

City Council Regular Minutes
October 28, 2024

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

Roll call was taken with the following City Council members present: Mayor, Kim Pexton; Council Member, Ron McNare; Council Member, Perry Hershberger; Council Member, Matt Schmidt; Council Member, John Bartling.

Also present: City Manager, J.D. Cox; City Attorney, Michael Armstrong; City Clerk, Sonya Ortega; Human Resources Director, Kendal Detwiler; 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

Mayor Pexton will abstain from Council Action Item 8. a.

3. Approval of General Agenda (Corrections or Additions)

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

4. Public Comments

None.

5. Presentations

a. Recognition - Planning Commission & Downtown Historic District Review Panel: Becky Renstrom (12 Years of Service)

Director Chaffin presented Becky Renstrom with great thanks for her service to our community.

b. Recognition - Douglas Police Department, Community Policing Award by International Chiefs of Police

City Manager Cox presented the award that was received in Boston from the IACP to the Douglas Police Department.

6. Approval of Consent Docket

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

a. Minutes

City Council Regular Meeting: October 14, 2024

b. Bills & Claims

c. Other – Consent

7. Public Hearing

a. Resolution 2024-38: A Resolution Authorizing Weylin Thompson To Proceed With A Type B Development For Construction Of A Hilton Homewood Suites Hotel In A B-2 General Business Zone At Seven Trails Commerce Center, Parcels 5 & 7

Mayor Pexton opened Public Hearing at: 4:11pm

Director Chaffin provided a staff report. Representative, Dustin Williams with Erck Hotels spoke to the council on behalf of Homewood Suites. Resident, Sam Torgeson, who lives in the area, brought his concerns about the traffic increase to council with the new hotel and Maverik developing near him.

Director Chaffin advised WYDOT will keep an eye on the traffic situation and installation of a traffic light could be a future possibility.

Mayor Pexton closed Public Hearing at: 4:22pm

Councilperson Perry Hershberger moved to approve Resolution 2024-38 as presented. Seconded by Councilperson Matthew Schmidt. Motion carried 5-0.

b. Resolution 2024-39: A Resolution Approving The Roberts Subdivision NO. 2, Converse County, Wyoming

Mayor Pexton opened Public Hearing at: 4:26pm

Staff Report: Director Chaffin of dividing the property from 2 lots to 6 lots for residential purposes. This is accessed from Powder River Road and Jay Road.

Public Comment in Favor or Opposition: None

Mayor Pexton closed Public Hearing at: 4:30pm

Councilperson Ron McNare moved to approve Resolution 2024-39 as presented. Seconded by Councilperson John Bartling. Motion carried 5-0.

c. Resolution 2024-40: A Resolution Authorizing A conditional Use Permit To Mike Hageman To Allow the Keeping Of Livestock In An Industrial Zoning District At The Lot East Of 308 West Poplar Street (Original Town Of Douglas, Part Of Outlot C)

Mayor Pexton opened Public Hearing at: 4:30pm

Staff Report: Director Chaffin stated this is not an addressed property in community, zoned industrial. Per our code the keeping of livestock is prohibited within an industrial area. The nearest residence is the owner and the second closest house is approximately a couple hundred feet away. The Conditional Use Permit is recommended with six specific conditions.

Councilperson Hershberger and Director Chaffin advised there have been no

complaints from the public regarding the sheep at this residence.
Public Comment in Favor or Opposition: None
Mayor Pexton closed Public Hearing at: 4:35pm
Councilperson Ron McNare moved to approve Resolution 2024-40 as presented. Seconded by Councilperson Perry Hershberger. Motion carried 5-0.

d. Resolution 2024-42: A Resolution Amending the Budget of the City of Douglas, Wyoming, for the Fiscal Year 2025

Mayor Pexton opened Public Hearing at: 4:35pm
Staff Report: Director Nicol provided a report on each amendment to the budget totaling \$464,414.00
Public Comment in Favor or Opposition: None
Mayor Pexton closed Public Hearing at: 4:38pm
Councilperson John Bartling moved to approve Resolution 2024-42 as presented. Seconded by Councilperson Ron McNare. Motion carried 5-0.

8. Council Action Items

a. Planning & Zoning Commission Appointment

Staff Report: Director Chaffin
Discussion: None
Councilperson John Bartling moved to appoint Carl Kusters to the Douglas Planning & Zoning Commission for a three-year term ending October 25, 2027. Seconded by Councilperson Matthew Schmidt. Motion carried 4-0.

b. Urban Systems Advisory Board Committee Appointment

Staff Report: Director Chaffin
Discussion: None
Councilperson Matthew Schmidt moved to appoint John O. Lund III to the Federal Urban Systems Advisory Committee for a four-year term ending December 31, 2028. Seconded by Councilperson Ron McNare. Motion carried 5-0.

c. Bid Award: Clearfield Booster Station

Director Harbarger provided a staff report on the importance of needing a new booster station as the current one is over 50 years old. As the city has expanded, the current booster station is working very hard to keep up and constantly working 2 pumps that are not supposed to work at the same time but instead run individually. The projected completion date is October 2025.
Discussion: None
Councilperson Ron McNare moved to accept the bid from Wayne Coleman Construction for the Clearfield Booster Station Replacement Project in the amount of \$2,010,307.00 and furthermore authorize the City Manager to sign all associated documents. Seconded by Councilperson Matthew Schmidt. Motion carried 5-0.

d. Resolution 2024-41: Adopting The 2024 Update To The Hazard Mitigation Plan For Wyoming Region 2 Including Converse, Natrona, & Niobrara Counties

Staff Report: Director Chaffin

Discussion: None

Councilperson Matthew Schmidt moved to approve Resolution 2024-41 as presented. Seconded by Councilperson John Bartling. Motion carried 5-0.

e. Funding usage approval: Water Fund Account number 31-5856-2158 for water well study and drilling.

Staff Report: City Manager Cox

Discussion: None

Councilperson Perry Hershberger moved to approve the usage of funding budgeted in account number 31-5856-2158 for water well study, drilling, and test boring as presented. Seconded by Councilperson Matthew Schmidt. Motion carried 5-0.

f. MOU: Industrial Siting Council Dutchman Renewable Power Project

Staff Report: City Attorney Armstrong provided report.

Discussion: None

Councilperson Perry Hershberger moved to approve the MOU as presented. Seconded by Councilperson Matthew Schmidt. Motion carried 5-0.

g. Community Service Funding Agreement: Outdoor Enthusiasts of Converse County

Staff Report: Director Ortega. City Manager Cox stated the OECC is currently working on a plan for the usage of money and will come before council in the future with that plan.

Discussion: None

Councilperson John Bartling moved to approve the Community Service Funding Agreement as presented. Seconded by Councilperson Ron McNare. Motion carried 5-0.

9. Discussion Items

a. RFP Update: The 112

Staff Report: Director Chaffin, the city did not receive any proposals. It was issued again with a new deadline for proposals being submitted by 11/20/2024 at 4pm. Proposals will be electronic. The ultimate deadline of May did not change.

b. Wyoming Community Gas Funding Project Designation

Staff Report: Director Nicol discussed possibilities of what the money received from this could be used for such as the Community Center or the Preakness Shelter at Washington Park. Mayor Pexton suggested two ideas; an audio

system to be used for the Historic Preservation's Cemetery Tour and to be used for the Jackalope Square Lighting, plus any additional needs for the audio system.

c. Council Training: Topics & Date

Staff Report: Director Ortega requested ideas from the council for an upcoming training with all council members present.

d. November Council Meeting: November 11th (Holiday) Move to 12th

Mayor Pexton moved the November 11th Council Meeting to November 12th in observation of the 11th being Veteran's Day.

10. Public Comments

None.

11. City Manager's Report

City Manager Cox provided City Manager Report with handouts to Council and the Public.

12. Council Information

a. Community Service Funding Agreement Quarterly Reports: Youth Development Services; High Country Behavioral Health; WY Child Family Development; CCSD1; Community Action Partnership; Laramie Peak Humane Society; Children's Advocacy Project, Inc.; Boys & Girls Club

b. Notice of Possible Quorum: Economic Development Studies - City Hall Conference Room 101 N 4th St, Douglas 10/29/2024 10:30am-12:00pm

c. Converse County Tourism Promotion Board Minutes: September 2024

d. Financial Report: September 2024

Staff Report: Director Nicol provided report with graphs.

e. Council Comments

Council made requests to staff.

13. Good People Doing Good Things

Councilperson Hershberger would like to thank all of the people coming in from out of state to fight fires in Wyoming and other fires around the United States. There have been contractors taking their personal equipment to these fires to build roads so homeowners are able to access their property and residences again. Mayor Pexton would like to thank the Historical Society on how well

done the cemetery tour was this year. She would also like to thank the department heads, specifically Mary and John for the information given to her to be able to understand specific situations better.

14. Community Update

Councilperson Schmidt added to the event calendar the Veteran's Day breakfast at the legion at 7am and they will shoot cannons off early that morning. Councilperson Bartling added to the calendar the Veteran's Day assembly at the rec center on the 5th of November.

a. Event Calendar

15. Executive Session

16. Adjourn

Mayor Pexton moved to adjourn the Regular City Council Meeting of October 28, 2024 at approximately 5:40pm
Councilperson John Bartling moved to adjourn the Regular City Council Meeting of October 28, 2024. Seconded by Councilperson Matthew Schmidt.
Motion carried 5-0.

Kim Pexton, Mayor

ATTEST:

Sonya Ortega, City Clerk

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