



City Council Special Meeting Agenda

Date: 6/22/2021
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 – Introduce New Police Officers (Rachel Boydston and Tanner Wichern)
 - ❑ Staff Reference: Chief Baker
- ❑ 5:05- 5:15 – Funeral Services Veterans Memorial Park 7/4/21
 - ❑ Staff Reference: Rick Manchester, Parks & Rec Director
 - ❑ Spokesperson: Ron Silva
- ❑ 5:15-5:35 – Climate Simulator Presentation
 - ❑ Spokesperson Mary Keller
- ❑ 5:35 – 5:50 Park Division - Personnel
 - ❑ Staff Reference: Cindy Baker, Administrative Services Officer, Rick Manchester, Parks & Rec Director and/or Eric Asay, Park Supervisor
- ❑ 5:50 – 6:10- Discuss Draft Resolution Relating to Open Container &- Malt Beverage Permits in Public Parks
 - ❑ Staff Reference: Cindy Baker, Administrative Services Officer
- ❑ 6:10 – 6:30– Bulk Item Removal and Ordinance Discussion
 - ❑ Staff Reference: Phillip Bowman, Public Works Director



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 Ron Silva

Organization Represented VFW Honor Guard

Date you wish to appear before the Council 6-22-2021

Email Address _____ Telephone 307 272-3732

Names of all individuals who will speak on this topic Ron Silva Dennis McHenry

Event Title (if applicable) Funeral Service military

Date(s) of Event (if applicable) 7-4-2021

Location of Event (if applicable) Veterans Memorial Park

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)

- * Distribution of Ashes Not allowed
- * June 22, Council Work Session - 9pm
- * City equipment and other requirements
- * Chairs & tables

Which City employee(s) have you spoken to about this issue? Rick M.

Signature Ronald P. Silva Date 6-3-2021

Funeral, July 4TH 2021
1:00 P.M.

Daughter, Betty Barker 1-859-276-4992
Father Gordon Owen
WW II
U. S. Navy
died 12-8-2013
They need to get flag
Mail me DD 214

Service location, Veterans Memorial Park

From Lexington Kentucky

MEETING DATE: 6/22/2021

DEPARTMENT: ADMINISTRATIVE SERVICES

PREPARED BY: CINDY BAKER,
ADMINISTRATIVE SERVICES OFFICER

AGENDA ITEM SUMMARY REPORT

Draft Resolution 2021-08 Malt Beverage and/or Open Container Permits for Specific Designated Parks within the Municipality

ACTION TO BE TAKEN:

Discuss Draft Resolution 2021-08 and provide direction to staff for changes or consideration at the next regular meeting.

SUMMARY OF INFORMATION:

Several years ago, the City Administrator, his/her designee was given the authorization to issue malt beverage permits and/or open container permits for Hugh Smith Park, Mentock Park and Cody Auditorium due to the amount of request and the short lead time in which the requestor's were submitting the documentation.

Since then, City Staff has seen an increased number of reservations and request for a variety of other City Parks, some of this due to the high reservations that occur at Hugh Smith and Mentock Parks. Thus, a sub committee existing of Council Member Greer, Fritz and Ballard starting working on this Resolution prior to COVID, however with very little request during 2020, along with other concerns and restrictions the committee recently reconvened to review and discuss. Council Member Baily replaced Council Member Greer on this subcommittee.

The Sub committee is presenting that all parks within the municipal boundary, with the exception of City Park located on Sheridan Avenue be considered as a location the City Administrator or his/her designee have authorization to issue Malt Beverage and/or Open Container Permits.

A few requirements or exceptions:

- 1) East Sheridan Softball Complex – Adult Tournaments Only
- 2) Not Authorized if requested location is adjacent to a schedule youth sport activity
- 3) If attendees exceed 100, still needs Governing Body approval
- 4) Permits will not be issued for sooner than 10 am and no later than 10 pm
- 5) Requestor will follow applicable Public Guidelines for Alcohol Safety as provided by Healthy Park County.
- 6) City Administrator or his/her designee has the discretion to require requestor to appear before the Governing Body for approval under unique situations.

AGENDA ITEM NO. _____

RESOLUTION 2021-08

**A RESOLUTION DESIGNATING THE CITY ADMINISTRATOR OR HIS/HER
DESIGNEE THE AUTHORITY TO ISSUES MALT BEVERAGE PERMITS
AND/OR OPEN CONTAINER PERMITS FOR SPECIFIC DESIGNATED
PARKS WITHIN THE MUNICIPALITY**

WHEREAS, the City of Cody Code, Title 3, Chapter 2, Article II: Sections 8- 10 provide types of licenses and permits and application and issuance and requirement for malt beverage and open container permits within the City of Cody municipal limits, and

WHEREAS, these sections denote that the Governing Body, and/or its designee, upon application and payment the authority to grant a malt beverage, open container permit or both where applicable, and

WHEREAS, the City of Cody Code also allows the governing body to designate, by resolution, certain areas of the City which authorization may be granted without formal Governing Body approval, and

WHEREAS, the Governing body finds that all City Parks, East Sheridan Softball Complex (Adult Tournaments Only) Bob Moore Parking Lot and Cody Auditorium Parking Lot suitable for such permitting. Exceptions to this provision are that the request is not adjacent to a scheduled youth sport activity at requested location, or Event has also rented the City Auditorium for same date(s).

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CODY, the Governing body designates all City Parks, East Sheridan Softball Complex (Adult Tournaments Only) Bob Moore Parking Lot and Cody Auditorium Parking Lot suitable for such permitting. Exceptions to these conditions are that the request is not adjacent to a scheduled youth sport activity at requested location, or Eventer has also not rented the City Auditorium for same date(s). The City Administrator or his/her designee are authorized to issue malt beverage permits, and/or open container permits with the following requirements:

1. If attendees exceed 100, request will need to go before the City Council, applicable notice must be considered to be included on the Council agenda.
2. Requestor must complete the application for applicable permit(s) a minimum of two working days in advance of date to utilize indicating specific park of use.
3. Requestor pay applicable fee(s) in advance. (Fees set by City Ordinance).
4. Permits will be issued for use no sooner than 10 am and no later than 10 pm.
5. Requestor will follow applicable requirements as outlined in the Public Events Guidelines for Alcohol Safety.
6. City Administrator or his/her designee has the discretion to require requestor to to appear before the Governing Body for approval under unique situations.

PASSED, APPROVED AND ADOPTED ON THIS ____ DAY OF ____ 2021.

• City of Cody •

Public Event Guidelines for Alcohol Safety

The City of Cody recommends the following guidelines to promote responsible usage and consumption of alcohol at public events on city property. These guidelines are intended to reduce risk and harm by preventing underage drinking, public intoxication, disorderly conduct and other violations of the law. Such measures provide for a safe, family-friendly community gathering.

Event coordinators must be sure these guidelines are followed by all personnel, whether volunteer or professional staff.

- Any person purchasing alcohol must provide valid identification ensuring they are at least 21 years old.
- Alcohol patrons will be identified with hand stamps, wrist bands or other means.
- Alcohol consumption will only be allowed in a designated and identified area adjacent to the dispensing location.
- No person may leave the event area with an open container of alcohol.
- Alcohol will be served in identifiable cups.
- Alcohol sales will be restricted to designated hours during the event.
- Alcohol servers will be 21 years or older.
- Servers should be trained in responsible alcohol service, with capacity to mitigate over service, impaired driving and other risks.
- No person who is intoxicated will be served alcohol.
- Service will be limited to two drinks at a time to any one person.
- Alcohol service areas will be safeguarded at all times.
- Security personnel will monitor the event for compliance of alcohol guidelines.
- Alcohol patrons will be encouraged to model responsible drinking behaviors; avoiding intoxication, impaired driving, violence and other risks. This can involve signage, drinking water and other strategies offered by Healthy Park County.
- Event personnel will contact Cody Police Department immediately if:
 - A person under age 21 attempts to purchase or consume alcohol.
 - A physical fight, threatening behavior or other violence occurs in the vicinity.
- Non-alcoholic drinks may be offered. Previously approved food and beverage vendors are allowed.
- Use of alcohol should not disrupt the event or other individuals' enjoyment of the event.
- It is recommended that youth-oriented events be alcohol free.

• City of Cody •
Private Event Guidelines for Alcohol Safety

The City of Cody recommends the following guidelines to promote responsible usage and consumption of alcohol at private events on city property. These guidelines are intended to reduce risk and harm by preventing underage drinking, public intoxication, disorderly conduct and other violations of the law. Such measures provide for a safe, family-friendly community gathering.

Though private events tend to be informal, coordinators must be sure these guidelines are followed.

- No person under the age of 21 will consume alcohol.
- Alcoholic drinks will be available in a designated area safeguarded by an adult at all times. Non-alcoholic drinks will be available in a separate location.
- No person will leave their alcoholic drink unattended.
- No person will leave the event area with an open container of alcohol.
- Alcohol consumption will be restricted to the designated hours of the event.
- Adults will model responsible drinking behaviors; avoiding intoxication, impaired driving, violence and other risks.
- Use of alcohol should not disrupt the event or other individuals' enjoyment of the event.
- It is recommended that youth-oriented events be alcohol free.

MEETING DATE: JUNE 22, 2021

DEPARTMENT: PUBLIC WORKS – SOLID WASTE

PREPARED BY: PHILLIP M. BOWMAN, P.E.

PRESENTED BY: PHILLIP M. BOWMAN, P.E.

AGENDA ITEM SUMMARY REPORT



Discussion of Various Solid Waste & Recycling Topics: Park County Landfill Contract and Brush & Limb Removal

ACTION TO BE TAKEN

None. A general discussion of adding Bulk Item Removal as a year-round service in the Solid Waste and Recycling (SWR) division.

SUMMARY OF INFORMATION

The SWR division currently provides large item pickup service to residential customers. This service was established in July 2020 to be available year-round, and is performed by the SWR crew. With the start of year-round service, a Large Item Pickup fee was added to all residential utility accounts with sanitation service at an amount of \$0.70 per month.

City Staff has evaluated providing brush & limb removal as a year-round service along with large item pickup. The combination of these two service areas would be "Bulk Item Removal" (BIR), and would be billed as one line item on all residential utility accounts with sanitation service. BIR would provide each residential account with one (1) pickup per month that could be used for either a large item or brush and limbs. These services would be performed by the SWR crew two days per week, one day for each type of pickup. The additional brush and limb removal would require the purchase of additional equipment and the addition of a staff member to the SWR crew. These costs would be funded through the Solid Waste Fund (enterprise fund), and a new Bulk Item Removal fee of \$1.50 per month (replacing the Large Item Pickup fee of \$0.70 per month) would be added to residential accounts only to provide revenue for this service. The revenue and costs for this program have been included in the FY 2022 Budget recently approved by the City Council. Upon approval of the ordinance that will revise the appropriate sections of City Code for this combined service, the new fee will be added to monthly bills beginning in August 2021.

A slide presentation will be presented at the work session to provide additional details and information on the service.

FISCAL IMPACT

None at this time. The Bulk Item Removal program is contained in the FY 2022 Budget, and upon approval of the ordinance to define the service and set the fee amounts in July the service will begin in August 2021.

ATTACHMENTS

None

AGENDA & SUMMARY REPORT TO:

None.

AGENDA ITEM NO. _____