



## City Council Special Meeting Agenda

**Date:** 1/10/2023  
**Time:** 5:30 p.m.  
**Location:** City Hall Council Chambers

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Mayor Matt Hall | <input type="checkbox"/> Don Shreve Jr.                 |   |
| <input type="checkbox"/> Justin Baily    | <input type="checkbox"/> Emily Swett                    | <input type="checkbox"/> Administrative Services Officer, Cindy Baker |
| <input type="checkbox"/> Jerry Fritz     | <input type="checkbox"/> Kelly Tamblyn                  |   |
| <input type="checkbox"/> Andy Quick      | <input type="checkbox"/> City Administrator, Barry Cook | <input type="checkbox"/> City Attorney, Scott Kolpitcke               |
| <input type="checkbox"/> Lee Ann Reiter  |   |   |

5:30 -5:40 - Informational - CHS Youth for Justice – Hemp Products sold to minors  
Spokesperson: Deb White and/or CHS Youth for Justice

5:40-5:50 - Discuss changes requested to the Park County Animal Shelter Contract  
Spokesperson: – Nichole Good, Operations Manager and/or Executive Director  
Amanda Munn

5:50 -6:00 - Discuss Use of Cody Club Room at reduced Rate  
Spokesperson: Tina Hoebelheinrich and/or Greg Pendley - Cody Club  
Spokesperson: Barry Cook – Rotary Club  
Staff Reference: Mike Fink, Aquatic, Facilities and Recreation Supervisor

6:00 – 6:10 - Update on Shoshone Municipal Pipeline Board  
Spokesperson – Roy Holm, City Representative

6:10 – 6:20 - Update on WMPA Board  
Spokesperson – Bert Pond, City Representative

6:20 – 6:30 - Discuss Communication Consultant RFP  
Spokesperson: Leslie Brumage, Finance Officer

6:30 – 6:35 – Update on Caselle Software Program/Server Changes  
Spokesperson: Leslie Brumage, Finance Officer

6:35- Board/Committee Updates  
P&Z - Andy Quick  
Shoshone Recreation District – Emily Swett  
Park County Travel Council – Emily Swett  
Urban Systems – Jerry Fritz  
Forward Cody – Mayor Hall  
Cody Country Chamber – Mayor Hall

Disclaimer: Times noted are an estimate in order to assist with keeping the agenda discussion on track and/or providing approximate time when an item will be discussed for those wanting to attend for that specific item

# 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, and/or provide additional information. Note: Some request 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, preferred lead time 14 days minimum to allow sufficient time for internal review. Untimely submission may result in the inability to be considered for approval.** Council packets are prepared the in advance prior to the Tuesday meetings. Note 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),

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Name of person to appear before the Council Deb White

Organization Represented CHS Youth for Justice

Date you wish to appear before the Council Tues. Jan 3, 2023

E-Mail Address d\_white@parkb.org Telephone 307-899-4372

Names of all individuals who will speak on this topic 6-8 CHS students

Event Title (if applicable) \_\_\_\_\_

Date(s) of Event (if applicable) \_\_\_\_\_

Location of Event (if applicable) \_\_\_\_\_

**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)

The CHS Youth for Justice students are proposing that the City of Cody ban the sale of smokable Hemp products including but not limited to Delta 8, to any individual under the age of 21 yrs. In addition it must be illegal for individuals under 21 yrs. to possess smokable Hemp products. This ordinance would make the laws for smoking Hemp (and Delta 8) consistent with the state and federal laws for smoking (and purchasing) cigarettes. Smoking Hemp products including Delta 8 are currently completely unregulated in WY. Delta 8 is currently illegal, or at least regulated in 20 states. There are currently 5 locations where Delta 8 can be purchased that are within walking distance of the M.S. Which City employee(s) have you spoken to about this issue?

Signature Deborah White Date 12/4/22

**AMENDMENT TO**  
**CONTRACT FOR ANIMAL SHELTER SERVICES**

This Amendment to Contract for Animal Shelter Services (the Amendment) is entered into as of the date last signed by both parties to this Amendment. This Amendment modifies that Contract for Animal Shelter Services entered into on June 22, 2021, between the City of Cody, Wyoming, a municipal corporation (CITY) and Park County Animal Shelter, a Wyoming non-profit corporation (PCAS).

**RECITALS**

- a. CITY and PCAS entered into a Contract for Animal Shelter Services (CONTRACT) on June 22, 2021.
- b. The parties wish to amend that agreement with respect to section 3, relating to the number of days that PCAS must keep animals.

NOW, THEREFORE, in consideration of the mutual promises, covenants and representations described in this Amendment and the CONTRACT, the parties agree as follows:

1. Page 2, Section 3 of the CONTRACT is hereby amended and replaced to read as follows:

PCAS shall be responsible for collecting any and all sheltering fees from individuals claiming or redeeming animals that have been brought to the facility. PCAS shall hold animals brought to them by CITY personnel or citizens of Cody if such animals are located within the CITY of at least four (4) business days not including the day of impoundment (excluding Sundays). If the animal is not claimed within that period, PCAS may then adopt the animal to a person fit to own and care for that animal, or if

necessary, euthanize the animal. PCAS shall inform the CITY in writing of the fees charged to the public on an annual basis. In the event that PCAS increases its fees, PCAS shall notify the CITY in writing no later than 30 days before such changed is adopted by PCAS.

Except as modified by this Amendment, the CONTRACT shall remain in full force and effect as originally written and approved by CITY and PCAS.

PARK COUNTY ANIMAL SHELTER:

By: \_\_\_\_\_  
Executive Director

January \_\_\_\_, 2023.

CITY OF CODY, WYOMING:

By: \_\_\_\_\_  
MATT HALL, MAYOR

January \_\_\_\_, 2023.

ATTEST:

\_\_\_\_\_  
CYNTHIA D. BAKER, CLERK



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Name of person to appear before the Council Tina Hoebelheirich

Organization Represented Cody Country Chamber of Commerce

Date you wish to appear before the Council As soon as available

Email Address exec@codychamber.org Telephone 3075861571

Names of all individuals who will speak on this topic Greg Pendley, Tina Hoebelheirich

Event Title (if applicable) Cody Club

Date(s) of Event (if applicable) Third Monday of the Month

Location of Event (if applicable) Cody Club Room

**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)**  
~~The Cody Country Chamber of Commerce hosted the Cody Club luncheon at the Cody Club room since the building of the facility. Most recently, the charge for the Chamber to use the room was \$50. During and post pandemic, the Holiday Inn who is our caterer for the luncheon decided to not cater-out thus tying us to the Holiday Inn for our lunches. It is the desire of the Chamber to return to the Cody Club Room and rotate the catering my month to different local restaurants and caterers. Unfortunately, the current rate structure for the Cody Club Room would make that rental \$415 per use and would be prohibitive of the event returning.~~

Which City employee(s) have you spoken to about this issue? Mike Fink

Signature \_\_\_\_\_ Date \_\_\_\_\_



## Cody Parks, Recreation and Public Facilities

1402 Heart Mountain Street

PO Box 2200

Cody WY 82414

Phone (307) 587-0400

Fax (307) 587-2565

[www.cityofcody-wy.com](http://www.cityofcody-wy.com)

For Your Information

Action Necessary

Response Requested

### MEMO

Date: January 5, 2023,

To: Rick Manchester, Director – Parks, Recreation and Public Facilities  
Cindy Baker, Admin Services Director

From: Mike Fink, Recreation and Public Facilities Superintendent

Subject: Cody Club and Rotary charges for the Cody Clubroom

CC:

The Cody Club Room charges \$150.00 for the first day of the event. This entitles the event holder to have access ½ day before the event day and ½ day after the event.

The Chamber of Commerce cancelled Cody Club during the Covid months. The Rotary Club stopped using the Club Room for their weekly meetings close to 7 years ago.

Chamber is once again going to start up Cody Club this Winter starting in January.

Their plan is to meet the first Monday of each month.

They are also planning on having various restaurants around town using the kitchen to serve meals.

The Rotary Club would also like to use the Club Room for their weekly meetings. They also will be utilizing the kitchen.

We used to keep the Cody Club Room set up with the traditional “Cody Club Room Set Up”.

That set up would be with 8 round tables, 56 chairs and 3, six foot rectangle tables.

We would also have the steam table available for them.

Right now, if someone rents the Club Room, they rent an empty room and have to pay an additional charge for tables and chairs. If both of these Clubs come back to the Club Room, we would go back to keeping the room set up with the “Cody Club Room Set Up”.

Clean up for the Maintenance Department could be very minimal. The caterers cleaned the kitchen and tables each meeting.

If the floors were not a mess, Maintenance could sweep around the set up and spot mop. Clean up can take between a half hour and an hour or so depending upon the mess and weather conditions.

If it was just the Chamber using the Club Room, we would stay with keeping the room empty between events.

Every week that Cody Club has their luncheon, the Maintenance Department will have to set up all the tables and chairs. They will then be required to put away all the tables and chairs and clean the floors, kitchen and the restrooms after the event.

This will take anywhere from 1 to 3 hours every week they have Cody Club.

We used to charge the Rotary Club and Chamber of Commerce \$50.00 each week they had one of their luncheons. They used to hold 2 Cody Clubs every month and Rotary on Thursdays.