

City Council Regular Minutes
September 9, 2024

1. Call to Order, Roll Call, and Pledge of Allegiance

Mayor Kim Pexton called the meeting to order at approximately 4:00pm. Roll call was taken with the following City Council members present: Mayor, Kim Pexton; Councilperson, Ron McNare; Councilperson, Perry Hershberger; Councilperson, Matt Schmidt; Councilperson, John Bartling.

Also present, City Manager, J.D. Cox; City Attorney, Michael Armstrong; City Clerk, Sonya Ortega; Human Resources Director; Kendal Detweiler; Chief of Police, Todd Byerly; Community Development Director, Clara Chaffin; Public Works Director, John Harbarger; Administrative Services Director/Treasurer, Mary Nicol.

2. Disclosures by City Council Members

Councilperson McNare disclosed he will abstain from Council Action Item 9k.

3. Approval of General Agenda (Corrections or Additions)

Councilperson Perry Hershberger moved to approve the General Agenda as presented. Seconded by Councilperson Matt Schmidt. Motion 5-0.

4. Public Comments

None

5. Presentations/Proclamations

a. Proclamation: Extra Mile Day

Extra Mile Day presented by Councilperson McNare.

b. Proclamation: Oil and Gas Industry Appreciation Week

Oil and Gas Industry Appreciation Week presented by Councilperson Schmidt.

6. Discussion Items

a. Walking Bridge

Mayor Pexton discussed an overhead walking bridge for public to cross Yellowstone Hwy during school year and other busy times. Councilperson Bartling advised that WYDOT won't entertain a stop light and we should look into grants for the walking bridge. It was stated this is one of the busiest intersections the City of Douglas has. Mayor Pexton would like a committee put together to discuss this further.

b. Agenda Discussion

Discussion was had on reading the full title of any Ordinance during 3rd readings, to shorten the reading. Council members weighed in their opinion, including to keep full title for transparency to the public. There is a state statute regarding readings. Decided it needs to be in the meeting and read, not the consent agenda. Staff report was also requested to stay in third readings. Discussion had to move the Special Council Meeting on the 17th of September to the 19th of September at 4:30pm. There will not be a Regular Council Meeting on September 23, 2024.

c. EWC Funding Considerations

City Manager Cox presented EWC Funding. Council members request more information under Discussion Items to understand what will be discussed. Chief Andrews provided input on EWC expansion. City Manager Cox stated they would put a full packet together. Eastern Wyoming College is building a facility and Converse County is supporting it. Council would like to see if someone from the college is available to attend the next Council Meeting. Councilperson Schmidt would like confirmation of what is going in for EWC expansion and which program would be first.

7. Approval of Consent Docket

Councilperson John Bartling moved to approve the Consent Docket as presented. Seconded by Councilperson Ron McNare. Motion 5-0.

a. Minutes

City Council Regular Meeting: August 26, 2024

b. Bills & Claims

Warrant Register - August 2024

c. Other – Consent

8. Public Hearing

None

9. Council Action Items

a. Ordinance 1046: An Ordinance Amending Sections 2.64.010, 2.64.030,

2.64.040, 5.36.010, and 5.36.100 Pertaining to the Licensing of Contractors. Third Reading.

Director Chaffin reported no change on third reading.

Councilperson Ron McNare moved to approve Ordinance 1046 as presented on third reading. Seconded by Councilperson Perry Hershberger. Motion 5-0.

b. Ordinance 1045: An Ordinance Amending Sections 16.2.2, 16.6.31.2, and 16.6.31.3(a) Pertaining to Short-Term Rentals. Third reading.

Director Chaffin provided staff report.

Councilperson Ron McNare moved to approve Ordinance 1045 as presented on third reading. Seconded by Councilperson Perry Hershberger. Motion 5-0.

c. Resolution 2024-34: Short-Term Rental Possible Conditions

Director Chaffin provided an update on Short Term Rental Resolution. Ron McNare Would like to see Bullet point 1 removed from the resolution.

Councilperson John Bartling moved to approve Resolution 2024-34 with the removal of the 1st bullet, keeping bullet 2, 3, and 4 as presented. Seconded by Councilperson Matt Schmidt. Motion 5-0.

d. Bid Award: Lift Station

Director Harbarger presented staff report with minor changes. This project is a project over 2 Funding Years. If this one fails the current one will dump raw sewage into the river. Final completion slated for fall of 2026. The current lift station will stay in place until the new one is up and running.

Councilperson Perry Hershberger moved to accept the bid from Western Municipal Construction of Wyoming, Inc. for Middle School Lift Station.

Seconded by Councilperson Matt Schmidt. Motion 5-0.

e. Bid Award: Dump Truck Snow Plow (#125)

Director Harbarger provided a staff report.

Councilperson Ron McNare moved to accept the bid from Jack's Truck and Equipment for 2025 Single Axle Dump Truck Snow Plow. Seconded by Councilperson John Bartling. Motion 5-0.

f. Bid Award: PD SUV

Chief Byerly provided staff report.

Councilperson John Bartling moved to accept the bid from Fremont Chevrolet and GMC for a new 2025 Chevrolet Traverse SUV. Seconded by Councilperson Matt Schmidt. Motion 5-0.

g. RFP: Cemetery Management System

Superintendent Brandon Frye provided staff report.

Councilperson Perry Hershberger moved to accept the bid from Cem-Sites for a new Cemetery Management System. Seconded by Councilperson Ron McNare. Motion 5-0.

h. Historic Preservation Commission Appointment

Director Chaffin provided staff report.

Councilperson Ron McNare moved to appoint Erin Butts to the Historic Preservation Commission. Seconded by Councilperson Matt Schmidt. Motion 5-0.

i. Community Service Funding Agreement: Helping Hands Ministries, Inc.

City clerk Ortega provided report.

Councilperson Matt Schmidt moved to approve the Community Service funding agreement as presented. Seconded by Councilperson Ron McNare. Motion 5-0.

j. Fire Department Funding: Retain Previous funds \$142,408.13

City Manager Cox provided staff report. Chief Andrews and Assistant Chief provided further reporting.

Councilperson John Bartling moved to approve the Fire Department Funding: Retain Previous Funds as presented. Seconded by Councilperson Matt Schmidt. Motion 5-0.

k. Warrant Register: K&R Construction, LLC: August 2024

Director Nicol provided staff report.

Councilperson Matt Schmidt moved to approve Warrant Register K&R Construction, LLC: August 2024 as presented. Seconded by Councilperson John Bartling. Motion 4-0.

10. Public Comments

None

11. Finance Report

Director Nicol provided staff report. On track for budgeted amount as of August 2024.

a. Financial Report - July 2024

12. City Manager's Report

City Manager Cox provided report of the new, news letter that will be going out to staff following the meetings. This will provide update on priorities and our Strategic Doing.

13. Council Information, Questions, Comments, or Concerns

Council Member Schmidt asks where we are getting water from--Cox provided a few options of where we are looking at where to get water from. Council member Hershberger believes that CPR should not be mandatory. Council member Hershberger wants an update on City Hall due to winter coming soon.

Council Member McNare gave update on issues that have come up with City Hall construction. Council Member Hershberger request the City Manager report in the agenda even if its put in the following day. Council Member Hershberger advised that the rollover of the FD money and a budget amendment will need to be done.

a. Arts & Culture Minutes: January - August 2024

No discussion.

b. Douglas Volunteer Fire Department Update: August 2024

No discussion.

14. Good People Doing Good Things

Council Member Schmidt gave thanks to Director Chaffin and City Clerk Ortega for working on the Oilfield Proclamation on short notice. City Manager Cox read Tonya Washington's email for interest in conducting an interview of Paige Fenton-Hughes and Mayor Kim Pexton on October 7th.

15. Community Update

a. Event Calendar

16. Executive Session

17. Adjourn

Mayor Pexton moved to adjourn the Regular City Council meeting of September 9, 2025 at approximately 5:42pm
Councilperson Ron McNare moved to adjourn the Regular City Council meeting of September 9, 2024. Seconded by Councilperson Perry Hershberger. Motion 5-0.

Kim Pexton, Mayor

ATTEST:

Sonya Parker, City Clerk

Published: DATE