



City Council Special Meeting Agenda

Date: 10/13/2020
Time: 5:00 p.m.
Location: City Hall Council Chambers

- ❑ Mayor Matt Hall
- ❑ Justin Baily
- ❑ Diane Ballard
- ❑ Jerry Fritz
- ❑ Landon Greer
- ❑ Glenn Nielson
- ❑ Heidi Rasmussen
- ❑ City Administrator, Barry Cook
- ❑ Administrative Services Officer, Cindy Baker
- ❑ City Attorney, Scott Kolpitcke

- ❑ 5:00 – 5:15 — Take Home Vehicle Policy
 - ❑ Spokesperson: Sean Birky
 - ❑ Staff Reference: Chief Baker

- ❑ 5:15 – 5:30 – Farmers Market – Cody Club Room
 - ❑ Staff Reference: Cindy Baker, Administrative Services Officer
 - ❑ Spokesperson: Zach Buchel, Cody Farmers Market

- ❑ 5:30 – 5:45 – YRA Board
 - ❑ Spokesperson – Todd Simmons Choice Aviation
 - ❑ Staff Reference: City Council

- ❑ 5:45 – 6:00 – Police Community Outreach
 - ❑ Staff Reference: Chief Baker

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),

Name of person to appear before the Council SEAN BIRKY

Organization Represented _____

Date you wish to appear before the Council 10-6-2020

E-Mail Address _____ Telephone 307-272-1464

Names of all individuals who will speak on this topic _____

Event Title (if applicable) N/A

Date(s) of Event (if applicable) N/A

Location of Event (if applicable) N/A

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) Police officers

living outside the service area. Cost of
officers taking patrol cars home.

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

Signature Sub Date 9-31-2020

City of Cody Personnel & Policy Manual -
SECTION 24: ASSIGNMENT AND OPERATION OF CITY-OWNED VEHICLES AND EQUIPMENT
POLICY

24.6 Take Home Vehicles

Police Officers and employees designated on call by the appropriate Department Head will be allowed to drive an assigned vehicle home for purposes of responding while on call, provided that the employees are able to respond within a 30-minute response time to City Limits. All employees not residing within a 30-minute response time to City Limits will not be permitted to use the assigned vehicle during the time frame while on call.

No employee will be permitted to conduct any personal business while driving the city owned vehicle.

MEETING DATE: 10/13/2020

DEPARTMENT: ADMINISTRATION

PREPARED BY: CINDY BAKER,
ADMINISTRATIVE SERVICES OFFICER
PRESENTED BY: CINDY BAKER (ASO)

AGENDA ITEM SUMMARY REPORT

Cody Farmers Market – Cody Club Room

ACTION TO BE TAKEN:

If applicable direct staff to create an MOU for special use and fees for Cody Farmers Market to utilize the Cody Club Room on Saturday mornings 9 AM – 2 PM during the months of November 2020 – April 2021. MOU would be presented for consideration at a future Council Meeting.

SUMMARY OF INFORMATION:

Zach Buchel with Cody Farmers Market is requesting the ability to utilize the Cody Club Room at the Cody Auditorium on Saturday mornings, 9AM – 2 PM during the months of November 2020 through April 2021 at a reduced rate. Zach does understand other events have been scheduled for some Saturdays during this period, as well as, annual events that typically happen that may not be on the reservation book at this time would have preference over his event. Typically, the rent for the Club Room is \$150/day – Zach is requesting either a \$200/mo or \$50/day be considered. With Council direction, staff would create a MOU for approval at a future meeting. Cody Farmers Market has utilized for several seasons the Bob Moore Parking lot on Saturdays during May – October, has a 2020 Event Permit (\$300), as well as, liability insurance covering said event with no issues or concerns. Staff anticipates the same collaboration would be similar in this indoor event as has been in the outdoor event.

FISCAL IMPACT

At \$200/mo = \$1,200

At \$50/day = \$1,300 (if all 26 Saturdays the Farmers Market has the ability to utilize the Club Room)

ALTERNATIVES

1. Direct Staff to create an MOU for use at \$200/mo
2. Direct Staff to create an MOU for use at \$50/day for all applicable days
3. Do not consider request no further staff action required.

ATTACHMENTS

Agenda Request form

AGENDA & SUMMARY REPORT TO:

Zach Buchel. Cody Farmers Market

AGENDA ITEM NO. _____



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Name of person to appear before the Council ZACH BUCHEL
 Organization Represented Cody Farmers Market
 Date you wish to appear before the Council _____
 Email Address zb@farmtablewest.com Telephone 815 529 5560
 Names of all individuals who will speak on this topic ZACH BUCHEL
 Event Title (if applicable) Cody farmers Market
 Date(s) of Event (if applicable) November - April Saturdays 9am - 2pm
 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) Request to rent Cody Club Room on Saturday mornings 9am - 2pm from November - April. (2020 - 2021)
Willing to pay \$200/month or \$50/Saturday (Negotiable)
The event is a weekly farmers market that will sell produce, herbal remedies, baked goods, honey and various crafts. It's an excellent way to bring the community together during the winter time and holidays while providing good quality food that's hard to find elsewhere in Cody.
 Which City employee(s) have you spoken to about this issue? Cindy Baker

Signature [Handwritten Signature] Date 10/5/20