

City of Cody City Council
Executive Session 6:30 p.m. Pursuant to W.S. 16-4-405 (a)(ii) & (a)(iii)
Tuesday, February 3, 2026-7:00 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

- a. Proclamation Random Acts of Kindness Day
Staff Reference: Tina Gail

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 January 20th and January 27th, 2026.
Staff Reference:
- b. Approve Vouchers and Payroll in the amount \$1,491,682.73.
Staff Reference: Leslie Brumage
- c. Annual FFA wreath laying ceremony.
Staff Reference: Tina Gail
- d. Annual Request for CHS Graduation Party 2026
Staff Reference: Mike Fink

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. Ordinance No. 2026-01 Title 10, Chapter 14, Section 2.A.4.b: Notice of Public Hearing (Special Exemptions), Ordinance 2026-02 Title 10, Chapter 14, Section 1.C: Notice and Public Hearing, Ordinance 2026-03 Title 10, Chapter 5, Section 1: City Council Authority, and Ordinance 2026-04 Title 10, Chapter 5, Section 2: Protest, of the Cody City Code.
Staff Reference: Scott Kolpitcke, Utana Dye

4. Conduct of Business

- a. Technology Discussion

Staff Reference: Tony Tolstedt, Leslie Brumage

- b. Resolution 2026-02 A Resolution amending the City of Cody budget for Fiscal Year 2025-2026
Staff Reference: Leslie Brumage
- c. Ordinance No. 2026-01 - Third Reading
An Ordinance amending Title 10, Chapter 14, Section 2.A.4.b: Notice of Public Hearing (Special Exemptions)
Staff Reference: Scott Kolpitcke, Utana Dye
- d. Ordinance No. 2026-02 - Third Reading
An Ordinance amending Title 10, Chapter 14, Section 1.C: Notice and Public Hearing
Staff Reference: Scott Kolpitcke, Utana Dye
- e. Ordinance No. 2026-03 - Third Reading
An Ordinance amending Title 10, Chapter 5, Section 1: City Council Authority
Staff Reference: Scott Kolpitcke, Utana Dye
- f. Ordinance No. 2026-04, Third Reading
An Ordinance Amending Title 10, Chapter 5, Section 2: Protest
Staff Reference: Scott Kolpitcke, Utana Dye
- g. Change Order No. 2 with Western Municipal Construction, Inc. for the North Lift Station Improvements Project
Staff Reference: Phillip Bowman, Jake Moyer

5. Tabled Items

6. Matters from Staff Members

7. Matters from Council Members

8. Adjournment

Upcoming Meetings:

Council Work Session — Tuesday, February 10, 2026 5:30 p.m.

Council Meeting — Tuesday, February 17, 2026, 7:00 p.m.

Council Work Session — Tuesday, February 24, 2026 5:30 p.m.

Council Meeting — Tuesday, March 3, 2026, 7:00 p.m.

Meeting Date: February 3, 2026 Department: Administrative Services Staff Reference: Tina Gail
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AGENDA ITEM SUMMARY REPORT
Proclamation Random Acts of Kindness Day

PROPOSED ACTION:

Proclamation of Random Acts of Kindness Day

SUMMARY OF INFORMATION:

The Mayor and Council recognize that kindness is a fundamental value that strengthens communities, fosters mutual respect, and enhances the quality of life for all residents.

FISCAL IMPACT:

NA

ATTACHMENTS:

1. 2026_01_20_11_26_39

City of Cody, WY

Office of the Mayor / City Council

Proclamation

Random Acts of Kindness Day

WHEREAS, the city of Cody, Wyoming recognizes that kindness is a fundamental value that strengthens communities, fosters mutual respect, and enhances the quality of life for all residents; and

WHEREAS, Random Acts of Kindness Day serves as an annual reminder that even small, thoughtful gestures can have a profound and lasting impact on individuals, families, neighborhoods, and the community as a whole; and

WHEREAS, acts of kindness—whether extended to friends, neighbors, colleagues, or strangers—promote goodwill, encourage empathy, and inspire others to contribute positively to society; and

WHEREAS, the City of Cody, Wyoming is committed to cultivating a culture of compassion, generosity, and civic engagement, and encourages residents to participate in activities that uplift and support one another; and

WHEREAS, by embracing kindness as a shared value, we strengthen the bonds that unite us and create a more inclusive, welcoming, and resilient community;

NOW, THEREFORE, I, Lee Ann Reiter, Mayor of the City of Cody Wyoming, do hereby proclaim **February 15-26** as **Random Acts of Kindness Week** in the City of Cody Wyoming, and encourage all residents, businesses, schools, and organizations to join in promoting kindness through intentional and spontaneous acts that benefit others.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Cody to be affixed this ____ Day of ____ Month, ____ Year.

Mayor's Signature _____

Mayor's Name _____

Mayor, City of Cody, Wy

City of Cody
City Council Proceedings
January 20, 2026

A regular meeting of the Cody City Council was held in the Council Chambers at City Hall in Cody, Wyoming on Tuesday, January 20, 2026 at 7:00 p.m.

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

Absent: None.

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

Council Member McIsaac made a motion seconded by Council Member Shreve to approve the Consent Calendar to include approval of Minutes from January 6, 2026, and January 13, 2026, approve Vouchers and payroll in the amount of \$1,226,735.60, Final Plat of Case Minor Subdivision 2026-14, Final Plat of Saints and Sinners Minor Subdivision 2026-15 and approval of the YRA Fueling Station Agreement contingent upon City Attorney review and approval. Vote was unanimous.

Prior to consideration of the ordinances, Council Member Laing moved to table Ordinances 2026-01, 2026-02, 2026-03 and 2026-04 to a future work session. The motion failed for lack of a second.

Ordinance No. 2026-01 Second Reading

An Ordinance amending Title 10, Chapter 14, Section 2.A.4.b: Notice of Public Hearing (Special Exemptions). Council Member Setinerri made a motion to amend the ordinance to require that notice be mailed, by US Postal Service first class mail, to the owners of all properties within one hundred forty feet (140') of the subject property. The motion was seconded by Council Member Swett. Voting in favor were Council Members Setinerri, Laing, McIsaac and Swett. Voting opposed, Council Members Tamblyn and Shreve. Motion carried. Council Member Setinerri made a motion seconded by Council Member Swett to approve Ordinance 2026-01 on Second Reading as amended. Voting in favor were Council Members Setinerri, Laing, McIsaac and Swett. Voting opposed, Council Members Tamblyn and Shreve. Motion carried.

Ordinance No. 2026-02 Second Reading

An Ordinance amending Title 10, Chapter 14, Section 1.C: Notice and Public Hearing. Council Member McIsaac made a motion seconded by Council Member Shreve to approve Ordinance 2026-02 on Second Reading. Vote was unanimous.

Ordinance No. 2026-03 Second Reading

An Ordinance amending Title 10, Chapter 5, Section 1: City Council Authority. Council Member Laing made a motion to amend the ordinance to require that notice be mailed, by US Postal Service first class mail, to the owners of all properties within one hundred forty feet (140') of the subject property. The motion was seconded by Council Member Setinerri. Voting in favor were Council Members Setinerri, Laing, McIsaac and Swett. Voting opposed, Council Members Tamblyn and Shreve. Motion carried. Council Member McIsaac made a motion seconded by Council Member Setinerri to approve Ordinance 2026-03 on Second Reading as amended. Voting in favor were Council Members Setinerri, Laing, McIsaac and Swett. Voting opposed, Council Members Tamblyn and Shreve. Motion carried.

Ordinance No. 2026-04 Second Reading

An Ordinance Amending Title 10, Chapter 5, Section 2: Protest. Council Member Swett made a motion to amend the ordinance to require that notice be mailed, by US Postal Service first class mail, to the owners of all properties within one hundred forty feet (140') of the subject property. The motion was seconded by Council Member Laing. Voting in favor were Council Members Setinerri, Laing, McIsaac and Swett. Voting opposed, Council Members Tamblyn and Shreve. Motion carried. Council Member Setinerri made a motion seconded by Council Member McIsaac to approve Ordinance 2026-04 on Second Reading as amended. Voting in favor were Council Members Setinerri, Laing, McIsaac and Swett. Voting opposed, Council Members Tamblyn and Shreve. Motion carried.

Ordinance No. 2025-36 - Third and Final Reading

An Ordinance amending Title 11, Chapter 3, Section 3, Subsection A, Paragraph 1: Final Plat, Approval and Recording. Council Member Shreve made a motion seconded by Council Member Laing to approve Ordinance 2025-36 on Third and Final Reading. Vote was unanimous.

Ordinance No. 2025-37 - Third and Final Reading

An Ordinance to rezone Lot 4 of Block 2, Cody Heights Subdivision (1520 23rd Street) to Medium-High Density Residential (R-3). Council Member McIsaac made a motion seconded by Council Member Laing to approve Ordinance 2025-37 on Third and Final Reading. Voting in favor were Council Members Setinerri, Laing, Shreve, McIsaac and Swett. Voting opposed, Council Member Tamblyn. Motion carried.

Mayor Reiter adjourned the meeting at 7:52 pm.

Mayor Reiter

Tina Gail, Administrative Services Officer

City of Cody
City Council Proceedings
January 27, 2026

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

Present: Mayor Lee Ann Reiter, Council Members, Joanna Settinteri, Jeremy Laing, Kelly Tamblyn, Don F. Shreve Jr, Tim McIsaac. Tony Tolstedt, City Administrator; Tina Gail, Administrative Services Officer.

Absent: Emily Swett.

Mayor Reiter provided the Governing Body on various projects and committee reports.

Leslie Brumage, Finance Officer, discussed the Proposed Budget Amendments. Staff was directed to put this item on the February 3rd meeting for consideration to approve.

Phillip Bowman, Public Works Director and consultant, provided information to the governing body related to Change Order No. 2 with Western Municipal Construction for the North Lift Station Improvements Project. Staff was provided with direction.

Mayor Reiter adjourned the meeting at 6:20 p.m.

Mayor Reiter

Tina Gail, Administrative Services Officer

Secondary Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
307 REALTY LLC				
	12226	REFUND FOR ELECTRICAL SERVICE UPGRADE/ EXPANSION ESTIMATE	01/22/2026	5,598.00
Total 307 REALTY LLC:				5,598.00
AFFEKTIVE SOFTWARE LLC				
DIGIQUATICS	4500	DIGIQUATICS FOR POOL SCHEDULING	01/01/2026	1,476.40
DIGIQUATICS	4500	DIGIQUATICS FOR KOM SCHEDULING	01/01/2026	500.00
Total AFFEKTIVE SOFTWARE LLC:				1,976.40
ANDERSON, RUTH OR LLOYD				
	11526	REIMBURSEMENT FOR OVERPAYMENT	01/15/2026	45.00
Total ANDERSON, RUTH OR LLOYD:				45.00
ANIXTER INC				
	6552285-03	ARM DOUBLE PIN BRACKET	01/07/2026	949.39
	6552285-04	DOUBLE PIN ARM PLATES	01/14/2026	949.39
Total ANIXTER INC:				1,898.78
ARDURRA GROUP INC				
	250005-20240	PRV UPGRADE AND REPLACEMENT PROJECT - PHASE 2	11/07/2025	5,975.18
	250005-20673	PRV UPGRADE AND REPLACEMENT PROJECT - PHASE 2	01/13/2026	10,064.19
Total ARDURRA GROUP INC:				16,039.37
BALES, ESTATE OF DAVID				
	14.7708.20	REFUND CREDIT BALANCE ON TERMINATED ACCOUNT	01/09/2026	100.39
Total BALES, ESTATE OF DAVID:				100.39
BOWEN COLLINS & ASSOCIATES				
	40456	PHASE 1 WASTEWATER COLLECTION AND TREATMENT MASTER PLAN	01/12/2026	8,168.50
	40457	CORRECT PO 1081 AND 1105 FROM INVOICE 39896	01/12/2026	1,680.00
	40457	CORRECT PO 1081AND 1105 FROM INVOICE 39896	01/12/2026	1,680.00-
	40457	CODY SDMP - TASK ORDER 03 FEMA BRIC GRANT	01/12/2026	10,154.25
Total BOWEN COLLINS & ASSOCIATES:				18,322.75
CENTURY LINK				
	011926	UTILITIES - CENTURY LINK	01/19/2026	65.50
Total CENTURY LINK:				65.50
CODY ENTERPRISE LLC				
	56401	COUNCIL MEETING MINUTES	12/09/2025	976.00
	58118	ADVERTISING	12/31/2025	177.00
	58119	ADVERTISING	12/31/2025	177.00
	58120	ADVERTISING	12/31/2025	177.00
	58121	ADVERTISING	12/31/2025	177.00
	58122	ADVERTISING	12/31/2025	177.00
	58827	MINUTES	01/13/2026	907.20

Secondary Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
	58828	LEGAL AD - BUDGET AMENDMENT	01/13/2026	67.20
	58829	RC LEGAL PUBLIC NOTICE	01/13/2026	84.00
	59132	LEGAL NOTICE - ORDINANCES	01/20/2026	134.40
Total CODY ENTERPRISE LLC:				3,053.80
CODY TREE SURGERY				
	3093	POPLARS CITY PARK	01/13/2026	4,000.00
Total CODY TREE SURGERY:				4,000.00
COLLECTION SERVICES CENTER				
	11626	GARNISHMENT REMITANCE # 1049403	01/16/2026	461.53
Total COLLECTION SERVICES CENTER:				461.53
COPENHAVER KITCHEN KOLPITCKE LLC				
	56294	LEGAL SERVICES CONTRACT	01/05/2026	500.00
	56294	LEGAL SERVICES CONTRACT	01/05/2026	4,900.00
	56294	LEGAL SERVICES CONTRACT	01/05/2026	900.00
	56294	LEGAL SERVICES CONTRACT	01/05/2026	900.00
	56294	LEGAL SERVICES CONTRACT	01/05/2026	900.00
	56294	LEGAL SERVICES CONTRACT	01/05/2026	1,000.00
	56294	LEGAL SERVICES CONTRACT	01/05/2026	900.00
	56296	EXTRA LEGAL SERVICES - RECORDS REQUEST	01/05/2026	600.00
	56296	EXTRA LEGAL SERVICES - RECORDS REQUEST	01/05/2026	400.00
Total COPENHAVER KITCHEN KOLPITCKE LLC:				11,000.00
DECKARD TECHNOLOGIES INC				
	2353	SHORT TERM RENTAL TRACKING SOFTWARE	01/18/2026	4,410.00
Total DECKARD TECHNOLOGIES INC:				4,410.00
DEROCHE, NICHOLAS				
	17.2265.17	DEPOSIT REFUND	01/20/2026	19.79
Total DEROCHE, NICHOLAS:				19.79
EDIKAUSKAS, ISAAC				
	15.5003.60	DEPOSIT REFUND	01/26/2026	93.49
Total EDIKAUSKAS, ISAAC:				93.49
ELECTRICAL ALLY INC				
HAZEL, LOREN	9304	NEW OUTLET FOR VENDING MACHINES	01/21/2026	125.00
Total ELECTRICAL ALLY INC:				125.00
ENERGY LABORATORIES INC				
DEPARTMENT 6250	761571	COLIFORM TESTING	01/12/2026	190.00
DEPARTMENT 6250	762716	DBPO TESTING	01/16/2026	1,152.00
DEPARTMENT 6250	762717	OIL AND GREASE TESTING	01/16/2026	117.00
Total ENERGY LABORATORIES INC:				1,459.00
HUBER, WESLEY L				
EAGLE OF CODY PRINTING	11526	ARRAIGNMENT FORMS	01/15/2026	128.00

Secondary Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total HUBER, WESLEY L:				128.00
JCA 01 LLC				
ATTN: SARA N. MILES GENERAL COU	2126	STORM DRAINAGE POND LEASE	02/01/2026	7,500.00
Total JCA 01 LLC:				7,500.00
KELLY, GENE				
D&G ELECTRIC LLC	5338	PW LIGHTS	01/10/2026	187.05
D&G ELECTRIC LLC	5349	FLAGPOLE PW SHOP	01/19/2026	400.00
Total KELLY, GENE:				587.05
LEISURE IN MONTANA INC				
	SAL41877-1	CHEMICALS AND REAGENTS	01/15/2026	136.30
	SAL41877-1	CHEMICALS AND REAGENTS	01/15/2026	136.31
Total LEISURE IN MONTANA INC:				272.61
LIVE WIRE ELECTRIC LLC				
	1662	BATHROOM HEATER IN NICHOLS MALL	01/14/2026	950.19
Total LIVE WIRE ELECTRIC LLC:				950.19
MOUNTAIN SPIRIT HABITAT FOR HUMANITY				
	13.4107.10	DEPOSIT REFUND	01/23/2026	380.21
Total MOUNTAIN SPIRIT HABITAT FOR HUMANITY:				380.21
PARK COUNTY ANIMAL SHELTER				
	2012026	ANIMAL SERVICE CONTRACT	02/01/2026	4,166.67
Total PARK COUNTY ANIMAL SHELTER:				4,166.67
PARK COUNTY TREASURER				
	011526	FORENSIC INTERVIEW TRAINING	01/15/2026	1,190.46
Total PARK COUNTY TREASURER:				1,190.46
PEAKS TO PRAIRIE REALTY LLC				
	12.1450.19	DEPOSIT REFUND	01/14/2026	371.00
Total PEAKS TO PRAIRIE REALTY LLC:				371.00
POMPS TIRE SERVICE INC				
	1780034537	B37	12/29/2025	645.12
	1780034537	A21	12/29/2025	608.00
	1780034537	A05	12/29/2025	800.00
Total POMPS TIRE SERVICE INC:				2,053.12
PRINT INC				
POWELL TRIBUNE	2389907	ADVERTISING - VACANCY	01/20/2026	168.00
POWELL TRIBUNE	2389908	PARKS POSITION ADVERTISING	01/20/2026	168.00
Total PRINT INC:				336.00

Secondary Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
R & A SAFETY LLC				
	48088	RANDOM CDL DRUG TESTING	01/13/2026	90.50
	48088	RANDOM CDL DRUG TESTING	01/13/2026	90.50
	48088	RANDOM CDL DRUG/ALC TESTING	01/13/2026	115.50
	48118	CDL RANDOM DRUG TESTING STREETS	01/15/2026	90.50
Total R & A SAFETY LLC:				387.00
ROCKY MOUNTAIN POWER				
	012126	UTILITIES - ROCKY MTN POWER	01/21/2026	37.52
	012126	UTILITIES - ROCKY MTN POWER	01/21/2026	365.90
Total ROCKY MOUNTAIN POWER:				403.42
SEBIS DIRECT INC				
	1262026	2 MONTHS POSTAGE FOR UTILITY BILLING	01/26/2026	6,000.00
Total SEBIS DIRECT INC:				6,000.00
SMITH PSYCHOLOGICAL SERVICES				
	13451	RETURN TO DUTY EVAL C20	08/11/2025	200.00
Total SMITH PSYCHOLOGICAL SERVICES:				200.00
SYSTEMS GRAPHICS INC				
ADVANCED INFO SYSTEMS	16936	OUTSOURCE BILLS	01/13/2026	11.74
ADVANCED INFO SYSTEMS	16936	OUTSOURCE BILLS	01/13/2026	74.35
ADVANCED INFO SYSTEMS	16936	OUTSOURCE BILLS	01/13/2026	66.53
ADVANCED INFO SYSTEMS	16936	OUTSOURCE BILLS	01/13/2026	66.53
ADVANCED INFO SYSTEMS	16936	OUTSOURCE BILLS	01/13/2026	86.09
ADVANCED INFO SYSTEMS	16936	OUTSOURCE BILLS	01/13/2026	86.10
ADVANCED INFO SYSTEMS	16937	OUTSOURCE BILLS	01/13/2026	5.17
ADVANCED INFO SYSTEMS	16937	OUTSOURCE BILLS	01/13/2026	32.77
ADVANCED INFO SYSTEMS	16937	OUTSOURCE BILLS	01/13/2026	29.32
ADVANCED INFO SYSTEMS	16937	OUTSOURCE BILLS	01/13/2026	29.32
ADVANCED INFO SYSTEMS	16937	OUTSOURCE BILLS	01/13/2026	37.95
ADVANCED INFO SYSTEMS	16937	OUTSOURCE BILLS	01/13/2026	37.95
ADVANCED INFO SYSTEMS	16938	OUTSOURCE BILLS	01/13/2026	12.16
ADVANCED INFO SYSTEMS	16938	OUTSOURCE BILLS	01/13/2026	77.02
ADVANCED INFO SYSTEMS	16938	OUTSOURCE BILLS	01/13/2026	68.91
ADVANCED INFO SYSTEMS	16938	OUTSOURCE BILLS	01/13/2026	68.91
ADVANCED INFO SYSTEMS	16938	OUTSOURCE BILLS	01/13/2026	89.18
ADVANCED INFO SYSTEMS	16938	OUTSOURCE BILLS	01/13/2026	89.19
ADVANCED INFO SYSTEMS	16939	OUTSOURCE BILLS	01/13/2026	6.32
ADVANCED INFO SYSTEMS	16939	OUTSOURCE BILLS	01/13/2026	40.06
ADVANCED INFO SYSTEMS	16939	OUTSOURCE BILLS	01/13/2026	35.84
ADVANCED INFO SYSTEMS	16939	OUTSOURCE BILLS	01/13/2026	35.84
ADVANCED INFO SYSTEMS	16939	OUTSOURCE BILLS	01/13/2026	46.38
ADVANCED INFO SYSTEMS	16939	OUTSOURCE BILLS	01/13/2026	46.38
Total SYSTEMS GRAPHICS INC:				1,180.01
TRAINOR, DARLENE				
	100123303	REC CENTER REFUND	01/22/2026	333.66
Total TRAINOR, DARLENE:				333.66

Secondary Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
TRAYLOR, NICKKI				
	12026	REIMBURSEMENT FOR MILAGE FOR GRANTS TRAINING	01/20/2026	36.25
Total TRAYLOR, NICKKI:				36.25
TYLER TECHNOLOGIES INC				
	025-540841	CONTENT MANAGER SUITE - PROFESSIONAL SERVICES	01/14/2026	580.00
Total TYLER TECHNOLOGIES INC:				580.00
WADE'S WRAPS LLC				
MADSON, ROBERT WADE	478	VEHICLE DECAL REPLACEMENT	12/22/2025	1,137.00
Total WADE'S WRAPS LLC:				1,137.00
WELLS FARGO COMMERICAL CARD				
	012626	Travel fuel	01/26/2026	10.90
	012626	Supplies	01/26/2026	80.68
	012626	UA/Evidence to Lab	01/26/2026	6.51
	012626	G06	01/26/2026	936.49
	012626	travel food	01/26/2026	24.44
	012626	Signs for the racquetball tournament.	01/26/2026	233.28
	012626	travel food	01/26/2026	28.36
	012626	Utilities - City of Cody	01/26/2026	426.24
	012626	Utilities - City of Cody	01/26/2026	17.69
	012626	shirts	01/26/2026	140.45
	012626	shirts	01/26/2026	140.45
	012626	door repair west lift	01/26/2026	183.56
	012626	Food 4 SFST Training	01/26/2026	17.46
	012626	office soundproofing	01/26/2026	75.24
	012626	Car Wash	01/26/2026	12.00
	012626	battery tender	01/26/2026	56.99
	012626	Community CPR class	01/26/2026	84.00
	012626	CONDUIT	01/26/2026	8,176.74
	012626	linseed oil, brushes	01/26/2026	48.95
	012626	general maintenance	01/26/2026	85.41
	012626	instant ice packs	01/26/2026	29.89
	012626	curb riser pipe	01/26/2026	218.19
	012626	uniform shirts	01/26/2026	54.22
	012626	travel food	01/26/2026	30.11
	012626	uniform shirts	01/26/2026	124.94
	012626	CPR training valves	01/26/2026	59.95
	012626	hose and reel for cleaning on the pool deck	01/26/2026	231.99
	012626	replace swim meet mouse	01/26/2026	49.12
	012626	Refund for keyboard tray	01/26/2026	99.99-
	012626	replacement filters	01/26/2026	11.18
	012626	check valves meter couplers	01/26/2026	1,315.53
	012626	check valves, meter couplers	01/26/2026	1,315.53
	012626	brass fittings	01/26/2026	340.98
	012626	Garage door	01/26/2026	60.00
	012626	travel food	01/26/2026	38.90
	012626	Door stop for therapy pool	01/26/2026	5.99
	012626	batteries for the rec center	01/26/2026	16.99
	012626	light bulbs for City Hall	01/26/2026	28.99
	012626	Lightbulbs for Auditorium	01/26/2026	29.99
	012626	REFUND	01/26/2026	217.86-
	012626	Shop	01/26/2026	7.59

Secondary Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
	012626	Duty ball caps	01/26/2026	217.86
	012626	travel food	01/26/2026	35.24
	012626	fuel	01/26/2026	15.26
	012626	Software Service	01/26/2026	20.00
	012626	Car Wash	01/26/2026	5.98
	012626	Open AI Subscription	01/26/2026	20.00
	012626	NFPA NATIONAL ELECTRICAL CODE HANDBOOK	01/26/2026	498.50
	012626	fuel	01/26/2026	14.13
	012626	new drapes for the Auditorium	01/26/2026	180.11
	012626	drinking water	01/26/2026	196.92
	012626	drinking water	01/26/2026	65.64
	012626	Procure	01/26/2026	129.00
	012626	electrical tester	01/26/2026	19.99
	012626	Fencing	01/26/2026	27.40
	012626	A29	01/26/2026	217.22
	012626	Search & Seizure training	01/26/2026	179.00
	012626	jumper box	01/26/2026	259.01
	012626	MEETING REFRESHMENTS	01/26/2026	14.48
	012626	Car Wash	01/26/2026	23.00
	012626	gas tip	01/26/2026	7.89
	012626	Stump grinder	01/26/2026	310.54
	012626	Car Wash	01/26/2026	18.00
	012626	C08	01/26/2026	99.87
	012626	Fire Extinguisher	01/26/2026	284.00
	012626	A01	01/26/2026	109.95
	012626	Returned supplies	01/26/2026	5.99-
	012626	A21	01/26/2026	149.95
	012626	truck tools c04	01/26/2026	152.22
	012626	Fencing	01/26/2026	25.90
	012626	Report Writing training	01/26/2026	199.00
	012626	Probe install wrench	01/26/2026	622.69
	012626	Stand up desk	01/26/2026	387.17
	012626	Heater	01/26/2026	10.00
	012626	EAT Committee Purchases	01/26/2026	20.00
	012626	Kidz programs	01/26/2026	18.00
	012626	Tools	01/26/2026	119.44
	012626	C08	01/26/2026	2,957.53
	012626	office supplies	01/26/2026	12.58
	012626	Fencing	01/26/2026	4.00
	012626	Tool for shop	01/26/2026	71.67
	012626	Stump grinder	01/26/2026	112.50
	012626	maintenance items	01/26/2026	827.75
	012626	Dual monitor stand	01/26/2026	24.99
	012626	UA/Evidence to Lab	01/26/2026	6.39
	012626	Replacement filters	01/26/2026	118.36
	012626	Spray bottles	01/26/2026	102.18
	012626	file folders	01/26/2026	43.01
	012626	C04	01/26/2026	28.54
	012626	aquatic adult fitness class equipment	01/26/2026	235.95
	012626	School Promos	01/26/2026	321.00
	012626	Leadership Conference	01/26/2026	75.00
	012626	Leadership Conference	01/26/2026	75.00
	012626	filter B29	01/26/2026	5.36
	012626	filter SC003 SC008	01/26/2026	11.11
	012626	filter B16	01/26/2026	5.36
	012626	filters A20 A05 A09 A13 A28 A04 A107 A104, battery A11, capsules A20	01/26/2026	257.16
	012626	filters B32 I15 I 13 I17 B22	01/26/2026	88.47

Secondary Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
	012626	mud flaps D15	01/26/2026	17.76
	012626	parts cleaner	01/26/2026	335.96
	012626	filter C07 C06, coupler C08, battery D02, axle seals hub cap K36, adapter and hose C04	01/26/2026	704.75
	012626	filters B38 D07	01/26/2026	32.85
	012626	Filter E03	01/26/2026	18.53
	012626	Car Wash	01/26/2026	9.93
	012626	gloves	01/26/2026	10.25
	012626	DEF	01/26/2026	276.26
	012626	Car Wash	01/26/2026	11.00
	012626	Car Wash	01/26/2026	20.00
	012626	WGGA	01/26/2026	1,050.00
	012626	Refund of Taxes	01/26/2026	17.52-
	012626	Refund of Taxes	01/26/2026	14.66-
	012626	fuses	01/26/2026	170.00
	012626	Utilities - City of Cody	01/26/2026	456.75
	012626	Utilities - City of Cody	01/26/2026	6.29
	012626	Utilities - City of Cody	01/26/2026	962.13
	012626	Utilities - City of Cody	01/26/2026	12,581.29
	012626	Utilities - City of Cody	01/26/2026	90.10
	012626	Car Wash	01/26/2026	12.00
	012626	Car Wash	01/26/2026	5.87
	012626	Car Wash	01/26/2026	12.00
	012626	UA/Evidence to Lab	01/26/2026	6.39
	012626	Adjustable keyboard tray	01/26/2026	99.99
	012626	bolts/nuts	01/26/2026	72.52
	012626	G13	01/26/2026	9.60
	012626	Trackball mouse and mouse pad	01/26/2026	74.98
	012626	Employee Recognition	01/26/2026	271.15
	012626	Postage machine Ink	01/26/2026	248.98
	012626	Adjustable keyboard tray - to be returned	01/26/2026	97.84
	012626	soil scraper	01/26/2026	82.81
	012626	AED replacements ***when coupon was applied.	01/26/2026	423.00
	012626	CPR supplies *** difference on receipt due to tax refund/different method of tax figuring based on	01/26/2026	443.58
	012626	Training	01/26/2026	19.94
	012626	Pickleball	01/26/2026	19.78
	012626	Chair lumbar support	01/26/2026	32.92
	012626	F07	01/26/2026	6,041.96
	012626	Fridge Filters	01/26/2026	18.00
	012626	Fridge Filters	01/26/2026	17.99
	012626	gas line at west lift	01/26/2026	485.59
	012626	Food for ASAP	01/26/2026	379.23
	012626	CPR Training	01/26/2026	150.00
	012626	gloves	01/26/2026	99.00
	012626	Batteries for city hall	01/26/2026	16.99
	012626	Office supplies for new maintenance office	01/26/2026	42.16
	012626	Rec cable machine repairs	01/26/2026	33.91
	012626	brass return	01/26/2026	1,429.34-
	012626	Drainage PW shop	01/26/2026	360.00
	012626	brass	01/26/2026	1,669.93
	012626	propane	01/26/2026	96.00
	012626	Nitrile gloves	01/26/2026	117.86
	012626	Risk assessments	01/26/2026	282.67
	012626	For repairs on spa skimmer	01/26/2026	159.78
	012626	Bud leadership training	01/26/2026	156.00
	012626	Car Wash	01/26/2026	23.00
	012626	Chainsaw	01/26/2026	115.34
	012626	Car Wash	01/26/2026	12.00

Secondary Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
	012626	hydrant meter repair parts	01/26/2026	224.82
	012626	Clothing	01/26/2026	67.49
	012626	shop vac	01/26/2026	119.99
	012626	Car Wash	01/26/2026	12.00
	012626	Labor and materials	01/26/2026	330.32
	012626	sample shipping	01/26/2026	16.01
	012626	Clothing	01/26/2026	69.99
	012626	Fence repair shop	01/26/2026	65.96
	012626	curb riser pipe	01/26/2026	144.60
	012626	Toner	01/26/2026	209.89
	012626	Car Wash	01/26/2026	9.70
	012626	nitrile gloves	01/26/2026	36.62
	012626	cable ties	01/26/2026	15.98
	012626	Christmas decorations	01/26/2026	308.55
	012626	A101	01/26/2026	19.18
	012626	Memo pads	01/26/2026	61.16
	012626	kickdown door holders	01/26/2026	17.98
	012626	B06	01/26/2026	7.98
	012626	Supplies for Planning Office	01/26/2026	33.39
	012626	adult sports	01/26/2026	358.00
	012626	Car Wash	01/26/2026	23.00
	012626	Heater for Catherines Office.	01/26/2026	25.99
	012626	paper, highlighters, steno pads	01/26/2026	103.05
	012626	CSI Van	01/26/2026	571.57
	012626	CO2	01/26/2026	525.24
	012626	CO2	01/26/2026	525.24
	012626	B18	01/26/2026	250.00
	012626	Adult athletic supplies	01/26/2026	407.91
	012626	B08	01/26/2026	436.95
	012626	cleaning supplies	01/26/2026	1,493.63
	012626	Industrial	01/26/2026	8.99
	012626	tubing	01/26/2026	6.96
	012626	G08	01/26/2026	23.12
	012626	step ladder	01/26/2026	88.98
	012626	Happy Fit Year fitness kick off event	01/26/2026	152.41
	012626	Utilities - City of Cody	01/26/2026	873.91
	012626	Utilities - City of Cody	01/26/2026	718.34
	012626	Utilities - City of Cody	01/26/2026	18.47
	012626	Utilities - City of Cody	01/26/2026	18.19
	012626	Utilities - City of Cody	01/26/2026	6,742.96
	012626	Utilities - City of Cody	01/26/2026	6,702.76
	012626	Utilities - City of Cody	01/26/2026	16.70
	012626	Utilities - City of Cody	01/26/2026	896.47
	012626	Utilities - City of Cody	01/26/2026	5.80
	012626	Utilities - City of Cody	01/26/2026	733.73
	012626	Utilities - City of Cody	01/26/2026	1,008.62
	012626	Utilities - City of Cody	01/26/2026	14.12
	012626	Utilities - City of Cody	01/26/2026	141.53
	012626	Utilities - City of Cody	01/26/2026	444.47
	012626	Utilities - City of Cody	01/26/2026	9.36
	012626	Utilities - City of Cody	01/26/2026	9.36
	012626	Utilities - City of Cody	01/26/2026	657.66
	012626	Utilities - City of Cody	01/26/2026	9.36
	012626	Utilities - City of Cody	01/26/2026	257.77
	012626	Utilities - City of Cody	01/26/2026	9.36
	012626	Utilities - City of Cody	01/26/2026	54.60
	012626	Utilities - City of Cody	01/26/2026	9.36
	012626	Utilities - City of Cody	01/26/2026	1,364.94

Secondary Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
	012626	Utilities - City of Cody	01/26/2026	1,364.93
	012626	Utilities - City of Cody	01/26/2026	2,640.72
	012626	Utilities - City of Cody	01/26/2026	1,250.12
	012626	Utilities - City of Cody	01/26/2026	10.42
	012626	Utilities - City of Cody	01/26/2026	710.82
	012626	Utilities - City of Cody	01/26/2026	498.97
	012626	Utilities - City of Cody	01/26/2026	616.96
	012626	Utilities - City of Cody	01/26/2026	1,225.14
	012626	Utilities - City of Cody	01/26/2026	527.53
	012626	Trailer trim repair	01/26/2026	9.99
	012626	Report Writing Training	01/26/2026	179.00
	012626	Chainsaw	01/26/2026	30.39
	012626	light repair	01/26/2026	109.09
	012626	Utilities - City Of cody	01/26/2026	77.00
	012626	UA/Evidence to Lab	01/26/2026	6.39
	012626	G08	01/26/2026	.89-
	012626	Thermostat Software CH	01/26/2026	14.95
	012626	Utilities - Verizon	01/26/2026	24.29
	012626	Utilities - Verizon	01/26/2026	137.93
	012626	Utilities - Verizon	01/26/2026	20.02
	012626	Utilities - Verizon	01/26/2026	38.43
	012626	Utilities - Verizon	01/26/2026	156.94
	012626	Utilities - Verizon	01/26/2026	20.02
	012626	Utilities - Verizon	01/26/2026	60.03
	012626	Utilities - Verizon	01/26/2026	96.88
	012626	Utilities - Verizon	01/26/2026	38.43
	012626	Utilities - Verizon	01/26/2026	252.21
	012626	Utilities - Verizon	01/26/2026	20.02
	012626	Utilities - Verizon	01/26/2026	38.43
	012626	Utilities - Verizon	01/26/2026	38.43
	012626	Utilities - Verizon	01/26/2026	45.91
	012626	Utilities - Verizon	01/26/2026	90.22
	012626	Utilities - Verizon	01/26/2026	12.54
	012626	Utilities - Verizon	01/26/2026	25.89
	012626	Utilities - Verizon	01/26/2026	66.47
	012626	Utilities - Verizon	01/26/2026	32.17
	012626	Utilities - Verizon	01/26/2026	26.67
	012626	Utilities - Verizon	01/26/2026	80.61
	012626	Utilities - Verizon	01/26/2026	50.58
	012626	Utilities - Verizon	01/26/2026	223.53
	012626	Utilities - Verizon	01/26/2026	143.45
	012626	Utilities - Verizon	01/26/2026	38.40
	012626	Annual Software licensing and support	01/26/2026	657.65
	012626	Annual Software licensing and support	01/26/2026	730.72
	012626	Annual Software licensing and support	01/26/2026	219.22
	012626	Annual Software licensing and support	01/26/2026	146.14
	012626	Annual Software licensing and support	01/26/2026	73.07
	012626	Annual Software licensing and support	01/26/2026	584.58
	012626	Annual Software licensing and support	01/26/2026	219.22
	012626	Annual Software licensing and support	01/26/2026	146.14
	012626	Annual Software licensing and support	01/26/2026	511.51
	012626	Annual Software licensing and support	01/26/2026	1,461.44
	012626	Annual Software licensing and support	01/26/2026	438.43
	012626	Annual Software licensing and support	01/26/2026	1,972.96
	012626	Annual Software licensing and support	01/26/2026	146.14
	012626	Toner	01/26/2026	243.89
	012626	fan motor	01/26/2026	30.96
	012626	Toner	01/26/2026	279.78

Secondary Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
	012626	sports equipment for youth programs	01/26/2026	527.28
	012626	Bobcat	01/26/2026	20.00
	012626	Sport equipment for youth activities.	01/26/2026	86.56
	012626	Toner	01/26/2026	399.89
	012626	Skyline parking lot	01/26/2026	199.99
	012626	filter	01/26/2026	17.99
	012626	Utilities - TCT	01/26/2026	136.40
	012626	Utilities - TCT	01/26/2026	98.20
	012626	Utilities - TCT	01/26/2026	1,740.63
	012626	Utilities - TCT	01/26/2026	120.45
	012626	Utilities - TCT	01/26/2026	217.78
	012626	Utilities - TCT	01/26/2026	567.03
	012626	Utilities - TCT	01/26/2026	567.03
	012626	Utilities - TCT	01/26/2026	66.45
	012626	Utilities - TCT	01/26/2026	98.20
	012626	Utilities - TCT	01/26/2026	217.78
	012626	Utilities - TCT	01/26/2026	160.00
	012626	Utilities - TCT	01/26/2026	224.38
	012626	Utilities - TCT	01/26/2026	98.35
	012626	Utilities - TCT	01/26/2026	99.71
	012626	pickleballs	01/26/2026	299.90
	012626	C01	01/26/2026	1,026.45
	012626	Fridge Filters	01/26/2026	15.43
	012626	Fridge Filters	01/26/2026	15.43
	012626	easement filing	01/26/2026	1.50
	012626	Industrial	01/26/2026	19.98
	012626	easement filing	01/26/2026	36.00
	012626	nuts and bolts	01/26/2026	6.60
	012626	Duty flashlight charger and battery	01/26/2026	102.53
	012626	Disney +	01/26/2026	18.99
	012626	C07	01/26/2026	63.74
	012626	Car Wash	01/26/2026	11.00
	012626	Printer ink for the scan in card printer	01/26/2026	199.98
	012626	4"" cap,pvc	01/26/2026	33.88
	012626	sharpies	01/26/2026	8.99
	012626	Car Wash	01/26/2026	11.00
	012626	Service fee refund	01/26/2026	2.50-
	012626	ASAP supplies	01/26/2026	27.99
	012626	Pizza for ASAP	01/26/2026	55.92
	012626	Spotify Music for fitness classes	01/26/2026	19.99
	012626	Windshield E04	01/26/2026	683.66
	012626	Cell phone	01/26/2026	132.90
	012626	Cell phones	01/26/2026	600.36
	012626	Cell phones	01/26/2026	265.80
	012626	Cell phones	01/26/2026	2,525.10
	012626	Air cards	01/26/2026	2,653.64
	012626	Cell phones	01/26/2026	559.53
	012626	Cell phones	01/26/2026	186.51
	012626	Cell phone	01/26/2026	132.90
	012626	wiper blades	01/26/2026	14.08
	012626	ASAP snacks	01/26/2026	111.86
	012626	sample shipping	01/26/2026	23.24
	012626	Coffee for back office.	01/26/2026	83.15
	012626	knives, cutting board	01/26/2026	6.50
	012626	knives, cutting board	01/26/2026	6.50
	012626	knives, cutting board	01/26/2026	6.50
	012626	knives, cutting board	01/26/2026	6.48
	012626	ASAP food.	01/26/2026	15.77

Secondary Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
	012626	Refund	01/26/2026	30.86-
Total WELLS FARGO COMMERICAL CARD:				114,015.33
WEST PARK HOSPITAL				
CODY REGIONAL HEALTH	12226	DUI BLOOD DRAW - CASE #25-898 RAMOS	01/22/2026	150.00
Total WEST PARK HOSPITAL:				150.00
WOLFF INDUSTRIES, INC				
KEELE SANITATION	820768	PORTABLE RESTROOMS	12/31/2025	170.00
Total WOLFF INDUSTRIES, INC:				170.00
WYOMING ASSOCIATION OF MUNICIPALITIES				
	18576	WINTER CONF DUES	01/26/2026	240.00
	18576	WINTER CONF DUES	01/26/2026	240.00
Total WYOMING ASSOCIATION OF MUNICIPALITIES:				480.00
WYOMING CHILD SUPPORT				
	11626	Garnishment Remittance # 227551	01/16/2026	323.07
Total WYOMING CHILD SUPPORT:				323.07
WYOMING MUNICIPAL POWER AGENCY				
	2025-12-1	WMPA - ENERGY USE	01/08/2026	313,201.82
	2025-12-1	WMPA DEMAND CHARGE - COINCIDENT PEAK	01/08/2026	345,944.04
	2025-12-1	WMPA DEMAND CHARGE - NON-COINCIDENT PEAK	01/08/2026	50,853.88
Total WYOMING MUNICIPAL POWER AGENCY:				709,999.74
Grand Totals:				921,999.59
Payroll Totals				569,683.14
Total				1,491,682.73

Report Criteria:

Detail report.
Invoices with totals above \$0 included.
Paid and unpaid invoices included.
Invoice Detail.Input date = 01/27/2026
Invoice.Batch = {NOT LIKE} "1"

Meeting Date: February 3, 2026 Department: Administrative Services Staff Reference: Tina Gail
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AGENDA ITEM SUMMARY REPORT

Annual FFA wreath laying ceremony.

PROPOSED ACTION:

Approve a request from Samuel Hanna, on behalf of the Buffalo Bill Center of the West, to close Coe Circle in front of the Statute on Thursday, February 26, 2026 for the Annual FFA wreath laying ceremony and allow traffic to be directed north through West Park Hospital's small parking lot.

SUMMARY OF INFORMATION:

Samuel Hanna, on behalf of the Buffalo Bill Center of the West, would like council to consider an ask to close Coe Circle in front of the Statute on Wednesday, February 26, 2025 for the Annual FFA wreath laying ceremony and allow traffic to be directed north through West Park Hospital's small parking lot. West Park Hospital has been notified. This is a yearly tradition. The ceremony begins at 11:00am and will last approximately 30 minutes.

FISCAL IMPACT:

N/A

ATTACHMENTS:

1. 2026_01_13_13_21_17



City of Cody Agenda Request Form



In order to fully prepare the Council for their meetings, individuals wishing to appear before the Council are asked to complete the following information prior to placement on the agenda. You will be notified of the date you have been scheduled to appear. You may also be contacted by City staff prior to the meeting to address concerns or provide additional information. Some requests may not require appearing before the Council for approval.

Please provide the following detailed information relating to your concern or request. **This form (and any relevant attachments) should be submitted in a timely manner, preferably at least 14 days prior to allow sufficient time for internal review. Untimely submission may result in the inability to be considered for approval.** Council packets are prepared in advance prior to Tuesday meetings. Meetings are held the first and third Tuesday of each month. Please complete the following information in full and return to City of Cody PO Box 2200 Cody, WY 82414 (Fax 307-527-6532),

Name of person to appear before the Council Samuel Hanna

Organization Represented Buffalo Bill Center of the West

Date you wish to appear before the Council February 3, 2026

Email Address samh@centerofthewest.org Telephone 307-578-4006

Names of all individuals who will speak on this topic Samuel Hanna

Event Title (if applicable) Buffalo Bill Birthday Wreath-Laying

Date(s) of Event (if applicable) Thursday, February 26, 2026

Location of Event (if applicable) Coe Circle at The Scout Statue at the western end of Sheridan Ave.

Full description of topic to be discussed (include all relevant information including any street closures, times of event, any special requirements or request etc., attach additional sheet if necessary and map showing location of event where applicable) We respectfully request the closure of a portion of Coe Circle, at the front of The Scout statue for the FFA Wreath-Laying Ceremony.

Traffic will be routed through the Cody Regional Health Monument Entrance parking lot.

The ceremony begins at 11:00am and will last approximately 30 minutes.

Which City employee(s) have you spoken to about this issue? Tina Gail

Signature [Handwritten Signature] Date 1.12.2026

Meeting Date: February 3, 2026 Department: Recreation Staff Reference: Mike Fink

AGENDA ITEM SUMMARY REPORT
Annual Request for CHS Graduation Party 2026

PROPOSED ACTION:

Request a motion to approve the City Council sponsoring the 2026 Cody High School Graduation Party for the amount not to exceed \$830.00.

SUMMARY OF INFORMATION:

In past years, the City Council has sponsored the annual Cody High School graduation party and paid all of the related fees out of the City Council contingency fund.

A group of local parents and students are organizing an all-night graduation celebration for the CHS Senior Class of 2026. This overnight activity is scheduled to be held on the “Dry Side” of the Recreation Center. They will not be using the Aquatics area.

The celebration will run from 9:00 pm on Saturday, May 30th to 2:00 am on Sunday, May 31st.

The normal closure time of the Recreation Center on Saturday is 6:00 pm. The committee is planning a wide variety of activities for the “lock-in” style of party. Students will not be allowed to leave and re-enter the celebration. In addition to the chaperons from the graduation committee, a City Rec Center staff member will also be on site.

FISCAL IMPACT:

A minimum of one staff member will be scheduled to work this event. It is estimated that the direct salary cost to the City of Cody will be approximately \$130.00.

The standard member rental fee for the Rec Center is as follows:

Gymnasiums	\$450.00
Multipurpose room	\$100.00
Hallway	\$50.00
Racquetball Court	\$100.00
Front desk staff	<u>\$130.00</u>
Total Cost	\$830.00

ATTACHMENTS:

1. CHS Graduation 2026

MEETING DATE:
DEPARTMENT: PARKS, RECREATION AND
PUBLIC FACILITIES
PRESENTED BY: MIKE FINK

AGENDA ITEM SUMMARY REPORT

Annual Request for CHS Graduation Party 2026

ACTION TO BE TAKEN:

Request motion to approve the City Council sponsoring the 2026 Cody High School Graduation Party for the amount not to exceed \$830.00.

SUMMARY OF INFORMATION:

In past years, the City Council has sponsored the annual Cody High School graduation party and paid a portion or all of the related fees out of the City Council contingency fund.

A group of local parents and students are organizing an all-night graduation celebration for the CHS Senior Class of 2026. This overnight activity is scheduled to be held on the "Dry Side" of the Recreation Center. They will not be using the Aquatics area. The celebration will run from 9:00 pm on Saturday, May 30th to 2:00 am on Sunday, May 31st.

The normal closure time of the Recreation Center on Saturday is 6:00 pm. The committee is planning a wide variety of activities for the "lock-in" style of party. Students will not be allowed to leave and re-enter the celebration. In addition to the chaperones from the graduation committee, a City Rec Center staff member will also be on site.

FISCAL IMPACT

A minimum of one staff member will be scheduled to work this event. It is estimated that the direct salary cost to the City of Cody will be approximately \$130.00.

The standard member rental fee for the Rec Center is as follows:

Gymnasiums	\$450.00
Multipurpose room	\$100.00
Hallway	\$50.00
Racquetball Court	\$100.00
Front desk staff	<u>\$130.00</u>
Total Cost	\$830.00

ALTERNATIVES

1. Approve sponsoring the CHS graduation party in the amount not to exceed \$830.00
2. Do not sponsor the event, but instead waive the fee.
3. Funding not to exceed a different amount approved by City Council.

ATTACHMENTS

None

AGENDA & SUMMARY REPORT TO:

Mike Fink, Recreation and Public Facilities Superintendent
Kelly Bower, CHS Parent Advisor Committee

Meeting Date: February 3, 2026 Department: Community Development Staff Reference: Scott Kolpitzke, Utana Dye

AGENDA ITEM SUMMARY REPORT

Ordinance No. 2026-01 Title 10, Chapter 14, Section 2.A.4.b: Notice of Public Hearing (Special Exemptions), Ordinance 2026-02 Title 10, Chapter 14, Section 1.C: Notice and Public Hearing, Ordinance 2026-03 Title 10, Chapter 5, Section 1: City Council Authority, and Ordinance 2026-04 Title 10, Chapter 5, Section 2: Protest, of the Cody City Code.

PROPOSED ACTION:

To hear public input on these ordinances.

SUMMARY OF INFORMATION:

The objective of the ordinance amendments is to revise public notice requirements of the named sections of code to be consistent and require publication in the newspaper, neighbor notice to neighbors within 300 feet of the subject property and post signs on the property, as well as a 21-day notice period prior to the public hearing.

FISCAL IMPACT:

1. The only fiscal impact of the ordinances would be the cost to the city for creating the signs to be posted for the subject property. The costs for mailing and publishing notice are paid by the applicant. The fiscal impact will vary depending on the number of applications for special exemptions, but it should be a minor impact.
2. Any cost from this ordinance is not budgeted.
3. This would be paid from general funds.
4. There will be no impact on any utility rates.

ATTACHMENTS:

1. Newspaper Notice

PUBLIC HEARING

The City Council will conduct a public hearing on Tuesday, February 3, 2026, at 7:00 p.m., or as soon thereafter as practical, within the City Council Chambers located at 1338 Rumsey Avenue. The purpose of this hearing is to consider four proposed amendments to the following ordinances: Title 10, Chapter 14, Section 2.A.4.b: Notice of Public Hearing (Special Exemptions), Title 10, Chapter 14, Section 1.C: Notice and Public Hearing, Title 10, Chapter 5, Section 1: City Council Authority, and Title 10, Chapter 5, Section 2: Protest, of the Cody City Code. The objective of these amendments is to revise public notice requirements of the above-named sections of code to be consistent and require publication in the newspaper, neighbor notice to neighbors within 300 feet of the subject property and posted signs on the property, as well as a 21-day notice period prior to the public hearing. Further information may be obtained from the Community Development Department in City Hall or by contacting (307) 527-3482. Written comments should be directed to Community Development, P.O. Box 2200, Cody, WY 82414, and must be received prior to the aforementioned date and time of the public hearing.

Publication Date: 1/20/2026

Meeting Date: February 3, 2026 Department: Finance Staff Reference: Leslie Brumage

AGENDA ITEM SUMMARY REPORT

Resolution 2026-02 A Resolution amending the City of Cody budget for Fiscal Year 2025-2026

PROPOSED ACTION:

Approve Resolution 2026-02 amending the Fiscal Year 2025-2026 budget

SUMMARY OF INFORMATION:

This is the second budget amendment presented for FY25-26. The amendments reflect necessary adjustments for additional revenue, approved projects, grants, and unanticipated operational needs that have arisen since the last amendment.

FISCAL IMPACT:

This amendment includes total proposed revenues of \$432,522 and total proposed expenses of \$1,717,198, resulting in a net funding gap of \$1,284,676. This gap will be covered using the available fund reserves within the impacted funds.

ATTACHMENTS:

1. Resolution 2026-02 Budget Amendment FY26 - 2
2. Amendment List

RESOLUTION 2026-02

A RESOLUTION AMENDING THE CITY OF CODY BUDGET FOR FISCAL YEAR 2025-2026.

WITNESSETH:

WHEREAS, the final budget for Fiscal Year 2025-2026 was duly adopted by the City of Cody with Ordinance No 2025-15 on June 17, 2025 in accordance with the State of Wyoming Statutes; and

WHEREAS, the City of Cody Council has determined it is appropriate to amend the final budget, in accordance with proper governmental accounting and financial reporting practices; and

WHEREAS, funds are available to cover such amendments as designated in the requested action.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE City of Cody, the following budget amendment is authorized by the City of Cody Council:

	Original or Last Amended Budget	Amendment 2 02/26	Amended Budget
REVENUES			
General Fund	\$12,481,226	\$0	\$12,481,226
Capital Acquisition Fund	\$904,166	\$341,225	\$1,245,391
Technology Replacement Fund	\$122,902	\$0	\$122,902
Vehicle Replacement Fund	\$820,217	\$0	\$820,217
Cody Public Arts Fund	\$34,289	\$0	\$34,289
American Rescue Plan Fund	\$0	\$0	\$0
Solid Waste Fund	\$2,805,171	\$0	\$2,805,171
Water Fund	\$10,515,950	\$0	\$10,515,950
Wastewater Fund	\$6,724,632	\$0	\$6,724,632
Electric Fund	\$14,663,670	\$64,454	\$14,728,124
Storm Drainage Fund	\$724,308	\$26,843	\$751,151
TOTAL REVENUE	\$49,796,531	\$432,522	\$50,229,053
EXPENSES			
General Fund	\$13,909,108	\$219,272	\$14,128,380
Capital Acquisition Fund	\$1,918,113	\$366,500	\$2,284,613
Technology Replacement Fund	\$84,880	\$80,200	\$165,080
Vehicle Replacement Fund	\$1,657,016	\$133,529	\$1,790,545
Cody Public Arts Fund	\$4,684	\$0	\$4,684
American Rescue Plan Fund	\$45,500	\$0	\$45,500
Solid Waste Fund	\$2,928,556	\$8,341	\$2,936,897
Water Fund	\$9,541,010	\$112,056	\$9,653,066
Wastewater Fund	\$6,766,950	\$558,212	\$7,325,162
Electric Fund	\$14,733,566	\$198,602	\$14,932,168
Storm Drainage Fund	\$880,108	\$40,486	\$920,594
TOTAL EXPENSES	\$52,469,491	\$1,717,198	\$54,186,689

PASSED, APPROVED AND ADOPTED THE 3rd DAY OF FEBRUARY 2026.

Lee Ann Reiter, Mayor

Attest:

Tina Gail, Administrative Services Officer

List

Budget Amendment Requests

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

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

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

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

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

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

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

Amendment Type	Carry Over Amendment
Account Type	Expense
Request ID	258
Total	\$42,300
Project Title	Yellowstone Impressions electric service
Reason for Request	Note: developer project started in FY25 but not included in FY26 budget. Need budget amendment for \$42,300. Fees already paid.
Amendment Type	Carry Over Amendment
Account Type	Expense
Request ID	259
Total	\$346,120
Project Title	Wastewater Master Plan
Reason for Request	Note: project was projected to end in FY25 so it was not re-appropriated in FY26 or included in the carry over amendments in August. Need budget amendment request.
Amendment Type	Supplemental Amendment
Account Type	Expense
Request ID	260
Total	\$250,000
Project Title	FY 2026 TAP Grant - West Yellowstone Sidewalk Improvements Project
Reason for Request	New WYDOT TAP Grant for West Yellowstone and 8th Street Sidewalk Improvements Project
Amendment Type	Supplemental Amendment
Account Type	Expense
Request ID	261
Total	\$226,225
Project Title	FY 2026 TAP Grant - West Yellowstone Sidewalk Improvements Project

Reason for Request	New WYDOT TAP Grant for West Yellowstone and 8th Street Sidewalk Improvements Project
Amendment Type	Supplemental Amendment
Account Type	Revenue
Request ID	262
Total	\$115,000
Project Title	Belfry Bridge Boat Ramp Improvement Project
Reason for Request	New Grant from Wyoming Game and Fish for Belfry Bridge Boat Ramp Improvement Project
Amendment Type	Supplemental Amendment
Account Type	Expense
Request ID	263
Total	\$115,000
Project Title	Belfry Bridge Boat Ramp Improvement Project
Reason for Request	New Grant from Wyoming Game and Fish for Belfry Bridge Boat Ramp Improvement Project
Amendment Type	Supplemental Amendment
Account Type	Revenue
Request ID	264
Total	\$2,998
Project Title	Bid 2025-06 - Electric Bucket Truck
Reason for Request	Additional funding for Electric Bucket Truck for award of Bid 2025-06, funding from Electric Division to supplement original funding in Vehicle Replacement Fund
Amendment Type	Supplemental Amendment
Account Type	Expense
Request ID	265
Total	\$170,000
Project Title	Septage Receiving Facilities Project

Reason for Request	Additional MicroComm SCADA cost approved with Sletten Change Order No. 1 to be funded by Wastewater Enterprise Fund
Amendment Type	Supplemental Amendment
Account Type	Expense

Request ID	266
Total	\$35,000
Project Title	Emergency Purchase - Valley View Lift Station Generator
Reason for Request	Replace failed generator at Valley View Lift Station
Amendment Type	Supplemental Amendment
Account Type	Expense

Request ID	267
Total	\$16,250
Project Title	Position Reclassification - Meter Technician to Journeyman Lineman
Reason for Request	Proposed position reclassification within Electric Division
Amendment Type	Supplemental Amendment
Account Type	Expense

Request ID	268
Total	\$70,000
Project Title	Vehicle A06 - cab and chassis replacement
Reason for Request	Vehicle A06 is the vehicle used by Code Enforcement officer(s) within the Police Department, and includes animal compartments contained in a custom built bed. This vehicle is currently scheduled for full replacement in the Vehicle Replacement Schedule in the next two to three years at a cost around \$95,000. The current vehicle has had recent engine problems that would require a repair cost of approximately \$10,000 or more. As an alternative, it is proposed to replace the cab and chassis only early in calendar year 2026, and remount the existing specialized bed on the new cab and chassis. The estimated cost of this cab and chassis replacement is approximately \$70,000 per the email attached, and is expected to extend the life of the vehicle for a minimum of 10 years (eliminating the need for full replacement in 2-3 years at a lower overall cost).

Amendment Type	Supplemental Amendment
Account Type	Expense
Request ID	269
Total	\$45,000
Project Title	Phase 2 - Tree Streets Waterline Replacement Project
Reason for Request	Change Order No. 1 for Phase 2 - Tree Streets Waterline Replacement Project This change order addressed the additional cost to the project for sanitary sewer service repairs.
Amendment Type	Supplemental Amendment
Account Type	Expense
Request ID	270
Total	\$23,342
Project Title	Big Horn Ave PHB and Crosswalk (FY 2024 TAP Grant)
Reason for Request	Additional cost to project for items that are NOT WYDOT TAP Grant eligible for reimbursement: a. WYDOT Property Appraisal for easement acquisitions = \$14,430 b. Stantec Easement document preparation (Task Order #3) = \$8,912 Total + \$23,342
Amendment Type	Supplemental Amendment
Account Type	Expense
Request ID	271
Total	\$29,996
Project Title	Lifetime Small Animal Hospital
Reason for Request	LSAH is adding on a new 3 phase service and have already paid the fees
Amendment Type	Supplemental Amendment
Account Type	Expense
Request ID	272

Total	\$50,000
Project Title	Legal services contract
Reason for Request	City Council previously agreed to pay 75% of legal expenses incurred, up to \$50,000, for POST proceedings. This was a verbal commitment so no contract exists. The case is nearing completion and we expect to receive the invoice in this fiscal year.
Amendment Type	Supplemental Amendment
Account Type	Expense

Request ID	273
Total	\$19,434
Project Title	City Hall Sewer Repair
Reason for Request	Completion of repairs to the failed City Hall sewer in the main building restrooms
Amendment Type	Supplemental Amendment
Account Type	Expense

Request ID	275
Total	\$9,989
Project Title	Retirement payout and reclassification of staff duties
Reason for Request	The retirement of Cindy Baker and the subsequent filling of her position will result in a budget overage in personnel costs. Additionally, some of her duties have been transitioned to the Finance Officer. These changes resulted in a budget overage of \$
Amendment Type	Supplemental Amendment
Account Type	Expense

Request ID	276
Total	\$65,027
Project Title	Employment separation payouts
Reason for Request	This amendment appropriates additional funds for required employee separation payouts that exceeded original budget estimates due to unanticipated employee turnover during the fiscal year.
Amendment Type	Supplemental Amendment

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

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

Request ID	279
Total	\$0
Project Title	
Reason for Request	Adjustment to Seasonal Parks Staff cost - moving money from "Salaries - Provisional/Temp" to "Independent Contractors" (which is used to pay for non-city employees through Express Employment)
Amendment Type	Transfer Amendment
Account Type	Expense

Request ID	280
Total	\$0
Project Title	

Reason for Request	Adjustment to Seasonal Parks Staff cost - moving money from "Salaries - Provisional/Temp" to "Independent Contractors" (which is used to pay for non-city employees through Express Employment)
Amendment Type	Transfer Amendment
Account Type	Expense
Request ID	281
Total	\$0
Project Title	
Reason for Request	Adjustment to Seasonal Parks Staff cost - moving money from "Salaries - Provisional/Temp" to "Independent Contractors" (which is used to pay for non-city employees through Express Employment)
Amendment Type	Transfer Amendment
Account Type	
Request ID	282
Total	\$15,000
Project Title	City Shop Manufactured Home
Reason for Request	ADA compliance remodel of restrooms required for final CO to be issued.
Amendment Type	Supplemental Amendment
Account Type	Expense
Request ID	283
Total	\$17,969
Project Title	Cody Auditorium Basement Flood
Reason for Request	Basement Flooded
Amendment Type	Supplemental Amendment
Account Type	Expense
Request ID	284
Total	\$2,433

Project Title	Auditorium Basement Flood
Reason for Request	Auditorium Basement Flooded
Amendment Type	Supplemental Amendment
Account Type	Expense
Request ID	285
Total	\$30,000
Project Title	Seasonal hours - fitness instructors and personal trainers
Reason for Request	Discovered there were no hours included the FY26 budget process for the fitness instructors and personal trainers. There was a glitch in the software and it was not noticed until now. We have staff working those programs and will need a budget amendment of at least \$30,000 to stay in line with the FY25 actual.
Amendment Type	Supplemental Amendment
Account Type	Expense
Request ID	286
Total	\$5,100
Project Title	Aluminum Can Crusher (Solid Waste Division)
Reason for Request	The FY 2026 Budget includes \$30,000 for a replacement / new can crusher in the Recycling Center. A Budget Amendment is needed for the following: - additional cost of the aluminum can crusher (quote came in at \$31,100) - additional cost for installation because a licensed electrician will need to complete the electrical hook ups at an estimated cost of \$4,000 Budget Amendment requested of \$4,500
Amendment Type	Supplemental Amendment
Account Type	Expense
Request ID	287
Total	\$26,996
Project Title	Lifetime Small Animal Hospital Electric Service Upgrade
Reason for Request	LSAH is adding on a new 3 phase service and have already paid the fees.
Amendment Type	Supplemental Amendment

Account Type	Revenue
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Request ID	288
Total	\$37,458
Project Title	307 Realty Electric Service Upgrade
Reason for Request	This is an upgrade to a 3-phase electric service requested by the customer. Customer paid the cost upfront in the amount of \$37,458.09
Amendment Type	Supplemental Amendment
Account Type	Revenue

Request ID	289
Total	\$65,000
Project Title	Human Resources Information System
Reason for Request	Purchase of a new Human Resources Information Systems software program. The proposed HRIS will replace manual and fragmented human resources processes with a centralized system for managing employee records, payroll integration, benefits administration, time and attendance, performance management, and compliance reporting. The current approach relies on multiple systems and manual workflows, increasing administrative burden, the risk of errors, and challenges with data integrity, reporting, and regulatory compliance. This request includes the initial implementation costs. There will be an annual subscription cost.
Amendment Type	Supplemental Amendment
Account Type	Expense

Request ID	290
Total	\$63,529
Project Title	Sanitation Truck Bid 2024-01
Reason for Request	Sanitation truck bid awarded in May 2024 was \$63,529 more than the original budget amount for this equipment. It was awarded with the expectation of a future budget amendment approval with funding provided by the Vehicle Replacement Fund. The truck was received in December 2025.
Amendment Type	Supplemental Amendment
Account Type	Expense

Request ID	291
Total	\$6,200
Project Title	City Shop Emergency IT System Repairs
Reason for Request	We have several issues at City Shop that are all compounding each other. It appears we have a failing UPS causing all of the equipment including both Domain Controllers, the main switch, and the firewall to go offline. This morning everything came back online except the primary domain controller. We have equipment that is improperly mounted, unmaintained, and so old and unpatched it's a huge security vulnerability. Both of the DCs are running Windows XP era operating systems and still have Kaspersky security on them. Kaspersky hasn't worked in the US for over 3 years since the Biden admin banned them. Windows XP support ended over a decade ago so we can confidently conclude the network is completely unpatched and insecure. Recommendation: (1-3 DAYS) - We purchase and expedite a new Battery Backup for City Shop (UPS). This gets us back to our messy baseline. (2-4 WEEKS) 1. Purchase and expedite a new and adequate firewall for City Shop. 2. Purchase and expedite a new and adequate main switch for City Shop 3. Purchase and begin building out a Tailscale Node network to use in place of Active Directory servers. This will authenticate shop users with our domain at City Hall instead of the vulnerable domain at City Shop. 4. Install the Tailscale client on all shop users' workstations and join them to the City Hall domain.
Amendment Type	Supplemental Amendment
Account Type	Expense

AGENDA ITEM SUMMARY REPORT

Ordinance No. 2026-01 - Third Reading

An Ordinance amending Title 10, Chapter 14, Section 2.A.4.b: Notice of Public Hearing (Special Exemptions)

PROPOSED ACTION:

Approve, modify or reject ordinance 2026-01 to modify section 10.14.2.A.4.b of the zoning regulations, related to notice of public hearings for special exemptions.

SUMMARY OF INFORMATION:

At the January 20, 2026, Council meeting, the City Council made an amendment to keep the one hundred and forty foot (140') notification notice. A change has been made to the ordinances.

The amended ordinance will require three forms of notice:

1. Publication of a notice in the newspaper;
2. Mailing notice to neighbors within 140 feet of the subject property; and
3. Posting signs on the subject property.

The current code requires mailing notice only to neighbors within 140 feet of the subject property. Staff has amended the ordinance to reflect that there will be no change to the neighbor notices and will keep it to 140'. The current code does not require posting a sign. The posted signs must be posted along portions of the property along a road frontage. The signs would be provided by the City to the applicant, and the applicant would be responsible for posting the signs.

All notices must be mailed and posted at least 21 days prior to the public hearing. The Ordinance Review Committee recommends approving this ordinance to strengthen the notice to the neighbors and community of proposed special exemptions.

FISCAL IMPACT:

1. The only fiscal impact of this ordinance would be the cost to the city for creating the signs to be posted for the subject property. The costs for mailing and publishing notice are paid by the applicant. The fiscal impact will vary depending on the number of applications for special exemptions, but it should be a minor impact.
2. Any cost from this ordinance is not budgeted.
3. This would be paid from general funds.
4. There will be no impact on any utility rates.

ATTACHMENTS:

1. Ordinance 2026-01 Special Exemptions
2. Ordinance 2026-01 Special Exemptions-Amended

ORDINANCE NO. 2026 - 01

**AN ORDINANCE AMENDING TITLE 10, CHAPTER 14,
SECTION 2.A.4.b: NOTICE OF PUBLIC HEARING (SPECIAL
EXEMPTIONS)**

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

Title 10, Chapter 14, Section 2.A.4.b of the City of Cody Code, shall be amended as follows:

10-14-2.A.4.b NOTICE OF PUBLIC HEARING

A. Application Procedures

4 NOTICE OF PUBLIC HEARING.

b. After receipt of a complete application, the City Planner shall cause the applicant to provide notice of the public hearing. Notice of a public hearing shall be given at least ~~ten (10)~~ **twenty-one (21)** days prior to the hearing by publication in the City's official newspaper and **by mailing notice, by** US Postal Service first class mail, to the owners of all properties within ~~one hundred forty feet (140')~~ **three hundred feet (300')** of the subject property. The notices must identify the date, time, location, and purpose of the public hearing. The property owner list shall be based on the ownership data from the Park County ~~Map-Server Program (or equivalent)~~ **Assessor's office** on the day of application. **In addition to the published and mailed notice, City staff shall provide to the applicant one sign for each road frontage indicating that there is a pending application for a special exemption. The applicant shall ensure that one sign for each frontage is posted on the property for at least twenty-one (21) days prior to the scheduled public hearing. When the applicant has made all reasonable and good faith effort to maintain posted notice, failure of this posted notice will not be grounds to invalidate the application.**

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

Passed on First Reading: 1/6/2026

Passed on Second Reading: 1/202/2026

Passed on Third Reading: _____, 2026

ATTEST:

Lee Ann Reiter, Mayor

Tina Gail, Administrative Service
Officer

ORDINANCE NO. 2026 - 01

**AN ORDINANCE AMENDING TITLE 10, CHAPTER 14,
SECTION 2.A.4.b: NOTICE OF PUBLIC HEARING (SPECIAL
EXEMPTIONS)**

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

Title 10, Chapter 14, Section 2.A.4.b of the City of Cody Code, shall be amended as follows:

10-14-2.A.4.b NOTICE OF PUBLIC HEARING

A. Application Procedures

4 NOTICE OF PUBLIC HEARING.

b. After receipt of a complete application, the City Planner shall cause the applicant to provide notice of the public hearing. Notice of a public hearing shall be given at least ~~ten (10)~~ **twenty-one (21)** days prior to the hearing by publication in the City's official newspaper and **by mailing notice, by** US Postal Service first class mail, to the owners of all properties within one hundred forty feet (140') of the subject property. The notices must identify the date, time, location, and purpose of the public hearing. The property owner list shall be based on the ownership data from the Park County ~~Map Server Program (or equivalent)~~ **Assessor's office** on the day of application. **In addition to the published and mailed notice, City staff shall provide to the applicant one sign for each road frontage indicating that there is a pending application for a special exemption. The applicant shall ensure that one sign for each frontage is posted on the property for at least twenty-one (21) days prior to the scheduled public hearing. When the applicant has made all reasonable and good faith effort to maintain posted notice, failure of this posted notice will not be grounds to invalidate the application.**

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

Passed on First Reading: 1/6/2026

Passed on Second Reading: 1/20/2026

Passed on Third Reading: _____, 2026

ATTEST:

Lee Ann Reiter, Mayor

Tina Gail, Administrative Service Officer

AGENDA ITEM SUMMARY REPORT

Ordinance No. 2026-02 - Third Reading

An Ordinance amending Title 10, Chapter 14, Section 1.C: Notice and Public Hearing

PROPOSED ACTION:

Approve, modify or reject ordinance 2026-02 to modify section 10.14.1.C of the zoning regulations, related to notice of public hearings for conditional use permits.

SUMMARY OF INFORMATION:

At the January 20, 2026, Council meeting, the City Council made an amendment to keep the one hundred and forty foot (140') notification notice. A change has been made to the ordinances.

1. Publication of notice in the newspaper;
2. Mailing notice to neighbors within 140' feet of the subject property; and
3. Posting signs on the subject property.

The current code already requires publication of a notice in the newspaper and mailing notice to neighbors within 140 feet of the subject property. Staff has amended the ordinance to reflect that there will be no change to the neighbor notices and will keep it to 140'. The current code does not require posting a sign. The posted signs must be posted along portions of the property along a road frontage. The signs would be provided by the City to the applicant, and the applicant would be responsible for posting the signs. All notices must be mailed and posted at least 21 days prior to the public hearing. The Ordinance Review Committee recommends approving this ordinance to strengthen the notice to the neighbors and community of proposed conditional use permits.

FISCAL IMPACT:

1. The only fiscal impact of this ordinance would be the cost to the city for creating the signs to be posted for the subject property. The costs for mailing and publishing notice are paid by the applicant. The fiscal impact will vary depending on the number of applications for conditional use permits, but it should be a minor impact.
2. Any cost from this ordinance is not budgeted.
3. This would be paid from general funds.
4. There will be no impact on any utility rates.

ATTACHMENTS:

1. Ordinance 2026-02 Notice Public Hearing
2. Ordinance 2026-02 Notice Public Hearing-Amended

ORDINANCE NO. 2026 -02

AN ORDINANCE AMENDING TITLE 10, CHAPTER 14, SECTION 1.C: NOTICE AND PUBLIC HEARING

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

Title 10, Chapter 14, Section 1.C of the City of Cody Code, shall be amended as follows:

10-14-1C: NOTICE AND PUBLIC HEARING

C. NOTICE AND PUBLIC HEARING. The Planning and Zoning Board shall conduct a public hearing to obtain information pertaining to the request and the appropriateness of the conditional use permit. Notice of the hearing is required as follows:

Notice of the public hearing shall be given at least twenty-one (21) days prior to the hearing by publication in the City's official newspaper and by USPS first class mail to the owners of all properties within three hundred feet (300') of the subject property. The property owner list shall be based on the ownership data from the Park County Assessor's office records on the day of the application. The written notice shall specify the date by which written comments and objections must be received by the City, which date shall be at least five calendar days prior to the public hearing. **In addition to the published and mailed notice, City staff shall provide to the applicant one sign for each road frontage indicating that there is a pending application for a conditional use permit. The applicant shall ensure that one sign for each frontage is posted on the property under consideration for a conditional use permit for at least twenty-one (21) days prior to the scheduled public hearing. When the applicant has made all reasonable and good faith effort to maintain posted notice, failure of this posted notice will not be grounds to invalidate the application.**

1. The persons sending the notices by mail shall complete an affidavit of mailing which identifies the document, the property owners to which it was sent, and the date mailed.

2. The City Planner is granted authority to require or perform optional notice to inform property owners in addition to those within three hundred feet of the subject property, lessees, utility providers, or others that may be affected by the conditional use, of the public hearing. Optional notice is not subject to the **twenty-one (21)** day requirement, may take any form, and is completely discretionary. Optional notice, or lack thereof, shall not be ground for appeal. If the City Planner requires additional notice, the expenses and costs for the additional notice shall be paid by the City.

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

Passed on First Reading: January 6, 2026

Passed on Second Reading: January 6, 2026

Passed on Third Reading: _____, 2026

ATTEST:

Lee Ann Reiter, Mayor

Tina Gail, Administrative Service Officer

ORDINANCE NO. 2026-02

AN ORDINANCE AMENDING TITLE 10, CHAPTER 14, SECTION 1.C: NOTICE AND PUBLIC HEARING

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

Title 10, Chapter 14, Section 1.C of the City of Cody Code, shall be amended as follows:

10-14-1C: NOTICE AND PUBLIC HEARING

C. NOTICE AND PUBLIC HEARING. The Planning and Zoning Board shall conduct a public hearing to obtain information pertaining to the request and the appropriateness of the conditional use permit. Notice of the hearing is required as follows:

Notice of the public hearing shall be given at least twenty-one (21) days prior to the hearing by publication in the City's official newspaper and by USPS first class mail to the owners of all properties within one hundred and forty feet (140') of the subject property. The property owner list shall be based on the ownership data from the Park County Assessor's office records on the day of the application. The written notice shall specify the date by which written comments and objections must be received by the City, which date shall be at least five calendar days prior to the public hearing. **In addition to the published and mailed notice, City staff shall provide to the applicant one sign for each road frontage indicating that there is a pending application for a conditional use permit. The applicant shall ensure that one sign for each frontage is posted on the property under consideration for a conditional use permit for at least twenty-one (21) days prior to the scheduled public hearing. When the applicant has made all reasonable and good faith effort to maintain posted notice, failure of this posted notice will not be grounds to invalidate the application.**

1. The persons sending the notices by mail shall complete an affidavit of mailing which identifies the document, the property owners to which it was sent, and the date mailed.

2. The City Planner is granted authority to require or perform optional notice to inform property owners in addition to those within three hundred feet of the subject property, lessees, utility providers, or others that may be affected by the conditional use, of the public hearing. Optional notice is not subject to the **twenty-one (21)** day requirement, may take any form, and is completely discretionary. Optional notice, or lack thereof, shall not be ground for appeal. If the City Planner requires additional notice, the expenses and costs for the additional notice shall be paid by the City.

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

Passed on First Reading: January 6, 2026

Passed on Second Reading: January 20, 2026

Passed on Third Reading: _____, 2026

ATTEST:

Lee Ann Reiter, Mayor

Tina Gail, Administrative Service Officer

Meeting Date: February 3, 2026 Department: Community Development Staff Reference: Scott Kolpitzke, Utana Dye

AGENDA ITEM SUMMARY REPORT

Ordinance No. 2026-03 - Third Reading

An Ordinance amending Title 10, Chapter 5, Section 1: City Council Authority

PROPOSED ACTION:

Approve, modify or reject ordinances 2026-03 to modify sections 10.5.1 of the zoning regulations, related to notice of public hearings protests to zone changes.

SUMMARY OF INFORMATION:

At the January 20, 2026, Council meeting, the City Council made an amendment to keep the one hundred and forty foot (140') notification notice. A change has been made to the ordinances.

The ordinance will require three forms of notice:

1. Publication of notice in the newspaper;
2. Mailing notice to neighbors within 140 feet of the subject property; and
3. Posting signs on the subject property.

The current code already requires mailing notice to neighbors within 140 feet of the subject property. Staff has amended the ordinance to reflect that there will be no change to the neighbor notices and will keep it to 140'. The current code does not require posting a sign. The posted signs must be posted along portions of the property along a road frontage. The signs would be provided by the City to the applicant, and the applicant would be responsible for posting the signs. All notices must be mailed to posted at least 21 days prior to the public hearing. The Ordinance Review Committee recommends approving this ordinance to strengthen the notice to the neighbors and community of proposed zone changes.

FISCAL IMPACT:

1. The only fiscal impact of this ordinance would be the cost to the city for creating the signs to be posted for the subject property. The costs for mailing and publishing notice are paid by the applicant. The fiscal impact will vary depending on the number of applications for zone changes, but it should be a minor impact.
2. Any cost from this ordinance is not budgeted.
3. This would be paid from general funds.
4. There will be no impact on any utility rates.

ATTACHMENTS:

1. Ordinance 2026-03 Zone Change Notice
2. Ordinance 2026-03 Zone Change Notice-Amended

ORDINANCE NO. 2026 - 03

**AN ORDINANCE AMENDING TITLE 10, CHAPTER 5,
SECTION 1: CITY COUNCIL AUTHORITY**

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

Title 10, Chapter 5, Section 1 of the City of Cody Code, shall be amended as follows:

10-15-1: CITY COUNCIL AUTHORITY

The city council may by ordinance at any time, on its own motion or petition, or upon the recommendations by the planning and zoning commission, amend, supplement or change the regulations or districts herein or subsequently established; provided, however, that a public hearing shall first be held in relation thereto after one publication of notice of the time, place and purpose of such hearing, in an official newspaper, at least fifteen (15) days prior to such hearing. **to the proposed amendment, supplement or change.**

~~The City Planner is granted authority to perform additional notice to inform neighboring property owners, lessees, utility providers, or others that may be affected of the public hearing. This additional notice is not subject to the fifteen (15) day requirement, may take any form, and is completely discretionary. Additional notice, or lack thereof, shall not be grounds for appeal.~~

After receipt of an application from a property owner, resident or other person proposing to change the zone of a specific lot or lots, the Community Development Office shall require the applicant to provide notice of the public hearing as described in this subsection. Notice of a public hearing shall be given at least twenty-one (21) days prior to the hearing by publication in the City's official newspaper and by mailing notice, by US Postal Service first class mail, to the owners of all properties within three hundred feet (300') of the subject property. The notices must identify the date, time, location, and purpose of the public hearing. The property owner list shall be based on the ownership data from the Park County Assessor's records on the day the City receives the application for the zone change. In addition to the published

and mailed notice, City staff shall provide to the applicant one sign for each road frontage indicating that there is a pending application for a zone change to the property. The applicant shall ensure that one sign for each frontage is posted on the property for at least twenty-one (21) days prior to the scheduled public hearing. When the applicant has made all reasonable and good faith effort to maintain posted notice, failure of this posted notice will not be grounds to invalidate the application. If a sign is damaged or destroyed by weather, vandalism, or other causes beyond the control of the applicant, the damaged or destroyed sign shall not serve as a basis for denying the application.

The requirements for notice as described above shall apply only to applications by owners, residents or others proposing to change the zoning designation of a specific lot or group of lots, and shall not apply to proposed ordinances, amendments or changes to regulations in Title 10 that will not result in a change to the zoning designation of a property.

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

Passed on First Reading: January 6, 2026

Passed on Second Reading: January 20, 2026

Passed on Third Reading: _____, 2026

ATTEST:

Lee Ann Reiter, Mayor

Tina Gail, Administrative Service Officer

ORDINANCE NO. 2026 - 03

**AN ORDINANCE AMENDING TITLE 10, CHAPTER 5,
SECTION 1: CITY COUNCIL AUTHORITY**

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

Title 10, Chapter 5, Section 1 of the City of Cody Code, shall be amended as follows:

10-15-1: CITY COUNCIL AUTHORITY

The city council may by ordinance at any time, on its own motion or petition, or upon the recommendations by the planning and zoning commission, amend, supplement or change the regulations or districts herein or subsequently established; provided, however, that a public hearing shall first be held in relation thereto ~~after one publication of notice of the time, place and purpose of such hearing, in an official newspaper, at least fifteen (15) days prior to such hearing.~~ **to the proposed amendment, supplement or change.**

~~The City Planner is granted authority to perform additional notice to inform neighboring property owners, lessees, utility providers, or others that may be affected of the public hearing. This additional notice is not subject to the fifteen (15) day requirement, may take any form, and is completely discretionary. Additional notice, or lack thereof, shall not be grounds for appeal.~~

After receipt of an application from a property owner, resident or other person proposing to change the zone of a specific lot or lots, the Community Development Office shall require the applicant to provide notice of the public hearing as described in this subsection. Notice of a public hearing shall be given at least twenty-one (21) days prior to the hearing by publication in the City's official newspaper and by mailing notice, by US Postal Service first class mail, to the owners of all properties within one hundred and forty feet (140') of the subject property. The notices must identify the date, time, location, and purpose of the public hearing. The property owner list shall be based on the ownership data from the Park County Assessor's records on the day the City receives the application for the zone change. In addition to the

published and mailed notice, City staff shall provide to the applicant one sign for each road frontage indicating that there is a pending application for a zone change to the property. The applicant shall ensure that one sign for each frontage is posted on the property for at least twenty-one (21) days prior to the scheduled public hearing. When the applicant has made all reasonable and good faith effort to maintain posted notice, failure of this posted notice will not be grounds to invalidate the application. If a sign is damaged or destroyed by weather, vandalism, or other causes beyond the control of the applicant, the damaged or destroyed sign shall not serve as a basis for denying the application.

The requirements for notice as described above shall apply only to applications by owners, residents or others proposing to change the zoning designation of a specific lot or group of lots, and shall not apply to proposed ordinances, amendments or changes to regulations in Title 10 that will not result in a change to the zoning designation of a property.

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

Passed on First Reading: January 6, 2026

Passed on Second Reading: January 20, 2026

Passed on Third Reading: _____, 2026

ATTEST:

Lee Ann Reiter, Mayor

Tina Gail, Administrative Service Officer

Meeting Date: February 3, 2026 Department: Community Development Staff Reference: Scott Kolpitzke, Utana Dye

AGENDA ITEM SUMMARY REPORT
Ordinance No. 2026-04, Third Reading
An Ordinance Amending Title 10, Chapter 5, Section 2: Protest

PROPOSED ACTION:

Approve, modify or reject ordinances 2026-04 to modify sections 10.5.2 of the zoning regulations, related to notice of public hearings protests to zone changes.

SUMMARY OF INFORMATION:

At the January 20, 2026, Council meeting, the City Council made an amendment to keep the one hundred and forty foot (140') notification notice. The ordinance will require three forms of notice:

1. Publication of a notice in the newspaper;
2. Mailing notice to neighbors within 140 feet of the subject property; and
3. Posting signs on the subject property.

The current code already requires mailing notice to neighbors within 140 feet of the subject property. Staff has amended the ordinance to reflect that there will be no change to the neighbor notices and will keep it to 140'. The current code does not require posting a sign. The posted signs must be posted along portions of the property along a road frontage. The signs would be provided by the City to the applicant, and the applicant would be responsible for posting the signs. All notices must be mailed and posted at least 21 days prior to the public hearing. The Ordinance Review Committee recommends approving this ordinance to strengthen the notice to the neighbors and community of proposed zone changes.

FISCAL IMPACT:

1. The only fiscal impact of this ordinance would be the cost to the city for creating the signs to be posted for the subject property. The costs for mailing and publishing notice are paid by the applicant. The fiscal impact will vary depending on the number of applications for zone changes, but it should be a minor impact.
2. Any cost from this ordinance is not budgeted.
3. This would be paid from general funds.
4. There will be no impact on any utility rates.

ATTACHMENTS:

1. Ordinance 2026-04 Zone Change Protest
2. Ordinance 2026-04 Zone Change Protest - Amended

ORDINANCE NO. 2026 - 04

**AN ORDINANCE AMENDING TITLE 10, CHAPTER 5,
SECTION 2: PROTEST**

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

Title 10, Chapter 5, Section 2 of the City of Cody Code, shall be amended as follows:

10-5-2: PROTEST

If there is a protest against any change signed by the owners of twenty percent (20%) or more of the area of the lots included in the proposed change, or of those immediately adjacent within a distance of ~~one hundred forty~~ **three hundred** feet (~~140'~~ **(300')**), the amendment shall not become effective except upon the affirmative vote of three-fourths ($\frac{3}{4}$) of all the members of the city council. In determining the ~~one hundred forty~~ **three hundred** feet (~~140~~**300'**), the width of any intervening street or alley shall not be included. The provisions for public hearings and notice apply to all changes or amendments.

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

Passed on First Reading: January 6, 2026

Passed on Second Reading: January 20, 2026

Passed on Third Reading: _____, 2026

ATTEST:

Lee Ann Reiter, Mayor

Tina Gail, Administrative Service
Officer

ORDINANCE NO. 2026 - 04

**AN ORDINANCE AMENDING TITLE 10, CHAPTER 5,
SECTION 2: PROTEST**

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

Title 10, Chapter 5, Section 2 of the City of Cody Code, shall be amended as follows:

10-5-2: PROTEST

If there is a protest against any change signed by the owners of twenty percent (20%) or more of the area of the lots included in the proposed change, or of those immediately adjacent within a distance of one hundred forty feet (140'), the amendment shall not become effective except upon the affirmative vote of three-fourths ($\frac{3}{4}$) of all the members of the city council. In determining the one hundred forty feet (140'), the width of any intervening street or alley shall not be included. The provisions for public hearings and notice apply to all changes or amendments.

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

Passed on First Reading: January 6, 2026

Passed on Second Reading: January 20, 2026

Passed on Third Reading: _____, 2026

ATTEST:

Lee Ann Reiter, Mayor

Tina Gail, Administrative Service Officer

Meeting Date: February 3, 2026 Department: Public Works Staff Reference: Phillip Bowman, Jake Moyer
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AGENDA ITEM SUMMARY REPORT

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

PROPOSED ACTION:

Consider approval of Change Order No. 2 with Western Municipal Construction, Inc. for the North Lift Station Improvements Project

SUMMARY OF INFORMATION:

The City Council approved the award of the North Lift Station Improvements Project (Project) to Western Municipal Construction (WMC) in the amount of \$910,500 on April 15, 2025. The City Council also approved Change Order No. 1 with WMC to adjust the scope of work performed with the Project and the contract time on December 16, 2025, with a resultant decrease of cost of \$4,251.48. The total contract amount with WMC (after approval of Change Order No. 1) is currently \$906,248.52. WMC mobilized to the site during the week of January 26, 2026, and work on the Project by their crew and subcontractors is progressing smoothly.

Change Order No. 2 was discussed with the City Council at the January 27, 2026, Work Session, and will extend the contract time for the Project by modifying the Substantial Completion date to be March 27, 2026 (previously February 23, 2026) and the Final Completion date to be April 24, 2026 (previously March 23, 2026). There is no additional cost proposed with this change order, and it only allows additional contract time (32 calendar days) to complete the Project.

City Council approval of Change Order No. 2 will be subject to final approval of all associated documents by the City Attorney prior to execution by the Mayor. City Staff recommends approval of this change order.

FISCAL IMPACT:

There is no fiscal impact to the Project with Change Order No. 2. The change order does not increase the total contract amount with WMC, and only extends the contract time with a later Substantial Completion date and Final Completion date.

ATTACHMENTS:

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

CHANGE ORDER NO.: 2

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

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

Effective Date of Change Order: 1/19/26

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

Description:

1. Time Extension Request – 480V Switchgear Delay

Justification:

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

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

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

Total: N/A

Completion Dates:

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

Attachments:

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

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

Recommended by Engineer (if required)

Accepted by Contractor

By:



Dillon Clause

Title: Project Manager

Project Manager - Western Municipal Const.

Date: 1/19/2026

1/19/2026

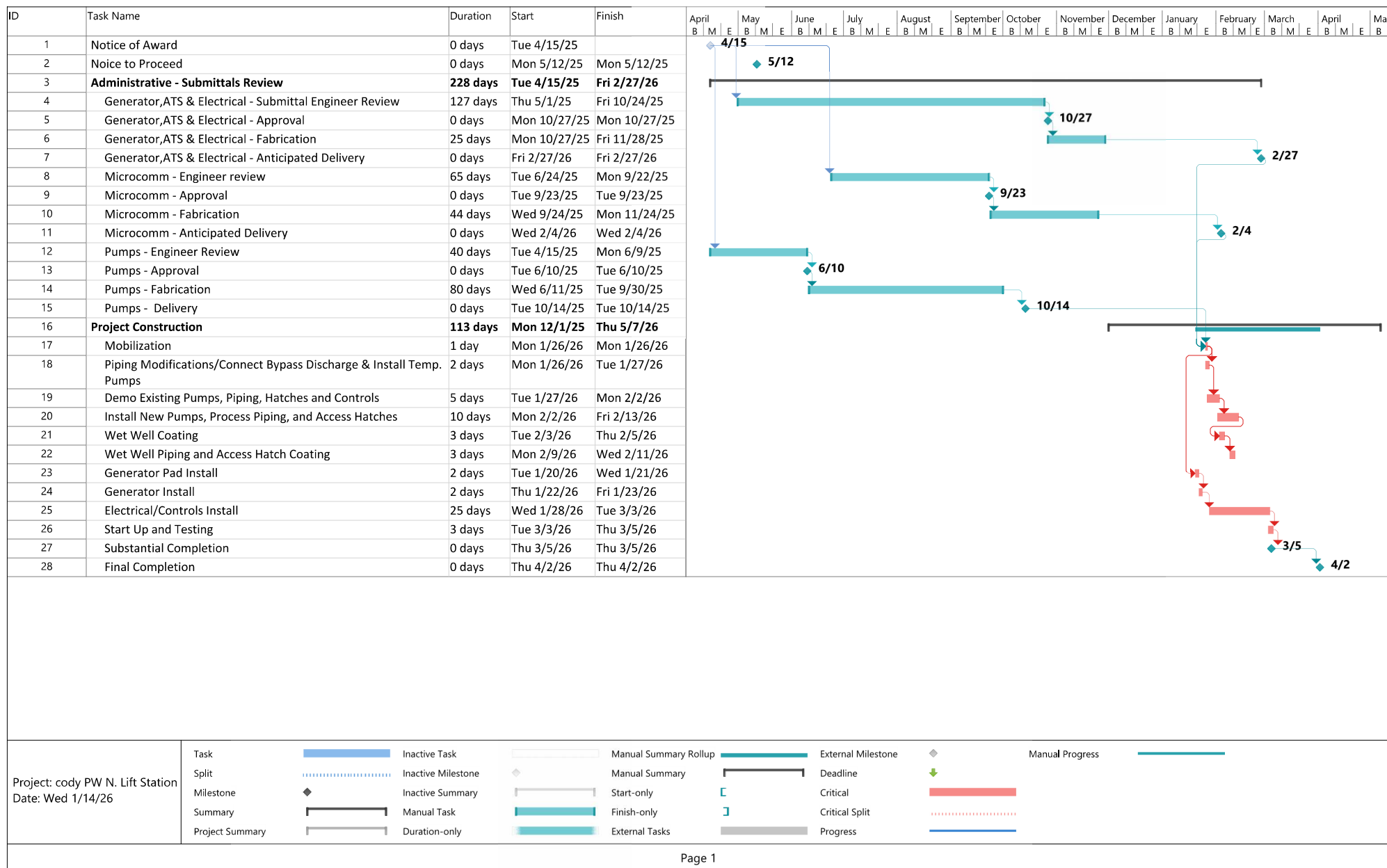
Authorized by Owner

Approved by Funding Agency (if applicable)

By:

Title: Lee Ann Reiter, Mayor

Date: February 3, 2026





WESTERN MUNICIPAL CONSTRUCTION OF WYOMING, INC.

P.O. Box 399 Meeteetse, WY 82433

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

To: HDR Engineering & The City of Cody

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

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

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

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

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

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

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

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

Respectfully,

Dillon Clause

Dillon Clause

Project Manager

Western Municipal Construction

406-671-9496