



City Council Special Meeting Agenda

Date: 7/27/2021
Time: 5:00 p.m.
Location: City Hall Council Chambers

- Mayor Matt Hall
 - Justin Baily
 - Diane Ballard
 - Jerry Fritz
 - Andrew Quick
 - Heidi Rasmussen
 - Emily Swett
 - City Administrator, Barry Cook
 - Administrative Services Officer, Cindy Baker
 - City Attorney, Scott Kolpitcke
-
- 5:00 –5:05 – Karen Ballinger – Old Airport Building
 - 5:05 -5:20 Pickle Ball Courts
 - Spokesperson: Paula Dimler, Melissa Fraser and/or John Parsons
 - 5:20 – 5:35 Zach Buchel – Farmers Market – Winter Months – Cody Club Room
 - Staff Reference: Mike Fink, Facilities & Recreation Supervisor
 - Spokesperson Zach Buchel
 - 5:35 – 5:40 Discuss Draft Resolution 2021-11
 - Staff Reference: Cindy Baker, Administrative Services Officer
 - 5:40 -5:55 – Discussion of Public Use Area Cash In Lieu Funds for specific projects - 29th Street Multi-use Pathway Extension and Pintail Street / C Street Gravel Road Paving
 - Staff Reference: Phillip Bowman, Public Works Director and/or Todd Stowell, City Planner.



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 Paula Dimler

Organization Represented Cody Pickle Ball Asso.

Date you wish to appear before the Council 7/13/21

Email Address pmdimler@gmail.com Telephone home: 587-8783
cell: 307 272-2961

Names of all individuals who will speak on this topic Paula Dimler, Melissa Fraser,
John Parson

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) This group would like to explore the feasibility of building outdoor pickle ball courts within the Cody City limits.

Which City employee(s) have you spoken to about this issue? Andy Quick, Rick Manchester

Signature Paula Dimler Date 6/21/21



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 Zach Bucher

Organization Represented Cody Farmers Market

Date you wish to appear before the Council _____

Email Address zbe@farmtablewest.com Telephone 815-529-5560

Names of all individuals who will speak on this topic ZACH BUCHER, Shirley Bestly

Event Title (if applicable) Cody farmers market

Date(s) of Event (if applicable) 10/1/21 - 5/1/22

Location of Event (if applicable) Cody Club Room Saturday Mornings ~~9am-2pm~~

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) Cody Farmers Market would like to reserve the Cody Club Room for \$50/day for as many Saturdays that are available 10/1/21-5/1/22 for its Winter Market location. We realize other events may want to reserve the space, so in the event of a conflict at least 1 month notice would be greatly appreciated. Also, in the event of a conflict would it be possible to use the smaller front part of the Cody Auditorium to continue operating?

Which City employee(s) have you spoken to about this issue? Cindy Baker

Signature [Signature] Date 5/11/21

MEETING DATE: JULY 27, 2021
DEPARTMENT: PARKS, RECREATION AND
PUBLIC FACILITIES
PREPARED BY: MIKE FINK
PRESENTED BY: RICK MANCHESTER

AGENDA ITEM SUMMARY REPORT

Cody Farmers Market in Cody Club Room

ACTION TO BE TAKEN:

Provide direction to staff relating to a request to approve the Cody Club Room for the Farmers Market for \$50 per day.

SUMMARY OF INFORMATION:

The City Council has elected not to waive facility fees for local groups. However City Council approved a reduced fee for the Farmers Market to hold their event in the Cody Club Room for \$50.00 per Saturday during the winter of 2020 to 2021.

The Farmers Market is once again requesting the Cody Club Room for their Winter Market location. The event would take place on Saturdays from 9 am until 2 pm. They would like to start the first weekend in October and run through the first weekend in May.

They would like the Club Room for the \$50.00 per day rate that they were approved for last year.

The Farmers Market would like to have a months notice for any event that would cause a conflict in scheduling.

FISCAL IMPACT

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 time for the Farmer's Market would hinder a Friday or Sunday event from getting their half day before or after their event.

The Cody Club Room didn't have many events during the Fall, Winter and Spring of 2021 due to a lot of events being cancelled.

The Chamber of Commerce cancelled Cody Club during the Covid months. The Chamber is once again going to start up Cody Club this Fall. They usually meet the first and third Monday each month.

The Cody Club Room is usually set up with the traditional “Cody Club Set Up.” Any event that books the Club Room is informed that the room is set up with 8 round tables, 56 chairs and 3 six foot rectangle tables.

Every week, Maintenance would have to take down the tables and chairs before the Farmer’s Market, clean after the event and then set the Club Room back up as it was. This will take about an hour every week.

As of mid - July we have 5 events that are booked in the Club Room for October through December with two events, (An Auction and Cody Cupboard) which only have the Auditorium.

ALTERNATIVES

1. Approve Farmer’s Market fee request of \$50.00 per week.
2. Deny the request.
3. Propose a different amount approved by City Council.

ATTACHMENTS

None

AGENDA & SUMMARY REPORT TO:

Rick Manchester, Parks, Recreation & Public Facilities Director
Mike Fink, Recreation and Public Facilities Superintendent
Zach Buchel, Cody Farmers Market

RESOLUTION 2021-11

A RESOLUTION DESIGNATING AN AREA AT THE LOINS CLUB PARK AS A LOCATION FOR A PILOT PROGRAM FOR MOBILE VENDOR USE OUTSIDE OF SPECIAL EVENTS

WHEREAS, the City of Cody Code, Title 3, Chapter 5, Article III: Sections 7-9 provides definitions, permitting and requirement for mobile vendors within the City of Cody municipal limits, and

WHEREAS, this section denotes that the Governing Body, City Administrator, or his/her designee has the ability to authorize use of public property for said mobile vendors provided the Neighborhood or Special Event requirements/definitions are met, and

WHEREAS, the City of Cody Code also allows the governing body to designate, by resolution, certain areas of the city which may be exempt from the Special Event requirements, and

WHEREAS, the governing body finds that an area at the Cody Loins Club Park should be designated as an area for a pilot program to allow Mobile Vendors to operate;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CODY that the City of Cody hereby designates an area at the Cody Loins Club Park for Mobile Vendors to operate outside of the Special Event restrictions adhering to the following requirements:

1. Mobile Vendor(s) must complete the application process, provide all required documentation as note in application and pay the annual fee.
2. Mobile Vendor(s) must request, in writing, minimum of a 48-hour notice, and receive authorization from the City Administrator or his/her designee to be permitted to utilize said area
3. Mobile Vendor(s) will only be allowed to operate Friday, Saturday and/or Sunday not before 9:00 am or after 7:00 p.m. No overnight parking will be allowed.
4. Mobile Vendor(s) will be limited to no more than three vendors allowed to operate on the same days.
5. Mobile Vendor(s) will not be allowed to operate as part of this resolution if the majority of the park has been reserved for a special event or activity, unless authorized as part of that event.
6. Mobile Vendor(s) will pay a fee of \$25/day in advance.
7. Mobile Vendor(s) will be allowed to operate no earlier than June 1st and no later than August 31st annually.
8. Mobile Vendor(s) will park in this designated area as not to block or impede the flow of traffic or pedestrian pathways.
9. Mobile Vendor(s) will provide trash receptacles, as well as, police park area and empty trash receptable(s) located nearby.

PASSED, APPROVED AND ADOPTED ON THIS 6th DAY OF JULY, 2021.

Mayor Matt Hall

ATTEST:

Cynthia D. Baker, Administrative Services Officer