

City Council Regular Minutes
March 10, 2025

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

Roll Call was taken with the following City Council Members present: Council President, Ron McNare; Council Member, Perry Hershberger; Council Member, Matt Schmidt; Council Member, Joel Weeks. Absent: Mayor, Kim Pexton.

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; Public Works Director, John Harbarger; Administrative Services Director/Treasurer, Mary Nicol.

2. Disclosures by City Council Members

Councilperson Schmidt abstained from Council Action Item 9.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 4-0.

4. Public Comments

None.

5. Approval of Consent Docket

Councilperson Matthew Schmidt moved to approve the Consent Docket as presented. Seconded by Councilperson Perry Hershberger. Motion carried 4-0.

a. Minutes

Regular City Council Meeting: February 24, 2025

b. Bills & Claims

Warrant Register: February 2025

c. Other – Consent

d. Ordinance Third Reading

Ordinance No. 1048: An Ordinance Amending Section 16.5.4.1(A)

Pertaining to Fences and Walls, Third Reading

6. Presentations

a. Proclamation: 106 Years of The American Legion

Councilperson Hershberger read the proclamation aloud. Citizen Don York and members of the American Legion requested a photo with council.

b. Arts & Culture Board of Trustees Update

Jen Rasmussen and Michelle with the Arts & Culture Board of Trustees provided council an overview of their plans throughout the year and upcoming collaborations. One collaboration, with the Douglas High School Metals Shop instructor, will result in a life-size mammoth sculpture to be completed by this summer. The mammoth will be a traveling art piece around the City, with the final home being the community center. The Arts & Culture Board is also working at providing more art projects during Jackalope Days.

c. CityWorks Demonstration: Chris Goodwin

Chris Goodwin presented a CityWorks demonstration to council.

7. Discussion Items

8. Public Hearing

a. Ordinance No. 1050: An Ordinance Amending Sections 8.20.050 and 8.20.060 Pertaining To Noticing Property Maintenance And Nuisance Abatement, First Reading

Council President McNare opened Public Hearing at: 4:32PM.

Staff Report: Director Chaffin stated that this ordinance updates all of the codes related to the Code Compliance officer (CCO) and the Community Service Officer (CSO). Council requested many changes to this ordinance. Council requested to table this item.

Public Comment in favor or opposition: None

Closed Public Hearing at: 4:40PM

Discussion: Numerous change requests.

Councilperson Perry Hershberger moved to table Ordinance No. 1050.

Seconded by Councilperson Matthew Schmidt. Motion carried 4-0.

9. Council Action Items

a. Ordinance No. 1049: An Ordinance Amending Section 16.6.9.2(C)

Pertaining to Animal Keeping by Conditional Use Permit, Third Reading

Staff Report Director Chaffin: No change in either first or second reading. Councilperson Perry Hershberger moved to approve Ordinance No. 1049 as presented on third reading. Seconded by Councilperson Joel Weeks. Motion carried 3-0. Councilperson Matt Schmidt abstained.

b. Ordinance No. 1051: An Ordinance Amending Chapter 15.16.080(A)(1) of Douglas Municipal Code Pertaining to Liquor Licensing, Permitting and Sales, First Reading

Staff report: City Clerk Ortega presented the ordinance, drawing attention to the omission of the word "not" in section 15.16.080 (A)(1) during the last update. Ordinance 1051 is to correct the omission.

Councilperson Matthew Schmidt moved to approve Ordinance No. 1051 as presented on first reading. Seconded by Councilperson Joel Weeks. Motion carried 4-0.

c. Resolution No. 2025-2: Bond Schedule Update

Staff report: City Attorney Armstrong asked the council to table this matter. Councilperson Joel Weeks moved to table Resolution No. 2025-2. Seconded by Councilperson Matthew Schmidt. Motion carried 4-0.

d. Resolution 2025-4: A Resolution Adopting General Guidelines For Use By Members Of The Governing Body In Reviewing Applications Received For An Available Retail Liquor License Within The City Of Douglas, Wyoming

Staff report: City Clerk Ortega presented a resolution to allow the acceptance of applications for one available retail liquor license.

Councilperson Perry Hershberger moved to approve Resolution No. 2025-4 as presented. Seconded by Councilperson Joel Weeks. Motion carried 4-0.

e. Bid Award: One 2025 Specified Police Package Explorer SUV

Staff Report: Chief Byerly received 2 bids, Greiner Ford and Fremont Motor of Lander.

Councilperson Joel Weeks moved to accept the bid from Greiner of Casper in the amount of \$45,938.00 and authorize the City Manager to sign all associated documents. Seconded by Councilperson Matthew Schmidt. Motion carried 4-0.

f. Bid Award: WTP Headworks sluice gate replacement-Project #1310: Supply and Delivery of Cast Iron Slide Gates

Staff Report: Director Harbarger provided the history and importance of the sluice gates.

Councilperson Matthew Schmidt moved to accept the bid from Southwest Valve and Equipment for WTP Slide Gate Procurement in the amount of \$82,584.00 and authorize the City Manager to sign all associated documents. Seconded by Councilperson Joel Weeks. Motion carried 4-0.

g. Pool Agreement with CCSD#1

Staff Report: City Manager Cox presented the agreement to council.
Councilperson Joel Weeks moved to approve the Pool Agreement with CCSD#1 and authorize the City Manager to sign all associated documents as presented. Seconded by Councilperson Matthew Schmidt. Motion carried 4-0.

h. Board Appointment: Arts & Culture Baylea Senger

Director Chaffin provided a staff report.
Councilperson Perry Hershberger moved to appoint Baylea Senger to the Arts & Culture Board of Trustees for a term ending June 30, 2027. Seconded by Councilperson Matthew Schmidt. Motion carried 4-0.

i. Police Department Policy PAT59: Crisis Containment Team

Chief Byerly provided staff report.
Councilperson Matthew Schmidt moved to approve the Police Department Policy PAT59 as presented. Seconded by Councilperson Joel Weeks. Motion carried 4-0.

j. Pawnbrokers License Renewal: Douglas Pawn

City Clerk Ortega provided staff report.
Councilperson Perry Hershberger moved to renew the pawnbrokers license for the term March 1, 2025 through February 28, 2026. Seconded by Councilperson Joel Weeks. Motion carried 4-0.

10. Public Comments

None.

11. Council Questions & Discussion Items

Council provided a listing of items for further staff follow up.

12. Financial Report

None.

13. CircleBack Recap

City Clerk Ortega provided circleback report.

14. City Manager's Report

City Manager Cox provided a report of current and upcoming projects.

15. Council Information

a. Converse County Tourism Board Minutes: January 2025

b. Notice of Possible Quorum: March 17th, 2025-All Day-Labonte and City of

Douglas

16. Good People Doing Good Things

Councilperson Hershberger read a Facebook posting regarding the City of Douglas excelling at snow removal. Councilperson Hershberger also wanted to congratulate Mainstreet for the soft role out of "Serve Douglas", a program for volunteers to find volunteering opportunities, with an option to remain in a volunteer pool until services are needed.

17. Community Update

a. Event Calendar

18. Executive Session

Councilperson Perry Hershberger moved that the council adjourn into executive session for the purpose of considering the appointment, employment, right to practice, dismissal, complaints or charges against a public officer, professional person or employee, in accordance with W.S. 16-4-405(a)(ii). Seconded by Councilperson Schmidt. Motion Carried 4-0

19. Adjourn

Regular City Council Meeting of March 10, 2025 adjourned into executive session at approximately 5:57PM.

Kim Pexton, Mayor

ATTEST:

Sonya Ortega, City Clerk
Published: March 19, 2025