

City Council Regular Minutes
March 24, 2025

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, Joel Weeks. 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.

Douglas High School Band presented the National Anthem to Council.

2. Disclosures by City Council Members

None.

3. Approval of General Agenda (Corrections or Additions)

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

4. Public Comments

None.

5. Approval of Consent Docket

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

a. Minutes

Regular City Council Meeting: March 10, 2025

b. Bills & Claims

c. Other – Consent

d. Ordinance: Second Reading

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

6. Presentations

a. Music In Our School: Douglas High School Band

The Douglas High School Band performed for Council.

b. Great American Rails to Trails Presentation (J. D. Cox, Present; Jacque Lavelle, Western Project Manager, Great American Rail-Trail, Rails To Trails Conservancy)

The Great American Rails to Trails Western Project Manager, Jacque Lavelle, provided an overview of the Great American Rails to Trails program. This project will link Douglas to the Greater Trail System. City Manager Cox applied for a \$250k grant related to this project.

7. Discussion Items

a. Signage: Campaign Advertising

Director Chaffin provided a staff report and requested direction from staff on where political signs may be displayed throughout the city and during events. Council provided the direction for Director Chaffin including, but not limited to, that the events they are displayed at shall be open to every candidate, limiting the size of the signs being displayed in parkways etc, and time frame of when the signs shall be taken down. Director Chaffin will amend the code and bring it back in front of council for approval.

b. Liquor License

City Manager Cox provided an overview regarding prohibiting the use of liquor licenses being used as collateral. Council directed City Manager Cox to come back with an ordinance and present it in front of council in the near future.

c. WAM Convention 2026/2027 - Host City Consideration

City Manager Cox discussed with council the possibility of hosting Wyoming Association of Municipalities in the summer of 2027. Council shared their financial concerns and requested City Manager Cox to gather further information and return to council with it.

d. Code Enforcement: ProActive vs Reactive

Discussion was had regarding the transfer of responsibilities from the Code Compliance Officer (CCO) to the Community Service Officer (CSO) position. Council members voiced concerns of the transition from reactive to proactive enforcement.

8. Public Hearing

- a. **Resolution 2025-05: A Resolution Authorizing Amundsen Associates to Proceed With a Type B Development for Construction of a Community Center in an R-1 Neighborhood Residential Zone and an R-2 Medium Density Residential Zone at 501 S Wind River Drive (Proposed) (Meadow Acres #2, Block 4, Lots 1-21 & 46-76, Meadow Acres #2, Block 3, Lots 1-37)**

Mayor Pexton opened Public Hearing at: 4:59pm

Director Chaffin provided staff report. Council discussed adding a pool to the Community Center in the future and if the ground beneath it would be stable enough to support the pool.

Public Comment in favor or opposition: Citizens Vicki Weiss and George Weiss questioned how else the money could be spent. Council explained the difference of General Fund money and Enterprise Money. Council Member Hershberger stated he would schedule a time to discuss this further in depth.

Closed Public Hearing at: 5:24pm

Discussion: None

Councilperson Matthew Schmidt moved to approve Resolution 2025-05 as presented. Seconded by Councilperson Ron McNare. Motion carried 5-0.

- b. **Resolution 2025-06: A Resolution Authorizing WWC Engineering to Proceed with a Type B Development for Construction of a Trades School in a PLI – Planned Light Industrial Zone at 800 S Wind River Drive (Douglas Business Park, Lot 39)**

Mayor Pexton opened Public Hearing at: 5:25pm

Director Chaffin provided staff report.

Public Comment in favor or opposition: None

Closed Public Hearing at: 5:30pm

Discussion: None.

Councilperson Joel Weeks moved to approve Resolution 2025-06 as presented. Seconded by Councilperson Ron McNare. Motion carried 5-0.

- c. **Resolution 2025-07: A Resolution Approving the Prairie View Subdivision, Converse County, Wyoming**

Mayor Pexton opened Public Hearing at: 5:30pm

Director Chaffin provided staff report. Council discussed questions and concerns they have.

Public Comment in favor or opposition: None

Closed Public Hearing at: 5:39pm

Discussion: None.

Councilperson Ron McNare moved to approve Resolution 2025-07 contingent upon filing of easement with county. Seconded by Councilperson Matthew Schmidt. Motion carried 4-1. Council Member Weeks opposed.

9. Tabled Items

- a. **Ordinance No. 1050: An Ordinance Amending Chapter 8.20 Pertaining to Property Maintenance and Nuisance Abatement Requirements, Section 10.48.070 Pertaining to Parking of Recreational and Utility Vehicles and Trailers on Public Streets, and Section 12.20 Pertaining to Trees and Shrubs, First Reading**

Director Chaffin provided a staff report. Council Member Hershberger would like to leave this tabled. Council Members shared their concerns and requests of changes to be made. Staff will make changes and present Ordinance 1050 in front of council at the next meeting. Mayor Pexton advised we will keep this tabled.

- b. **Resolution No. 2025-2: Bond Schedule Update**

City Attorney Armstrong requested to table this indefinitely due to it combining into Ordinance 1052.

Councilperson Ron McNare moved to table Resolution 2025-2 indefinitely.

Seconded by Councilperson Matthew Schmidt. Motion carried 5-0.

10. **Council Action Items**

- a. **Ordinance 1052: An Ordinance Amending Sections 8.20.080 Pertaining to Minimum Fines For Certain Nuisance Related Code Violations**

City attorney Armstrong provided staff report. Council Member Hershberger requested to table this Ordinance and run concurrent with Ordinance 1050. Councilperson Perry Hershberger moved to table Ordinance 1052. Seconded by Councilperson Ron McNare. Motion carried 5-0.

- b. **Bid Award: Recoating: Orpha tanks and Clearfield tanks: Project 1165**

Director Harbarger provided a staff report.

Councilperson Perry Hershberger moved to accept the bid from Markley's Precision Company for Recoating: Orpha tanks and Clearfield Tanks Project 1165 in the amount of \$415,000.00 and authorize the City Manager to sign all associated documents. Seconded by Councilperson Matthew Schmidt. Motion carried 5-0.

- c. **Bid Award: One New Specified Vertical Turbine 40 hp Pump: Project 1160**

Director Harbarger provided staff report and stated a budget amendment will be needed for this project.

Councilperson Ron McNare moved to accept the bid from Granite Peak Pump Service, Inc. for One New Specified Vertical Turbine 40 HP Pump in the amount of \$32,419.63 and authorize the City Manager to sign all associated documents. Seconded by Councilperson Matthew Schmidt. Motion carried 5-0.

- d. **WAM Submittals for 2025 Convention**

Resolution 2025-08: A Resolution Endorsing WAM Support to Allow Local Governing Bodies To Allocate Liquor Licenses and set fees as deemed appropriate to the local municipality

City Manager Cox presented council with a resolution that will be submitted to Wyoming Association of Municipalities (WAM).

Councilperson Joel Weeks moved to approve Resolution 2025-08 as presented. Seconded by Councilperson Perry Hershberger. Motion carried 5-0.

Appointment of Voting Delegate and Alternate for WAM Summer Conference

City Manager Cox requested council to vote on a Delegate and Alternate for the summer WAM Conference. Delegates were not chosen and a request to table this item was made.

Councilperson Ron McNare moved to table Appointment of Voting Delegate and Alternate for WAM Summer Conference. Seconded by Councilperson Joel Weeks. Motion carried 5-0.

Nominations for WAM Award(s)

City Manager Cox requested nominations from council for three awards that will be awarded at WAM. Council nominated 1 person for the Community Hero award and the Honorary Member award.

Councilperson Perry Hershberger moved that Anne Rex be nominated for the Community Hero award. Seconded by Councilperson Ron McNare. Motion carried 5-0.

Councilperson Ron McNare moved that Renee Kemper be nominated for the Honorary Member award. Seconded by Councilperson Joel Weeks. Motion carried 5-0.

11. Public Comments

None

12. Financial Report

a. Financial Report: February 2025

13. CircleBack Recap

City Clerk Ortega provided a recap of the requests that council directed staff to follow up on.

14. City Manager's Report

City Manager Cox provided staff updates of current ongoing City projects.

15. Council Information

a. Notice of Possible Quorum: City/County Breakfast Meeting April 2, 2025 at 7:00am in the MHCC Boardroom

Council Members discussed questions and concerns with staff.

16. Good People Doing Good Things

Citizen Vicki Weiss recognized Council Member Weeks, Council Member Hershberger, and Council Member McNare for being proactive instead of reactive and shared her excitement that they helped resolve her problems. Jerry Philbert suggested Kay Layher for the WAM award and recognized how much help she has provided to the community.

Council Member Weeks expressed how instrumental the Weiss's have been in the refocusing of what the City is doing. They see that change is happening and that the City is moving forward and Council Member Weeks pledged to continue his work on the current issue they have been dealing with.

Council Member Schmidt announced that the Douglas High School girls basketball team has won State for 7 years in a row. Huge congratulations on their win.

Council Member Hershberger recognized Kim Hiser for doing a good job for the community by working on making sure the life alert program was paid in full for any senior citizen that needed one.

17. Community Update

a. Event Calendar

18. Executive Session

Councilperson Perry Hershberger moved to adjourn into an 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 Ron McNare. Motion carried 4-1. Mayor Pexton opposed.

19. Adjourn

Regular City Council Meeting of March 10, 2025, adjourned into executive session at approximately 6:57pm.

Kim Pexton, Mayor

ATTEST:

Sonya Ortega, City Clerk
Published: April 2, 2025