	10/23/2025	1.00-
	102325	Utilities - City of Cody	10/23/2025	454.47
	102325	Utilities - City of Cody	10/23/2025	.49
	102325	Car Wash	10/23/2025	12.00
	102325	Tyler payments test transaction	10/23/2025	1.00-
	102325	Tyler payments test transaction	10/23/2025	2.50
	102325	procare for kidz programs	10/23/2025	129.00
	102325	Tyler payments test transaction	10/23/2025	1.00
	102325	wall plate for electrical outlet	10/23/2025	.79
	102325	C07 acuator	10/23/2025	14.47
	102325	test fee	10/23/2025	106.00
	102325	Halloween Carnival Prizes and supplies	10/23/2025	100.66
	102325	Snacks for ASAP	10/23/2025	13.58

Secondary Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
	102325	Swim suit dryer	10/23/2025	2,395.00
	102325	Split of the Putter Rack	10/23/2025	101.63
	102325	Split of the putter rack and new golf balls.	10/23/2025	149.37
	102325	boots	10/23/2025	159.99
	102325	fittings C08	10/23/2025	43.58
	102325	monthly subscription fee	10/23/2025	20.00
	102325	boots	10/23/2025	220.00
	102325	fittings C08	10/23/2025	23.54
	102325	welder parts	10/23/2025	115.05
	102325	ship DWSRF application	10/23/2025	94.44
	102325	meeting refreshments	10/23/2025	14.48
	102325	River Rafting for KOM (they charged a service fee when they weren't supposed to)	10/23/2025	721.00
	102325	Open AI Subscription	10/23/2025	20.00
	102325	computer network equipment	10/23/2025	399.99
	102325	UBiquiti computer equipment	10/23/2025	197.99
	102325	UBiquiti computer equipment	10/23/2025	26.34
	102325	wasp killer	10/23/2025	39.96
	102325	return fasteners	10/23/2025	120.19-
	102325	leads and joint compound	10/23/2025	28.98
	102325	Car Wash	10/23/2025	18.00
	102325	seat G07	10/23/2025	459.15
	102325	Airfare ICMA Conference	10/23/2025	622.96
	102325	Door Lock	10/23/2025	59.39
	102325	adobe software subscription	10/23/2025	263.88
	102325	curb riser pipe	10/23/2025	294.00
	102325	paper towels, air freshner	10/23/2025	76.89
	102325	notebooks	10/23/2025	11.15
	102325	brush G07	10/23/2025	2.28
	102325	Food for training	10/23/2025	14.71
	102325	shovels	10/23/2025	89.95
	102325	Food for training	10/23/2025	3.49
	102325	coat	10/23/2025	199.98
	102325	safety vests	10/23/2025	37.87
	102325	Coat	10/23/2025	199.98
	102325	fasteners	10/23/2025	16.49
	102325	antifreeze, diesel additive	10/23/2025	131.19
	102325	Jacket	10/23/2025	99.99
	102325	External drives for detectives	10/23/2025	173.94
	102325	uniform embroidery	10/23/2025	54.00
	102325	uniform embroidery	10/23/2025	78.00
	102325	rope, winterizer	10/23/2025	192.80
	102325	printer toners	10/23/2025	214.50
	102325	marking paint, antiseize	10/23/2025	92.24
	102325	Adobe software subscription	10/23/2025	1,800.00
	102325	Pumpkin Plunge	10/23/2025	4.13-
	102325	safety supplies	10/23/2025	21.25
	102325	lags,washers	10/23/2025	98.94
	102325	employee recognition	10/23/2025	118.00
	102325	Fasteners	10/23/2025	120.19
	102325	pins and washers	10/23/2025	64.00
	102325	printer toners	10/23/2025	82.06
	102325	Kleenex	10/23/2025	20.16
	102325	Sharpies and envelope sealers	10/23/2025	26.29
	102325	Kleenex	10/23/2025	34.63
	102325	TORCH AND BOTTLE	10/23/2025	65.98
	102325	Command Staff MS Office	10/23/2025	1,414.62
	102325	striker and blo gun	10/23/2025	23.48
	102325	resin and plug	10/23/2025	23.28
	102325	charge error	10/23/2025	7.68
	102325	pumpkin plunge	10/23/2025	412.88
	102325	filter B47	10/23/2025	5.36
	102325	filter A102 A15 A06 A30, lamps A22, belt A102, stabilizer A14	10/23/2025	183.74

Secondary Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
	102325	filters B23, water pump B33	10/23/2025	195.89
	102325	battery B16	10/23/2025	134.04
	102325	filter B11	10/23/2025	5.36
	102325	filter B11 F04 B40X, wipers D03 D14 D13 D15, shocks F04, battery F02	10/23/2025	624.24
	102325	cutter battery, lamps	10/23/2025	212.59
	102325	filters B05 B46 C01 C03	10/23/2025	90.73
	102325	filters B05 B46 C01 C03	10/23/2025	5.36
	102325	filter B08	10/23/2025	95.33
	102325	filters F01	10/23/2025	126.65
	102325	calculator - front desk staff	10/23/2025	62.91
	102325	park bench	10/23/2025	1,755.00
	102325	Flash drives	10/23/2025	306.31
	102325	paint A101	10/23/2025	23.98
	102325	lights in art league	10/23/2025	110.00
	102325	6" PIPE	10/23/2025	27.33
	102325	nozzle	10/23/2025	16.99
	102325	drinking water for water outage	10/23/2025	13.96
	102325	Car Wash	10/23/2025	12.00
	102325	furnace filters	10/23/2025	35.19
	102325	planners and cards	10/23/2025	15.38
	102325	planners and cards	10/23/2025	9.39
	102325	planners and cards	10/23/2025	9.39
	102325	planners and cards	10/23/2025	15.38
	102325	planners and cards	10/23/2025	9.38
	102325	utility knives	10/23/2025	43.98
	102325	Utilities - City of Cody	10/23/2025	3,337.93
	102325	Utilities - City of Cody	10/23/2025	8.55
	102325	Utilities - City of Cody	10/23/2025	1,225.35
	102325	Utilities - City of Cody	10/23/2025	13,042.17
	102325	Utilities - City of Cody	10/23/2025	45.48
	102325	Organizer for Desk	10/23/2025	120.75
	102325	epoxy adhesive	10/23/2025	8.99
	102325	Adobe Photo Software	10/23/2025	474.12
	102325	G06	10/23/2025	111.22-
	102325	spring assembly C06	10/23/2025	755.74
	102325	MEETING REFRESHMENTS	10/23/2025	14.48
	102325	pizza for halloween putt putt	10/23/2025	173.75
	102325	test fee	10/23/2025	106.00
	102325	Industrial	10/23/2025	57.42
	102325	Fuel to/from Training C09	10/23/2025	32.63
	102325	Car Wash	10/23/2025	13.00
	102325	Alr freshener	10/23/2025	25.95
	102325	Car wash	10/23/2025	11.00
	102325	Employee Recognition	10/23/2025	56.99
	102325	NAILS	10/23/2025	3.59
	102325	misc nuts and bolts	10/23/2025	.40
	102325	spray bottle	10/23/2025	4.99
	102325	C2 Storage	10/23/2025	1,112.04
	102325	D13 Plow	10/23/2025	502.57
	102325	penetrating oil	10/23/2025	18.99
	102325	D13	10/23/2025	116.31
	102325	ties	10/23/2025	27.94
	102325	Notebook divider tabs	10/23/2025	25.66
	102325	C09 to Training - C&C Instructor Recert	10/23/2025	330.00
	102325	Car Wash	10/23/2025	18.00
	102325	Uniforms	10/23/2025	80.00
	102325	Tools	10/23/2025	45.00
	102325	markers	10/23/2025	4.97
	102325	batteries, compressed air	10/23/2025	6.43
	102325	batteries, compressed air	10/23/2025	6.43
	102325	batteries, compressed air	10/23/2025	6.43
	102325	batteries, compressed air	10/23/2025	6.44

Secondary Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
	102325	dish soap	10/23/2025	2.49
	102325	dish soap	10/23/2025	2.49
	102325	dish soap	10/23/2025	2.49
	102325	dish soap	10/23/2025	2.47
	102325	floor cleaner	10/23/2025	9.52
	102325	floor cleaner	10/23/2025	9.52
	102325	Car wash	10/23/2025	12.00
	102325	batteries	10/23/2025	3.29
	102325	batteries	10/23/2025	3.29
	102325	CEO Magnets for Trailblazer	10/23/2025	104.99
	102325	Business Cards C09	10/23/2025	36.99
	102325	Step traction new offices	10/23/2025	269.82
	102325	floor cleaner	10/23/2025	.25
	102325	G06	10/23/2025	486.68
	102325	Employee Recognition	10/23/2025	92.78
	102325	Gas to/from WLEA for Training	10/23/2025	29.29
	102325	Printer ink	10/23/2025	104.55
	102325	Plumbing for cold plunge	10/23/2025	34.06
	102325	wireless mouse	10/23/2025	85.99
	102325	plumbing for cold plunge	10/23/2025	13.59
	102325	work boots	10/23/2025	180.00
	102325	CABLE	10/23/2025	267.79
	102325	meeting expenses	10/23/2025	30.95
	102325	batteries for Rec Center	10/23/2025	32.99
	102325	babysitting class supplies	10/23/2025	14.05
	102325	first aid supplies - tylenol	10/23/2025	4.97
	102325	WLEA for Training - Food	10/23/2025	71.54
	102325	Employee Recognition	10/23/2025	72.74
	102325	Employee Recognition	10/23/2025	145.50
	102325	WCBO Membership Fees	10/23/2025	181.28
	102325	flow control for pools	10/23/2025	200.54
	102325	straps and bolts for bathroom repairs at Chamber of Commerce	10/23/2025	8.67
	102325	drain cover for pool	10/23/2025	33.60
	102325	work shirts	10/23/2025	79.98
	102325	work shirt	10/23/2025	59.99
	102325	breakroom supplies	10/23/2025	37.14
	102325	WCBO Conference Member Fee	10/23/2025	51.90
	102325	Industrial	10/23/2025	20.61
	102325	A01	10/23/2025	167.23
	102325	GFOA Training - Capital Improvement Plan	10/23/2025	350.00
	102325	G06	10/23/2025	14.93
	102325	pumpkin plunge decorations	10/23/2025	29.00
	102325	adobe pro	10/23/2025	479.76
	102325	subscription - software	10/23/2025	59.88
	102325	G06	10/23/2025	13.64
	102325	G06	10/23/2025	14.93-
	102325	Repairs to washers and dryer	10/23/2025	379.60
	102325	Keenan boots	10/23/2025	195.00
	102325	Index Tabs	10/23/2025	8.79
	102325	Stain	10/23/2025	69.99
	102325	Tools	10/23/2025	79.98
	102325	meeting expenses	10/23/2025	44.73
	102325	Toner cartridges	10/23/2025	382.29
	102325	seal tape and valve for Chamber bathroom	10/23/2025	15.98
	102325	deburring tool and handle kit	10/23/2025	34.17
	102325	wax ring for reinstalling toilet	10/23/2025	17.99
	102325	Uniforms	10/23/2025	227.97
	102325	Cell phone	10/23/2025	44.08
	102325	Cell phones	10/23/2025	199.13
	102325	Cell phones	10/23/2025	88.16
	102325	Cell phones	10/23/2025	185.55
	102325	Cell phone	10/23/2025	61.85

Secondary Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
	102325	Cell phone	10/23/2025	44.08
	102325	Cell phones	10/23/2025	837.52
	102325	Air cards	10/23/2025	880.88
	102325	Snowbrush	10/23/2025	64.44
	102325	FIRST AID SUPPLIES	10/23/2025	217.89
	102325	headlamps	10/23/2025	39.98
	102325	pumpkin plunge supplies	10/23/2025	122.80
	102325	Risk Assessments	10/23/2025	386.58
	102325	burn jel	10/23/2025	23.62
	102325	Window Coverings	10/23/2025	11.69
	102325	Window Coverings	10/23/2025	11.69
	102325	Utilities - Verizon	10/23/2025	24.29
	102325	Utilities - Verizon	10/23/2025	137.91
	102325	Utilities - Verizon	10/23/2025	20.02
	102325	Utilities - Verizon	10/23/2025	38.42
	102325	Utilities - Verizon	10/23/2025	156.92
	102325	Utilities - Verizon	10/23/2025	20.02
	102325	Utilities - Verizon	10/23/2025	60.03
	102325	Utilities - Verizon	10/23/2025	96.86
	102325	Utilities - Verizon	10/23/2025	38.42
	102325	Utilities - Verizon	10/23/2025	252.16
	102325	Utilities - Verizon	10/23/2025	20.02
	102325	Utilities - Verizon	10/23/2025	38.42
	102325	Utilities - Verizon	10/23/2025	38.42
	102325	Utilities - Verizon	10/23/2025	45.90
	102325	Utilities - Verizon	10/23/2025	90.21
	102325	Utilities - Verizon	10/23/2025	12.54
	102325	Utilities - Verizon	10/23/2025	25.88
	102325	Utilities - Verizon	10/23/2025	66.47
	102325	Utilities - Verizon	10/23/2025	32.17
	102325	Utilities - Verizon	10/23/2025	26.67
	102325	Utilities - Verizon	10/23/2025	80.60
	102325	Utilities - Verizon	10/23/2025	50.57
	102325	Utilities - Verizon	10/23/2025	274.21
	102325	Utilities - Verizon	10/23/2025	194.13
	102325	Utilities - Verizon	10/23/2025	38.40
	102325	G18	10/23/2025	1,898.61
	102325	H06	10/23/2025	16.98
	102325	check valves	10/23/2025	957.76
	102325	Internal SSD	10/23/2025	320.46
	102325	bodyguard and bandages	10/23/2025	125.30
	102325	NASRO Conference	10/23/2025	550.00
	102325	supplies for KOM, ASAP and Childcare	10/23/2025	144.55
	102325	chairs for chair yoga	10/23/2025	521.80
	102325	Uniforms	10/23/2025	214.94
	102325	power strip	10/23/2025	12.77
	102325	parking lot light repairs	10/23/2025	778.30
	102325	repairs to electrical for swim suit dryer	10/23/2025	512.50
	102325	Uniforms	10/23/2025	189.94
	102325	Marketing / Drawing for members	10/23/2025	10.00
	102325	PENS/MARKERS	10/23/2025	9.85
	102325	BUG SPRAY	10/23/2025	15.14
	102325	TOILETRY SUPPLIES	10/23/2025	83.86
	102325	COFFEE,CUTTERY	10/23/2025	139.71
	102325	Uniforms	10/23/2025	154.95
	102325	tape measures	10/23/2025	53.98
	102325	Birch	10/23/2025	17.88
	102325	toner	10/23/2025	102.79
	102325	G04	10/23/2025	1,360.29
	102325	1 inch 90 degree elbow pvc pipe for hot tub	10/23/2025	2.49
	102325	pool chemicals	10/23/2025	82.50
	102325	pool chemicals	10/23/2025	82.50
	102325	ROW clearing	10/23/2025	1,750.00

Secondary Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
	102325	unions for hot tub	10/23/2025	269.29
	102325	Stain	10/23/2025	7.18
	102325	parts for septage water	10/23/2025	140.41
	102325	Supplies	10/23/2025	5.99
	102325	Utilities - City of Cody	10/23/2025	993.40
	102325	Cleaning	10/23/2025	52.97
	102325	Birch	10/23/2025	11.69
	102325	Utilities - City of Cody	10/23/2025	2,043.82
	102325	Utilities - City of Cody	10/23/2025	15.92
	102325	Utilities - City of Cody	10/23/2025	1,314.38
	102325	Utilities - City of Cody	10/23/2025	.29
	102325	Utilities - City of Cody	10/23/2025	583.53
	102325	Utilities - City of Cody	10/23/2025	356.86
	102325	Utilities - City of Cody	10/23/2025	404.92
	102325	Utilities - City of Cody	10/23/2025	1,147.67
	102325	Utilities - City of Cody	10/23/2025	319.38
	102325	Supplies	10/23/2025	53.98
	102325	Winter vehicle maintenance	10/23/2025	129.42
	102325	Safety	10/23/2025	180.00
	102325	Utilities - City of Cody	10/23/2025	4,880.95
	102325	Utilities - City of Cody	10/23/2025	229.01
	102325	Utilities - City of Cody	10/23/2025	225.56
	102325	Utilities - City of Cody	10/23/2025	326.00
	102325	Utilities - City of Cody	10/23/2025	16.69
	102325	Utilities - City of Cody	10/23/2025	16.69
	102325	Utilities - City of Cody	10/23/2025	825.85
	102325	Utilities - City of Cody	10/23/2025	16.69
	102325	Utilities - City of Cody	10/23/2025	145.62
	102325	Utilities - City of Cody	10/23/2025	16.69
	102325	Utilities - City of Cody	10/23/2025	52.95
	102325	Utilities - City of Cody	10/23/2025	16.69
	102325	Utilities - City of Cody	10/23/2025	1,360.08
	102325	Utilities - City of Cody	10/23/2025	1,360.08
	102325	Electrodes for AEDs	10/23/2025	2,088.00
	102325	meeting expenses	10/23/2025	22.62
	102325	Utilities - City of Cody	10/23/2025	1,060.13
	102325	Utilities - City of Cody	10/23/2025	989.41
	102325	Utilities - City of Cody	10/23/2025	1,073.51
	102325	Utilities - City of Cody	10/23/2025	16.70
	102325	Utilities - City of Cody	10/23/2025	18.19
	102325	Utilities - City of Cody	10/23/2025	8,291.01
	102325	Utilities - City of Cody	10/23/2025	8,289.44
	102325	Utilities - City of Cody	10/23/2025	37.88
	102325	Utilities - City of Cody	10/23/2025	10,320.18
	102325	Utilities - City of Cody	10/23/2025	15.52
	102325	GLASS DE-FOGGER WIPES	10/23/2025	33.59
	102325	first aid supplies - bandages	10/23/2025	40.96
	102325	Car wash	10/23/2025	12.00
	102325	Stain	10/23/2025	139.98
	102325	Wireless Keyboard for the back office	10/23/2025	18.99
	102325	nipple for aquatics water line	10/23/2025	1.79
	102325	gloves	10/23/2025	173.45
	102325	gloves	10/23/2025	173.45
	102325	Paul Stock benches	10/23/2025	13.00
	102325	safety vests	10/23/2025	29.78
	102325	File Folders for Planner	10/23/2025	20.08
	102325	Paul Stock benches	10/23/2025	36.99
	102325	LTAPRiverton	10/23/2025	225.00
	102325	galvanized parts	10/23/2025	59.75
	102325	file folders	10/23/2025	21.97
	102325	roof repairs glue on snow dams	10/23/2025	69.95
	102325	fuel B40X	10/23/2025	40.00
	102325	UA/Evidence to Lab	10/23/2025	6.39

Secondary Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
	102325	glue and calk gun for snow dams	10/23/2025	59.96
	102325	Wyoming Tree Academy	10/23/2025	59.23
	102325	custodial supplies	10/23/2025	567.54
	102325	custodial supplies	10/23/2025	567.54
	102325	custodial supplies	10/23/2025	567.54
	102325	custodial supplies	10/23/2025	874.50
	102325	snow conference meals	10/23/2025	205.14
	102325	repairs to boiler pump	10/23/2025	212.50
	102325	Wyoming Tree Academy	10/23/2025	220.00
	102325	Server Rm patch cable	10/23/2025	5.54
	102325	Car wash	10/23/2025	13.00
	102325	Washer and dryer \$1,000 charged to this card	10/23/2025	1,000.00
	102325	pre mix	10/23/2025	34.99
	102325	Disney for Kidz programs	10/23/2025	15.99
	102325	snow conference meals	10/23/2025	180.85
	102325	Annual subscription	10/23/2025	1,982.40
	102325	belt for HVAC exhaust motor. Charged to Ted, but them paid with card	10/23/2025	16.13
	102325	Wyoming Tree Academy, pending credit	10/23/2025	248.60
	102325	Car wash	10/23/2025	12.00
	102325	insulation board	10/23/2025	162.00
	102325	MEETING REFRESHMENTS	10/23/2025	8.99
	102325	washer and dryer. Partially paid for with Franklin's card	10/23/2025	968.00
	102325	fuel B40X	10/23/2025	33.93
	102325	Car wash	10/23/2025	11.00
	102325	Utilities - TCT	10/23/2025	136.40
	102325	Utilities - TCT	10/23/2025	98.29
	102325	Utilities - TCT	10/23/2025	1,759.22
	102325	Utilities - TCT	10/23/2025	120.45
	102325	Utilities - TCT	10/23/2025	212.05
	102325	Utilities - TCT	10/23/2025	572.47
	102325	Utilities - TCT	10/23/2025	572.47
	102325	Utilities - TCT	10/23/2025	66.45
	102325	Utilities - TCT	10/23/2025	98.29
	102325	Utilities - TCT	10/23/2025	212.05
	102325	Utilities - TCT	10/23/2025	160.00
	102325	Utilities - TCT	10/23/2025	218.47
	102325	Utilities - TCT	10/23/2025	98.35
	102325	Utilities - TCT	10/23/2025	101.31
	102325	Car wash	10/23/2025	11.00
	102325	Car wash	10/23/2025	18.00
	102325	BREAKER FOR E01	10/23/2025	19.33
	102325	snow conference meals	10/23/2025	115.02
	102325	fuel for WRPA Conference	10/23/2025	29.28
	102325	TAPE,BITS,CABLE CLEAN	10/23/2025	461.75
	102325	Stain	10/23/2025	139.98
	102325	E02	10/23/2025	251.04
	102325	fuel for WRPA	10/23/2025	54.42
	102325	BELL ENDS	10/23/2025	173.86
	102325	motels for WRPA	10/23/2025	545.00
	102325	motel for WRPA	10/23/2025	545.00
	102325	fuel for WRPA	10/23/2025	21.17
	102325	gloves	10/23/2025	51.96
	102325	Spotify for fitness classes	10/23/2025	19.99
	102325	UA/Evidence to Lab	10/23/2025	11.39
	102325	shirts	10/23/2025	84.96
	102325	Tools	10/23/2025	251.24
	102325	Shop tools	10/23/2025	36.62
	102325	fuel for WRPA	10/23/2025	18.65
	102325	Snow Conference Meals	10/23/2025	221.50
	102325	GOTO Software aka LOGMEIN	10/23/2025	1,406.68
	102325	GOTO Software aka LOGMEIN	10/23/2025	28.94
	102325	GOTO Software aka LOGMEIN	10/23/2025	89.55

Secondary Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
	102325	GOTO Software aka LOGMEIN	10/23/2025	137.07
	102325	GOTO Software aka LOGMEIN	10/23/2025	348.64
	102325	GOTO Software aka LOGMEIN	10/23/2025	333.12
	102325	GOTO Software aka LOGMEIN	10/23/2025	365.48
	102325	GOTO Software aka LOGMEIN	10/23/2025	264.76
	102325	GOTO Software aka LOGMEIN	10/23/2025	127.14
	102325	GOTO Software aka LOGMEIN	10/23/2025	101.29
	102325	GOTO Software aka LOGMEIN	10/23/2025	106.92
	102325	GOTO Software aka LOGMEIN	10/23/2025	208.22
	102325	GOTO Software aka LOGMEIN	10/23/2025	268.66
	102325	GOTO Software aka LOGMEIN	10/23/2025	33.78
	102325	Snow conference Vincent	10/23/2025	410.35
	102325	computers	10/23/2025	3,020.00
	102325	computers	10/23/2025	6,875.80
	102325	propane	10/23/2025	73.32
	102325	uniform shirts, sweatshirt	10/23/2025	204.94
	102325	Wyoming Tree Academy	10/23/2025	53.88
	102325	light bulb for Auditorium	10/23/2025	7.18
	102325	flux liquid, solder	10/23/2025	34.56
	102325	Snow conference Roberts	10/23/2025	410.35
	102325	Paint	10/23/2025	11.99
	102325	FUEL WINTER ADDITIVE	10/23/2025	233.70
	102325	Snow Conference Bud	10/23/2025	410.35
	102325	Fuel B40X	10/23/2025	45.87
	102325	Tac Team Repl Carriers	10/23/2025	4,357.20
	102325	snow conference lodging	10/23/2025	410.35
	102325	1st aid for Tiffini	10/23/2025	40.00
	102325	Community 1st aid CPR	10/23/2025	80.00
	102325	motel for WRPA	10/23/2025	109.00
	102325	Pre employment Drug Test	10/23/2025	90.50
	102325	UA/Evidence to Lab	10/23/2025	7.09
	102325	FUEL ADDITIVE	10/23/2025	64.96
	102325	fuel B40X	10/23/2025	41.96
	102325	motel for WRPA	10/23/2025	109.00
	102325	computers and laptops	10/23/2025	1,500.00
	102325	computers and laptops	10/23/2025	1,500.00
	102325	computers and laptops	10/23/2025	493.36
	102325	fuel for WRPA conference	10/23/2025	30.60
Total WELLS FARGO COMMERICAL CARD:				151,624.03
WEST PLAINS ENGINEERING				
	BU25002-0010	TASK ORDER #1 ELECTRIC COORDINATION AND ARC FLASH STUDY	10/26/2025	19,074.00
	BU25002-0010	TASK ORDER #1 ELECTRIC COORDINATION AND ARC FLASH STUDY	10/24/2025	10,809.31
Total WEST PLAINS ENGINEERING:				29,883.31
WILSON BROTHERS CONSTRUCTION INC				
	101025	Pay App 10 Tree Streets Waterline Replacement Project - Phase 1	10/10/2025	89,231.58
	101025	RETAINAGE 10 TREE STREETS WATERLINE PHASE 1	10/10/2025	4,461.58-
	101025.02	Pay App 5 Tree Streets Waterline Phase 2	10/10/2025	385,433.82
	101025.02	RETAINAGE 5 TREE STREETS WATERLINE PHASE 2	10/10/2025	19,271.69-
Total WILSON BROTHERS CONSTRUCTION INC:				450,932.13
WYOMING ASSOCIATION OF MUNICIPALITIES				
	18422	WINTER WAM CONFERENCE REGISTRATION	10/14/2025	810.00
	18422	WINTER WAM CONFERENCE REGISTRATION	10/14/2025	270.00
	18426	WINTER WAM CONFERENCE REGISTRATION	10/17/2025	270.00

Secondary Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total WYOMING ASSOCIATION OF MUNICIPALITIES:				1,350.00
WYOMING DEPARTMENT OF TRANSPORTATION				
WYDOT FINANCIAL SERVICES	0000154438	APPRAISAL FOR BIG HORN AVE PHB - TAP PROJECT	09/02/2025	991.70
WYDOT FINANCIAL SERVICES	0000154838	APPRAISAL FOR BIG HORN AVE PHB - TAP PROJECT	09/29/2025	848.79
Total WYOMING DEPARTMENT OF TRANSPORTATION:				1,840.49
WYOMING STATE TREASURER				
UNCLAIMED PROPERTY DIVISION	102725	Unclaimed Property Remittance	10/27/2025	5,648.05
Total WYOMING STATE TREASURER:				5,648.05
YELLOWSTONE ELECTRIC INC				
	43619	HOOK UP TEMP GENERATOR WEST LIFT STATION	10/06/2025	1,203.55
Total YELLOWSTONE ELECTRIC INC:				1,203.55
YELLOWSTONE REGIONAL AIRPORT				
	101625	REIMBURSEMENT FOR TAXES	10/16/2025	325.56
Total YELLOWSTONE REGIONAL AIRPORT:				325.56
Grand Totals:				965,836.81
Payroll totals 10/6-10/19				349,814.71
				1,315,651.52

Report Criteria:

Detail report.
Invoices with totals above \$0 included.
Paid and unpaid invoices included.
Invoice Detail.Input date = 10/28/2025
Invoice.Batch = {NOT LIKE} "1"

Meeting Date: November 4, 2025 Department: Administrative Services Staff Reference: Cindy Baker
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AGENDA ITEM SUMMARY REPORT

On behalf of the City of Cody Governing Body, we submit and cast our ballot for Jessica Weaver for the LGLP Board position that begins January 1, 2026.

PROPOSED ACTION:

On behalf of the City of Cody Governing Body, we submit and cast our ballot for Jessica Weaver for the LGLP Board position that begins January 1, 2026.

SUMMARY OF INFORMATION:

In accordance with the Local Government Liability Pool Rules and Regulations, Chapter II, Section 1, board members shall be elected from the participating local governmental entities. Each participating entity, through its governing body, shall be allowed one vote for each open position.

This year the LGLP Board has one (1) board position up for election – the “at large” member. The three-year term for this position begins January 1, 2026.

FISCAL IMPACT:

N/A

ATTACHMENTS:

1. lglp ballot

LOCAL GOVERNMENT LIABILITY POOL

In accordance with the Local Government Liability Pool Rules and Regulations, Chapter II, Section 1, board members shall be elected from the participating local governmental entities. Each participating entity, through its governing body, shall be allowed one vote for each open position.

This year the LGLP Board has one (1) board position up for election – the “at large” member. The three-year term for this position begins January 1, 2026.

The following are the three (3) nominations received by LGLP and accepted by the candidates for the election of the LGLP Board in alphabetical order.

Vote for one:

☐

Brad Basse

Brad Basse is the current Chairman of the LGLP Board. With 18 years of tenure on the Board, he is the longest serving member. He previously served for over 14 years as a Hot Springs County Commissioner, including as Chairman of the Board of Commissioners.

Brad graduated in 1985 from the University of Nebraska with a BS in Electrical Engineering and is a Master Electrician and President of JADECO Electric. He has extensive budgeting & financial skills, as well as human resources, safety & risk management, and a technical background. He currently serves as a Director for Big Horn Federal Savings Bank and Treasurer for the St. Paul Lutheran Church. He is also a member of the Thermopolis Rotary club, currently serving as the club secretary. He is also a member of the Board of Directors of the Gottsche Rehabilitation and Wellness Center in Thermopolis.

☐

Amy Miller

Amy Miller is a lifelong resident of Platte County growing up on her family ranch. She has a bachelor's degree in accounting from the University of Wyoming. After college, Amy returned to the ranch to be the accountant and ranch manager. Amy was a member of class 7 of the Wyoming Leadership, Education and Development in Agriculture. Amy has served on several boards, Platte County Weed & Pest, Wheatland REA, Platte County Fair Board, Town of Wheatland Planning and Zoning, Platte County Economic Development, Wyoming Farm Bureau Young Farmer and Rancher Committee and the Platte County Farm Bureau board. Amy is married and has 2 children.



Jessica Weaver

Jessica Weaver is a Wyoming business owner, Navy veteran, and Ranchester Town Council member with 15+ years in commercial insurance and governance. She founded and grew one of Wyoming's top-rated, independently owned, woman- and veteran-owned agencies, specializing in complex commercial property and flood risk with Iron Valley Insurance Group (formerly Weaver Insurance Agency).

Jessica previously served on the Wyoming Local Government Liability Pool (LGLP) Board and the Tongue River Valley Community Center Board and currently serves on the Sunlight Federal Credit Union Board (Secretary/Treasurer; Governance Chair). She is the founder of InsuranceGPTs.com and UniversalAIGovernance.com, developing AI tools that reduce E&O, improve underwriting precision, and strengthen integrity and compliance in enterprise AI.

Jessica brings fiduciary discipline, practical policy experience, and a collaborative, service-first approach to board work.

Name of entity submitting Ballot: _____

Name of person submitting Ballot: _____

Signature of person submitting Ballot: _____

Ballots must be submitted no later than December 16, 2025 @ 5:00 P.M.
We encourage email (lglp@lglp.net) or fax (307-638-1911).

Meeting Date: November 4, 2025 Department: Community Development Staff Reference: Jenny Cramer, Utana Dye
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AGENDA ITEM SUMMARY REPORT

Public Hearing on Ordinances 2025-29 Amending Title 10, Chapter 10, Article F, Section 6 Yards, Ordinance 2025-30 Amending Title 10, Chapter 10, Article F, Section 6 Buffer Zone, Ordinance 2025-31 Amending Title 10, Chapter 10, article F, Section 6 District Regulation, Ordinance 2025-32 Amending Title 10, Chapter 15, Section 8 of the Cody City Code Sign District.

PROPOSED ACTION:

To hear comments from the public

SUMMARY OF INFORMATION:

Though the Ordinance changes proposed and approved on 1st and 2nd reading are housekeeping items updating the zone verbiage to reflect going from A, AA etc to RR, R1, R2 etc. the zoning section of the Municipal Code does require a public hearing for any changes within this section.

FISCAL IMPACT:

ATTACHMENTS:

None

Meeting Date: November 4, 2025 Department: Administrative Services Staff Reference: Cindy Baker
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AGENDA ITEM SUMMARY REPORT

Cody Craft Brewing LLC, filed an application for a new winery permit in the office of the clerk of the City of Cody for the following described place: 1732 Sheridan Ave, Cody, WY 82414

PROPOSED ACTION:

Hear public comments on winery permit application

SUMMARY OF INFORMATION:

On October 8th, in the office of the City Clerk, an application was filed by Cody Craft Brewing LLC for a New Winery Permit to be located at 1732 Sheridan Ave. A public hearing notice was published in the Cody Enterprise on October 21st and 28th notifying citizens of the ability to comment on this permit at the November 4th Council Meeting at 7:00 p.m. or shortly thereafter.

FISCAL IMPACT:

N/A

ATTACHMENTS:

1. Public Hearing Doc

NOTICE OF APPLICATION FOR A
NEW WINERY PERMIT

Notice is hereby given that on the 8th day of October, 2025, Cody Craft Brewing LLC, filed an application for a new winery permit in the office of the clerk of the City of Cody for the following described place: 1732 Sheridan Ave, Cody, WY 82414, Protest if any there be, against the issuance of the winery permit will be heard at the hour of 7:00 pm, or as soon thereafter as practical, on the 4th of November in the Council Chambers of City Hall, 1338 Rumsey Avenue, Cody, Wyoming.

Date: October 8, 2025

Cynthia D. Baker
Administrative Services Officer

PUBLISH: October 21 & October 28, 2025

Meeting Date: November 4, 2025 Department: Administrative Services Staff Reference: Cindy Baker
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AGENDA ITEM SUMMARY REPORT

Consider approving the Application for a Winery Permit to Cody Craft Brewing.

PROPOSED ACTION:

Consider approving the Application for a Winery Permit to Cody Craft Brewing. Issuance contingent upon receipt of Federal TBB .

SUMMARY OF INFORMATION:

On October 8th, in the office of the City Clerk, an application was filed by Cody Craft Brewing LLC for a New Winery Permit to be located at 1732 Sheridan Ave. A public hearing notice was published in the Cody Enterprise on October 21st and 28th notifying citizens of the ability to comment on this permit at the November 4th Council Meeting at 7:00 p.m. or shortly thereafter.

The application was sent to the State Liquor Division and, as of the publication of the agenda, there is the need to provide a Federal TBB for said winery permit. There has been a delay in obtaining this due to the federal shutdown. However, the Governing Body can approve and the City Clerk will hold issuance contingent upon receipt of this document.

FISCAL IMPACT:

\$375.03 (prorated fee)

ATTACHMENTS:

1. application

ALL APPLICANTS MUST COMPLETE QUESTIONS 1-3**1. BUILDING OWNERSHIP: W.S. 12-4-103(a)(iii)**

Does the Applicant own or lease the licensed building?

- (a) The Applicant **OWNS** the licensed building. ☒ YES (own)
- (b) The Applicant **LEASES** the licensed building. ☐ YES (lease)

If the building is leased, attach a copy of the lease agreement and complete (i) through (iii) below:

- (i) The lease term expiration date is: ____/____/____; or, ☐ Does not expire / Automatically Renews.

Note: The lease term **MUST** continue at least through the term of the liquor license or permit.

- (ii) The lease term information is located on page(s) _____ paragraph(s) _____.

- (iii) Sales provision for alcoholic or malt beverages: located, on page(s) _____ paragraph(s) _____.

Note: The lease **MUST** contain a provision specifically allowing the **SALE OF ALCOHOLIC or MALT BEVERAGES**.

- (c) **RENEWAL ONLY:** The lease is current and on file with the Licensing Authority. ☐ YES ☐ NO

- (i) If NO to (c), attach a copy of the current lease agreement and complete 1.(b), (i) through (iii)

2. LIQUOR BUSINESS CONTROL: W.S. 12-4-601(b)

- (a) To operate the liquor business, has the business or license/permit been assigned, leased, transferred or contracted with any other person (entity) to operate and assert total or partial control of the license or permit or the licensed building? ☐ YES ☒ NO

- (b) If the answer was YES to 2(a) above, attach a written explanation and copies of any documents in connection there within.

3. INTEREST IN LICENSE OR PERMIT: W.S. 12-5-401, 12-5-402, 12-5-403

Does any alcohol manufacturer, brewer, rectifier, wholesaler, or through a subsidiary affiliate, officer, director or member of any such firm:

- (a) Hold any interest in the license/permit applied for? ☐ YES ☒ NO
- (b) Furnish by way of loan or any other money or financial assistance for purposes hereof in the business? ☐ YES ☒ NO
- (c) Furnish, give, rent or loan any equipment, fixtures, interior decorations or signs other than standard brewery or manufacturer's signs? ☐ YES ☒ NO
- (d) If the answer was YES to any of the above questions, attach a written explanation and copies of any documents in connection there within.

QUESTIONS 4-16 AND SIGNATURE PAGE: COMPLETED BY THE APPLICANT AS APPLICABLE**4. RETAIL LIQUOR LICENSE-COMMERCIAL SERVICE AIRPORTS ONLY: W.S. 12-4-201(m)**

- (a) Will food and beverage services be contracted or subcontracted? ☐ YES ☐ NO
- (i) If YES, is a copy of the food and beverage contract or lease attached? ☐ YES ☐ NO
- (ii) **RENEWAL ONLY:** The contract or subcontract is current and on file with the Licensing Authority. ☐ YES ☐ NO
- (iii) If NO to (a) (ii), attach a copy of the current contract or subcontract.

5. BAR AND GRILL LICENSE OR RESTAURANT LIQUOR LICENSE ONLY: 12-4-413(a) / W.S. 12-4-407(a)Is a copy of the valid food service permit or the approved permit application attached? ☐ YES ☐ NO**6. RESTAURANT LIQUOR LICENSE-RENEWAL ONLY: W.S. 12-4-407(a) / W.S. 12-4-408**

- (a) Gross sales figures and percentages of income derived from:
- | | | |
|---------------------------------|-----------------------|----------------------|
| (Line 1) Liquor Sales: | \$ _____ | (_____) % |
| (Line 2) Food Sales: | \$ _____ | (_____) % |
| (Line 1 + Line 2 must = Line 3) | (Line 3) Gross Sales: | \$ _____ (_____) % |

7. BAR AND GRILL LICENSE LIQUOR LICENSE-RENEWAL ONLY: W.S. 12-4-413(a) / W.S. 12-4-413(h),(j),(k)

- (a) Gross sales figures and percentages of income derived from:
- | | | |
|--|-----------------------|----------------------|
| (Line 1) Liquor Sales: | \$ _____ | (_____) % |
| (Line 2) Food Sales: | \$ _____ | (_____) % |
| (Line 3) Entertainment Sales: | \$ _____ | (_____) % |
| (Line 1 + Line 2 + Line 3 must = Line 4) | (Line 4) Gross Sales: | \$ _____ (_____) % |

8. RESORT LIQUOR LICENSE: W.S. 12-4-401 through W.S. 12-4-405**Does the resort complex:**

- (a) Have an actual valuation of at least one million dollars, or have committed or expended not less than one million dollars (\$1,000,000.00) on the complex, excluding the value of the land? W.S. 12-4-401(b)(i) ☐ YES ☐ NO
- (b) Include a restaurant and a convention facility; a convention facility that will seat at least one hundred (100) persons? W.S. 12-4-401(b)(ii) ☐ YES ☐ NO
- (c) Include motel, hotel or privately owned condominium, town house or home accommodations approved for short term occupancy with at least one hundred (100) sleeping rooms? W.S. 12-4-401(b)(iii) ☐ YES ☐ NO
- (d) If no on question (c), have a ski resort facility open to the general public in which has been committed or expended not less than 10 million dollars (\$10,000,000.00) on the facility? W.S. 12-4-401(b)(iv) ☐ YES ☐ NO
- (e) Will food and beverage services be contracted or subcontracted? W.S. 12-4-403(b) ☐ YES ☐ NO
- (i) If YES to (e), attach a copy of the contract or subcontract.
- (ii) **RENEWAL ONLY:** The contract or subcontract is current and on file with the Licensing Authority. ☐ YES ☐ NO
- (iii) If NO to (e) (ii), attach a copy of the current contract or subcontract.

9. RESORT HOTEL LIQUOR LICENSE: W.S. 12-4-416 / W.S. 12-4-403 through W.S. 12-4-405**Does the resort hotel:**

- (a) Have an actual valuation of at least five million dollars, or have committed or expended at least five million dollars (\$5,000,000.00) on the complex, excluding the value of the land? W.S. 12-4-416(b)(i) ☐ YES ☐ NO
- (b) Include a full-service restaurant? W.S. 12-4-416(b)(ii) ☐ YES ☐ NO
- (c) Include not less than twenty (20) sleeping rooms for short-term occupancy? W.S. 12-4-416(b)(iii) ☐ YES ☐ NO
- (d) Provide dining services to guest rooms for not less than twelve (12) hours each day? W.S. 12-4-416(b)(iv) ☐ YES ☐ NO
- (e) Provide facilities to accommodate business meetings for not less than fifty (50) participants? W.S. 12-4-416(b)(v) ☐ YES ☐ NO
- (f) Will food and beverage services be contracted or subcontracted? W.S. 12-4-403(b) ☐ YES ☐ NO
- (i) If YES to (f), attach a copy of the contract or subcontract.
- (ii) **RENEWAL ONLY:** The contract or subcontract is current and on file with the Licensing Authority. ☐ YES ☐ NO
- (iii) If NO to (f) (ii), attach a copy of the current contract or subcontract.

10. MICROBREWERY PERMIT:**WHOLESALE DISTRIBUTION: W.S. 12-2-201(a)**

- (a) Will or does the microbrewery at this location self-distribute its products or distribute through a licensed wholesaler? ☐ YES ☐ NO
- If YES to (a); contact the Wyoming Liquor Division for further information.
- RENEWAL ONLY: PRODUCTION REQUIREMENTS: W.S. 12-1-101(a)(xix)**
- (b) **Malt Beverage Production**
- Minimum barrel production required for the current license term: **50.00**
- (i) Barrels produced to date for the current license term: _____
- (ii) Variance: _____
- (c) Will the microbrewery at this location have produced at least 50 barrels (1,550 gallons) but less than 50,000 barrels (1,550,000 gallons) by the end of the current license term as required by law? ☐ YES ☐ NO
- (i) If NO to (c), attach a written explanation.

11. LIMITED RETAIL (CLUB) LIQUOR LICENSE: FRATERNAL CLUBS W.S. 12-1-101(a)(iii)(B)

- (a) Has the fraternal organization been actively operating in at least thirty-six (36) states? ☐ YES ☐ NO
- (b) Has the fraternal organization been actively in existence for at least twenty (20) years? ☐ YES ☐ NO

12. LIMITED RETAIL (CLUB) LIQUOR LICENSE: VETERANS CLUBS W.S. 12-1-101(a)(iii)(A)

- (a) Does the Veteran's organization hold a charter by the Congress of the United States? ☐ YES ☐ NO
- (b) Is the membership of the Veteran's organization comprised only of Veterans and its duly organized auxiliary? ☐ YES ☐ NO

13. LIMITED RETAIL (CLUB) LIQUOR LICENSE: GOLF CLUBS W.S. 12-1-101(a)(iii)(D) / W.S. 12-4-301(e)

- (a) Does the golf club have more than fifty (50) bona fide members? ☐ YES ☐ NO
- (b) Does the Applicant, maintain, or operate a bona fide golf course together with a clubhouse? ☐ YES ☐ NO
- (c) Is the Applicant a Political Subdivision of the state that owns, maintains, or operates this golf course? ☐ YES ☐ NO
- (i) Will food and beverage services be contracted or subcontracted? W.S. 12-4-301(e) ☐ YES ☐ NO
- (ii) If YES, is a copy of the food and beverage contract or lease attached? ☐ YES ☐ NO
- (iii) **RENEWAL ONLY:** The contract or subcontract is current and on file with the Licensing Authority. ☐ YES ☐ NO
- (iv) If NO to (c) (iii), attach a copy of the current contract or subcontract.

14. LIMITED RETAIL (CLUB) LIQUOR LICENSE: SOCIAL CLUBS W.S. 12-1-101(a)(II)(E) / W.S. 12-4-301(b)

- (a) Does the club have more than one hundred (100) bona fide members who are residents of the county in which the club is located? ☐ YES ☐ NO
- (b) Is the club incorporated and operating solely as a nonprofit organization under the laws of this state? ☐ YES ☐ NO
- (c) Is the club qualified as a tax-exempt organization under the Internal Revenue Service? ☐ YES ☐ NO
- (d) Has the club been in continuous operation for a period of not less than one (1) year? ☐ YES ☐ NO
- (e) Has the club received twenty-five dollars (\$25.00) from each bona fide member as recorded by the secretary of the club and are club members at the time of this application in good standing by having paid at least one (1) full year in dues? ☐ YES ☐ NO
- (f) Does the club hold quarterly meetings and have an actively engaged membership carrying out the objectives of the club? ☐ YES ☐ NO
- (g) Is a true copy of the club bylaws attached to this application? ☐ YES ☐ NO
- (h) Has at least fifty one percent (51%) of the membership signed a petition indicating a desire to secure a Limited Retail Liquor License? (Petition(s) Attached) ☐ YES ☐ NO
- (i) If YES to (h), attach a copy of the Petition(s).

15. For Applicants Filing As: Individual, General Partnership, Political Subdivision, Organization or Other: W.S. 12-4-102(a)(ii) & (iii)

Each individual, partner or officer (as applicable) listed below must complete all of the information below.

(If more information is required, list on a separate piece of paper and attach to this application.)

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip DO NOT LIST PO BOXES	Residence Phone Number	Have you been a DOMICILED resident for at least 1 year and not claimed residence in any other state in the last year?	Have you been convicted within the previous 10 years of:	
					Any Felony under Wyoming law?	Any Violation under Wyoming law relating to the sale or manufacture of Alcoholic Liquor or Malt Beverages?
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐

16. For Applicants Filing As: Corporation (INC), Limited Company (LC), Limited Liability Company (LLC), Limited Liability Partnership (LLP) or Limited Partnership (LP): W.S. 12-4-102(a)(iv) & (v)

- (a) Is the Applicant Registered and Active with the Wyoming Secretary of State as required per W.S. 12-4-103(a)(x) or as otherwise required by Wyoming state laws? ☒ YES ☐ NO ☐ NOT APPLICABLE

List below: Each Officer, Director, stockholder, legal entity or member holding, either jointly or severally, ten percent (10%) or more of the outstanding and issued capital stock or ownership of the corporation, limited liability company, limited liability partnership, or limited partnership.

Each Officer, Director or LLC member listed below must complete all of the information below.

(If more information is required, list on a separate piece of paper and attach to this application.)

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip DO NOT LIST PO BOXES	Residence Phone Number	No. of Years in Corp or LLC	% of Corporate Stock or Ownership Held	Have you been convicted within the previous 10 years of:	
						Any Felony under Wyoming law?	Any Violation under Wyoming law relating to the sale or manufacture of Alcoholic Liquor or Malt Beverages?
PATRICK B WALKER	1/18/79	1314 Alpine Ave Cody WY 82414	307 250-3748	6	51	YES ☐ NO ☒	YES ☐ NO ☒
JENNIFER S. WALKER	6/1/74	1314 Alpine Ave Cody WY 82414	307 250-3377	6	49	YES ☐ NO ☒	YES ☐ NO ☒
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐

REQUIRED ATTACHMENTS:

FILING FOR: NEW, OR ANY TYPE OF TRANSFER

- ☒ A statement indicating the financial condition and financial stability of the Applicant. W.S. 12-4-102(a)(vi).
- ☐ If Filing For a Transfer of Ownership: Attach a form of assignment from the current licensee assigning the current license or permit to the new Applicant. W.S. 12-4-601(b).
- ☐ A copy of any lease agreement(s). W.S. 12-4-103(a)(iii)
- ☐ Bar & Grill and Restaurant liquor license Applicants: Attach a copy of the current Food Service Permit or the approved permit application for the Applicant and for the licensed building location. 12-4-413(a) / W.S. 12-4-407(a)
- ☐ If food and beverage services will be contracted or subcontracted attach a copy of the contract or lease agreement. W.S. 12-4-201(m) / W.S. 12-4-301(e) / W.S. 12-4-403(b)
- ☐ If filing for a Limited Retail Liquor License, operating as a Golf Club or Social Club, attach a copy of the club's bylaws including membership criteria. W.S. 12-4-301(c)
- ☒ If filing for a Microbrewery Permit or Winery Permit: Attach a copy of the approved Federal TTB Permit.
- ☒ If a current licensee is filing for a new, different license or permit: Attach a statement indicating the status of the current license or permit if the new license or permit is approved.

FILING FOR: RENEWAL

- ☐ A copy of any new or updated lease agreement(s) if not currently on file with the Licensing Authority. W.S. 12-4-103(a)(iii)
- ☐ Bar & Grill and Restaurant liquor license Applicants: Attach a copy of the current Food Service Permit or the approved permit application for the Applicant and for the licensed building location. 12-4-413(a) / W.S. 12-4-407(a)
- ☐ If food and beverage services will be contracted or subcontracted attach a copy of the contract or lease agreement if the agreement on file with the Licensing Authority is not current. W.S. 12-4-201(m) / W.S. 12-4-301(e) / W.S. 12-4-403(b)

OATH OR VERIFICATION W.S. 12-4-102(b)

Requires signatures by:

ALL Individuals, **ALL** Partners, **ONE (1)** LLC Member, or **TWO (2)** Corporate Officers or Directors except that if all the stock of the corporation is owned by **ONE (1)** individual then that individual may sign and verify the application upon his oath, or **ONE (1)** Officer or Director, or Member of an Organization or Association.

Any individual who signs the application must also be listed on Question 15 or Question 16 as applicable or additional documentation must be provided confirming legal authority to sign the application on behalf of the Applicant.

Under penalty of perjury, and the possible revocation or cancellation of the license, I swear the above stated facts, are true and accurate.

STATE OF WYOMING)
COUNTY OF Perk) SS.

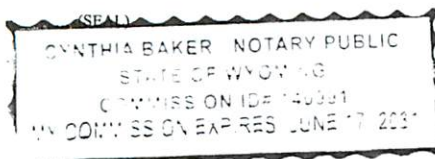
Signed and sworn to before me on this 8 day of Oct, 2025 that the facts alleged in the foregoing instrument are true by the following:

1) <u>[Signature]</u> (Signature)	<u>P. BROWN WALKER</u> (Printed Name)	<u>OWNER</u> Title
2) _____ (Signature)	_____ (Printed Name)	_____ Title
3) _____ (Signature)	_____ (Printed Name)	_____ Title
4) _____ (Signature)	_____ (Printed Name)	_____ Title
5) _____ (Signature)	_____ (Printed Name)	_____ Title

Witness my hand and official seal:

[Signature]
Signature of Notary Public

My commission expires: 6/17/2031





FIRST BANK
OF WYOMING
DIVISION OF GLACIER BANK

October 9, 2025

Cindy Baker
Administrative Services Officer
City of Cody

Dear Cindy,

Please accept this letter as confirmation that Cody Craft Brewing, LLC has demand deposit accounts at my financial institution, First Bank of Wyoming, a Division of Glacier Bank. They are in good standing, and Cody Craft Brewing, LLC has no instances of unacceptable account activity.

If you care to discuss this letter, please contact me via any means. I can be reached by phone at: 307-764-3940, or via email at: chopkin@gofirstbank.com.

Respectfully,

Chad Vincent Hopkin
Vice President
Branch Manager

LICENSE EFFECTIVE:

8/1/2025

LICENSE EXPIRES:

7/31/2026



CODY CRAFT BREWING LLC

CODY CRAFT BREWING

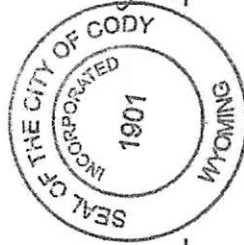
MICROBREWERY PERMIT WITH AUTHORITY TO DISTRIBUTE

With this license, the governing body of CITY OF CODY hereby acknowledges the fee of \$ 500.00 has been paid and authorizes the licensee CODY CRAFT BREWING LLC to sell MALT BEVERAGES ONLY under this MICROBREWERY PERMIT WITH AUTHORITY TO DISTRIBUTE in accordance with all laws prescribed under Title 12 within the licensed building described as follows:

1732 SHERIDAN AVE

CODY, WY 82414

Special Statutory Provisions (none if blank):




City Clerk of Cody, Wyoming


Mayor of Cody, Wyoming



DEPARTMENT OF THE TREASURY
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU (TTB)
BREWER'S NOTICE

Brewery's Section

1. This is notice serial number	2. The notice date is 09/02/2020
3. Our brewery's name is CODY CRAFT BREWING, LLC	
4. Our trade name is DBA: CODY CRAFT BREWING, LLC	
5. Our business address is 1314 ALPINE AVE, CODY, WY 82414 (Number and Street) (City) (County) (State) (Zip Code)	
6. Our brewery location is 1732 SHERIDAN AVE CODY, WY 82414 (Number and Street) (City) (County) (State) (Zip Code)	
7. Our main contact person is Jennifer Walker TTB can reach me at 307-250-3377 (Phone Number)	(Name)

Brewery Description

8. Our phone number at the brewery is	9. Our E-mail Address is jen@codycraftbrewing.com
10. Our brewery operates as a: ☐ Brewery ☒ Brewpub (You must complete items 19 and 20.) ☐ Pilot Brewing Plant	
11. We are a: (check one only) ☐ Sole Proprietorship ☐ Partnership ☐ Corporation ☒ Limited Liability Company ☐ Limited Partnership	
12a. Our employer identification number is: (for example: 12-3456789) 84-1806701	
12b. Title to premises and equipment (list names and addresses of owner of land or buildings, or if any other mortgage or encumbrance on the land or buildings of the brewery).	

(See Attached)

13. Brewer's Business Day <u>12:00 PM</u> (List only if different than 12:00 am through 11:59pm.)
14. We are filing this notice to: ☒ give TTB our original notice that we intend to engage in the business of producing beer. ☐ amend our previously approved original notice (Registry No. _____) for the following reason(s): ☐ add or delete (circle one) a trade or operating name (attach registration, if your state requires, of new trade or operating name) . List new trade names(s) in Item 4 or on a separate sheet of paper. List deleted trade name(s) on a separate sheet of paper. ☐ show a change in brewery premises (attach description of change) . ☐ make changes in officers, directors, members, stock, or interest distribution (attach description of change; you must file personnel questionnaires for new personnel and any new person owning 10% or more of total stock) . ☐ discontinuance of business as of: (date) _____ ☐ other _____
15. A. We are ☐ or are not ☒ members of a controlled group of breweries. (List all breweries with shared ownership on a separate sheet of paper.) B. If you are a member, will the controlled group of breweries produce more than 60,000 but less than 2,000,000 barrels of beer per year? (if so, describe how the reduced rate of tax will be apportioned among brewery members in the controlled group.)
16. The Internal Revenue Code (IRC) provides that if you produce not more than 2,000,000 barrels per year, you are entitled to a reduced rate of tax on your first 60,000 barrels. What is your estimated production in barrels per year? (check one) ☐ More than 2,000,000 barrels per year. We are not entitled to the reduced rate. ☐ More than 60,000 barrels per year, but not more than 2,000,000 barrels per year. We are entitled to the reduced tax rate on our first 60,000 barrels removed for consumption or sale. ☒ Not more than 60,000 barrels per year. We are entitled to the reduced tax rate on all beer removed for consumption or sale.

Signing Authority For Corporate Officials

17. I am ☐ or am not ☒ required to furnish a bond under 27 CFR 25.91. I am not required to furnish a bond only if all of the following are true: I will withdraw beer for deferred payment of tax under 27 CFR 25.164, I was liable for not more than \$50,000 in beer taxes in the preceding calendar year, and I reasonably expect to be liable for not more than \$50,000 in such taxes during the current calendar year.

18. We held our board meeting with (check one)

☐ Directors ☐ Trustees ☐ Managers ☐ Governors Date of Meeting _____

We authorize the following corporate officials, employees, or incumbents of the listed offices to execute all documents and to do all acts for us in dealing with the Alcohol and Tobacco Tax and Trade Bureau. (You must impress your corporate seal. If you do not have one, two witnesses must sign.)

By the authority of our board, I certify that this authorization is true and complete.

Title: _____

Title: _____

Corporate Seal:

Title: _____

Title: _____

Title: _____

Title: _____

Witness: _____

Witness: _____

Brewpub Applicant Information (If you are a brewpub, you must complete this section.)

19. We are a brewpub. Our entire business location is the brewery premises. We understand that by initialing these boxes, we acknowledge that:

- ☒ a. We must separate the brewery operations (non-public area) from the public area of the brewery premises by an adequate partition. Access to the brewery operations must be restricted to authorized visitors and employees only.
- ☒ b. The serving tanks as noted on our attached diagram are our tax-determined beer tanks. These tanks have a working capacity of approximately 7 barrels/kegs and are accurately calibrated with appropriate measuring devices.
- ☒ c. We must transfer beer ready for consumption or sale from our fermenters into an empty tax-determination tank for measurement by the approved measuring device. We will make prompt and accurate records of these transactions to determine tax due.
- ☐ 20. We plan to sell retail liquors other than beer. We must file a special occupational tax registration as a retailer before we start these sales.

Attachment Section

21. You must make attachments to complete an original notice. You may also need additional information for an amended notice.

Check all the blocks here for your attachments for this notice. For original Brewer's Notices, you must attach all documents for your type of business organization. For amended Brewer's Notices, some forms are mandatory, while others may be optional.

- | | |
|---|---|
| ☐ Articles of Incorporation/Organization (Corporations/LLCs) | ☐ Personnel Questionnaires (for all owners/officers/directors/partners/members/stockholders of over 10%) |
| ☐ Trade Name Registrations (if required by state) | ☐ By-Laws (Corporations/LLCs) |
| ☐ Certificate to Transact Business in a Foreign State (if applicable) | ☐ Partnership Agreement |
| ☐ Power of Attorney (TTB F 5000.8, or Corporate Resolution) | ☐ Environmental Information (TTB F 5000.29) |
| ☐ Diagram (or Plat/Plan) with dimensions of the brewery | ☒ Diagram for Brewpub as required |
| ☐ Legal description of the Brewery | ☐ Statement Describing the Security at the Brewery |
| ☐ Supplemental Information on Water Quality Considerations (TTB F 5000.30) | |
| ☐ Other _____ | |

All statements and documents are part of this notice. Under penalties of perjury, I declare that I have examined this notice and all attachments and to the best of my knowledge and belief they are true, correct, and complete.

22. Signature of Authorized Person

Date

23. Printed or Typed Name and Title

Jennifer Walker

Mail this completed package with all attachments to:

Director, National Revenue Center, 550 Main St, Ste 8002, Cincinnati, OH 45202-5215

TTB Section - For TTB Use Only

This Notice is:

☒ Approved ☐ Not Approved

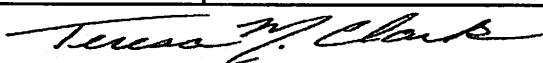
Effective Date:

10/09/2020

Approval Date:

10/09/2020

Director, National Revenue Center



Registry Number:

BR-WY-21044

General Instructions

1. Where do I send my application?

File this form with TTB at this address: Director
National Revenue Center
550 Main St, Ste 8002
Cincinnati, OH 45202-5215

2. When may I start Brewing? You may not operate your brewery until we approve your Brewer's Notice (including all attachments) and your Brewer's Bond (if a bond is required under 27 CFR 25.91).

3. When must I file a Brewer's Notice? You must file this form:

- To start business at your brewery premises;
- To amend or supplement information you previously submitted or;
- In connection with a new bond.

4. Do I need to file any other documents with the Brewer's Notice? You must file the attachments this form requires. Also, we may require you to furnish any additional information we find necessary to protect revenue and insure collection of taxes.

5. What happens if I do not complete this notice? We will return your notice to you for correction if it is not completed in accordance with these instructions or does not include all of the required information and documents. If you do not complete the notice you may not produce or package beer.

6. What items do I need to complete on this notice? You must complete all items on this notice that apply to your business, regardless of the purpose for which you are filing.

7. How long must I keep my copy of this notice? At your brewery you must keep available for TTB inspection during your normal business hours:

- Your most recently approved Brewer's Notice and
- All attachments and documents that provide current and complete information of this form.

Specific Instructions

Item 1. What serial number do I use? Serially number each notice. Begin with No. 1 for the first notice and continue in sequence for each amendment or supplemental notice you file after you start business.

Item 2. What is the notice date? The date that you submit this notice for approval.

Item 3. What is my brewery's name?

If you are....	Then your name is....
An individual	Your name, followed by "sole owner" and the name you use to operate
A partnership	The name of each partner followed by the name you use to operate
A limited partnership (LP)	The name of your LP
A corporation or limited liability corporation (LLC)	The corporation or LLC name and, if different, the name you use to operate

Item 4. What if I use a trade name? You must list all trade names you use to do business or to package beer. Approval of a trade name does not necessarily constitute approval as a brand name for labeling purposes. Submit your requests for brand names to the Alcohol Labeling and Formulation Division on an Application for and Certificate/Exemption of Label/Bottle Approval, TTB F 5100.31. If your State requires you to register your trade name, you must submit a copy of the State trade name registration.

Item 5. What is our business address? Your business address may be different than the actual location of the brewery. Your business address is where you receive mail deliveries and you conduct office activity. You must include the county of this address.

Item 6. What is our brewery location? Your brewery location is where you actually brew your beer.

Item 7. Who may be a contact person? Your contact person must be someone who has authority to speak or write to any of our officers regarding any aspect of your brewing operations. You must file with us a signing authority or power of attorney for this person.

Item 15. What information must I provide if I am a member of a controlled brewery group?

1. A controlled brewery group is a group of breweries that share common ownership or controlled interest. Controlled groups of breweries include groups where:
 - (a) one brewery owns controlling interest in the other brewery or
 - (b) there is a common ownership in the controlling interest in each brewery
2. If you are a member of a controlled group of breweries and you intend to transfer beer between breweries without payment of tax, you must:
 - (a) give the name and principal business address of each of the other breweries; and
 - (b) state whether condition 1.(a) or condition 1.(b) applies. If condition 1.(a) applies, state which brewery owns controlling interest in the other and the percentage of that interest. If condition 1.(b) applies, give the name and principal business address of the person owning controlling interest in both breweries and state the percentage of interest in each brewery.
3. If you are a member of a controlled group of breweries and the total production of all breweries in the controlled group is less than 2,000,000 barrels of beer per year, you may be eligible to pay tax at the reduced rate. You must:
 - (a) give the name and principal business address of each of the other breweries;
 - (b) provide a list to allocate the reduced tax for 60,000 barrels between the members of the controlled group; and
 - (c) state whether condition 1.(a) or condition 1.(b) applies, if condition 1.(a) applies, state which brewery owns controlling interest in the other and the percentage of that interest. If condition 1.(b) applies, give the name and principal business address of the person owning controlling interest in both breweries and state the percentage of interest in each brewery.

Item 18. Who may sign for my corporation? You may indicate signature authority in two ways.

- **By corporate office:** In item 18 you may list the corporate offices or employees whose incumbents may sign for your corporation. Check the box that indicates how your board authorized these officers to sign. Include the date of the meeting. List the offices by title. Attach your corporate seal. These authorities remain with the office when you change personnel in that office.
- **By name:** you may authorize specific individuals to sign by executing a power of attorney (*use TTB F 5000.8*) or a signing authority for corporate officials (*use TTB F 5100.1*). You may limit these authorities to specific actions. For instance, you may grant a signing authority limited to monthly reports.

Item 19. When must I initial the brewpub information? Operating as a brewpub means that you will not be bottling beer but rather that you will be dispensing beer only from serving tanks. If this is the case, then you must initial each box and provide tank capacity to demonstrate that you understand special considerations for operating taverns on brewery premises.

Item 21. What are the attachments for my type of business? Follow these instructions. You must attach the organizational information and documents we require for your type of business.

If you are a....	Then you must file....
Sole proprietor	- A list with the name and address of each person who holds an interest in the brewery, whether the interest appears in the name of the interested party or in the name of another for that party.
Partnership	- A copy of (1) articles of partnership or association, if any; or (2) the certificate of partnership or association if required to be filed by any State, county, or municipality. - A list with the name and address of each person who holds an interest in the brewery, whether the interest appears in the name of the interested party or in the name of another for that party.
Corporation	- A copy of the corporation charter or of the certificate of corporate existence or incorporation. - A list with the name, address, and title of each officer and director. - Copies of extracts or digests of minutes of meetings of the board of directors authorizing certain individuals to sign for the corporation. - A statement showing the number of shares of stock (or other evidence of ownership) authorized and outstanding and the voting rights of the respective owners. - A list with the names and addresses of all persons having a voting interest of 10 percent or more in the corporation whether the interest appears in the name of the interested party or in the name of another person. For each person listed, show the amount of the stockholding or other interest.

- May I refer to information that I filed for another operation?** If you have already filed information with us, you may incorporate that information by reference if that information is complete and accurate. You may, instead of resubmitting that information, provide a statement that:
 - identifies the other premises by operating name, type (*brewery, winery, etc.*), and location (*city and State*); and
 - specifies which organizational information and documents are being incorporated. You must attach all organizational information and documents you do not incorporate by reference.
- What must I keep available for TTB inspection?** You must keep available for our inspection the originals of the corporate documents we require under item 21 of this notice and certain other corporate documents (*articles of incorporation, bylaws, State certificates authorizing the brewer to operate in the State where located*). Each brewer's notice filed by multi-plant brewers must state, as part of the response to item 21, the location where we may inspect these original corporate documents.

Item 22. Who is the "authorized person" who must sign this notice? These are the persons authorized to sign this notice:

If you are a....	Then you must file....
Sole proprietor	- signed by the sole owner or - an empowered attorney-in-fact.
Partnership	- signed by all partners, or - a partner authorized to sign on behalf of all of the partners, or - an empowered attorney-in-fact
Corporation	- executed in the corporate name, followed by the signature and title of a person authorized to act for the corporation

Paperwork Reduction Act Notice

This request is in accordance with the Paperwork Reduction Act of 1995. We use this information collection to determine your identity as a brewer, the location and extent of your brewery premises, and whether your brewery operations conform with Federal laws and regulations. The information we request is required for you to obtain or retain a benefit and is mandatory by law (26 U.S.C. 5401(a)).

We estimate the average burden associated with this collection of information is 3 hours per respondent or recordkeeper, depending on your individual circumstances. Address your comments concerning the accuracy of this burden estimate and suggestions to reduce this burden to: Reports Management Officer, Regulations and Rulings Division, Alcohol and Tobacco Tax and Trade Bureau, 1310 G Street, NW., Box 12, Washington, DC 20005.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a current, valid OMB control number.

Privacy Act Information

We provide this information to comply with Section 3 of the Privacy Act of 1974 (5 U.S.C. 552a(e)(3)):

1. **What is TTB's authority to ask for this information?** We require this information under the authority of 26 U.S.C. 5401(a). You must disclose this information to obtain authority to conduct brewing operations.
2. **What is the purpose for this information collection?** You provide this information to give TTB notice of your intention to establish a brewery, so that we may identify you as a brewer, and to identify your brewery location and processes.
3. **How does TTB routinely use this information?** We use this information to make determinations for the purposes described in paragraph 2. Also, we may disclose the information to other Federal, State, foreign, and local law enforcement and regulatory agency personnel to verify information on the form where such disclosure is not prohibited by law. We may disclose the information to the Justice Department if it appears that the furnishing of false information may constitute a violation of Federal law. Finally, we may disclose the information to members of the public in order to verify information on the form where such disclosure is not prohibited by law.
4. **What is the effect of my not supplying the information TTB requests?** If you fail to supply complete information then we will delay processing and may disapprove or deny your application.

ATTACHMENT TO BREWER'S NOTICE

Item 4: Our Trade Name is:

OTHER PURPOSE FOR WHICH FILED:

Item 12: Title to premises and equipment (list names and addresses of owner of land or buildings, or if any other mortgage or encumbrance on the land or buildings of the brewery).

Does the applicant own the land or building comprising the brewery?

Yes

☒

No

☐

If yes, please provide us with the name and address of any mortgagee, or other person who has a claim on the land or buildings comprising the brewery. If there is no mortgagee, or other claim on the land or buildings, please enter "Not Applicable"

N/A

If no, please provide us with the name/address of the owner of the land or buildings comprising the brewery, and of any mortgagee, or other claim on the land or buildings comprising the brewery

Item 15B: If you produce more than 60,000 but less than 2,000,000 barrels you would qualify for the reduced rate on the first 60,000 barrels. Give the allotted barrels for each location at the reduced rate.

MEMBERS OF CONTROLLED GROUP

Item 17: We authorize the following corporate officials, employees, or incumbents of the listed offices to execute all documents and to do all acts for us in dealing with the Alcohol and Tobacco Tax and Trade Bureau. (You must impress your corporate seal. If you do not have one, two witnesses must sign.)

Applies to All Permits	Yes
Authority Granted by	Name
First Name	Patrick
Last Name	Walker
Title	Member
Title if Other	

Applies to All Permits	Yes
Authority Granted by	Name
First Name	Jennifer
Last Name	Walker
Title	Member
Title if Other	

Describe the entire tract of land by using directions and distances:

Trueblood sub. lots 8,9, and 10 blk 1. Front of building faces Sheridan Ave, setback from road approx. 30 yds, location: 44.525758, -109.053155

Describe the brewery premises.

The Brewery consist of one building. Approximately 5,000 sq/ft, with brewhouse located in rear of premise where beer will be stored and brewing operations will be conducted. There are. 5 total doors for establishment, and window count currently at 7 with remodel to add additional windows and garage doors.

If a brewpub, you must identify the portion of the brewery which will be operated as a tavern by providing the boundaries of the tavern.

95' x 30' area set up as brewpub area. Roughly the front 2/3 of building.

You must identify areas of the brewery which are accessible to the public and areas which are not.

Public access will only be allowed in the Brewpub area. Public access will not be allowed in the 30' x 75' brewing area. Publicly accessible: taproom/tasting room, bathrooms. Non-public accessible: brewhouse (unless during guided tour), offices.

Describe security measures to be used to segregate public areas from non-public areas.

Doors, partitions, video surveillance.

Describe in detail the method to be used for measuring beer for the purpose of tax determination. Identify the tanks which will periodically contain tax-determined beer, and any other areas where tax-determined beer will be.

Beer will be measured in Flow meters to measure taxable beer moving into brite tanks. These brite tanks will contain the tax determined beer.

Provide description of the brewery security. Brewery building must be arranged and constructed to give adequate protection to the revenue. Describe locks, access to the brewery and how un-taxpaid goods will be protected during and after business hours

Video surveillance, locks, alarm system and reinforced doors.

Description of Non-Contiguous Locations

Meeting Date: November 4, 2025 Department: Administrative Services Staff Reference: Cindy Baker
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AGENDA ITEM SUMMARY REPORT

Consider appointing Tim Hopkins to the Yellowstone Regional Airport Board for a two-year term (1/1/2026-12/31-2027) and Heather Mortensen for a three-year term (1/1/2026-12/31/2028).

PROPOSED ACTION:

Consider appointing Tim Hopkins to the Yellowstone Regional Airport Board for a two-year term (1/1/2026-12/31-2027) and Heather Mortensen for a three-year term (1/1/2026-12/31/2028).

SUMMARY OF INFORMATION:

The Governing Body held interviews for the board positions for the Yellowstone Regional Airport on Monday, October 27th at 5:30 p.m. The appointments being considered are due to one board member resigning, leaving two years of the original term for appointment. The other appointment is to consider an appointment for the current three-year term ending 12/31/2025.

FISCAL IMPACT:

N/A

ATTACHMENTS:

None

Meeting Date: November 4, 2025 Department: Administrative Services Staff Reference: Cindy Baker
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AGENDA ITEM SUMMARY REPORT

Consider appointing Dan Shein and Erin Welty to a three-year term for the Planning, Zoning and Adjustment Board (1/1/2026-12/31/2028)

PROPOSED ACTION:

Consider appointing Dan Shein and Erin Welty to a three-year term for the Planning, Zoning and Adjustment Board (1/1/2026-12/31/2028)

SUMMARY OF INFORMATION:

The Governing Body held interviews for the board positions for the Planning, Zoning and Adjustment Board on Monday, October 27th at 5:30 p.m. These appointments being considered are for the current three-year term ending 12/31/2025.

FISCAL IMPACT:

N/A

ATTACHMENTS:

None

Meeting Date: November 4, 2025 Department: Administrative Services Staff Reference: Cindy Baker
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AGENDA ITEM SUMMARY REPORT

Consider a request from Yellowstone Beverages, LLC for a one-year extension from March 17, 2026 to March 16, 2027 to become operational for the retail liquor license issued for the location of 1234 Sheridan Ave.

PROPOSED ACTION:

Consider a request from Yellowstone Beverages, LLC for a one-year extension from March 17, 2026 to March 16, 2027 to become operational for the retail liquor license issued for the location of 1234 Sheridan Ave.

SUMMARY OF INFORMATION:

On March 18th, the Governing Body approved the transfer of ownership and location of a retail liquor license from Michelle Prevost 1128 12th Street to Yellowstone Beverages LLC, located at 1234 Sheridan Ave. This transfer was approved, and the license was in a non-operational status as said structure did not exist. At the time of the transfer, it was noted that in order for the license to convert to operational status and the applicant to receive the license, a temporary or permanent certificate of occupancy had to be issued by the City of Cody Building Inspector for the first floor on or before March 17, 2026.

At this time, Colin Simpson, representing the applicants, has submitted a letter to the City of Cody requesting a one-year extension from March 17, 2026, to March 16, 2027, to begin operations for the retail liquor license. State Statute 12-4-103(a)(iv) does allow the applicant to request an extension upon a showing of good cause by the licensee and for an additional period of not to exceed one (1) year, the local licensing authority (City Council) may extend the time period in which the business or enterprise of the licensee is required to become operational or open for business. In the letter submitted, it indicates that the delays are due to delays in obtaining and installing a specialized exterior window system designed by Reynaers Window Company. They believe these unavoidable delays constitute "good cause" for the City Council to extend the required operational status deadline to March 16, 2027.

FISCAL IMPACT:

N/A

ATTACHMENTS:

1. Extension Request

October 6, 2025

Cody City Council

Attn: City Clerk

PO Box 2200

Cody, WY 82414

HAND DELIVERED ONLY

RE: Yellowstone Beverages, LLC's Request for One-Year Extension to Begin Operations for the Liquor License at 1234 Sheridan Ave.

Dear Board:

Yellowstone Beverages, LLC, is hereby requesting a one-year extension from March 17, 2026 to March 16, 2027 to begin operations for the Liquor License at 1234 Sheridan Ave. Transfer of the location of the Michele Prevost dba Proprietress Retail Liquor License to Yellowstone Beverages, LLC was approved by the City Council on March 18, 2025. The minutes note that the transfer would be in a non-operating status and issuance to operating status would require the issuance of a certificate of occupancy.

Yellowstone Beverages, LLC had believed that phase 1 of the project would be able to obtain certificate of occupancy (COO) by the end of 2025 or in January 2026 and be operational on the first floor of the building no later than end of February 2026. The 2nd and 3rd floors by the end of 2026. At the time the COO is obtained, the City would then provide this document to the Liquor Division for concurrence and issue a license noting active status for a period ending July 31, 2026, as which time Yellowstone Beverages, LLC would be required to meet the definition of operational – “open to the public on a weekly basis”. In essence, Yellowstone Beverages, LLC would need to be in an operational status within one (1) year from the original issuance (March 2025).

Attached as **Exhibit A** is a letter from Sletten Construction Company explaining why there are unavoidable delays with the 1234 Sheridan project that will take Yellowstone Beverages past the required start date for operations for the liquor license. The delays are due to delays in obtaining and installing specialized exterior window system designed by Reynaers Window Company. We believe these unavoidable delays constitute “good cause” for the City Council to extend the required operational status deadline to March 16, 2027.

Pursuant to W.S. 12-4-103(a)(iv);

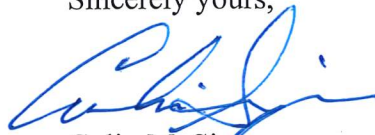
(a) A license or permit authorized by this title shall not be held by, issued or transferred to:

(iv) Any licensee who fails to demonstrate that his licensed alcoholic or malt beverage enterprise will be operational in a planned but not physically functional building within one (1) year after a license or permit has been issued or transferred, or if holding a license, fails to open his business in a functional building within one (1) year after license issuance or transfer and remain operational thereafter. **Upon a showing of good cause by the licensee and for an additional period of not to exceed one (1) year, the local licensing authority may extend the time period in which the business or enterprise of the licensee is required to become operational or open for business pursuant to this paragraph.** Any license or permit in violation of this paragraph shall not be renewed by the local licensing authority and once the enterprise is operational or open for business, no licensee shall be eligible to repeat the grace periods made available by this paragraph without the consent of the local licensing authority due to extraordinary circumstances. For purposes of this paragraph "remain operational" means operational consecutively, in any license term year, for twelve (12) months or for not less than three (3) months if determined by the local licensing authority to be a seasonal operation."

Yellowstone Beverages would like this issue to be added to the City Council meeting agenda for the City Council meeting on Tuesday, October 21, or as soon as possible thereafter.

Thank you for your consideration of this extension request.

Sincerely yours,



Colin M. Simpson

CC: Client
Scott Kolpitzke, Cody City Attorney with Attachment (Via Email Only)



BUILDERS FOR LIFE

307.527.6515 | jgriffith@sletteninc.com
3225 Big Horn Ave Cody, WY 82414

September 8, 2025

Mr. Frank Givens
The Collier Group
911 12th Street
Cody, WY 82414

RE: The Yellowstone Building Completion

Mr. Givens,

This letter is confirming lead times, delivery dates, installation dates, and completion dates for the 1st Floor of the Yellowstone Building, located at 1234 Sheridan Avenue in Downtown Cody. As we have discussed, the most challenging component of enclosing the building is the procurement and installation of the exterior window system.

Due to the desire to have a high-performing building envelope, the design team has specified utilizing an exterior window system designed by Reynaers Window Company (www.reynaers.us). While this company has a presence in North Carolina, it is headquartered in Belgium. The manufacturing of the aluminum and glass components of this system will take place overseas and be assembled in Montana before delivery to the project. Sletten has made every effort to find a comparable window system that meets the same performance criteria as the window system designed by Reynaers Window Company. Unfortunately, no other window system meets the performance criteria of Reynaers Window Company. The performance criteria that I speak of includes, but is not limited to, weathertightness, longevity, thermal insulating value and aesthetics. For the long-term life of this building, the window system designed by Reynaers Window Company is the best solution for this project.

Currently the material for these window assemblies are scheduled to arrive in the United States during the month of December. Fabrication of the window assemblies will take place once the materials have arrived. Sletten anticipates that the fabricated window assemblies will arrive on-site in late January. Installation of the window assemblies should begin in early February. Installation will take approximately 6 to 8 weeks.

Please note that certain construction activities cannot take place until the window system is fully installed. The construction activities that cannot proceed until the window system is fully installed include, but are not limited to, wood flooring installation, drywall installation, painting, finish work, mechanical start-up, building commissioning, and more. Sletten does not expect the first floor of the building to be completed prior to April 15th.

Sletten is working to expedite the production and shipping of the raw material. I will keep you posted if there are any improvements to this schedule. If you have any additional questions, please feel free to contact me directly.

www.slettencompanies.com



BUILDERS FOR LIFE

307.527.6515 | jgriffith@sletteninc.com
3225 Big Horn Ave Cody, WY 82414

Sincerely,

John Griffith, LEED AP
Sletten Construction Company
Vice-President
jgriffith@sletteninc.com
307-258-9778

Meeting Date: November 4, 2025 Department: Community Development Staff Reference: Jenny Cramer

AGENDA ITEM SUMMARY REPORT
ORDINANCE 2025-27 THIRD AND FINAL READING
AN ORDINANCE AMENDING TITLE 11, CHAPTER 7, SECTION 9: PLANNED UNIT
DEVELOPMENT APPLICATION AND REVIEW PROCEDURES:

PROPOSED ACTION:

Approve Ordinance 2025-27 Third and Final Reading

SUMMARY OF INFORMATION:

Ordinance 2025-27 – PUD Application and Review Procedures

This ordinance amends Title 11, Chapter 7, Section 9 of the Cody City Code to correct a procedural error assigning application and review authority for Planned Unit Developments (PUDs). Authority previously and incorrectly granted to the Public Works Director is reassigned to the Community Development Director. The ordinance outlines concept plan reviews, application requirements, and a comprehensive list of review factors including design, utilities, and traffic

FISCAL IMPACT:

None

ATTACHMENTS:

1. 2025-27 third reading version

ORDINANCE NO. 2025-27

AN ORDINANCE AMENDING TITLE 11, CHAPTER 7, SECTION 9: PLANNED UNIT DEVELOPMENT APPLICATION AND REVIEW PROCEDURES:

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF CODY, PARK COUNTY, WYOMING:

Title 11 Chapter 3, Section 9: PUD Application and review procedures, of the City of Cody Code, shall be amended as follows:

11-7-9: PUD Application and Review procedures: Approval of a PUD shall consist of three (3) procedural steps:

A. Concept Plan Review and obtaining PUD Designation: This is an opportunity for applicants to discuss requirements, standards and policies that apply to the proposed development and to identify major problems so that they can be resolved before a formal application is made. An initial discussion shall take place with the applicant, the Community Development Director, and other appropriate City Departments representatives regarding the applicant's conceptual proposal and any requirements, standards or policies that may apply. The general concept of the proposed PUD, presented as graphic sketch plans, shall be submitted by the applicant for review. The Community Development Director shall furnish the applicant with written comments regarding the conference. Applicants are required to present conceptual plans to the Planning, Zoning and Adjustment Board. The Planning, Zoning and Adjustment Board must designate the proposed subdivision as a PUD before being reviewed under this section.

B. Submittal: A description of the proposed PUD must be submitted and shall contain:

1. A written explanation of the objectives to be achieved by the PUD;
2. A written statement of the scope of the proposed development to include:
 - a. Architectural theme;
 - b. Uses of single-family and multi-family dwellings, townhouses, condominiums, commercial structures, and other proposed uses;
 - c. Approximate size and number of lots;
 - d. Availability of adequate or provision of adequate utilities, including raw water;
 - e. Availability of adequate or provision of adequate new streets; and
 - f. Statement of compatibility of proposed PUD with adjacent land uses;
3. A graphic sketch plan describing the land uses to be permitted within each area;
4. A common area landscaping concept graphically illustrating the location and character of, common area, recreational amenities, pathways and other proposed site improvements; and
5. A proposed phasing plan.

C. Preliminary Plan Approval:

1. Application: Upon completion of the concept plan review, an application for preliminary plan review approval may be filed with the Community Development Department. Submittal of sufficient information to permit review of the land use relationships, densities, the type, size and location of the principal design elements of the PUD by the Planning, Zoning and Adjustment Board. A PUD that will be developed in phases must submit either a preliminary plan for all phases or else submit a plan for the initial phase or phases and submit development guidelines for all subsequent phases. For unique circumstances or for proposals containing only one principal use, the Community Development Director may permit the application for a final plan to be concurrent with the preliminary plan application.
2. Information Required: All information required shall be submitted to the Community Development Department. All submissions shall include:
 - a. All applicable data required by the subdivision regulations of the city;
 - b. All applicable information required by appendix 1 (site plans), appendix 2 (traffic impact analysis), appendix 3 (landscape and common area plan), appendix 4 (master utility plan), appendix 5 (drainage study and site detention plan), appendix 6 (common area maintenance plan), and appendix 7 (PUD

design objectives review forms);

c. A list of abutting landowners of record and their addresses from the county assessor's office;

d. A description of uses and activities proposed within each area, including the following:

(1) The type, sizes and mixture of dwelling units;

(2) The acreage or square footage of each use, including parking, roadways, easements, rights of way and recreational areas;

(3) The number of off-street parking spaces;

(4) Any other applicable restrictions, such as building setbacks, structural height limits, access, grades or widths of roads;

(5) The overall density for the entire PUD, as well as the ratio of common area in areas to be developed, stated on a percentage basis, including the number of square feet;

(6) A written statement by a registered professional engineer, which shall describe the following:

(A) The proposed method and arrangement for connection to the municipal water system, and the projected usage and needs;

(B) The proposed method and arrangement for connecting to the municipal sewer system, and the projected usage and needs;

(C) The soil, geological, and groundwater conditions of the site and the manner in which storm drainage will be handled; and

(D) The manner in which raw water or irrigation water will be provided;

e. If the PUD is to be developed in phases, a description of each phase and an estimated date of completion for each phase. Any substantial change or alteration in the design of the PUD or completion schedule will require the owner to submit an amended plan in compliance with the most current rules and regulations adopted by the city; and

f. The applicant shall provide an estimate of water consumption and amount of sanitary sewer discharge based on the proposed land use plan.

D. Review: The Community Development Director and Public Works Director will provide recommendations to the Planning, Zoning and Adjustment Board and to the City Council as to the compatibility and suitability of a project based upon the evidence submitted by the applicant. The design objectives review forms (appendix 7) will be used in evaluating all PUD applications. The following shall be considered:

1. Interrelationship of the proposed PUD to conditions on and off the property;

2. Conformance to the city master plan;

3. Traffic and parking impacts;

4. Land use;

5. Pedestrian and vehicular ingress and egress;

6. Architectural design and neighborhood compatibility;

7. Landscaping and neighborhood compatibility;

8. Utilities;

9. Site drainage;

10. Common area;

11. Grading;

12. Conformance to the PUD regulations; and

13. Other related matters.

E. Roads:

1. PUDs may contain private drives built to private standards for access to the buildings on site. In this instance all roadways must be dedicated easements for access of owners, visitors, law enforcement and fire and emergency vehicles;

2. All PUDs with private roadways shall set up a homeowners' association and assessment schedule for maintenance fees, to be reviewed by the community development department and recorded with the final plat;

3. PUDs with lots sold to individuals shall be encouraged to dedicate and must construct public roads that meet city standards. The city will accept dedication of the roads and maintain these in accordance with city policy for all public roadways. Roads are not considered part of required common area.

F. Hearing: The Planning, Zoning and Adjustment Board shall hold a public hearing on the preliminary plan at a regularly scheduled meeting with recommendations passed on to the City Council. The Planning, Zoning and adjustment Board shall recommend approval, conditional approval or denial. (Ord. 2001-16)

This Ordinance shall become effective at the final passage and publication in the Cody Enterprise as required by law.

PASSED ON FIRST READING: 10/7/2025

PASSED ON SECOND READING: 10/21/2025

PASSED ON THIRD READING: _____

ATTEST:

Lee Ann Rieter, Mayor

Cynthia D. Baker
Administrative Services Director

Meeting Date: November 4, 2025 Department: Community Development Staff Reference: Jenny Cramer

AGENDA ITEM SUMMARY REPORT
ORDINANCE 2025-28 THIRD AND FINAL READING
AN ORDINANCE AMENDING TITLE 11, CHAPTER 7,
SECTION 10: FINAL PLAN REVIEW AND APPROVAL:

PROPOSED ACTION:

Approve Ordinance 2025-28 Third and Final Reading

SUMMARY OF INFORMATION:

Ordinance 2025-28 – PUD Final Plan Review and Approval

Ordinance 2025-28 updates Title 11, Chapter 7, Section 10 of the Cody City Code to align the final plan review process for PUDs with current departmental responsibilities. It provides procedures for application timing, review considerations, phasing, and thresholds for major and minor plan adjustments. It clarifies that the Community Development Department oversees minor adjustments and outlines when a full review is required by the Planning, Zoning, and Adjustment Board.

FISCAL IMPACT:

None

ATTACHMENTS:

1. 2025-28 Third Reading

ORDINANCE NO. 2025-28

AN ORDINANCE AMENDING TITLE 11, CHAPTER 7, SECTION 10: FINAL PLAN REVIEW AND APPROVAL:

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF CODY, PARK COUNTY, WYOMING:

Title 11 Chapter 3, Section 10: PUD Application and review procedures, of the City of Cody Code, shall be amended as follows:

11-7-10: FINAL PLAN REVIEW AND APPROVAL:

A. Application: Upon approval or conditional approval of a preliminary plan by the Planning, Zoning and Adjustment Board, an application for a final plan approval may be submitted. A final application must be submitted within one year of preliminary approval.

B. Review: The final plan must be in compliance with the approved preliminary plan and shall be reviewed and approved by the Planning, Zoning and Adjustment Board and City Council following existing procedures as established in the city subdivision regulations. The following shall be considered:

1. The final plan does not change the general use or character of the approved preliminary plan;
2. The final plan does not increase the number of residential dwelling units by more than ten percent (10%) from the preliminary plan;
3. The final plan does not decrease the common area provided on the preliminary plan by more than five percent (5%) from the preliminary plan or below the minimum common area requirements; and
4. The final plan complies with the intent of the city master plan.

C. Approval: The Planning, Zoning and Adjustment Board shall recommend approval, disapproval or approval with additional conditions. The proposed PUD may be approved only if all of the following findings are made:

1. The proposed project substantially achieves the stated purposes (as applicable) of this section, and that it is an appropriate and legitimate application of the PUD process; and
2. The proposed project is in substantial compliance with all applicable standards and criteria of this section; and
3. The proposed project substantially meets the character objectives of preservation or enhancement of the zoning district and neighborhood in which it is to be located. Projects which are found to be out of scale and character with their surroundings will not be approved; and
4. Streets and intersections serving the project must be adequate to the size and scale of the project. The safety of motorists, pedestrians and cyclists will not be jeopardized; and
5. The density and distribution of population resulting from the project will not overburden schools, parks, utilities, or other public services; and
6. All adverse impacts associated with the proposed project are effectively mitigated to the extent possible.

D. Phasing: Phasing of development and associated public and private improvements is permitted, subject to an approved phasing schedule. If a PUD is intended to be developed over time in two (2) or more separate phases, application for approval of a phased planned unit development shall follow procedures established for concept plan review as outlined in this title. After concept plan review is completed, phased PUDs may be proposed in accordance with one of two (2) procedures:

1. Application For Simultaneous Approval of All Phases of the PUD: Where all phases of a PUD are planned in detail, an application for approval of all phases may be made. In such cases, preliminary plans and all required supplemental information shall clearly set forth phased development boundaries, schedules and other details pertaining to the phasing of the project.

Upon approval of the preliminary plan for all phases of the PUD, each phase of the development may occur in accordance with the review and approval procedures

for final plans as specified in this title.

2. Application For Approval of an Initial Phase of The PUD with Subsequent Phases Master Planned: Where the applicant wishes to gain preliminary and final approval for the initial phase of a PUD, and further wishes to gain master plan approval for subsequent phases of the PUD, preliminary and final plan review and approval procedures for the initial phase shall be followed in accordance with this title. A master plan for the remaining phases of the development shall be provided for review and approval.

E. Minor Adjustments: Minor adjustments to an approved PUD plan may be made and approved administratively, in writing, by the community development department at the time a building permit is issued by the building department. Minor adjustments are those changes which may affect the precise dimension of buildings and the siting of buildings, but which do not affect the basic character, use or arrangement of buildings, or the basic design, density or common area requirements of the development.

F. Major Adjustments: Major adjustments are those that substantially alter the character, use or arrangement of buildings, or the basic design, density or common area of the development. When, in the opinion of the Community Development Director, any proposed change or adjustment constitutes a major adjustment, no building permit shall be issued without a review of an amended PUD by the Planning, Zoning and Adjustment Board and approval by the City Council. Major adjustments from the final plan shall be defined as follows:

1. A change in the character of the development;
2. An increase of greater than one percent (1%) in the approved number of dwelling units;
3. An increase of greater than two percent (2%) in the improved gross leasable floor areas of retail, service, office and/or industrial buildings;
4. A reduction by greater than two percent (2%) in the approved common area, but not to be below the minimum common area requirements;
5. A change in the location and placement of buildings;
6. An increase in the problems relating to traffic circulation and public utilities;
7. Any change in the development that would normally cause the project to be disqualified under the city subdivision review and approval process.

G. Duration of PUD Approval: Within a maximum of two (2) years following approval of a PUD, development must commence or the proposed development must be reviewed for renewal.

H. Appendix: The PUD appendix contains the following required information sections:

1. Site plans;
2. Traffic impact analysis;
3. Landscape and common area plan;
4. Master utility plan;
5. Drainage study and site detention plan;
6. Common area maintenance plan;
7. PUD design objectives review forms:
 - a. All development;
 - b. Residential;
 - c. Commercial;
 - d. Industrial. (Ord. 2001-16)

This Ordinance shall become effective at the final passage and publication in the Cody Enterprise as required by law.

PASSED ON FIRST READING: 10/7/2025

PASSED ON SECOND READING: 10/21/2025

PASSED ON THIRD READING: _____

ATTEST:

Lee Ann Rieter, Mayor

Cynthia D. Baker
Administrative Services Director

Meeting Date: November 4, 2025 Department: Community Development Staff Reference: Jenny Cramer

AGENDA ITEM SUMMARY REPORT
ORDINANCE 2025-29 THIRD AND FINAL READING
AN ORDINANCE AMENDING TITLE 10, CHAPTER 10, ARTICLE F, SECTION 6:
YARDS

PROPOSED ACTION:

Approve Ordinance 2025-29 Third and Final Reading

SUMMARY OF INFORMATION:

A review of the Zoning Ordinances revealed that Sections 10-10F-6, 10-10F-7, and 10-10F-8 of the code had not been updated to reflect the current Residential Zoning Districts. These districts were modified by Ordinance 2017-02 and subsequently reclassified to their present residential designations.

Further examination of this Zoning Ordinance indicated that the original Residential Zoning District F-2 (reclassified as the R-2MH Zoning District) demonstrates a closer alignment with the R-2 Zoning District concerning permitted uses. Consequently, it should be subject to the same specific regulations as the R-2 Zoning District, rather than those applicable to the F-1 Zoning District (reclassified as the MH Zoning District).

As this ordinance does not pertain to zoning regulation, the Planning, Zoning and Adjustment Board has not been involved in this process, and a public hearing is not required

FISCAL IMPACT:

None

ATTACHMENTS:

1. 2025-29 Third Reading

ORDINANCE NO. 2025-29

**AN ORDINANCE AMENDING TITLE 10, CHAPTER 10, ARTICLE F,
SECTION 6: YARDS**

**BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF CODY,
PARK COUNTY, WYOMING:**

Title 10 Chapter 10, Article F, Section 6 of the City of Cody Code, shall be amended
as follows:

10-10F-6: YARDS:

Each building and structure shall observe the following minimum setbacks:

- A. Setback from public streets: Twenty-five feet (25') from the street right-of-way.
- B. Interior property lines: Zero feet (0'), but not on or across lot lines.
- C. Abutting Residential Zoning Districts (R-1, R-2, R-2MH, R-3, R-4, MH, RR and County R-H): Twenty-five feet (25'). (Ord. 2013-18, 1-21-2014; amd. Ord. 2023-05, 5-2-2023)

This Ordinance shall become effective at the final passage and publication in the Cody Enterprise
as required by law.

PASSED ON FIRST READING:	<u>10/7/2025</u>
PASSED ON SECOND READING:	<u>10/21/2025</u>
THIRD READING:	<u></u>

ATTEST:

Lee Ann Reiter, Mayor

Cynthia D. Baker, Administrative Services Director

ORDINANCE NO. 2025-30

Meeting Date: November 4, 2025 Department: Community Development Staff Reference: Jenny Cramer

AGENDA ITEM SUMMARY REPORT
ORDINANCE 2025-30 THIRD AND FINAL READING
AN ORDINANCE AMENDING TITLE 10, CHAPTER 10, ARTICLE F, SECTION 7:
BUFFER ZONE

PROPOSED ACTION:

Approve Ordinance 2025-30

SUMMARY OF INFORMATION:

A review of the Zoning Ordinances revealed that Sections 10-10F-6, 10-10F-7, and 10-10F-8 of the code had not been updated to reflect the current Residential Zoning Districts. These districts were modified by Ordinance 2017-02 and subsequently reclassified to their present residential designations.

Further examination of this Zoning Ordinance indicated that the original Residential Zoning District F-2 (reclassified as the R-2MH Zoning District) demonstrates a closer alignment with the R-2 Zoning District concerning permitted uses. Consequently, it should be subject to the same specific regulations as the R-2 Zoning District, rather than those applicable to the F-1 Zoning District (reclassified as the MH Zoning District).

As this ordinance does not pertain to zoning regulation, the Planning, Zoning and Adjustment Board has not been involved in this process, and a public hearing is not required

FISCAL IMPACT:

None

ATTACHMENTS:

1. 2025-30 Third Reading

ORDINANCE NO. 2025-30

AN ORDINANCE AMENDING TITLE 10, CHAPTER 10, ARTICLE F, SECTION 7: BUFFER ZONE

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF CODY, PARK COUNTY, WYOMING:

Title 10 Chapter 10, Article F, Section 7 of the City of Cody Code, shall be amended as follows:

10-10F-7: BUFFER ZONE:

When development occurs in the Heavy Industrial Zoning District adjacent to a Residential District (R-1, R-2, R-2MH, R-3, R-4, MH, RR and County R-H) there shall be provided on the heavy industrial property along such residential district a buffer zone with a visual screen; provided the Planning and Zoning Board may waive such requirement, or portion thereof, when they determine the buffer and/or visual screen will not be effective due to topographic features between the proposed use and adjacent residential area. (Ord. 2013-18, 1-21-2014; amd. Ord. 2023-05, 5-2-2023)

This Ordinance shall become effective at the final passage and publication in the Cody Enterprise as required by law.

PASSED ON FIRST READING: 10/7/2025

PASSED ON SECOND READING: 10/21/2025

THIRD READING: _____

ATTEST:

Lee Ann Reiter, Mayor

Cynthia D. Baker
Administrative Services Director

ORDINANCE NO. 2025-31

Meeting Date: November 4, 2025 Department: Community Development Staff Reference: Jenny Cramer

AGENDA ITEM SUMMARY REPORT
ORDINANCE NO. 2025-31 THIRD AND FINAL READING
AN ORDINANCE AMENDING TITLE 10, CHAPTER 10, ARTICLE F, SECTION 8:
DISTRICT REGULATION

PROPOSED ACTION:

Approve Ordinance 2025-31 Third and Final Reading

SUMMARY OF INFORMATION:

A review of the Zoning Ordinances revealed that Sections 10-10F-6, 10-10F-7, and 10-10F-8 of the code had not been updated to reflect the current Residential Zoning Districts. These districts were modified by Ordinance 2017-02 and subsequently reclassified to their present residential designations.

Further examination of this Zoning Ordinance indicated that the original Residential Zoning District F-2 (reclassified as the R-2MH Zoning District) demonstrates a closer alignment with the R-2 Zoning District concerning permitted uses. Consequently, it should be subject to the same specific regulations as the R-2 Zoning District, rather than those applicable to the F-1 Zoning District (reclassified as the MH Zoning District).

As this ordinance does not pertain to zoning regulation, the Planning, Zoning and Adjustment Board has not been involved in this process, and a public hearing is not required.

FISCAL IMPACT:

None

ATTACHMENTS:

1. 2025-31 Third Reading

ORDINANCE 2025-31
AN ORDINANCE AMENDING TITLE 10, CHAPTER 10, ARTICLE F, SECTION 8:
DISTRICT REGULATION

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF CODY, PARK COUNTY, WYOMING:

Title 10 Chapter 10, Article F, Section 8 of the City of Cody Code, shall be amended as follows:

10-10F-8C: DISTRICT REGULATIONS:
Uses established or conducted within this district shall comply with the following standards:

C. Sound Level: The day-night average sound level (Ldn), measured at the property line, shall not exceed fifty five (55) decibels (dB) where the adjacent property is zoned residential (R-1, R-2, R-2MH, R-3, R-4, MH, RR, and County R-H) or sixty five (65) decibels (dB) where the adjacent property is zoned commercial, industrial, or agricultural; provided, the board may authorize a louder threshold when a sound easement is granted by the owner(s) of the property where the sound threshold would be exceeded. The board may require sound testing to verify compliance at the time a new or expanded use is established.

This Ordinance shall become effective at the final passage and publication in the Cody Enterprise as required by law.

PASSED ON FIRST READING: 10/7/2025

PASSED ON SECOND READING: 10/21/2025

THIRD READING: _____

ATTEST:

Lee Ann Reiter, Mayor

Cynthia D. Baker, Administrative Services Director

Meeting Date: November 4, 2025 Department: Community Development Staff Reference: Jenny Cramer

AGENDA ITEM SUMMARY REPORT
ORDINANCE NO. 2025-32 THIRD AND FINAL READING
AN ORDINANCE AMENDING TITLE 10, CHAPTER 15, SECTION 8: SIGN DISTRICT

PROPOSED ACTION:

Approve Ordinance 2025-32 Third and Final Reading

SUMMARY OF INFORMATION:

The ordinance aims to update the city's sign regulations to align with current residential zoning districts and use categories.

Key Amendments:

- **Residential Zoning Districts:** The ordinance reclassifies the former F-2 Zoning District (now R-2MH) to be subject to the same sign regulations as the R-2 Zoning District, recognizing its similar permitted uses. It was previously grouped with the F-1 Zoning District (now MH Zoning District). The Residential Sign Districts chart has been updated to reflect this change.
- **Child Care Facilities:** The terms "Group daycare homes (GDCH) and group daycare centers (GDCC)" have been changed to "Child care homes and child care centers" to match current terminology in other city ordinances.
- **Specific Regulations by Sign District Chart:** The document includes a detailed table outlining specific regulations for various sign types across different residential sign districts (R-1, RR, R-2, R-2MH, R-3, R-4, MHP), and "All Sign Districts," covering aspects like permitted categories, maximum number, maximum area, maximum height and length, and notes regarding approval requirements (e.g., by the Planning, Zoning and Adjustment Board or City Council).

Background and Rationale:

The amendments were initiated after a review of the Zoning Ordinances revealed discrepancies in Section 10-15-8 regarding residential zoning district classifications.

- This ordinance is undergoing its first reading.
 - It is not considered a zoning regulation, so no public hearing or involvement from the Planning, Zoning and Adjustment Board was required for its creation.
- The City Council will consider approving, denying, or amending Ordinance 2025-32. If passed, it will become effective upon final passage and publication.

FISCAL IMPACT:

None

ATTACHMENTS:

1. 2025-32 Third Reading

ORDINANCE NO. 2025-32

AN ORDINANCE AMENDING TITLE 10, CHAPTER 15, SECTION 8: SIGN DISTRICT

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF CODY, PARK COUNTY, WYOMING:

Title 10 Chapter 15, Section 8 of the City of Cody Code, shall be amended as follows:

10-15-8: SIGN DISTRICT:

10-15-8: SIGN DISTRICTS:

A. Signs Permitted: Except as otherwise provided, signs are permitted in all zoning districts as accessory uses, in accordance with the provisions contained in this title. The type of signs permitted within a zone, the number, placement, area, and use of signs in various zoning districts of the city are contained in the table, "Specific Regulations by Sign District", of this section.

B. Residential Sign Districts: Residential sign district includes any parcels located within the incorporated city limits designated R-1, R-2, R-2MH, R-3, R-4, MHP and RR. See table "Specific Regulations by Sign District", of this section.

C. Sign District R-1 and RR: No sign shall be erected or structurally altered, unless otherwise provided herein, except for one or more of the following uses:

1. Address numbers shall be placed on a building for the purpose of identifying the address or location. Premises identification shall meet the requirements of this code and the international building code.

2. All signs shall attach flush with the wall of the building.

D. Sign Districts R-2, R-2MH, R-3, R-4: No sign shall be erected or structurally altered, unless otherwise provided herein, except for one or more of the following uses:

1. All signs allowed in AA or RR;

2. Address numbers shall be placed on a building for the purpose of identifying the address or location. Premises identification shall meet the requirements of this code and the international building code;

3. Child Care homes and Child Care centers are subject to the following conditions: All signs must come before the Planning, Zoning and Adjustment Board for approval.

E. Sign District MHP:

1. Signs shall only be located at the entrance into the mobile home park.

SPECIFIC REGULATIONS BY SIGN DISTRICT

Sign Type	Category Permitted	Maximum Number	Maximum Area By Zone Lot	Maximum Area Per Face	Maximum Height And Length	Notes
Sign Type	Category Permitted	Maximum Number	Maximum Area By Zone Lot	Maximum Area Per Face	Maximum Height And Length	Notes
Residential Sign Districts:						
R-1, RR						
	Attached wall	Residential identification sign	1 per premises	12 sq. ft.	6 sq. ft.	
		Nonresidential	1 per premises	6 sq. ft.	3 sq. ft.	(e)(f)
		Home occupation/ family daycare	1 per lot	300 sq. in.	150 sq. in.	All signs must be approved by planning and zoning board(e)
R-2, R-3, R-4						
	Attached wall	Residential identification sign	1 per premises	12 sq. ft.	6 sq. ft.	5 ft.
	Attached wall, freestanding	Residential complex identification	1 per primary street access	32 sq. ft.	16 sq. ft.	6 ft.
	Attached wall	Home occupation	1 per lot	300 sq. in.	150 sq. in.	All signs within a "residential A zone" must be approved by planning and zoning board(e)
	Freestanding	Construction	2 per premises	64 sq. ft.	32 sq. ft.	6 ft.
		Nonresidential	1 per premises	6 sq. ft.		(e)
	Attached wall	Child Care Homes, Child Care Centers, Preschools, and Group Homes	1 per lot	32 sq. ft.	16 sq. ft.	All signs must be approved by planning and zoning board(e)
F-1/F-2 Mobile Home/Mobile Home Park						
	Freestanding	Identification	2 per mobile home park	32 sq. ft. per entrance of mobile home park	16 sq. ft.	6 ft.
		Nonresidential	1 per premises	6 sq. ft.		(e)
	Attached wall	Home occupation	1 per lot	300 sq. in.	150 sq. in.	All signs must be approved by planning and zoning board(e)

All Sign Districts:							
	Freestanding attached	Sponsor signs					Must be approved by city council
	Freestanding	Real estate	1 sign per platted subdivision or property entrance. Maximum of 2	32 sq. ft.	16 sq. ft.	6 ft.	
		Subdivision signs	1 sign per platted subdivision or property entrance. Maximum of 2	48 sq. ft.	24 sq. ft.	6 ft.	(e)(f)(h)
		Golf course/ recreational facilities					All signage must be approved by planning and zoning board

This Ordinance shall become effective at the final passage and publication in the Cody Enterprise as required by law.

PASSED ON FIRST READING: 10/7/2025

PASSED ON SECOND READING: 10/21/2025

THIRD READING: _____

ATTEST:

 Lee Ann Reiter, Mayor

 Cynthia D. Baker
 Administrative Services Director

Meeting Date: November 4, 2025 Department: Police Department Staff Reference: Jason Stafford

AGENDA ITEM SUMMARY REPORT

Ordinance 2025-34 - Second Reading

**An Ordinance Amending Title 5, Chapter 2, Subsection 23 of the Cody City Code
pertaining to Unlawful Intoxicating Chemical Compounds.**

PROPOSED ACTION:

Approve Ordinance 2025-34 - Second Reading

SUMMARY OF INFORMATION:

No changes or comments since First Reading

FISCAL IMPACT:

N/A

ATTACHMENTS:

1. Amended 5-2-23 second reading

ORDINANCE NO. 2025-34

**AN ORDINANCE FOR THE AMENDMENT OF SECTION TITLE 5,
CHAPTER 2, SUBSECTION 23 OF THE CODY CITY CODE
PERTAINING TO UNLAWFUL INTOXICATING CHEMICAL
COMPOUNDS**

**BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF CODY,
PARK COUNTY, WYOMING:**

IT IS HEREBY ORDAINED by the Governing Body of the City of Cody, Park County, Wyoming, as follows:

SECTION 1: Section 5-2-23 (G) shall be amended to provide as follows:

5-2-23: UNLAWFUL INTOXICATING CHEMICAL COMPOUNDS:

A. It shall be unlawful for any person, including a corporation or other entity, to manufacture, distribute, dispense, ingest, use, possess, purchase, attempt to purchase, sell, publicly display for sale, attempt to sell, give, trade or barter, any one or more of the following chemical compounds and/or substances, including their salts, isomers, homologues and salts of their isomers and homologues:

1. Salvia divinorum or Salvinorum A; all parts of the plant presently classified botanically as Salvia divinorum, whether growing or not, the seeds thereof, any extract from any part of such plant, and every compounds, manufacture, salts derivative, mixture or preparation of such plants, its seeds or extracts;
2. Pentyl-3-(1-naphthoyl) indole (also known as JWH-018);
3. (6ar,10ar)-9-(hydroxymethyl)-6,6-dimethyl-3-(2-methyloctan-2-yl)-6a,7,10,10a-tetrahydrobenzo [c] chromen-1-ol (also known as HU-210 or 1,1-dimethylheptyl-11-hydroxy-delta8- tetrahydrocannabinol);
4. 2 (3-hydroxycyclohexyl)-5-(2-methyloctan-2-yl) phenol (also known as CP-47,497), and the dimethylhexyl, dimethyloctyl and dimethylnonyl homologues of CP-47,497;
5. 1-Butyl-3-(1-naphthoyl) indole (also known as JWH-073);
6. 1-(2-(4-(morpholinyl)ethyl))-3-(1-naphthoyl) indole (also known as JWH-200);
7. 1-Pentyl-3-(2-methoxyphenylacetyl) indole (also known as JWH-250);
8. 1-Hexyl-3-(1-naphthoyl) indole (also known as JWH-019);
9. 1-Pentyl-3-(4-chloro-1-naphthoyl) indole (also known as JWH-398);
10. N-benzylpiperazine (also known as BZP);
11. 1-(3-trifluoromethylphenyl) piperazine (also known as TFMPP);
12. Any similar structural analogs of the above chemical compounds;
13. Any other synthetic cannabinoids.

B. It is not an offense under subsection A of this section if the person was acting at the direction of an authorized agent of the City of Cody to enforce or ensure compliance with this law prohibiting the sale of the aforementioned intoxicating chemical compound.

C. If any of the aforementioned intoxicating chemical compounds are found in the possession of any person, they may be confiscated and destroyed by law enforcement officials.

D. This section shall not apply to drugs or substances lawfully prescribed or to drugs or substances which have been approved by the Federal Food and Drug Administration or which are specifically permitted by Wyoming law.

E. The City of Cody shall have the authority to seek an injunction to compel compliance of any business which fails to or refuses to comply with this section.

F. If any provision of this section is held invalid, such invalidity shall not affect the remaining provisions of this section which shall remain effective absent the invalid provision, and to this end, the provisions of this section are declared to be severable.

G. Any person in violation of this section shall be guilty of a misdemeanor and shall be punished by a fine of not more than seven hundred fifty dollars (\$750.00).

SECTION 2: This Ordinance shall become effective at the final passage and publication in the Cody Enterprise.

PASSED ON FIRST READING: ____ October 21, 2025

PASSED ON SECOND READING: _____, 2025

PASSED ON THIRD READING: _____, 2025

ATTEST:

Lee Ann Reiter, Mayor

Cynthia D. Baker
Administrative Services Director

Meeting Date: November 4, 2025 Department: Police Department Staff Reference: Jason Stafford

AGENDA ITEM SUMMARY REPORT

Ordinance 2025-35 - Second Reading

**An Ordinance Amending Title 5, Chapter 1, Subsection 11 of the Cody City Code
pertaining to Unlawful Interference with a Police Dog.**

PROPOSED ACTION:

Approve Ordinance 2025-35 on Second Reading

SUMMARY OF INFORMATION:

No changes or comments since First Reading

FISCAL IMPACT:

N/A

ATTACHMENTS:

1. 2025-35 second reading

ORDINANCE NO. 2025-35

**AN ORDINANCE FOR THE AMENDMENT OF SECTION TITLE 5,
CHAPTER 1, SUBSECTION 11 OF THE CODY CITY CODE
PERTAINING TO INTERFERENCE WITH POLICE DOGS**

**BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF CODY,
PARK COUNTY, WYOMING:**

IT IS HEREBY ORDAINED by the Governing Body of the City of Cody, Park County, Wyoming, as follows:

SECTION 1: Section 5-1-11(C) shall be amended to provide as follows:

5-1-11: UNLAWFUL INTERFERENCE WITH A POLICE DOG:

- A. "Police dog" means any dog used or kept for use by a police officer in discharging any legal duty or power of his or her office.
- B. A person commits the crime of unlawful interference with a police dog if, acting without the permission of the police department or other agency or person owning the police dog, he or she intentionally:
1. Injures or kills any police dog; or
 2. Provokes with the intent to cause fear or anger, physically mistreats, or attempts to injure any police dog; or
 3. Interferes with or meddles with any police dog while such animal is being used by the department or with any officer or member thereof while such officer or member is using such animal in the performance of any of the functions or duties of the department, or of the officer or member.
- C. The violation of any provision of this section shall constitute a misdemeanor and shall be punished by a fine of not more than seven hundred fifty dollars (\$750.00), to which shall be added costs of ten dollars (\$10.00).

SECTION 2: This Ordinance shall become effective at the final passage and publication in the Cody Enterprise.

PASSED ON FIRST READING: __October 21, 2025
PASSED ON SECOND READING: _____, 2025
PASSED ON THIRD READING: _____, 2025

ATTEST:

Lee Ann Reiter, Mayor

Cynthia D. Baker
Administrative Services Director

Meeting Date: November 4, 2025 Department: Public Works Staff Reference: Phillip Bowman
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AGENDA ITEM SUMMARY REPORT

Ordinance 2025-33 - Second Reading

An Ordinance Amending Title 8, Chapter 2, Article II, III and IV of the City of Cody Municipal Code

PROPOSED ACTION:

Approve Ordinance 2025-33 on Second Reading to modify and set treated water and raw water service charges and rates becoming effective December 1, 2025

SUMMARY OF INFORMATION:

A typographical error in Ordinance 2025-33 for the effective date of Title 8, Chapter 2, Article IV has been corrected to state December 1, 2025 (previously stated 2024) since approval on First Reading. No other modifications have been made to the Ordinance, and no public comments have been received.

FISCAL IMPACT:

The Water Enterprise Fund is projected to collect \$4.726 million of revenue as “Charges for Services” for treated water and raw water in the approved FY 2026 Budget. Approval of Ordinance 2025-33 and the resultant rate increase of approximately 3% is aligned with the approved budget and revenue projections.

ATTACHMENTS:

1. Ordinance 2025-33 - Second Reading

ORDINANCE 2025-33

**AN ORDINANCE AMENDING TITLE 8, CHAPTER 2, ARTICLE II, III, & IV
OF THE CITY OF CODY MUNICIPAL CODE TO MODIFY AND SET
TREATED WATER AND RAW WATER SERVICE CHARGES AND RATES**

Title 8, Chapter 2, Article II, shall be hereby amended as follows effective December 1, 2025.

8-2-40: SCHEDULE OF RATES AND CHARGES

The rates for metered water sold within the City limits shall be as follows:
The minimum monthly charge for each meter shall be as follows:

<u>Meter Size</u>	<u>SMP Charge</u>	<u>City Base Charge</u>
3/4 inch	\$ 11.00	\$ 18.20
1 inch	\$ 22.00	\$ 36.40
1 1/2 inch	\$ 44.00	\$ 72.80
2 inches	\$ 77.00	\$ 127.40
3 inches	\$ 176.00	\$ 291.20
4 inches	\$ 308.00	\$ 509.60
6 inches	\$ 704.00	\$ 1,164.80

The SMP Charge is the wholesale tap equivalency fee charged by the Shoshone Municipal Pipeline. The City Base Charge is the fee assessed by the City for the operation and maintenance of the treated water storage and distribution system. The minimum monthly fee is calculated as follows:

SMP Charge + City Base Charge + three dollars and sixty-four cents (\$ 3.64) per thousand gallons per month.

All sections shall remain unchanged until Item B.1.

1. For water taken and purchased from the City Water Crane, a minimum of ten dollars and twenty cents (\$ 10.20) for the first one thousand (1,000) gallons or less, plus of ten dollars and twenty cents (\$ 10.20) per one thousand (1,000) gallons for each additional one thousand (1,000) gallons, or any fraction thereof per trip or load.

All sections shall remain unchanged until Item B.2.d.

- d. The fee for water use shall be a minimum of ten dollars and twenty cents (\$ 10.20) per one thousand (1,000) gallons or any fraction thereof of water used. This fee may be adjusted to the wholesale cost to the City if the water is used for a City-funded project subject to the approval of the Public Works Director.

All sections shall remain unchanged until Item B.3.

3. Any person desiring to take domestic City water from any other unmetered source, excepting City personnel for authorized City purposes and Fire Department personnel for authorized Fire Department purposes, shall first obtain a written permit from the Public Works Director or his/her designee. Such permit shall fully state the name and billing address of the person or party responsible for payment of water taken, meter number for meter used, and the location of the source (hydrant) from where the water is to be taken. The fee for the use of water shall be a minimum of ten dollars and twenty cents (\$ 10.20) for the first one thousand (1,000) gallons or less, plus ten dollars and twenty cents (\$ 10.20) per one thousand (1,000) gallons for each additional one thousand (1,000) gallons, or fraction thereof, per trip or load. This fee may be adjusted to the wholesale cost to the City, if the water is used for a City project or as determined by the Governing Body.

*** NO FURTHER MODIFICATIONS TO TITLE 8, CHAPTER 2, ARTICLE II ***

Title 8, Chapter 2, Article III, shall be hereby amended as follows effective December 1, 2025.

8-2-56: SCHEDULE OF RATES AND CHARGES; TIME OF PAYMENT; FAILURE TO PAY; REQUIREMENT FOR METER:

- A. All users tapped to the raw water system, except as provided in subsections B, C, D, E and F of this section, shall pay a raw water fee based on tap size. All utility bills generated on or after December 1, 2025, shall be billed in monthly installments as follows:

Tap Size	Annual Fee	Payable In Monthly Installments
3/4 inch	\$ 176.64	\$ 14.72
1 inch	\$ 265.08	\$ 22.09
1 1/4 inches	\$ 441.72	\$ 36.81
1 1/2 inches	\$ 706.56	\$ 58.88
2 inches	\$ 1,059.84	\$ 88.32
2 1/2 inches	\$ 1,324.92	\$ 110.41
3 inches	\$ 1,589.46	\$ 132.48
4 inches	\$ 2,208.00	\$ 184.00

All sections remain unchanged until Item E.

- E. Individual taps for townhouse residences shall pay an annual fee of eighty-five dollars and eighty cents (\$ 88.44), which shall be billed in monthly installments of seven dollars and fifteen cents (\$ 7.37).

* NO FURTHER MODIFICATIONS TO TITLE 8, CHAPTER 2, ARTICLE III *

Title 8, Chapter 2, Article IV, shall be hereby amended as follows effective December 1, 2025.

8-2-58: SPECIAL USE WATER POLICY:

- A. < NO CHANGE >
- B. Use; Calculation: The special use water policy allows authorized customers a reduced rate on the treated water for lawn and garden use. The special use water policy is calculated as follows:
1. An average will be calculated using the November through May billing periods based on the account holder's treated water usage.
 2. For the June through October billing periods, customers will be billed their average usage at the regular rate of three dollars and sixty-four cents (\$ 3.64) per one thousand (1,000) gallons of treated water used. The amount used over the average usage will be billed at one dollar and fifty cents (\$ 1.50) per one thousand (1,000) gallons of treated water used. Wastewater will be billed based on the average treated water use from the November through May billing periods. There is no additional sewer charge on the additional water beyond the average used for irrigation purposes.
 3. For the November through May billing periods, the account holder will be charged three dollars and sixty-four cents (\$ 3.64) per one thousand (1,000) gallons of water actually used, and wastewater will be charged at one dollar and ninety-eight cents (\$ 1.98) per one thousand (1,000) gallons based on the actual amount of treated water used.

8-2-59: MODIFIED SPECIAL USE WATER POLICY:

A. < NO CHANGE >

B. Use; Calculation: The modified special use water policy allows authorized customers a reduced rate on the wastewater charges when water is used for lawn and garden use. The modified special use water policy is calculated as follows:

1. For calculation of wastewater purposes, an average will be calculated using the November through May billing periods based on the account holder's treated water usage.
2. For the June through October billing periods, customers will be billed for the actual amount of water used at the three dollars and sixty-four cents (\$ 3.64) per one thousand (1,000) gallons of treated water used. Wastewater will be billed at one dollar and ninety-eight cents (\$ 1.98) per one thousand (1,000) gallons based on the average treated water use from the November through May billing periods. There is no additional sewer charge on the additional water beyond the average used for irrigation purposes.

* NO FURTHER MODIFICATIONS TO TITLE 8, CHAPTER 2, ARTICLE IV *

This Ordinance 2025-33 shall become effective at the final passage after third reading and publication in the Cody Enterprise as required by law:

PASSED ON FIRST READING: OCTOBER 21, 2025

PASSED ON SECOND READING:

PASSED ON THIRD READING:

Lee Ann Reiter, Mayor

ATTEST:

Cynthia D. Baker, Administrative Services Officer

Meeting Date: November 4, 2025 Department: Public Works Staff Reference: Phillip Bowman
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AGENDA ITEM SUMMARY REPORT

Approval of Change Order No. 1 to the Professional Services Agreement with Stantec Consulting Services Inc. for the 2024 Pedestrian and ADA Improvements Project - Phase 2.

PROPOSED ACTION:

Consider approval of Change Order No. 1 to the Professional Services Agreement with Stantec Consulting Services Inc. for the final design and bidding document preparation of the 2024 Pedestrian and ADA Improvements Project - Phase 2 with a not-to-exceed fee amount of \$39,457.60.

SUMMARY OF INFORMATION:

The City of Cody received Wyoming Department of Transportation (WYDOT) FY 2024 Transportation Alternatives Program (TAP) grant funding in the amount of \$1.105 million (\$1.0 million in grant, \$105,100 in City of Cody match) for the 2024 Pedestrian and ADA Improvements Project (Project). The City Council approved a Professional Services Agreement with Stantec Consulting Services Inc. (Stantec) for Phase 1 of the Project on May 7, 2024, with a not-to-exceed fee amount of \$73,693.20. Stantec is nearing completion of the scope of work for the Phase 1 Project, which included preliminary and final design of the Pedestrian Hybrid Beacon (PHB) at the intersection of Freedom Street and Big Horn Avenue, and is ready to begin work on the next phase of the project.

Phase 2 of the Project will include the final design and bidding document preparation for a multi-use pathway along the west side of Robert Street from Big Horn Avenue to E Street, and pedestrian and ADA ramp improvements near the Cody High School at the Beck Avenue / 10th Street intersection and at other locations in the downtown area. Change Order No. 1 outlines the scope of work for the Phase 2 Project with a not-to-exceed fee amount of \$39,457.60, and will bring the total amount under contract with Stantec to \$113,150.80 for all design of the Phase 1 and Phase 2 Projects combined. It is anticipated that final design of the Phase 2 Project will be completed in calendar year 2026, and construction will begin in early calendar year 2027.

City Council approval of Change Order No. 1 will be subject to final review and approval of all agreement documents by the City Attorney prior to signature by the Mayor.

FISCAL IMPACT:

Funding for the Project is approved in the FY 2026 Budget in the total amount of \$1.105 million. This funding is comprised of \$1.0 million of WYDOT TAP Grant funding, and \$105,100 of City match funding from the Capital Acquisition Fund.

ATTACHMENTS:

1. Change Order No. 1 to Professional Services Agreement with Stantec Consulting Services

Change Order # 1 Date 29 October 2025

“Stantec” Stantec Consulting Services Inc.
Stantec Project # 1720008000
7000 Yellowtail Road, Suite 230 Cheyenne, WY 82009
Ph: (307) 683-4160
email: ben.weaver@stantec.com

“Client” City of Cody Wyoming
Client Project # CD24507
PO Box 2200 Cody, WY 82414
Ph: (307) 527-7511
email: pbowman@codywy.gov

Project Name and Location: CD24507 Cody FY24 TAP Project

In accordance with the original Professional Services Agreement dated 5 June 2024 and Change Orders thereto, the Agreement changes as detailed below are hereby authorized.

Task 400.1 Project Management:

Stantec will coordinate and integrate project tasks and elements to effectively address project milestones. Further, this task will include the administrative work required to complete the Project. Stantec will prepare the necessary progress reports, update the project schedule, and prepare invoices as part of this task. This task will include project contractual and administrative coordination efforts both internally and externally to include working with the City.

Stantec will attend meetings and provide coordination as described in this section with the City and WYDOT to facilitate timely project completion. Project design coordination meetings will also be conducted with City staff and other project stakeholders. Additional means of project team communications will be facilitated through the use of telephone and e-mail exchanges. Project coordination will also include internal project meetings, client coordination, and review comment meetings with City staff.

Task 400.2 Robert Street Pathway PS&E Design:

This task will include the work necessary to incorporate the 30% design review comments and complete the final design plans for the Robert Street Pathway. Stantec will submit the final design to the City for one (1) round of review comments/edits before finalizing the PS&E plans.

Task 400.3 10th Street & Beck Avenue Intersection Improvements PS&E Design:

This task will include the work necessary to incorporate the 30% design review comments and complete the final design plans for the RRFB and associated ADA improvements at the intersection of 10th Street and Beck Avenue. Stantec will submit the final design to the City for one (1) round of review comments/edits before finalizing the PS&E plans.

Task 400.4 Sidewalk and ADA Ramp Improvements Various Locations PS&E Design:

This task will include the work necessary to incorporate the 30% design review comments and complete the final design plans for twenty-two (22) various ADA improvements locations and five (5) sidewalk connection locations identified in the City of Cody's Awarded FY24 Transportation Alternative Program Project (TAP) CD24057. The expected level of effort for these plans will mirror those the plans completed for the 2022 Cody Sidewalk and Pedestrian Ramp Improves Project (Project No. 4463.005). Stantec will submit the final design to the City for one (1) round of review comments/edits before finalizing the PS&E plans.

Task 400.5 Contract Documents:

This task will include the work necessary to complete a single set of contract documents for bidding to including all design plans from Task 400.2, 400.3, and 400.4 above, specifications, and an engineer's estimate of probable construction costs that will incorporate a base bid and alternates as needed based on available funding.

Task 400.6 QA/QC:

This task will include QA/QC throughout all stages of the projects as an internal policy to comply with the requirements of Stantec's quality control certifications. Key project design milestones and project deliverables will be reviewed by qualified staff to ensure the needs of the project are being met.

Total fees this Change Order	\$	39,457.60
Original agreement amount	\$	73,693.20
Change Order Number	\$	-
Change Order Number	\$	-
Change Order Number	\$	-
Change Order Number	\$	-
Total Agreement	\$	113,150.80

Effect on Schedule: Extend the Estimate Completion Date to December 31, 2026.

Payments shall be made in accordance with the original agreement terms. All other items and conditions of the original Agreement shall remain in full force and effect.

Stantec Consulting Services Inc.

City of Cody Wyoming

Ben Weaver, Project Manager
 Print Name and Title

Signature Benjamin E. Weaver

Date Signed: 10/29/2025

Lee Ann Reiter, Mayor
 Print Name and Title

Signature _____

Date Signed: _____



FEE ESTIMATE - CD24507 Cody FY24 TAP Project
CHANGE ORDER 1

CHANGE ORDER 1

								Project Manager		Deputy Project Manager		Project Engineer		Specifications	
Name								Weaver, Ben	Rossett, Jill	Alden, Davis	Reed, Erin				
Project Billing Rate (T&M)								\$190.86	\$193.30	\$127.11	\$174.65				
Total Units (T&M)								30.00	20.00	180.00	40.00				
Fee (T&M)								\$5,725.80	\$3,866.00	\$22,879.80	\$6,986.00				

Project Summary		Hours	Labour	Expense	Subs	Total
Fixed Fee		0.00	\$0.00	\$0.00	\$0.00	\$0.00
Time & Material		270.00	\$39,457.60	\$0.00	\$0.00	\$39,457.60
Total		270.00	\$39,457.60	\$0.00	\$0.00	\$39,457.60

WBS Code	Task Code	Task Name	Start Date	End Date	Units			
1	400	Phase II Improvements			30.00	20.00	180.00	40.00
1.1	400.1	Project Management			20.00	10.00		
1.2	400.2	Robert Street Pathway PS&E Design					80.00	
1.3	400.3	10th & Beck Intersection Improvements PS&E Design					60.00	
1.4	400.4	Sidewalk and ADA Ramp Improvements Various Locations PS&E Design					40.00	
1.5	400.5	Contract Documents						40.00
1.6	400.6	QA/QC			10.00	10.00		

Task Type	Hours	Labour	Expense	Subs	Total
Time & Material	270.00	\$39,457.60	\$0.00	\$0.00	\$39,457.60
Time & Material	30.00	\$5,750.20	\$0.00	\$0.00	\$5,750.20
Time & Material	80.00	\$10,168.80	\$0.00	\$0.00	\$10,168.80
Time & Material	60.00	\$7,626.60	\$0.00	\$0.00	\$7,626.60
Time & Material	40.00	\$5,084.40	\$0.00	\$0.00	\$5,084.40
Time & Material	40.00	\$6,986.00	\$0.00	\$0.00	\$6,986.00
Time & Material	20.00	\$3,841.60	\$0.00	\$0.00	\$3,841.60