

**PARK COUNTY TRAVEL COUNCIL
MONTHLY MEETING
THURSDAY, NOVEMBER 16, 2023
BUFFALO BILL CENTER OF THE WEST
WEBSTER BOARD ROOM
CODY, WY
12:05 P.M.**

PARK COUNTY TRAVEL COUNCIL MONTHLY MEETING

PRESENT: John Parsons, John Wetzel, Ruffin Prevost, Sandy Newsome, Rick Hoeninghausen (zoom), Emily Swett, Christine Gleason and Quintin Blair

ABSENT: Michael Darby

OTHER ATTENDEES: Ryan Hauck, Amanda Keyes and Katrina Southern

MOTIONS APPROVED

1. Emily Swett motioned, seconded by John Wetzel, to accept the revised agenda. Motion passed unanimously.
2. John Wetzel motioned to approve the October 19, 2023 meeting minutes as presented, seconded by Ruffin Prevost. Motion passed unanimously.
3. Ruffin Prevost motioned to approve the bills as presented, seconded by Emily Swett. Motion passed unanimously.
4. Quintin Blair motioned, seconded by Emily Swett, to recess the meeting. Motion passed unanimously. Meeting went to recess at 1:00 p.m.
5. Emily Swett motioned to reconvene the meeting, seconded by Quintin Blair. Motion passed unanimously. Meeting reconvened at 2:45 p.m.
6. John Wetzel motioned to go into Executive Session, seconded by John Parsons. Motion passed unanimously. Executive Session began at 2:45 p.m.
7. Sandy Newsome motioned to end the Executive Session, seconded by Quintin Blair. Motion passed unanimously. Executive Session ended at 3:30 p.m.
8. Quintin Blair motioned, seconded by Emily Swett, to adjourn the meeting. Motion passed unanimously. The meeting was adjourned at 3:30 p.m.

CALL TO ORDER

Vice Chairman, John Parsons called the meeting to order at 12:06 p.m.

APPROVAL OF AGENDA

Emily Swett motioned, seconded by John Wetzel, to accept the revised agenda. Motion passed unanimously.

APPROVAL OF October 19, 2023 MEETING MINUTES

John Wetzel motioned to approve the October 19, 2023 meeting minutes as presented, seconded by Ruffin Prevost. Motion passed unanimously.

ADMINISTRATIVE/FINANCIAL REPORTS

LODGING TAX REPORT

John Wetzel reported that the total lodging tax collections for the month of October were up +\$267,556.72 (+47.65%) and up +\$700,770.42 (+32.50%) for the year. Ryan Hauck added that the lodging tax collected from July-October is more than what was collected the entire FY2023.

ADMINISTRATIVE BILLS:

Delta Dental in the amount of \$205.25 for October Dental Insurance; Mountain Health Co-op in the amount of \$4,061.21 for October Health Insurance; Business Plus in the amount of \$1,525.00 for the annual report processing; Cody Country Chamber of Commerce in the amount of \$3,678.64 for the annual report mailing; Pinnacle Bank automatic withdrawal in the amount of \$592.84 for account checks; Jay Moody in the amount of \$825.00 for bookkeeping; The Way West Management in the amount of \$2,000.00 for Rent and \$371.02 for Utilities; TCT in the amount of \$275.45 for Phone/Internet; Canon in the amount of \$159.30 for Printer/Copier/Scanner/Paper; Office Shop in the amount of \$64.04 for Printer/Copier/Scanner/Paper; Master Card – HP.com in the amount of \$158.07 for Printer/Copier/Scanner/Paper; Big Horn Water in the amount of \$40.00 for Water; FP Mailing Solutions in the amount of \$98.85 for Postage Machine; Sarah Chadd in the amount of \$300.00 for Cleaning; 360 Office Solutions in the amount of \$46.36 for Admin Needs; and Master Card – Name Badge and Walmart in the amount of \$169.97 for Admin Needs. Administrative bills totaled \$14,571.00.

REQUESTS FOR PAYMENT:

Cody Yellowstone in the amount of \$135,662.43 for October expenses; Cody Country Chamber in the amount of \$8,432.02 for visitor center; East Yellowstone Valley Chamber of Commerce in the amount of \$1890.00 for FY24 Marketing Plan; Master Card – RMI in the amount of \$605.48 for EYVCC Registration; Meeteetse Visitor Center in the amount of \$3,159.41 for visitor center staffing and \$31.50 for FY2023 Marketing; and Powell Economic Partnership in the amount of \$5,000.00 for visitor center staffing. Requests for payment totaled \$154,780.84.

Ruffin Prevost motioned to approve the bills as presented, seconded by Emily Swett. Motion passed unanimously.

REPORTS TO THE COUNCIL

DESTINATION DEVELOPMENT FUND PROJECT UPDATES

Ryan Hauck gave updates on the progress of the Signage project, Outdoor Recreation Study and Film.

COUNTY COMPLEX

Ryan Hauck gave an update on the County Complex. He said that an engineer has approved that the building is capable of converting to a conference center. Mayor Hall is currently assembling a committee to discuss next steps.

SHOOTING COMPLEX TASK FORCE

Sandy Newsome gave an update on the task force for the shooting complex. She also said that the State Task Force is meeting in Cody on November 17th.

OLD BUSINESS

No Old Business

NEW BUSINESS

Investment Account Policy

Ryan Hauck discussed with the board the need for an Investment Account Policy. The board decided to create a committee to produce the policy. The committee will be Mike Darby, John Parsons and John Wetzel.

RECESS THE MEETING

Quintin Blair motioned, seconded by Emily Swett, to recess the meeting. Motion passed unanimously. Meeting went to recess at 1:00 p.m.

Emily Swett motioned to reconvene the meeting, seconded by Quintin Blair. Motion passed unanimously. Meeting reconvened at 2:45 p.m.

EXECUTIVE SESSION

John Wetzel motioned to go into Executive Session, seconded by John Parsons. Motion passed unanimously. Executive Session began at 2:45 p.m.

Sandy Newsome motioned to end the Executive Session, seconded by Quintin Blair. Motion passed unanimously. Executive Session ended at 3:30 p.m.

No motions were made regarding the Executive Session.

GOOD OF THE ORDER

No Good of the Order.

ADJOURN

Quintin Blair motioned, seconded by Emily Swett, to adjourn the meeting. Motion passed unanimously. The meeting was adjourned at 3:30 p.m.

IMPORTANT: Use of any information contained in these unapproved minutes is prohibited unless confirmed and authorized by the Park County Travel Council office, (307) 587-8589.

Approved 

Date 12/15/23