



CITY OF **DOUGLAS** WYOMING

REGULAR CITY COUNCIL MEETING
April 14, 2025 – 4:00 PM

Thank you for your cooperation in facilitating the public meeting process!

****Reasonable accommodations for persons with disabilities who wish to participate in this public meeting shall be made upon request to the City Manager, at 307-358-3462****

****Council meetings are broadcast live on Cable Channel 9 and streaming live on the City of Douglas website****

- 1. Call to Order, Roll Call, and Pledge of Allegiance**
- 2. Disclosures by City Council Members**
- 3. Approval of General Agenda (Corrections or Additions)**
- 4. Public Comments**
- 5. Approval of Consent Docket**

a. Minutes

Regular City Council Meeting March 24, 2025

b. Bills & Claims

Warrant Register: March 2025

c. Other – Consent

d. Ordinance: Third Reading

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

6. Presentations

- a. Proclamation: National Volunteer Week**
- b. Douglas Golf Club**

7. Discussion Items

- a. The 112: EV Studio Report**
- b. Permits: Contractors/Subcontractors**
- c. Shipping Containers as Storage Units**

8. Public Hearing

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**
- b. Ordinance No. 1052: An Ordinance Amending Sections 8.20.080 Pertaining to Minimum Fines For Certain Nuisance Related Code Violations, first reading**
- c. Appointment of Voting Delegate and Alternate for WAM Summer Conference**

10. Council Action Items

- a. Ordinance No. 1055: An Ordinance Creating Section 5.16.111--Prohibiting The Pledging Or Hypothecating Of A Retail Liquor License As Collateral And Further Amending Ordinance 5.16.110 To Strike Paragraph G. First reading**
- b. Ordinance No. 1056: An Ordinance Of The City Council For The City Of Douglas, Wyoming Creating A New Chapter 2.34, Douglas Urban Renewal Agency Code 2.34, Douglas Urban Renewal Agency Code, Of Title 2, Administration And Personnel, Of The Code Of The City Of Douglas, Wyoming. First Reading**
- c. Community Service Funding Agreement: Douglas Community Golf Club**
- d. Approval of PD Policy Changes**
- e. Audit Engagement: FY 2425**
- f. Warrant Register: March 2025: K&R Construction, LLC**
- g. Cemetery: Mower Purchase**

11. Public Comments

12. Financial Report

13. City Manager's Report

14. Council Information

- a. Douglas Historic Preservation Commission Minutes
- b. Planning Commission Meeting Minutes
- c. Converse County Tourism Promotion Board February Minutes
- d. Aid to Others 3rd Quarter Reports: Laramie Peak Humane Society; The Gathering Place; Wyoming Child and Family Development; Youth Development Services; Douglas Youth Hockey; Helping Hands; High Country Behavioral Health

15. CircleBack Recap

16. Good People Doing Good Things

17. Community Update

- a. Event Calendar

18. Executive Session

19. Adjourn

[MEET_FOOT]

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

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
307 SIGNS AND MORE				
525	PANELS	04/01/25	354.78	10-5307-3210
Total 307 SIGNS AND MORE:			354.78	
5 ACES PRINTING LLC				
7711	BID-2ND ST IMPROVEMENT	02/05/25	165.00	10-5100-2115
7766	NOTICE OF FINAL PAYMENT	02/05/25	60.00	10-5100-2115
7767	NOTICE OF FINAL PAYMENT	02/12/25	60.00	10-5100-2115
8046	AD FOR BID-IRON SLIDE GATES	02/05/25	330.00	10-5100-2115
8047	AD FOR BID-IRON SLIDE GATES	02/12/25	330.00	10-5100-2115
8048	AD FOR BID-IRON SLIDE GATES	02/19/25	330.00	10-5100-2115
8049	LIQUOR LICENSE RENEWALS	02/05/25	180.00	10-5100-2115
8050	LIQUOR LICENSE RENEWALS	02/12/25	180.00	10-5100-2115
8051	AD FOR BID-RESCUE PUMPER	02/05/25	105.00	10-5100-2115
8052	AD FOR BID-RESCUE PUMPER	02/05/25	105.00	10-5100-2115
8056	MINUTES	02/05/25	420.00	10-5100-2115
8242	MINUTES	02/19/25	435.00	10-5100-2115
8243	WARRANT REGISTER	02/19/25	270.00	10-5100-2115
8244	AD FOR BID-ORPHA 3/CLEARFIELD PROJECT	02/19/25	150.00	10-5100-2115
8245	AD FOR BID-ORPHA 3/CLEARFIELD PROJECT	02/26/25	150.00	10-5100-2115
8308	FY2026 COMMUNITY SERVICE GRANTS	02/26/25	60.00	10-5100-2115
8310	P & Z PUBLIC HEARINGS	02/26/25	75.00	10-5100-2115
Total 5 ACES PRINTING LLC:			3,405.00	
ADVANCED ANIMAL CARE				
475052	GROOMING/EXAM-K9	03/03/25	102.00	10-5202-3210
Total ADVANCED ANIMAL CARE:			102.00	
ALCOHOL & DRUG TESTING SERV				
48535	PROFESSIONAL SERVICES	02/28/25	40.00	10-5100-2158
Total ALCOHOL & DRUG TESTING SERV:			40.00	
ALLIANCE COMMUNICATION & TECHNOLOGIES LL				
16794	GATE REPAIR-BARBER GATE	02/27/25	465.00	31-5401-2155
Total ALLIANCE COMMUNICATION & TECHNOLOGIES LL:			465.00	
AMUNDSEN ASSOCIATES LLC				
2024-182	COMMUNITY FACILITY ARCHITECUTURAL	03/12/25	98,771.44	57-5571-2153
Total AMUNDSEN ASSOCIATES LLC:			98,771.44	
ARROW ELECTRIC				
55247	REPAIR-TIMECLOCK REPLACEMENT	02/26/25	332.88	10-5100-2115
55334	REPAIR-SIGN LETTERING LIGHTS	03/14/25	358.98	10-5301-3210
Total ARROW ELECTRIC:			691.86	
ATLAS PREMIER SERVICE				
75525	COPIER MAINTENANCE AGREEMENT	03/10/25	95.60	10-5201-2156
Total ATLAS PREMIER SERVICE:			95.60	

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
AYRES ASSOCIATES INC				
221149	VISIONING & SITE WORK	03/03/25	52.50	41-5410-2158
221149	DOWNTOWN STRATEGIC PLAN	03/03/25	3,872.50	41-5410-2158
Total AYRES ASSOCIATES INC:			3,925.00	
BARCO MUNICIPAL PRODUCTS INC				
IN-251514	REFLECTIVE STANDING SIGNS	03/19/25	560.00	10-5202-3210
IN-251514	SETUP FEE	03/19/25	55.00	10-5202-3210
IN-251514	SHIPPING	03/19/25	85.62	10-5202-3210
Total BARCO MUNICIPAL PRODUCTS INC:			700.62	
BCN TELECOM INC				
23881344	PHONE SERVICE	03/01/25	117.55	10-5100-2134
23881344	PHONE SERVICE	03/01/25	9.46	10-5306-2134
Total BCN TELECOM INC:			127.01	
BENNETT, SHIRLEY				
2347	CEMETERY PLOT QUIT CLAIM	03/11/25	250.00	10-5306-6540
Total BENNETT, SHIRLEY:			250.00	
BIG COUNTRY REHAB				
022	RETURN TO WORK PHYSICAL	03/18/25	100.00	10-5201-2158
Total BIG COUNTRY REHAB:			100.00	
BISON PUMP & SUPPLY				
593149	HYDRAULIC FITTING	03/13/25	23.16	34-5340-3210
593162	HYDRAULIC HOSE	03/14/25	85.80	10-5305-3210
593162	HYDRAULIC FITTING	03/14/25	110.86	10-5305-3210
593162	HOSE ASSEMBLY	03/14/25	9.50	10-5305-3210
593357	HYDRAULIC HOSE	03/25/25	118.80	33-5600-3210
593357	HYDRAULIC FITTING	03/25/25	37.84	33-5600-3210
593357	HYDRAULIC FITTING	03/25/25	52.28	33-5600-3210
593357	HOSE ASSEMBLY	03/25/25	19.00	33-5600-3210
593357	HOSE GUARD	03/25/25	15.76	33-5600-3210
593363	ADAPTER FITTING	03/25/25	13.64	34-5340-3210
593363	ADAPTER FITTING	03/25/25	15.60	34-5340-3210
Total BISON PUMP & SUPPLY:			502.24	
BLACK HILLS ENERGY				
032025	GAS SERVICE	03/20/25	442.15	10-5100-2133
032025	GAS SERVICE	03/20/25	2,155.43	10-5301-2133
032025	GAS SERVICE	03/20/25	250.10	10-5306-2133
032025	GAS SERVICE	03/20/25	40.85	10-5307-2133
032025	GAS SERVICE	03/20/25	1,007.98	31-5401-2133
032025	GAS SERVICE	03/20/25	301.70	31-5402-2133
032025	GAS SERVICE	03/20/25	448.65	32-5502-2133
032025	GAS SERVICE	03/20/25	1,181.78	34-5340-2133
032025	GAS SERVICE	03/20/25	42.89	10-5304-2133
Total BLACK HILLS ENERGY:			5,871.53	

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
BLACKBURN CATTLE CO				
37207	HAULING SOLID WASTE	02/06/25	449.40	34-5340-2158
37207	HAULING SOLID WASTE	02/06/25	449.40	34-5340-2158
37207	HAULING SOLID WASTE	02/06/25	449.40	34-5340-2158
37226	HAULING SOLID WASTE	02/17/25	449.40	34-5340-2158
37226	HAULING SOLID WASTE	02/17/25	449.40	34-5340-2158
37238	HAULING SOLID WASTE	02/24/25	449.40	34-5340-2158
37238	HAULING SOLID WASTE	02/24/25	449.40	34-5340-2158
37243	HAULING SOLID WASTE	03/04/25	449.40	34-5340-2158
37243	HAULING SOLID WASTE	03/04/25	449.40	34-5340-2158
37265	HAULING SOLID WASTE	03/10/25	449.40	34-5340-2158
37267	HAULING SOLID WASTE	03/13/25	449.40	34-5340-2158
37267	HAULING SOLID WASTE	03/13/25	449.40	34-5340-2158
37267	HAULING SOLID WASTE	03/13/25	449.40	34-5340-2158
37283	HAULING SOLID WASTE	03/24/25	449.40	34-5340-2158

Total BLACKBURN CATTLE CO:

6,291.60

BLOEDORN LUMBER - DOUGLAS

634052	RETURN-GAP FILLER	03/13/25	6.99-	10-5305-3210
634052	RETURN-ADHESIVE	03/13/25	7.64-	10-5305-3210
634084	RETURN-CONCRETE MIX	03/13/25	60.24-	10-5304-3210
8657385	LED BULB	03/04/25	23.38	32-5502-3210
8659435	ROPE	03/05/25	2.76	31-5401-3210
8667884	QUICK LINK	03/11/25	5.02	10-5304-3210
8667884	S-HOOKS	03/11/25	6.82	10-5304-3210
8670479	GAP FILLER	03/13/25	6.99	10-5305-3210
8670479	ADHESIVE	03/13/25	7.64	10-5305-3210
8670479	CONCRETE MIX	03/13/25	22.62	10-5305-3210
8670792	CONCRETE MIX	03/13/25	135.54	10-5304-3210
8675180	SCREWS	03/17/25	12.14	31-5402-3210
8675180	SIDING	03/17/25	49.26	31-5402-3210
8675344	CONCRETE MIX	03/17/25	22.62	10-5305-3210
8677689	SCREWS	03/18/25	14.99	33-5600-3210
8678835	LED BULB	03/19/25	32.39	10-5304-3210
8687725	CONCRETE MIX	03/25/25	33.93	10-5305-3210
8688240	BATTERIES	03/25/25	9.49	10-5305-3210
8691296	RAKE	03/27/25	22.49	10-5306-3210
8692224	KNIFE	03/27/25	23.98	32-5501-3210
8692224	DOOR SWEEP	03/27/25	22.49	32-5501-3210
8692224	PLYWOOD	03/27/25	67.74	32-5501-3210
8692224	SEALER	03/27/25	38.99	32-5501-3210
8697605	WORK GLOVES	03/31/25	12.99	10-5304-3210
8697605	SCREWS	03/31/25	1.60	10-5304-3210
8697605	STRAPS	03/31/25	4.48	10-5304-3210
8697605	SCREWS	03/31/25	2.28	10-5304-3210

Total BLOEDORN LUMBER - DOUGLAS:

507.76

BOMGAARS

375914	SCREWS	03/04/25	13.49	10-5306-3210
375914	PAINT	03/04/25	7.99	10-5306-3210
375914	DISPENSER BLADE	03/04/25	12.99	10-5306-3210
375914	BRUSH SET	03/04/25	6.49	10-5306-3210
375914	FASTENERS	03/04/25	2.99	10-5306-3210
376329	BOLT SNAPS	03/06/25	11.16	34-5340-3210
376329	SPRAY PAINT	03/06/25	27.96	34-5340-3210
376422	STEP STOOL	03/06/25	19.99	10-5305-3210

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
376533	PLOW LINKS	03/07/25	17.94	10-5305-3210
377538	GREASE	03/11/25	5.99	10-5306-3210
378014	CUTOFF WHEEL	03/13/25	1.99	10-5305-3210
378014	WHEEL	03/13/25	1.99	10-5305-3210
378014	WHEEL	03/13/25	1.99	10-5305-3210
378014	WHEEL	03/13/25	12.99	10-5305-3210
378014	DRILL BIT SET	03/13/25	19.99	10-5305-3210
378014	BAR & CHAIN OIL	03/13/25	9.99	10-5305-3210
378014	REBATE COUPON	03/13/25	20.00-	10-5305-3210
378014	REBATE COUPON	03/13/25	20.00-	10-5305-3210
380059	PLUG	03/21/25	3.99	10-5306-3210
380059	COVERALL	03/21/25	13.99	10-5306-3210
380106	DOG BED-K9	03/21/25	24.99	10-5202-3210
380673	THREADLOCKER	03/24/25	5.99	10-5304-3210
381649	STRAPS	03/28/25	14.95	34-5340-3210
381663	T-POST	03/28/25	139.80	34-5340-3210
382450	CUTOFF WHEEL	03/31/25	2.99	10-5304-3210
383240	CANOPY	04/03/25	99.99	10-5306-3220
Total BOMGAARS:			442.62	
BOYS & GIRLS CLUB OF DOUGLAS				
2079-FEB	FUNDING ALLOCATION AGREEMENT	03/13/25	2,500.00	10-5110-8746
Total BOYS & GIRLS CLUB OF DOUGLAS:			2,500.00	
CAPITOL BUSINESS SYSTEMS INC				
1485469	MAINTENANCE AGREEMENT-PLOTTER	02/24/25	67.74	10-5106-2156
1494288	MAINTENANCE AGREEMENT-PLOTTER	03/04/25	67.20	10-5106-2156
Total CAPITOL BUSINESS SYSTEMS INC:			134.94	
CDW-G				
AD1PR7R	RECEIPT PRINTER	03/05/25	317.44	10-5103-3220
AD2RT5Q	MONITORS	03/13/25	384.02	10-5103-3220
Total CDW-G:			701.46	
CENTURYLINK				
030625	TELEPHONE SERVICES	03/06/25	60.62	10-5306-2134
030625	TELEPHONE SERVICES	03/06/25	63.17	32-5502-2134
032025	TELEPHONE SERVICES	03/20/25	59.87	10-5307-2134
033125	TELEPHONE SERVICES	03/31/25	60.62	10-5306-2134
033125	TELEPHONE SERVICES	03/31/25	63.17	32-5502-2134
Total CENTURYLINK:			307.45	
CITY OF CASPER				
622335	LANDFILL FEES	02/25/25	1,301.52	34-5340-2158
622335	LANDFILL FEES	02/25/25	1,528.64	34-5340-2158
631738	LANDFILL FEES	01/21/25	1,611.60	34-5340-2158
631905	LANDFILL FEES	01/30/25	1,789.76	34-5340-2158
631922	LANDFILL FEES	01/31/25	1,476.96	34-5340-2158
631922	LANDFILL FEES	01/31/25	1,308.32	34-5340-2158
631990	LANDFILL FEES	02/05/25	1,411.68	34-5340-2158
631990	LANDFILL FEES	02/05/25	1,507.56	34-5340-2158
632024	LANDFILL FEES	02/06/25	1,456.56	34-5340-2158
632024	LANDFILL FEES	02/06/25	1,858.44	34-5340-2158

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
632050	LANDFILL FEES	02/07/25	1,245.08	34-5340-2158
632050	LANDFILL FEES	02/07/25	1,487.84	34-5340-2158
632118	LANDFILL FEES	02/11/25	1,485.80	34-5340-2158
632118	LANDFILL FEES	02/11/25	1,530.00	34-5340-2158
632158	LANDFILL FEES	02/13/25	1,522.52	34-5340-2158
632158	LANDFILL FEES	02/13/25	1,221.28	34-5340-2158
632175	LANDFILL FEES	02/14/25	1,535.44	34-5340-2158
632239	LANDFILL FEES	02/19/25	1,353.88	34-5340-2158
632258	LANDFILL FEES	02/20/25	1,533.40	34-5340-2158
632258	LANDFILL FEES	02/20/25	1,368.16	34-5340-2158
632258	LANDFILL FEES	02/20/25	1,413.72	34-5340-2158
632281	LANDFILL FEES	02/21/25	1,349.80	34-5340-2158
632389	LANDFILL FEES	02/27/25	1,401.48	34-5340-2158
632389	LANDFILL FEES	02/27/25	1,593.24	34-5340-2158
632414	LANDFILL FEES	02/28/25	1,962.48	34-5340-2158
632478	LANDFILL FEES	03/04/25	1,277.72	34-5340-2158
632478	LANDFILL FEES	03/04/25	1,415.08	34-5340-2158
632542	LANDFILL FEES	03/06/25	1,555.16	34-5340-2158
632542	LANDFILL FEES	03/06/25	1,275.00	34-5340-2158
632542	LANDFILL FEES	03/06/25	1,875.44	34-5340-2158
632576	LANDFILL FEES	03/10/25	1,651.04	34-5340-2158
632593	LANDFILL FEES	03/11/25	1,449.08	34-5340-2158
632616	LANDFILL FEES	03/12/25	1,595.28	34-5340-2158
632649	LANDFILL FEES	03/14/25	1,366.80	34-5340-2158
632680	LANDFILL FEES	03/17/25	1,460.64	34-5340-2158
632719	LANDFILL FEES	03/18/25	1,840.76	34-5340-2158
632719	LANDFILL FEES	03/18/25	1,484.44	34-5340-2158
632757	LANDFILL FEES	03/19/25	1,408.96	34-5340-2158
632786	LANDFILL FEES	03/20/25	1,256.64	34-5340-2158
632786	LANDFILL FEES	03/20/25	1,574.20	34-5340-2158
632808	LANDFILL FEES	03/21/25	1,436.84	34-5340-2158
632870	LANDFILL FEES	03/25/25	1,480.36	34-5340-2158
632870	LANDFILL FEES	03/25/25	1,304.24	34-5340-2158
632870	LANDFILL FEES	03/25/25	1,481.72	34-5340-2158
632934	LANDFILL FEES	03/27/25	1,619.76	34-5340-2158
632966	LANDFILL FEES	03/28/25	1,562.64	34-5340-2158
632966	LANDFILL FEES	03/28/25	1,402.84	34-5340-2158
633034	LANDFILL FEES	04/01/25	1,458.60	34-5340-2158
633034	LANDFILL FEES	04/01/25	1,442.28	34-5340-2158
633034	LANDFILL FEES	04/01/25	2,136.56	34-5340-2158

Total CITY OF CASPER:

75,067.24

CITY OF DOUGLAS-PETTY CASH

352	REPLENISH PETTY CASH-CEMETERY DEED	02/28/25	36.00	10-5100-3210
353	REPLENISH PETTY CASH-PEACH OFFICER ID	03/05/25	10.00	10-5100-3210
354	REPLENISH PETTY CASH-RECORDING FEES	03/06/25	18.00	10-5100-3210
355	REPLENISH PETTY CASH-RECORDING FEES	03/12/25	24.00	10-5100-3210
357	REPLENISH PETTY CASH-TITLE	03/17/25	15.00	10-5100-3210
358	REPLENISH PETTY CASH-PLATES	03/18/25	12.00	10-5100-3210
359	REPLENISH PETTY CASH-TITLE	03/19/25	15.00	10-5100-3210
359	REPLENISH PETTY CASH-RECORDING FEES	03/19/25	18.00	10-5100-3210
359	REPLENISH PETTY CASH-RECORDING FEES	03/19/25	12.00	10-5100-3210
360	REPLENISH PETTY CASH-POSTAGE	03/20/25	4.70	10-5100-3210

Total CITY OF DOUGLAS-PETTY CASH:

164.70

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
CITY OF DOUGLAS-UTILITY PMNT				
031125	WATER/SEWER/SANITATION	03/11/25	139.85	10-5100-2132
031125	WATER/SEWER/SANITATION	03/11/25	316.17	10-5301-2132
031125	WATER/SEWER/SANITATION	03/11/25	990.38	10-5304-2132
031125	WATER/SEWER/SANITATION	03/11/25	91.07	10-5306-2132
031125	WATER/SEWER/SANITATION	03/11/25	126.87	10-5307-2132
031125	WATER/SEWER/SANITATION	03/11/25	121.58	31-5401-2132
031125	WATER/SEWER/SANITATION	03/11/25	3,853.49	31-5402-2132
031125	WATER/SEWER/SANITATION	03/11/25	178.97	32-5501-2132
031125	WATER/SEWER/SANITATION	03/11/25	26.41	32-5502-2132
18219	LANDFILL CHARGES	03/03/25	13,642.50	33-5600-2158
18228	BULK WATER	03/03/25	19.84	32-5502-3210
18228	BULK WATER	03/03/25	27.57	32-5502-3210
18228	BULK WATER	03/03/25	8.00	10-5305-3210
18228	BULK WATER	03/03/25	8.50	10-5305-3210
18228	BULK WATER	03/03/25	13.00	10-5305-3210
18228	BULK WATER	03/03/25	156.27	34-5340-3210
18232	LANDFILL CHARGES	03/13/25	30.00	33-5600-3210
18232	LANDFILL CHARGES	03/13/25	30.00	33-5600-3210
18232	LANDFILL CHARGES	03/13/25	133.50	10-5304-3210
18233	LANDFILL CHARGES	03/13/25	31,630.50	33-5600-3210
18253	LANDFILL CHARGES	03/21/25	30.00	33-5600-3210
18254	LANDFILL CHARGES	03/21/25	14,709.00	33-5600-3210
Total CITY OF DOUGLAS-UTILITY PMNT:			66,059.73	
CITY SHOE & SADDLE				
17042	BOOTS	03/21/25	224.99	34-5340-3210
Total CITY SHOE & SADDLE:			224.99	
CIVIC PLUS LLC				
330227	CIVIC CLERK/SEE CLICK FIX APP	03/21/25	19,681.60	10-5103-2156
Total CIVIC PLUS LLC:			19,681.60	
CIVIL ENGINEERING PROFESSIONAL				
22-013-09	ENGINEERING-2ND & 3RD ST DESIGN	03/31/25	8,944.15	56-5560-2153
22-034-23	ENGINEERING-2ND & 3RD ST	03/31/25	2,263.03	32-5852-2153
22-034-23	ENGINEERING-2ND & 3RD ST	03/31/25	1,011.97	56-5560-2153
22-043-22	ENGINEERING-WEST RIVER LIFT STATION	03/31/25	360.00	32-5852-2153
22-066-18	ENGINEERING-CLEARFIELD BOOSTER STATION	03/31/25	15,007.35	31-5840-2153
22-069-16	ENGINEERING-E RICHARDS ST DESIGN	03/11/25	4,525.00	56-5560-2153
22-100-21	ENGINEERING-PRIORITIES/COST ESTIMATES	02/21/25	418.50	56-5560-2153
22-100-21	ENGINEERING-PRIORITIES/COST ESTIMATES	02/21/25	418.50	34-5895-2153
22-100-21	ENGINEERING-PRIORITIES/COST ESTIMATES	02/21/25	418.50	57-5570-2153
22-100-21	ENGINEERING-PRIORITIES/COST ESTIMATES	02/21/25	418.50	32-5852-2153
22-100-21	ENGINEERING-PRIORITIES/COST ESTIMATES	02/21/25	418.50	31-5401-2153
24-018-06	ENGINEERING-N 2ND ST BRIDGE	03/31/25	1,192.73	31-5840-2153
24-018-06	ENGINEERING-N 2ND ST BRIDGE	03/31/25	2,679.77	56-5560-2153
24-042-07	ENGINEERING-PINE ST	03/31/25	5,297.67	31-5840-2153
24-042-07	ENGINEERING-PINE ST	03/31/25	4,422.83	32-5852-2153
24-044-06	ENGINEERING-N 8TH ST	03/31/25	8,409.08	31-5840-2153
24-044-06	ENGINEERING-N 8TH ST	03/31/25	3,813.42	32-5852-2153
24-049-06	ENGINEERING-POOL	03/31/25	8,985.00	55-5550-2153
24-050-05	ENGINEERING-WWTP AIR HEADER	03/31/25	7,957.50	32-5850-2153
24-052-03	ENGINEERING-5TH ST & WASHINGTON ST ALLEY	03/31/25	8,260.00	32-5852-2153

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
24-059-04	ENGINEERING-N 3RD ST	03/31/25	7,853.45	31-5840-2153
24-059-04	ENGINEERING-N 3RD ST	03/31/25	6,556.55	32-5852-2153
24-060-02	ENGINEERING-S 4TH ST	03/31/25	7,221.00	31-5840-2153
24-060-02	ENGINEERING-S 4TH ST	03/31/25	10,831.50	56-5560-2153
25-001-01	ENGINEERING-NORTH TOPO W&S STUDY	01/29/25	3,375.00	41-5410-2158
Total CIVIL ENGINEERING PROFESSIONAL:			121,059.50	
CLEVERPATH IT				
CW50481	SOPHOS LICENSE AGREEMENT	03/03/25	108.00	10-5103-2120
Total CLEVERPATH IT:			108.00	
COMMUNITY ACTION P'SHIP OF NATRONA CNTY				
031825	FUNDING ALLOCATION AGREEMENT	03/18/25	2,101.97	10-5110-8753
Total COMMUNITY ACTION P'SHIP OF NATRONA CNTY:			2,101.97	
CONVERSE COUNTY				
032025	JOINT JUSTICE OPERATION EXPENSES	03/20/25	7,729.78	10-5111-8760
032025	JOINT JUSTICE OPERATION EXPENSES	03/20/25	62,818.30	10-5111-8760
Total CONVERSE COUNTY:			70,548.08	
CONVERSE COUNTY SHERIFF				
022025	BOOKING FEES	02/28/25	157.50	10-5201-2161
Total CONVERSE COUNTY SHERIFF:			157.50	
CORE & MAIN				
2238635-01	COUPLING	02/26/25	256.05	31-5402-3210
2239502-00	SOLID SLEEVE	02/21/25	438.36	31-5402-3210
2239502-00	PIPE RESTRAINT	02/21/25	260.30	31-5402-3210
2239502-00	PIPE RESTRAINT	02/21/25	589.88	31-5402-3210
2239502-00	BOLT & GASKET SETS	02/21/25	444.60	31-5402-3210
2239527-00	REPAIR CLAMP	02/26/25	473.34	31-5402-3210
2239527-00	REPAIR CLAMP	02/26/25	433.69	31-5402-3210
2239590-00	FLANGE GASKET	03/12/25	23.80	31-5401-3210
2239592-00	METER	03/12/25	2,008.96	31-5403-3220
Total CORE & MAIN:			4,928.98	
COY, DEBRA J				
032725	JANITORIAL SERVICES	03/27/25	2,200.00	10-5100-2158
Total COY, DEBRA J:			2,200.00	
CROELL REDI MIX				
939347	PEA ROCK	02/25/25	2,282.85	31-5402-3210
Total CROELL REDI MIX:			2,282.85	
DOUGLAS FIRE DEPARTMENT				
1-2	CPR CERTIFICATIONS	03/03/25	480.00	10-5100-2158
Total DOUGLAS FIRE DEPARTMENT:			480.00	

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
DOUGLAS HARDWARE HANK LLC				
367923	DUCT TAPE	02/28/25	8.99	34-5340-3210
368147	PAPER TOWELS	02/14/25	13.99	31-5402-3210
368147	CUTOFF WHEEL	02/14/25	5.98	31-5402-3210
368147	RECIPROCATING SAW BLADE	02/14/25	16.99	31-5402-3210
368284	ELBOW	02/21/25	2.59	31-5401-3210
368284	PLUMBING	02/21/25	5.37	31-5401-3210
368437	BALL VALVE	02/28/25	26.99	10-5304-3210
368485	FACUET SUPPLY LINE	03/04/25	9.59	10-5302-3210
368485	FACUET SUPPLY LINE	03/04/25	9.99	10-5302-3210
368487	SAND PAPER	03/04/25	11.98	10-5306-3210
368492	UTILITY KNIFE	03/04/25	14.99	10-5306-3210
368516	GLOVES	03/05/25	14.99	31-5401-3210
368523	SPRAY PAINT	03/06/25	26.00	34-5340-3210
368525	PAINT BRUSH	03/06/25	7.59	10-5306-3210
368566	MARKER	03/07/25	3.59	10-5306-3210
368566	FASTENERS	03/07/25	2.10	10-5306-3210
368566	FASTENERS	03/07/25	.90	10-5306-3210
368780	CAULK	03/17/25	27.98	32-5501-3210
368785	HOLE SAW	03/17/25	19.99	31-5402-3210
368801	BUG STOP	03/18/25	6.59	10-5304-3210
368810	DRY ERASE BOARD CLEANER	03/18/25	5.99	10-5302-3210
368830	ELECTRICAL TAPE	03/19/25	13.99	10-5304-3210
368830	WD40	03/19/25	8.99	10-5304-3210
368830	ADAPTER SOCKET	03/19/25	5.58	10-5304-3210
368838	WALL MOUNT HOSE HANGER	03/19/25	17.99	10-5304-3210
368856	TOOL SET	03/20/25	129.00	31-5401-3210
368856	CAULK	03/20/25	6.99	31-5401-3210
368856	FACIAL TISSUE	03/20/25	9.99	31-5401-3210
368856	PAPER TOWELS	03/20/25	55.96	31-5401-3210
368856	COUPON	03/20/25	10.00	31-5401-3210
368876	FLEX SEAL SPRAY	03/21/25	18.99	32-5501-3210
368886	ANT BLOCK	03/21/25	19.99	31-5402-3210
368941	FASTENERS	03/24/25	1.12	10-5305-3210
368941	FASTENERS	03/24/25	2.96	10-5305-3210
368972	FLAP DISC	03/26/25	10.99	10-5100-3210
368972	DRUM SAND KIT	03/26/25	8.99	10-5100-3210
368973	ANGLE	03/26/25	4.77	10-5306-3210
368973	ANGLE	03/26/25	1.99	10-5306-3210
368973	BRACE	03/26/25	4.99	10-5306-3210
368980	SKIMMERTABS	03/26/25	44.99	32-5501-3210
369021	CLIP	03/27/25	2.99	10-5304-3210
369086	SCREW	03/31/25	37.99	10-5305-3210
369088	CONCRETE MIX	03/31/25	45.54	10-5305-3210
369091	COUPLER	03/31/25	25.98	10-5304-3210
369109	TAPPER BIT	03/31/25	7.59	10-5304-3210
369126	SPRAY PAINT	04/01/25	11.98	33-5600-3210
369133	OUTLET CORD	04/02/25	24.99	10-5301-3210
369149	COAT HOOK	04/02/25	15.99	10-5100-3210
K68668	FOLD UP & REACH TOOL	03/12/25	9.99	10-5106-3210
K68668	CLOCK	03/12/25	37.99	10-5106-3210
K68670	FASTENERS	03/12/25	7.78	10-5304-3210
K68670	FASTENERS	03/12/25	.80	10-5304-3210
K68670	FASTENERS	03/12/25	2.58	10-5304-3210
K68670	FASTENERS	03/12/25	1.50	10-5304-3210
K69032	PIPE PEX	03/28/25	6.59	10-5304-3210

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
Total DOUGLAS HARDWARE HANK LLC:			841.72	
ENERGY LABORATORIES INC				
690720	WASTEWATER SAMPLING	02/19/25	180.00	32-5501-3210
690721	WASTEWATER SAMPLING	02/19/25	395.00	32-5501-3210
692752	WASTEWATER SAMPLING	03/03/25	395.00	32-5501-3210
693137	WATER SAMPLING	03/04/25	576.00	31-5401-2158
693362	WASTEWATER SAMPLING	03/05/25	66.00	32-5501-3210
693363	WASTEWATER SAMPLING	03/05/25	66.00	32-5501-3210
693715	WATER SAMPLING	03/07/25	152.00	31-5401-2158
694002	WASTEWATER SAMPLING	03/10/25	395.00	32-5501-3210
694410	WASTEWATER SAMPLING	03/12/25	395.00	32-5501-3210
694413	WASTEWATER SAMPLING	03/12/25	395.00	32-5501-3210
694865	WATER SAMPLING	03/13/25	114.00	31-5401-2158
695171	WASTEWATER SAMPLING	03/14/25	395.00	32-5501-3210
695982	WASTEWATER SAMPLING	03/20/25	180.00	32-5501-3210
698075	WATER SAMPLING	04/01/25	3,671.00	31-5401-2158
Total ENERGY LABORATORIES INC:			7,375.00	
EV STUDIO				
AB25010.00-1	ARCHITECTURE SERVICES	02/28/25	1,800.00	41-5411-2158
AB25010.00-1	STRUCTURAL SERVICES	02/28/25	3,300.00	41-5411-2158
AB25010.00-2	ARCHITECTURE SERVICES	03/31/25	1,500.00	41-5411-2158
Total EV STUDIO:			6,600.00	
FBI-LEEDA				
200121501	REGISTRATION-MASTER PIO TRAINING	02/14/25	795.00	10-5201-2122
200123289	REGISTRATION-LEADERSHIP TRAINING	03/10/25	450.00	10-5202-2122
200123475	REGISTRATION-LEADERSHIP TRAINING	03/14/25	450.00	10-5202-2122
Total FBI-LEEDA:			1,695.00	
FISH'S PLUMBING LLC				
1038	WATER HEATER REPLACEMENT-RR MUSEUM	03/04/25	1,427.06	10-5100-2158
Total FISH'S PLUMBING LLC:			1,427.06	
FLOYD'S TRUCK CENTER WY				
X302076613:01	SHIFTER CABLE	03/27/25	297.68	10-5305-3210
X302076613:01	FREIGHT	03/27/25	20.00	10-5305-3210
Total FLOYD'S TRUCK CENTER WY:			317.68	
FORSGREN ASSOCIATES INC				
2502053	WATER CONSULTANT SERVICES	02/25/25	4,743.48	31-5856-2158
Total FORSGREN ASSOCIATES INC:			4,743.48	
FREEDOM MAILING SERVICE				
49927	UTILITY BILLING MAILING SERVICE	03/03/25	609.23	31-5400-2158
49927	UTILITY BILLING MAILING SERVICE	03/03/25	393.46	32-5500-2158
49927	UTILITY BILLING MAILING SERVICE	03/03/25	266.53	33-5600-2158
Total FREEDOM MAILING SERVICE:			1,269.22	

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
FREMONT MOTORS CASPER				
147308	FUSE BOX	02/28/25	1,767.51	10-5202-3210
147915	BED CAP	03/28/25	141.40	10-5202-3210
Total FREMONT MOTORS CASPER:			1,908.91	
GALLS LLC				
030586352	RIPSTOP SHIRTS	02/26/25	238.01	10-5202-3233
Total GALLS LLC:			238.01	
GATHERING INC				
15	FUNDING ALLOCATION AGREEMENT	03/13/25	475.42	10-5110-8730
15	FUNDING ALLOCATION AGREEMENT	03/13/25	893.43	10-5110-8730
Total GATHERING INC:			1,368.85	
GOODYEAR TIRE & RUBBER CO				
177-1057192	TIRES	02/27/25	2,400.00	33-5600-3210
Total GOODYEAR TIRE & RUBBER CO:			2,400.00	
GRANITE TELECOMMUNICATIONS				
686890922	TELEPHONE SERVICES	03/01/25	168.19	10-5100-2134
686890922	TELEPHONE SERVICES	03/01/25	81.80	10-5301-2134
686890922	TELEPHONE SERVICES	03/01/25	163.56	32-5501-2134
Total GRANITE TELECOMMUNICATIONS:			413.55	
GREEN VALLEY CORPORATION				
031925	LBES ROAD EASEMENT	03/19/25	11,697.88	31-5401-2140
031925	RADIO REPEATER SITE	03/19/25	565.70	31-5401-2140
Total GREEN VALLEY CORPORATION:			12,263.58	
GREGERSEN, STEPHEN K				
040325	LEASE PAYMENT REFUND	04/03/25	254.20	10-5100-2175
Total GREGERSEN, STEPHEN K:			254.20	
H SPEAR WELDING AND FABRICATION				
1740	REPAIR-TRAILER	01/15/25	4,641.02	34-5340-2155
Total H SPEAR WELDING AND FABRICATION:			4,641.02	
HACH COMPANY				
14387179	MEMBRANE FILTER	02/25/25	247.00	31-5401-3210
14387179	SAMPLE CELL	02/25/25	552.00	31-5401-3210
14387179	ZOBELLS ORP SOLUTION	02/25/25	86.29	31-5401-3210
14387179	SHIPPING	02/25/25	15.05	31-5401-3210
14387179	ZOBELLS ORP SOLUTION	02/25/25	86.29	32-5501-3210
14387179	SHIPPING	02/25/25	15.05	32-5501-3210
Total HACH COMPANY:			1,001.68	
HAWKINS INC				
7013433	CYLINDERS	03/15/25	210.00	31-5401-3210
7015408	CHLORINE CYLINDER	03/19/25	343.26	31-5401-3210

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
7015408	FREIGHT/FUEL	03/19/25	30.00	31-5401-3210
7015408	CHLORINE CYLINDER	03/19/25	1,373.04	32-5501-3210
7015408	SULFUR DIOXIDE CYLINDER	03/19/25	248.31	32-5501-3210
7015408	FREIGHT/FUEL	03/19/25	25.00	32-5501-3210
Total HAWKINS INC:			2,229.61	
HDR ENGINEERING INC				
1200695004	WATER TREATMENT PLANT STUDY	02/06/25	3,828.75	31-5856-2158
1200702780	WATER TREATMENT PLANT STUDY	03/10/25	4,855.00	31-5856-2158
Total HDR ENGINEERING INC:			8,683.75	
HOMAX OIL SALES INC				
0701313-IN	DIESEL	01/30/25	1,484.43	34-5340-3235
0701313-IN	WINTER ADDITIVE	01/30/25	15.50	34-5340-3235
0701313-IN	WINTER ADDITIVE	01/30/25	15.49	34-5340-3235
0703643-IN	DIESEL	02/20/25	2,006.12	34-5340-3235
0706327-IN	DIESEL EXHAUST FLUID	03/17/25	357.50	10-5302-3237
0706327-IN	DRUM DEPOSIT	03/17/25	100.00	10-5302-3237
0706327-IN	DRUM CREDIT	03/17/25	100.00	10-5302-3237
0706770-IN	DIESEL	03/21/25	1,695.70	34-5340-3235
CL32586	FUEL	02/28/25	172.72	10-5100-3235
CL32586	FUEL	02/28/25	79.60	10-5106-3235
CL32586	FUEL	02/28/25	92.28	10-5201-3235
CL32586	FUEL	02/28/25	2,222.78	10-5202-3235
CL32586	FUEL	02/28/25	217.77	10-5302-3235
CL32586	FUEL	02/28/25	520.30	10-5304-3235
CL32586	FUEL	02/28/25	1,710.00	10-5305-3235
CL32586	FUEL	02/28/25	338.08	10-5306-3235
CL32586	FUEL	02/28/25	106.18	31-5401-3235
CL32586	FUEL	02/28/25	951.48	31-5402-3235
CL32586	FUEL	02/28/25	101.62	31-5403-3235
CL32586	FUEL	02/28/25	106.16	32-5501-3235
CL32586	FUEL	02/28/25	951.46	32-5502-3235
CL32586	FUEL	02/28/25	1,409.93	33-5600-3235
CL32586	FUEL	02/28/25	485.79	34-5340-3235
CL32586	FUEL	02/28/25	37.18	10-5301-3235
Total HOMAX OIL SALES INC:			15,078.07	
HORNER, DOUG				
022825	WINDSHIELD REPAIR	02/28/25	55.00	34-5340-3210
Total HORNER, DOUG:			55.00	
INTL ASSOC OF CHIEFS OF POLICE				
032025	MEMBERSHIP DUES-IACP	03/20/25	170.00	10-5202-2120
032025	MEMBERSHIP DUES-IACP	03/20/25	62.50	10-5201-2120
Total INTL ASSOC OF CHIEFS OF POLICE:			232.50	
JERRYS WELDING SERVICE				
32637	PLATE	02/11/25	60.04	10-5302-3210
32637	CUTTING	02/11/25	8.00	10-5302-3210
32637	DECK PLATE	02/11/25	315.58	10-5302-3210
32637	CUTTING	02/11/25	16.00	10-5302-3210
32637	REBAR	02/11/25	16.80	31-5402-3210

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
32868	TUBE	03/14/25	2,452.80	34-5340-3210
32878	PIPE	03/17/25	489.30	34-5340-3210
Total JERRYS WELDING SERVICE:			3,358.52	
JIRDON AGRI CHEMICALS INC				
6792	TURF SEED	03/20/25	164.50	10-5306-3210
6792	DISCOUNT	03/20/25	8.23-	10-5306-3210
6792	SNAPSHOT PRE-EMERGENT	03/20/25	276.50	10-5304-3210
6792	TURF SEED	03/20/25	164.50	10-5304-3210
6792	DISCOUNT	03/20/25	8.22-	10-5304-3210
6792	DISCOUNT	03/20/25	13.83-	10-5304-3210
Total JIRDON AGRI CHEMICALS INC:			575.22	
KASPAR AIR SOLUTIONS LLC				
4024	REPAIR-MOTOR	03/04/25	1,408.50	32-5502-2155
4058	REPAIR-BLOWER MOTOR	03/17/25	680.00	32-5502-2155
4067	MINI SPLIT HVAC INSTALLATION	03/28/25	13,415.00	32-5501-6544
Total KASPAR AIR SOLUTIONS LLC:			15,503.50	
KETCHAM, KAREN				
031325	CREDIT BALANCE REFUND	03/13/25	51.86	01-11750000
Total KETCHAM, KAREN:			51.86	
LARAMIE PEAK HUMANE SOCIETY				
021025	TNR	02/10/25	500.00	10-5110-8734
030525	RESTITUTION PAYMENT	03/05/25	10.00	10-20000206
032425	RESTITUTION PAYMENT	03/24/25	20.00	10-20000206
2025.03-FEB	FUNDING ALLOCATION AGREEMENT	03/05/25	8,333.33	10-5110-8734
Total LARAMIE PEAK HUMANE SOCIETY:			8,863.33	
LARAMIE RANGE WATER TREATMENT & PLUMBING				
LW36258	WATER	02/05/25	24.00	34-5340-3210
LW36258	DELIVERY	02/05/25	3.00	34-5340-3210
LW36258	LESS CREDIT	02/05/25	6.00-	34-5340-3210
LW512514	WATER	02/20/25	16.00	34-5340-3210
LW512514	DELIVERY	02/20/25	3.00	34-5340-3210
Total LARAMIE RANGE WATER TREATMENT & PLUMBING:			40.00	
LEAVITT GROUP				
1078121	INSURANCE PREMIUM	03/31/25	84,887.00	10-5100-2157
Total LEAVITT GROUP:			84,887.00	
LEXISNEXIS RISK DATA MANAGMENT INC				
1100101966-FEB	ACCURINT INFORMATION SERVICES	02/28/25	109.27	10-5202-2156
Total LEXISNEXIS RISK DATA MANAGMENT INC:			109.27	
LOENBRO				
412939-33	PTZ CAMERA SITE POWER TO INSTALLATION SITES	01/31/25	6,301.81	13-5820-2158
413601-33	MOTOR SWAP-CLEARFIELD BOOSTER	02/27/25	640.00	31-5402-2155
414300-33	WIRE TESTING-SMW	03/18/25	320.00	31-5401-2155

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
414455-33	REPAIR-COMMUNICATION LINE	03/21/25	1,120.00	32-5502-2155
Total LOENBRO:			8,381.81	
MOUNTAIN STATES LITHOGRAPHING				
250293	SNOW ROUTE WARNINGS	03/04/25	148.78	10-5100-3210
Total MOUNTAIN STATES LITHOGRAPHING:			148.78	
NORCO INC				
42941299	LENS CLEANER	02/26/25	14.94	10-5306-3210
42941299	KITCHEN TOWELS	02/26/25	51.43	10-5306-3210
42941299	TRASH BAGS	02/26/25	37.00	10-5306-3210
42941299	GLASS CLEANER	02/26/25	5.68	10-5306-3210
42941299	TRASH BAGS	02/26/25	53.28	10-5306-3210
42941299	SCRUBBING WIPES	02/26/25	19.40	10-5306-3210
42941299	DELIVERY	02/26/25	19.50	10-5306-3210
43040089	WIPERS	03/07/25	18.28	10-5306-3210
43040550	GLOVES	03/07/25	41.01	10-5304-3210
43040550	GLOVES	03/07/25	41.01	10-5304-3210
43040550	BOWL CLEANER	03/07/25	49.57	10-5304-3210
43040550	KITCHEN TOWELS	03/07/25	51.43	10-5304-3210
43040550	KLEENEX	03/07/25	91.00	10-5304-3210
43040550	DELIVERY	03/07/25	19.50	10-5304-3210
43043972	CREDIT-TOILET PAPER	03/07/25	114.00-	10-5304-3210
43084232	KLEENEX TISSUE	03/13/25	91.00	34-5340-3210
43084232	BATHROOM CLEANER	03/13/25	54.18	34-5340-3210
43084232	LENS CLEANING TOWELETTE	03/13/25	14.94	34-5340-3210
43084232	GLASS CLEANER	03/13/25	71.44	34-5340-3210
43084232	HARD HAT	03/13/25	30.70	34-5340-3210
43084232	FIRST AID KIT	03/13/25	54.98	34-5340-3210
43084232	DELIVERY	03/13/25	19.50	34-5340-3210
43084232	DISINFECTING WIPES	03/13/25	30.89	34-5340-3210
43084232	SANDING DISC	03/13/25	56.40	34-5340-3210
43084232	FLAP DISC	03/13/25	39.40	34-5340-3210
43084232	FLAP DISC	03/13/25	50.55	34-5340-3210
43139661	WIRE	03/20/25	86.68	10-5302-3210
43139661	WELDING CAP	03/20/25	10.43	10-5302-3210
43139661	GLOVES	03/20/25	15.98	10-5302-3210
43139661	SAFETY GLASSES	03/20/25	37.68	10-5302-3210
43146112	FLAP DISC	03/21/25	37.60	34-5340-3210
43146113	RAGS	03/21/25	43.67	34-5340-3210
43146114	FIRST AID KIT	03/21/25	38.73	34-5340-3210
43146115	TIGER DISC	03/21/25	57.08	34-5340-3210
43196908	BOWL CLEANER	03/28/25	99.13	10-5304-3210
43196908	BATHROOM CLEANER	03/28/25	108.37	10-5304-3210
43196908	MOP DISINFECTANT	03/28/25	110.86	10-5304-3210
43196908	URINAL SCREEN	03/28/25	27.42	10-5304-3210
43196908	HAND SOAP	03/28/25	69.17	10-5304-3210
43196908	TOILET TISSUE	03/28/25	182.00	10-5304-3210
43196908	TRASH BAGS	03/28/25	53.28	10-5304-3210
Total NORCO INC:			1,891.09	
NV5 INC				
433578	COMMUNITY FACILITY	02/25/25	8,995.00	57-5571-2153

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
Total NV5 INC:			8,995.00	
ONE CALL OF WYOMING				
74673	UTILITY LOCATES	03/07/25	70.35	31-5402-2120
74673	UTILITY LOCATES	03/07/25	70.35	32-5502-2120
74675	UTILITY LOCATES	03/07/25	10.50	10-5304-2120
Total ONE CALL OF WYOMING:			151.20	
O'REILLY AUTOMOTIVE INC				
308681	FLOOR DRY	02/05/25	18.99	34-5340-3210
311925	SIDE MIRROR	03/03/25	234.92	10-5306-3210
311925	FREIGHT	03/03/25	12.12	10-5306-3210
311953	GREASE GUN	03/04/25	35.99	10-5305-3210
312741	AIR FILTER	03/11/25	21.79	10-5302-3210
312811	RETURN-SIDE MIRROR	03/11/25	234.92	10-5306-3210
313542	GREASE GUN COUPLER	03/17/25	21.99	34-5340-3210
313680	WORK LIGHT	03/18/25	46.34	10-5305-3210
314719	CARWASH	03/26/25	13.98	10-5302-3210
314870	PURGE VALVE	03/27/25	19.71	32-5502-3210
314942	OIL FILL JUG	03/27/25	9.99	10-5302-3210
Total O'REILLY AUTOMOTIVE INC:			200.90	
OTIS ELEVATOR				
100401891445	MAINTENANCE AGREEMENT	03/17/25	2,525.16	10-5100-2156
Total OTIS ELEVATOR:			2,525.16	
PARTSONE LLC				
51959	SOCKET SET	03/04/25	15.00	10-5302-3220
52045	WHEEL NUTS	03/05/25	14.70	10-5202-3210
52482	GREASE FITTING	03/14/25	6.80	10-5305-3210
52577	AUTO GREASE COUPLER	03/17/25	60.02	10-5305-3210
52618	GREASE CONTROL VALVE	03/18/25	77.59	10-5305-3210
52622	HOSE	03/18/25	27.06	10-5305-3210
52790	IMPACT WRENCH	03/20/25	301.55	10-5306-3220
52812	HYDRAULIC OIL SIGHT GLASS	03/20/25	21.65	10-5306-3210
53189	WIPER BLADES	03/27/25	88.10	10-5202-3210
Total PARTSONE LLC:			612.47	
PEASLEY & ARMSTRONG LLP				
1736	LEGAL SERVICES	03/05/25	3,820.00	10-5100-2151
1736	LEGAL SERVICES	03/05/25	1,160.00	10-5105-2151
Total PEASLEY & ARMSTRONG LLP:			4,980.00	
POWDER RIVER CONSTRUCTION INC				
24-049-1	POOL RENOVATION	04/02/25	271,800.26	55-5550-6544
24-049-1	RETAINAGE-POOL RENOVATION	04/02/25	13,590.01	55-20000210
Total POWDER RIVER CONSTRUCTION INC:			258,210.25	
POWER HOUSE				
232642	SEAL PTO SHAFT	02/20/25	7.05	10-5306-3210
232642	FREIGHT	02/20/25	12.88	10-5306-3210

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
232891	SHAFT COVER	03/17/25	96.23	10-5306-3210
Total POWER HOUSE:			116.16	
POWER SCREENING				
RSA001594-1	CONVEYOR RENTAL/CLEANING	01/31/25	13,289.91	34-5340-2158
RSA001594-2	CREDIT-FREIGHT BILLABLE	03/06/25	3,414.91-	34-5340-2158
RSA001595-1	SHREDDER-RENTAL/CLEANING	01/30/25	41,986.22	34-5340-2158
RSA001595-2	FREIGHT BILLABLE-RENTAL	02/18/25	5,106.25	34-5340-2158
RSA001595-3	CREDIT-FREIGHT BILLABLE	03/06/25	1,766.67-	34-5340-2158
RSA001595-4	CREDIT-FREIGHT BILLABLE	03/06/25	5,106.25-	34-5340-2158
Total POWER SCREENING:			50,094.55	
PTOLEMY GROUP INC				
11110	OFFICE 365	03/01/25	1,759.20	10-5103-2158
11317	OFFICE 365	04/01/25	1,759.20	10-5103-2158
Total PTOLEMY GROUP INC:			3,518.40	
PUBLIC AGENCY TRAINING COUNCIL				
9430	REGISTRATION-NARCOTICS CASE INVESTIGATION	03/12/25	425.00	10-5202-2122
Total PUBLIC AGENCY TRAINING COUNCIL:			425.00	
QUADIENT				
Q1757875	POSTAGE MACHINE RENTAL	03/03/25	170.97	10-5100-2141
Total QUADIENT:			170.97	
QUILL CORPORATION				
43381862	AIR DUSTER	03/21/25	6.16	10-5100-3201
43396698	PAPER	03/21/25	392.88	10-5100-3201
43396698	BATTERIES	03/21/25	15.90	10-5100-3201
43396698	PAPER	03/21/25	17.39	10-5100-3201
43396698	PAPER	03/21/25	17.38	10-5100-3201
43396698	SHEET PROTECTORS	03/21/25	15.90	10-5100-3201
43396698	USB	03/21/25	42.07	10-5100-3201
Total QUILL CORPORATION:			507.68	
RADDCO LLC				
102042	AIR COIL	02/25/25	26.85	34-5340-3210
102220	OIL SEAL	02/27/25	6.29	10-5306-3210
102385	FLUID DRIP TRAY	03/03/25	149.99	33-5600-3210
102495	CABIN AIR FILTER	03/04/25	41.04	10-5302-3210
102495	CABIN AIR FILTER	03/04/25	41.40	10-5302-3210
102503	FLOOR DRY	03/04/25	14.72	34-5340-3210
102900	OIL	03/11/25	15.44	10-5302-3237
102900	OIL FILTER	03/11/25	2.32	10-5302-3210
102904	MIRROR ASSEMBLY	03/11/25	211.61	10-5306-3210
103023	LIGHT	03/12/25	13.68	34-5340-3210
103053	RAGS	03/13/25	20.00	10-5302-3210
103054	HOSE	03/13/25	11.44	33-5600-3210
103054	FITTING	03/13/25	9.50	33-5600-3210
103054	HYDRAULIC FITTING	03/13/25	12.81	33-5600-3210
103148	FUEL FILTER	03/14/25	17.67	10-5302-3210
103148	OIL FILTER	03/14/25	8.13	10-5302-3210

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
103150	RUBBER GLOVES	03/14/25	27.97	10-5302-3210
103175	GREASE FITTING	03/14/25	6.16	10-5302-3210
103435	HEX BOLT	03/19/25	3.50	10-5306-3210
103593	BATTERY	03/21/25	150.34	10-5202-3210
103727	THERMOSTAT	03/24/25	7.67	10-5306-3210
103803	SPARK PLUG	03/25/25	3.65	10-5304-3210
103864	RAGS	03/26/25	40.00	10-5305-3210
103995	OIL PRESS SEND SOCKET	03/27/25	16.57	10-5202-3210
104067	DIGITAL MULTIMETER	03/28/25	41.99	32-5502-3210
104074	HORN BUTTON SWITCH	03/28/25	4.50	10-5305-3210
Total RADDCO LLC:			905.24	
ROCKY MOUNTAIN POWER				
032025	ELECTRICITY SERVICES	03/20/25	8,155.19	10-5100-2131
032025	ELECTRICITY SERVICES	03/20/25	200.89	10-5201-2131
032025	ELECTRICITY SERVICES	03/20/25	1,136.86	10-5301-2131
032025	ELECTRICITY SERVICES	03/20/25	2,743.89	10-5304-2131
032025	ELECTRICITY SERVICES	03/20/25	413.28	10-5306-2131
032025	ELECTRICITY SERVICES	03/20/25	681.95	10-5307-2131
032025	ELECTRICITY SERVICES	03/20/25	2,052.43	31-5401-2131
032025	ELECTRICITY SERVICES	03/20/25	2,216.81	31-5402-2131
032025	ELECTRICITY SERVICES	03/20/25	7,421.02	32-5501-2131
032025	ELECTRICITY SERVICES	03/20/25	1,269.36	32-5502-2131
032025	ELECTRICITY SERVICES	03/20/25	1,001.78	34-5340-2131
040725	INSTALLATION-WEST RIVER LIFT STATION	04/07/25	22,153.00	32-5852-6544
Total ROCKY MOUNTAIN POWER:			49,446.46	
RON'S SUPPLY LLC				
336328	PROPANE	02/27/25	48.88	34-5340-3210
336328	OXYGEN	02/27/25	40.99	34-5340-3210
336328	ACETYLENE	02/27/25	66.99	34-5340-3210
336438	ARGON	03/28/25	82.99	33-5600-3210
336438	C TIPS	03/28/25	29.99	33-5600-3210
336438	WIRE	03/28/25	70.99	33-5600-3210
336438	SAFETY GLASSES	03/28/25	119.88	33-5600-3210
336641	WEDLING HOOD	03/20/25	249.99	31-5401-3210
Total RONS SUPPLY LLC:			710.70	
SAFEWAY STORES				
724801	COFFEE PODS	03/20/25	47.98	10-5100-3230
724801	COFFEE	03/20/25	101.94	10-5100-3230
724801	WATER	03/20/25	8.98	10-5100-3230
724801	KLEENEX	03/20/25	10.99	10-5100-3210
724801	PAPER TOWELS	03/20/25	25.99	10-5100-3210
Total SAFEWAY STORES:			195.88	
SHIRTS & MORE				
43601	DECAL REPLACEMENT	03/17/25	1,100.00	10-5202-2155
43601	DECAL REMOVAL	03/17/25	380.00	10-5202-2155
Total SHIRTS & MORE:			1,480.00	
TETON STEEL COMPANY				
WYW0022158	ECONOLEVEL	04/02/25	112.00	10-5305-3210

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
Total TETON STEEL COMPANY:			112.00	
TEXAS PNEUDRAULIC INC				
045956	MAST LIFT ARM	03/17/25	750.00	33-5600-3210
045956	FREIGHT	03/17/25	325.68	33-5600-3210
Total TEXAS PNEUDRAULIC INC:			1,075.68	
THE BODY SHOP LLC				
040225-MAR	FITNESS BENEFIT-MEMBERSHIP FEES	04/02/25	10.00	10-5100-1032
040225-MAR	FITNESS BENEFIT-MEMBERSHIP FEES	04/02/25	10.00	10-5100-1032
Total THE BODY SHOP LLC:			20.00	
TOP OFFICE PRODUCTS				
201753	COPIER	02/13/25	3,997.50	10-5103-3220
202106	COPIER MAINTENANCE AGREEMENT	02/26/25	8.39	10-5301-2156
202106	COPIER MAINTENANCE AGREEMENT	02/26/25	65.03	10-5301-2156
202106	COPIER MAINTENANCE AGREEMENT	02/26/25	30.00	10-5100-2156
202106	COPIER MAINTENANCE AGREEMENT	02/26/25	180.60	10-5100-2156
202106-1	COPIER MAINTENANCE AGREEMENT	02/26/25	14.76	10-5106-2156
Total TOP OFFICE PRODUCTS:			4,296.28	
TWIN PEAKS PUMP & SUPPLY INC				
150131	PLUG	02/21/25	1.79	31-5402-3210
Total TWIN PEAKS PUMP & SUPPLY INC:			1.79	
UNITED STATES POSTAL SERVICE				
032625	POSTAGE	03/26/25	500.00	10-5100-2101
Total UNITED STATES POSTAL SERVICE:			500.00	
UPPER CASE PRINTING INC				
2792	UTILITY BILL CARD STOCK	03/03/25	1,094.40	31-5403-3210
2792	UTILITY BILL CARD STOCK	03/03/25	706.80	32-5502-3210
2792	UTILITY BILL CARD STOCK	03/03/25	478.80	33-5600-3210
Total UPPER CASE PRINTING INC:			2,280.00	
USA BLUEBOOK				
630007	MAG METER	02/21/25	8,941.00	31-5401-6544
630007	FREIGHT	02/21/25	258.19	31-5401-6544
Total USA BLUEBOOK:			9,199.19	
VARITECH INDUSTRIES				
IN060-2002070	BRINE MAKER	01/31/25	37,469.16	47-5470-6547
IN060-2002070	SHIPPING	01/31/25	1,350.00	47-5470-6547
Total VARITECH INDUSTRIES:			38,819.16	
VERIZON WIRELESS				
030625	CELLULAR SERVICE	03/06/25	40.01	10-5201-2134
030625	CELLULAR SERVICE	03/06/25	1,534.10	10-5202-2134
030625	CELLULAR SERVICE	03/06/25	100.02	10-5106-2134

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
031125	CELLULAR SERVICE	03/11/25	16.81	31-5402-2134
031125	CELLULAR SERVICE	03/11/25	33.62	32-5502-2134
031125	CELLULAR SERVICE	03/11/25	56.72	10-5102-2134
031125	CELLULAR SERVICE	03/11/25	16.81	31-5401-2134
032825	CELLULAR SERVICE	03/28/25	40.01	10-5201-2134
032825	CELLULAR SERVICE	03/28/25	1,531.59	10-5202-2134
040425	CELLULAR SERVICE	04/04/25	100.02	10-5106-2134
040425	CELLULAR SERVICE	04/04/25	102.92	10-5202-2134
Total VERIZON WIRELESS:			3,572.63	

VISA-CONVERSE COUNTY BANK

007308	MEAL	03/07/25	61.38	10-5102-2123
021009-1	MUZE	03/21/25	10.98	10-5305-3210
021009-1	LIQUID NAIL	03/21/25	14.32	10-5305-3210
021009-1	TILE	03/21/25	82.35	10-5305-3210
022625	LODGING RENTAL-IACP	02/26/25	513.44	10-5202-2123
024871	SPACE HEATER	03/24/25	21.99	10-5100-3210
025019	MEAL	03/25/25	45.60	10-5102-2123
026106	GLUE-FORENSICS CLASS	02/06/25	5.25	10-5201-3210
026339	PACKING TAPE/POSTER BOARD-FORENSICS CLASS	02/26/25	18.90	10-5201-3210
026774	TOOTHPICKS/TAPE-FORENSICS CLASS	02/26/25	20.21	10-5201-3210
027243	MEAL-NIBERS REPORTING SOFTWARE	02/27/25	36.46	10-5105-2123
028054	BURRITO-AWARDS BANQUET	02/28/25	11.39	10-5100-3230
028054	BURGER-AWARDS BANQUET	02/28/25	11.39	10-5100-3230
028054	SHORT STACK-AWARDS BANQUET	02/28/25	7.23	10-5100-3230
028054	BACON-AWARDS BANQUET	02/28/25	5.15	10-5100-3230
028054	BURRITOS-AWARDS BANQUET	02/28/25	23.92	10-5100-3230
028054	TIP-AWARDS BANQUET	02/28/25	14.96	10-5100-3230
028999	MONSTER-AWARDS BANQUET	02/28/25	2.60	10-5100-3230
028999	ALLERGY TABLETS	02/28/25	1.00	10-5100-3210
028999	BALLONS-AWARDS BANQUET	02/28/25	10.00	10-5100-3210
028999	BALLONS-AWARDS BANQUET	02/28/25	2.00	10-5100-3210
028999	BALLONS-AWARDS BANQUET	02/28/25	1.00	10-5100-3210
028999	BALLONS-AWARDS BANQUET	02/28/25	1.00	10-5100-3210
030525	MEMBERSHIP FEE-POLICE CAININE ASSOCIATION	03/05/25	50.00	10-5202-2120
031311	CONCRETE SPLASH BLOCK	03/31/25	54.52	10-5305-3210
032425	REGISTRATION-RIDING THE DIGITAL WAVE CLASS	03/24/25	75.00	10-5102-2122
032425-1	REGISTRATION-RIDING THE DIGITAL WAVE CLASS	03/24/25	75.00	10-5102-2122
04444-71926835	BLANK CARDS	03/03/25	264.00	10-5100-3210
04453-52388665	BUSINESS CARDS	03/12/25	50.00	10-5100-3210
04453-52388665	BUSINESS CARDS	03/12/25	42.50	10-5100-3210
111-3928313	BATTERIES	03/17/25	58.28	10-5202-3210
111-3928313	BATTERIES	03/17/25	73.50	10-5202-3210
111-9133976	PORTABLE SSD-2TB	03/18/25	183.81	10-5202-3210
111-9347231	STORAGE CABINET	03/17/25	150.00	10-5202-3210
111-9347231	SHIPPING	03/17/25	29.99	10-5202-3210
111-9846587	SLEDGE HAMMER	03/26/25	122.52	34-5340-3220
111-9846587	ELECTRICAL TEST KIT	03/26/25	39.97	34-5340-3220
111-9846587	SOCKET SET	03/26/25	121.15	34-5340-3220
111-9846587	MAGNETIC PICKUP TOOL	03/26/25	14.85	34-5340-3220
111-9846587	RATCHET & DRIVE TOOL SET	03/26/25	121.13	34-5340-3220
111-9846587	PUNCH & CHISEL SET	03/26/25	98.02	34-5340-3220
111-9846587	DIGITAL CLAMP METER	03/26/25	59.97	34-5340-3220
111-9846587	PUTTY KNIFE	03/26/25	13.49	34-5340-3220
111-9846587	WIRE CUTTER	03/26/25	29.97	34-5340-3220
111-9846587	DIE GRINDER BIT	03/26/25	62.99	34-5340-3220
111-9846587	FILE SET	03/26/25	23.96	34-5340-3220

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
111-9846587	DIE GRINDER	03/26/25	73.23	34-5340-3220
111-9846587	DIE GRINDER	03/26/25	40.96	34-5340-3220
111-9846587	HAMMER & MALLET SET	03/26/25	68.97	34-5340-3220
111-9846587	ADJUSTABLE WRENCH	03/26/25	119.96	34-5340-3220
111-9846587	DRIVE TOOL ACCESSORIES	03/26/25	253.59	34-5340-3220
111-9846587	PLUMBING WRENCH	03/26/25	119.00	34-5340-3220
111-9846587	PUTTY KNIFE	03/26/25	13.99	34-5340-3220
111-9846587	CUTOFF WHEEL	03/26/25	17.99	34-5340-3220
111-9846587	WIRE CUTTER	03/26/25	39.98	34-5340-3220
111-9846587	FILE SET	03/26/25	43.34	34-5340-3220
111-9846587	SLEDGE HAMMER	03/26/25	80.16	34-5340-3220
111-9846587	CIRCUIT TESTER	03/26/25	19.98	34-5340-3220
111-9846587	AIR CUTOFF TOOL	03/26/25	34.69	34-5340-3220
111-9846587	PUTTY KNIFE	03/26/25	37.47	34-5340-3220
111-9846587	SOCKET ORGANIZER	03/26/25	31.74	34-5340-3220
111-9846587	PLIER SET	03/26/25	69.99	34-5340-3220
112-1137305	DRY ERASE MARKERS	03/07/25	10.99	10-5100-3210
112-1137305	USB TO USB-C CONVERTER	03/07/25	6.79	10-5100-3210
112-1137305	USB TO LIGHTENING CORD	03/07/25	8.99	10-5100-3210
112-1137305	USB TO USB-C CORD	03/07/25	8.99	10-5100-3210
112-6200074	LASER POINTERS	03/13/25	75.99	10-5100-3210
112-6200074	LASER POINTERS	03/13/25	37.99	10-5100-3210
112-8338208	DESK-CLERKS OFFICE REMODEL	03/04/25	619.98	10-5102-3220
112-8893093	LIFT OUT TRAY ART BOX	03/04/25	9.44	10-5100-3210
112-8893093	EXACTO KNIFE-FOYER REMODEL	03/04/25	5.59	10-5100-3210
112-8893093	FABRIC SCISSORS-FOYER REMODEL	03/04/25	21.97	10-5100-3210
112-8893093	CRAFT SCISSORS-FOYER REMODEL	03/04/25	17.81	10-5100-3210
114-1164643	RADIO EARPIECE	02/27/25	41.98	10-5202-3210
114-3282717	HUMIDIFIER	03/20/25	37.99	10-5106-3210
114-4836157	CHAIRS-DOUGLAS 307 VIDEOS	03/21/25	189.89	41-5410-2158
114-8336455	DROP CLOTHS-DOUGLAS 307 VIDEOS	03/21/25	122.32	41-5410-2158
114-8336455	UMBRELLA LIGHTS-DOUGLAS 307 VIDEOS	03/21/25	53.99	41-5410-2158
114-8336455	TABLE-DOUGLAS 307 VIDEOS	03/21/25	109.98	41-5410-2158
114-8336455	LAMPS-DOUGLAS 307 VIDEOS	03/21/25	59.98	41-5410-2158
114-8336455	BLANKETS-DOUGLAS 307 VIDEOS	03/21/25	59.52	41-5410-2158
114-8336455	SHIPPING	03/21/25	6.99	41-5410-2158
114-8336455	DISCOUNT	03/21/25	12.98	41-5410-2158
12050216063	REGISTRATION-WY GEO SPRING CONFERENCE	03/21/25	250.00	10-5106-2122
198251031	CDL FEE	03/19/25	58.25	34-5340-3210
211675027	1095-C FILING	03/19/25	160.52	10-5100-3210
28456	BROWNIE PLATTER-AWARDS BANQUET	02/28/25	37.98	10-5100-3230
28456	BROWNIE PLATTER-AWARDS BANQUET	02/28/25	37.98	10-5100-3230
374422	PICKLES-FORENSICS CLASS	02/26/25	22.47	10-5201-3210
7281-1	CREDIT-MEAL	02/07/25	.01-	10-5102-2123
875963	APPLICATION FEE-CERTIFIED STORMWATER MANAGER	03/10/25	195.00	10-5305-2122
94708334	LODGING-FTO MANAGEMENT TRAINING	04/01/25	281.94	10-5202-2123
CS2611352	MEMBERSHIP-SHRM	03/04/25	299.00	10-5102-2120
R354373765	REGISTRATION-NPCA ANNUAL TRAINING	03/05/25	360.00	10-5202-2122
Total VISA-CONVERSE COUNTY BANK:			6,999.50	
VISIONARY COMMUNICATIONS INC				
1154442	PHONE SERVICE	03/01/25	815.68	10-5100-2134
1173725	PHONE SERVICE	03/01/25	176.62	10-5103-2158
1185459	PHONE SERVICE	04/01/25	815.68	10-5100-2134
1205522	PHONE SERVICE	04/01/25	176.62	10-5103-2158

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
Total VISIONARY COMMUNICATIONS INC:			1,984.60	
WAYNE COLEMAN CONSTRUCTION				
25016	MOBILIZATION/CRUSHING ASPHALT	03/25/25	11,000.00	10-5304-2158
25016	MOBILIZATION/CRUSHING ASPHALT	03/25/25	17,718.85	10-5305-2158
25016	MOBILIZATION/CRUSHING ASPHALT	03/25/25	12,000.00	34-5340-2158
25016	MOBILIZATION/CRUSHING ASPHALT	03/25/25	13,000.00	32-5502-2158
25016	MOBILIZATION/CRUSHING ASPHALT	03/25/25	13,000.00	31-5402-2158
Total WAYNE COLEMAN CONSTRUCTION:			66,718.85	
WHEATLAND GARAGE DOOR LLC				
469	SERVICE CALL	01/02/25	915.00	34-5340-2155
469	BRUSH SEALS	01/02/25	726.00	34-5340-2155
469	CLIP ON SEALS	01/02/25	80.00	34-5340-2155
469	SCISSOR LIFT	01/02/25	250.00	34-5340-2155
Total WHEATLAND GARAGE DOOR LLC:			1,971.00	
WHITTINGTON, BRANDY				
032525	RESTITUTION PAYMENT	03/25/25	110.70	10-20000206
Total WHITTINGTON, BRANDY:			110.70	
WILDWOOD TREE SERVICE LLC				
032025	TREE TRIM/REMOVAL	03/20/25	13,940.00	10-5304-2158
Total WILDWOOD TREE SERVICE LLC:			13,940.00	
WILKINS INDUSTRIES INC				
34049	MESH	03/11/25	1,316.00	34-5340-3210
34049	FREIGHT	03/11/25	500.00	34-5340-3210
Total WILKINS INDUSTRIES INC:			1,816.00	
WIN-CHARISSA WILCOXON				
031425	UTILITY DEPOSIT REFUND	03/14/25	44.72	96-20000229
031425-1	UTILITY DEPOSIT REFUND	03/14/25	32.77	96-20000229
033125	CREDIT BALANCE REFUND	03/31/25	121.58	01-11750000
033125-1	CREDIT BALANCE REFUND	03/31/25	94.10	01-11750000
033125-2	CREDIT BALANCE REFUND	03/31/25	117.47	01-11750000
033125-3	CREDIT BALANCE REFUND	03/31/25	2.11	01-11750000
Total WIN-CHARISSA WILCOXON:			412.75	
WW GRAINGER				
9411989479	FIRST AID KIT INSIDE	02/18/25	2.70	10-5302-3210
9411989479	FIRE EXTINGUISHER SIGN	02/18/25	6.92	10-5302-3210
9411989479	KEY TAGS	02/18/25	18.75	10-5302-3210
9411989479	IMPACT EXTENSION	02/18/25	54.59	10-5302-3220
9414340100	LINE CLAMP	02/20/25	19.38	33-5600-3210
9420084700	IRRIGATION MARKING FLAGS	02/26/25	58.85	10-5304-3210
9434026747	HYDRAULIC CYLINDER	03/11/25	424.22	34-5340-3210
9434026747	HYDRAULIC FLUID	03/11/25	29.00	10-5302-3237
9435626651	HYDRAULIC CYLINDER	03/12/25	770.93	34-5340-3210
9438183882	HYDRAULIC CYLINDER	03/13/25	659.18	34-5340-3210
9441750701	OTC SUBSCRIPTION RENEWAL	03/17/25	1,109.06	10-5302-2120

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
9443407649	HYDRAULIC CYLINDER	03/18/25	429.98	34-5340-3210
9443647129	TRASH BAGS	03/18/25	88.52	10-5301-3210
9443647129	TRASH BAGS	03/18/25	38.51	10-5301-3210
9445670400	RETURN-HYDRAULIC CYLINDER	03/20/25	659.18-	34-5340-3210
9445670418	RETURN-ELBOW	03/20/25	48.00-	34-5340-3210
Total WW GRAINGER:			3,003.41	
WY CHILD & FAMILY DEV INC				
022025-FEB	FUNDING ALLOCATION AGREEMENT	02/28/25	416.68	10-5110-8707
032025-MAR	FUNDING ALLOCATION AGREEMENT	03/31/25	416.68	10-5110-8707
Total WY CHILD & FAMILY DEV INC:			833.36	
WY CONF OF BUILDING OFFICIALS				
032625	REGISTRATION-WCBO CONFERENCE	03/26/25	175.00	10-5106-2120
Total WY CONF OF BUILDING OFFICIALS:			175.00	
WY CONF OF MUNICIPAL COURTS				
032025	REGISTRATION-MUNICIPAL COURT CONFERENCE	03/20/25	150.00	10-5105-2122
Total WY CONF OF MUNICIPAL COURTS:			150.00	
WY DEPT OF TRANSPORTATION				
152061	LOCAL SHARE OF PARTICIPATING EXPENDITURES	03/03/25	1,269.70	10-5305-2158
Total WY DEPT OF TRANSPORTATION:			1,269.70	
WY LAW ENFORCEMENT ACADEMY				
C-12529	REGISTRATION-PEACE OFFICER CRIMINAL LAW COURSE	03/13/25	685.00	10-5202-2122
Total WY LAW ENFORCEMENT ACADEMY:			685.00	
WY MACHINERY COMPANY				
CRP08462507	RETURN-BELT	03/21/25	28.16-	34-5340-3210
PO845076	LADDER MOUNTING BRACKET	03/14/25	450.73	34-5340-3210
PO845076	HEX HEAD BOLT	03/14/25	8.70	34-5340-3210
PO845076	WASHER	03/14/25	10.20	34-5340-3210
PO845076	VALVE	03/14/25	4.19	34-5340-3210
PO845076	LADDER STEP	03/14/25	263.49	34-5340-3210
PO845076	WASHER	03/14/25	130.17	34-5340-3210
PO845076	HEX NUT	03/14/25	27.30	34-5340-3210
PO845076	HEX HEAD BOLT	03/14/25	1.36	34-5340-3210
PO845076	CUTTING EDGE	03/14/25	596.80	34-5340-3210
PO845076	LONG PLOW BOLT	03/14/25	9.12	34-5340-3210
PO845076	CLIP ON NUT	03/14/25	2.92	34-5340-3210
PO845076	WHEEL LOADER	03/14/25	33.19	34-5340-3210
PO845076	SHIPPING	03/14/25	33.88	34-5340-3210
PO8452488	WINDSHIELD SEAL	03/13/25	108.56	34-5340-3210
PO8452488	FREIGHT	03/13/25	2.17	34-5340-3210
PO8454077	HEATER CORD	03/14/25	127.57	34-5340-3210
PO8455666	BELT	03/15/25	28.16	34-5340-3210
PO8455667	STRAP	03/15/25	130.18	34-5340-3210
PO8455667	FREIGHT	03/15/25	2.60	34-5340-3210
PO8455668	FREIGHT	03/15/25	4.82	10-5305-3210
PO8457262	SOLENOID ASSEMBLY	03/18/25	241.08	10-5305-3210
PO8470681	SHIPPING	03/28/25	6.28	32-5502-3210

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
PO8470682	GREASE LINE	03/28/25	38.71	34-5340-3210
PO8470682	BRAKE CALIPER	03/28/25	275.21	32-5502-3210
PO8470683	SHIPPING	03/28/25	2.04	10-5305-3210
PO8470683	WIPER SEAL	03/28/25	25.80	10-5305-3210
PO8470683	INNER RING	03/28/25	13.15	10-5305-3210
PO8470683	U-CAP SEAL	03/28/25	14.33	10-5305-3210
PO8470683	BUFFER SEAL	03/28/25	20.87	10-5305-3210
PO8470683	O-RING SEAL	03/28/25	4.00	10-5305-3210
PO8470683	O-RING	03/28/25	4.68	10-5305-3210
PO8470684	SEAL	03/28/25	19.29	10-5305-3210
Total WY MACHINERY COMPANY:			2,613.39	
WY SUPREME COURT				
040325	AUTOMATION FEE	04/03/25	225.00	10-20000208
040325	CIVIL LEGAL SERVICE FEES	04/03/25	80.00	10-20000208
Total WY SUPREME COURT:			305.00	
WYO THREADS				
31	EMBROIDERY	03/25/25	12.50	10-5100-3210
Total WYO THREADS:			12.50	
WYOPASS (WY PLANNING ASSOC)				
142	MEMBERSHIP	03/05/25	360.00	10-5106-2120
Total WYOPASS (WY PLANNING ASSOC):			360.00	
YOUTH DEVELOPMENT SERVICES				
032125-MAR	FUNDING ALLOCATION AGREEMENT	03/21/25	1,666.66	10-5110-8709
Total YOUTH DEVELOPMENT SERVICES:			1,666.66	
Grand Totals:			1,238,351.49	

Approved By _____
City Manager

Date _____



Agenda Item Report

City Council – April 14, 2025

Item

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

Responsible Staff Contact

Sonya Ortega

Recommendation

Executive Summary

Ordinance 1051 modifies the liquor code in Title 15 to not allow the sale of alcohol or malt beverage count towards the primary source of revenue for the establishment.

Background

Alignment to Strategic Doing (SD) and/or Other Plans

SD Commitment
SD Commitment Strategy
SD Commitment KPI
SD Outcome
SD Outcome Strategy
SD Outcome KPI
2014 Master Plan
2015 Downtown Master Plan

Budget/Fiscal Impact

Fund/Department
Project/Line Item(s)
Budgeted Amount
Anticipated Amount

Action Requested/Recommended Motion

Attachments

1. ORD 1051 Amending Chapter 15.16.080(A)(1) Liquor Licensing

2. Ordinance 1051 Publish to Municode

ORDINANCE NO. 1051

AN ORDINANCE AMENDING CHAPTER 5.16.080(A)(1) OF DOUGLAS MUNICIPAL CODE PERTAINING TO LIQUOR LICENSING, PERMITTING, AND SALES

WHEREAS, the City of Douglas shall, pursuant to Wyoming Statute§ 12-4-101 et seq., license and regulate the manner in which liquor licenses and permits are issued; and

WHEREAS, there must be a balance struck between the privileges of license holders, economic development, and the health, safety, and welfare of all residents and visitors to the City of Douglas; and

WHEREAS, based upon the recommendations of staff and the actions taken during the 2021 State of Wyoming Legislative Session, the following are recommended changes to Chapter 5.16 of the Douglas Municipal Code.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF DOUGLAS, WYOMING:

Section 1. Section 5.16.080(A)(1) of the Douglas Municipal Code is hereby amended to read as follows:

5.16.080 Persons under the age of twenty-one (21) years - Licensed building restrictions - Exceptions - Provisions.

- A. Licensed Building Restrictions. Except as provided in this section, no licensee or agent, employee, or server thereof shall knowingly permit any person under the age of twenty-one (21) years to enter or remain in a licensed building where alcoholic or malt beverages are dispensed unless
1. The licensed establishment is operating a restaurant with a commercial kitchen as defined per Section 5.16.020 of this chapter; that the restaurant is consistently open to the public; and the primary source of revenue for the establishment is from the sale of food and/or recreational activities such as arcade games, pool tables, bowling, or similar activities, and **not** from the sale of alcoholic or malt beverages. The city may require the licensee to provide proof of revenues or other information to ensure compliance with this exception.

PASSED AND APPROVED ON FIRST READING this _____ day of _____, 20_____.

PASSED AND APPROVED ON SECOND READING this _____ day of _____, 20_____.

PASSED, APPROVED AND ADOPTED ON THIRD AND FINAL READING this _____ day of _____, 20_____.

Attest:

Kim Pexton, Mayor

Sonya Ortega, City Clerk

Published: _____

ATTESTATION

I, Sonya Ortega, the Clerk of the City of Douglas, Wyoming, do hereby attest and state that the above ordinance was published/posted in the manner required by law and that all procedures required by Wyoming State law were complied with.

Sonya Ortega, City Clerk

ORDINANCE NO. 1051

AN ORDINANCE AMENDING CHAPTER 5.16.080(A)(1) OF DOUGLAS MUNICIPAL CODE PERTAINING TO LIQUOR LICENSING, PERMITTING, AND SALES

WHEREAS, the City of Douglas shall, pursuant to Wyoming Statute§ 12-4-101 et seq., license and regulate the manner in which liquor licenses and permits are issued; and

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WHEREAS, based upon the recommendations of staff and the actions taken during the 2021 State of Wyoming Legislative Session, the following are recommended changes to Chapter 5.16 of the Douglas Municipal Code.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF DOUGLAS, WYOMING:

Section 1. Section 5.16.080(A)(1) of the Douglas Municipal Code is hereby amended to read as follows:

5.16.080 Persons under the age of twenty-one (21) years - Licensed building restrictions - Exceptions - Provisions.

A. Licensed Building Restrictions. Except as provided in this section, no licensee or agent, employee, or server thereof shall knowingly permit any person under the age of twenty-one (21) years to enter or remain in a licensed building where alcoholic or malt beverages are dispensed unless

1. The licensed establishment is operating a restaurant with a commercial kitchen as defined per Section 5.16.020 of this chapter; that the restaurant is consistently open to the public; and the primary source of revenue for the establishment is from the sale of food and/or recreational activities such as arcade games, pool tables, bowling, or similar activities, and not from the sale of alcoholic or malt beverages. The city may require the licensee to provide proof of revenues or other information to ensure compliance with this exception.

PASSED AND APPROVED ON FIRST READING this 10th day of March, 2025.

PASSED AND APPROVED ON SECOND READING this 24th day of March, 2025.

PASSED, APPROVED AND ADOPTED ON THIRD AND FINAL READING this 14th day of April, 2025.

/s/Kim Pexton, Mayor; Attest: /s/Sonya Ortega, City Clerk. Published April 23, 2025

ATTESTATION:

I, Sonya Ortega, the Clerk of the City of Douglas, Wyoming, do hereby attest and state that the above ordinance was published/posted in the manner required by law and that all procedures required by Wyoming State law were complied with. /s/Sonya Ortega, City Clerk

Proclamation

WHEREAS, During the 1930s the U.S. launched a large-scale coordinated volunteer effort to assist the millions of hungry, homeless, and unemployed people via relief efforts; and

WHEREAS, National Volunteer Week officially took root in the U.S. in 1974, when President Richard Nixon established it with an executive order; and

WHEREAS, the year 2001 is proclaimed as the International Year of Volunteers (I.Y.V.) by the United Nations General Assembly; and

WHEREAS, President Barack and Michelle Obama announced the “United We Serve” campaign, calling for more engagement in service; and

WHEREAS, in the year 2020, as a result of the pandemic, the value of a volunteer hour witnessed an almost 5% boost; and

WHEREAS, April is also known Global Volunteer Month, providing an opportunity to celebrate and recognize the contributions of volunteer; and

WHEREAS, National Volunteer Week is celebrated annually during the third week of April; the purpose is to recognize the contributions of volunteers and encourage more people to get involved in their communities;

NOW, THEREFORE, I, Kim Pexton, Mayor of the City of Douglas, Wyoming, do hereby proclaim April 20-26, 2025, as:

NATIONAL VOLUNTEER WEEK

In the City of Douglas, you can help by volunteering your time with local organizations, attending volunteer events, or simply expressing your appreciation for the work of volunteers.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official Seal of the City of Douglas, Wyoming, to be affixed this 14th day of April, 2025.

ATTEST:

Kim Pexton, Mayor

Sonya Ortega, City Clerk



Agenda Item Report

City Council – April 14, 2025

Item

The 112: EV Studio Report

Responsible Staff Contact

Recommendation

Provide direction on best way to move forward.

Executive Summary

EV Studio structural engineer Katelyn Wager will lead a discussion regarding their findings and possible option included in the attached Facade Stabilization Options & Lot Use Study. Comments from staff were invited and those have been included in the background section below.

Background

On January 28, 2025, the City Council approved an agreement with EVStudio for the following work as it pertains to The 112.

Phase I (145 hrs)

- i. Structural Stabilization Plan (40 hrs)
- ii. Facade Removal Plan (30 hrs)
- iii. Site Prep and Geotechnical Evaluation (60 hrs)
- iv. Assistance in Contractor Selection (15 hrs)

Phase II (105 Hrs)

- i. Feasibility and Site Study (45 hrs)
- ii. Project Estimates (30 hrs)
- iii. Refined Concepts(30 hrs)

We have received the report back and below are comments that have been received from staff.

City Engineer Nick Larsen:

I agree with John regarding Option 2 (steel bracing) for the façade if the long-term plan for this site is to leave the façade along 2nd St.; however, if the long-term plan for the site is to leave the space behind the facade open and utilize this space for events, food trucks, access to parking lot, etc., then I question whether we would be better off going with Option 3 (removing the façade). Removing the façade is a safer option and would provide a more open feel for the space; however, I do understand and appreciate the hesitation to removing the façade due to the historical value of “Murphy’s Wall.” The site options also are dependent on what the future of this space will look like. If it is to be open, then Option 1 (engineered fill and concrete slab)

make sense; if a building structure is planned, then Option 2 (permanent shoring) makes sense. I know there have been several different ideas for what the future of this site should look like (new building, open space, etc.)...is this still up in the air or does the City have a goal we are working towards?

Public Works Director John Harbarger:

If the intention is to use this as a public space for different events and or just somewhere to relax while being in the downtown area, and no future building. Then I like the 2nd option believing it would have a longer life expectancy. And reading their report on the potential current fill that may damage the existing basement, then that should be properly addressed. I do like the idea of the possibly of having food trucks, seating and any other potential event at that location.

Community Development Director Clara Chaffin:

I had a chance to review the report dated March 20, 2025, provided by EVstudio. The options are all very reasonable. Option 2 (steel frame) for the Façade would prioritize the historic integrity of our downtown and enable a long-lasting solution. Option 2 (permanent shoring) for the site is the only option in my opinion given the claims by the neighboring building owners. Both of these options are also the most economical long-term.

On the Concept Sketches, Option 1 is more historically accurate. We would recommend raising the windows up a bit and placing a kick-plate below to be consistent with our downtown architecture.

Alignment to Strategic Doing (SD) and/or Other Plans

SD Commitment
SD Commitment Strategy
SD Commitment KPI
SD Outcome
SD Outcome Strategy
SD Outcome KPI
2014 Master Plan
2015 Downtown Master Plan

Budget/Fiscal Impact

Fund/Department
Project/Line Item(s)
Budgeted Amount
Anticipated Amount

Action Requested/Recommended Motion

Attachments

1. 112 N 2nd St Facade Study 20250320

March 20, 2025

To: J.D. Cox
City Manager
Douglas, Wyoming

Re: Façade Stabilization Options & Lot Use Study
112 North 2nd Street
Douglas, Wyoming

Dear Mr.Cox,

EVstudio conducted a site visit on February 7, 2025 and provided a subsequent Field Observation Report to document the existing conditions of the site and façade. The report also provided short and long term recommendations. This letter and attached exhibits will expand on long term options, focusing on architectural and structural considerations and assign a relative cost hierarchy for options provided. Options for the façade and the lot behind the façade are presented separately.

FAÇADE OPTIONS

Options 1 and 2 below outline structural stabilization options and option 3 outlines potential removal of the east façade. The attached exhibits outline potential uses of site, including rehabilitation of the façade to be used as an entrance to the space.

Option 1 (\$\$): Wood walls

Replace the existing wood shear walls with similar but improved construction. This would have the least impact on the existing condition of the façade, essentially replacing the walls with new light framed wood construction that is properly waterproofed and finished to ensure longer lasting structure. The previous design appears to be providing adequate structural bracing for the façade, but the wood framing has deteriorated over time and should be replaced if the lot is to remain unoccupied by a new building. Based on observed conditions of the existing support during the site visit and the specification from previous engineers consulting on the facade, EVstudio would need to provide updated designs for this option. EVstudio would also need to work with the hired GC to verify the existing conditions that were not visible during the site visit, which includes some wood framing, foundation, and anchors.

This option would also require the brick to be tuckpointed and to have damaged or missing bricks repaired and replaced.

Option 2 (\$\$\$): Steel frame

Replace the existing wood shear walls with a steel frame support. The existing wood shear walls would be removed and replaced with an engineered and custom fabricated steel frame, consisting of steel members at the original roof and floor elevations and braced frames at each end and at least one midpoint of the wall. This option could afford the most flexibility of use of the space due to being able to reduce the number of supports needed on the rear of the façade. However, it would be the most intensive solution, requiring the most added steel, bolting to the existing brick with epoxies and anchors designed for unreinforced masonry, and adding concrete foundations under the new braced frame lines. The steel frames would likely need to be removed if a new building is constructed on the lot in the future.

This option would also require the brick to be tuckpointed and to have damaged or missing bricks repaired and replaced.

Option 3 (\$): Remove existing façade and supports.

If the options above are too costly, removal of the façade should be considered. The upper section that continues to the occupied building to the north may be saw cut to leave that façade intact.

SITE OPTIONS

Option 1 (\$\$): Engineered fill and concrete slab

It is recommended that the previously placed undocumented fill is removed and replaced with a controlled low-strength material fill consisting of lean concrete and/or geofoam. The fill would then need to be capped with a four inch thick concrete slab sloped to drain to minimize water infiltration below the surface.

If future vertical infill occurs, the concrete slab and subgrade fill will need to be removed, and the new building will need to either have a basement of similar depth of the adjacent buildings or provide permanent shoring along the north and south property lines.

Option 2 (\$\$\$): Permanent shoring

The building on this lot is believed to have had a basement similar in depth and extent to the buildings on the south and north site of the property. Therefore, it can be inferred that the adjacent building basement walls were not designed to retain soil or hydrostatic pressure.

Permanent shoring may be installed along the North and South lines of the lot, relieving the neighboring basement walls of the soil pressure added by infilling the lot. This would allow the lot to be filled with more traditional fill material, which could be capped with grass, gravel, or a concrete slab. Permanent shoring could also help prepare the site for future development.

ARCHITECTURAL STUDY FOR USE OF EMPTY LOT

EVstudio's architectural team conducted research into already established local events and traditions, as well as examples of successfully rehabilitated empty urban lots in other cities. The attached exhibits illustrate how the lot may be used as a community asset, complimenting other areas already in use nearby. If rehabilitated, the façade may be used as a front gateway into the space, and a variety of events could be programmed to provide additional opportunities for community gatherings.

Food Truck Entrance

Music Stage/ Entertainment

Seating Area

Vendor Pop-Up

Food Truck Line Up

Beer Garden

Yoga



REPURPOSING THE BUILDING FOR COMMUNITY USE

- "PARK IT!" FOOD TRUCK EVENT
- FOOD TRUCKS & MOVIE NIGHT OR FOOD TRUCKS & MUSIC
 - FOOD TRUCKS
 - MOVIE PROJECTOR
 - GRASS & SEATING AREA
 - LOCAL MUSIC BANDS
- "MONDAY MOVIES IN JULY"
 - MOVIE SCREEN LOCATED ON THE TRAIN ENGINE
- "JACKALOPE DAYS"
 - DOWNTOWN EVENT WITH CAR SHOW, LIVE ENTERTAINMENT, STREET DANCE, & BEER GARDEN
 - THIS SPACE CAN SERVE AS THE DESIGNATED BEER GARDEN
- CIDER FESTIVAL
- OKTOBERFEST
- FARMER'S MARKET
- OUTDOOR CAFE-STYLE SPACE W/SEATING
- BEARCAT H.S. MASCOT WALL ART OR JACKALOPE
- YOGA IN THE PARK





YOGA



FOOD TRUCKS



FARMER'S MARKET



CIDER FEST/
ENTERTAINMENT



SEATING



WOOD WINDOW FRAME,
INFILLED WITH SCREEN
ILO GLASS

MATCH EXISTING BRICK



SOLDIER COURSE

OPEN FOR
PUBLIC ACESS

ARCHED
ENTRYWAY

OPTION 1

WOOD WINDOW FRAME,
INFILLED WITH SCREEN
ILO GLASS

MATCH EXISTING BRICK

SOLDIER COURSE



SOLDIER COURSE

OPEN FOR
PUBLIC ACESS

ARCHED
ENTRYWAY

OPTION 2



AB25010

CONCEPT SKETCH

112 2ND ST, DOUGLAS, WY

03/14/2025

1234 STREET ST. STE. 123
AUSTIN, TX 78751

NOT FOR CONSTRUCTION

EVstudio SD-04
architecture : engineering : planning



Agenda Item Report

City Council – April 14, 2025

Item

Permits: Contractors/Subcontractors

Responsible Staff Contact

Clara Chaffin

Recommendation

Executive Summary

See attached narrative.

Background

Alignment to Strategic Doing (SD) and/or Other Plans

SD Commitment
SD Commitment Strategy
SD Commitment KPI
SD Outcome
SD Outcome Strategy
SD Outcome KPI
2014 Master Plan
2015 Downtown Master Plan

Budget/Fiscal Impact

Fund/Department
Project/Line Item(s)
Budgeted Amount
Anticipated Amount

Action Requested/Recommended Motion

Attachments

None

Permits Narrative

The City currently issues one Building Permit per project with some exceptions. For example, a developer may request a partial permit to begin work such as a foundation only permit or a grading/drainage/site work only permit. For commercial projects, sign companies typically pull their own permit. The partial permit process enables the developer to begin the project while waiting on any remaining tasks necessary prior to the issuance of a full building permit.

For example, regarding the new Maverik we've issued a Partial Permit for Site Work (grading, utilities, excavation, etc.).

In order to continue work on the project while waiting for contractors to be selected and licensed, we have the option to issue Partial Permits such as Foundation, Utilities & Underground Plumbing, Framing, etc. until the project is fully permitted.

In an effort to understand how other communities issue permits around the state, Staff sent out a survey to see how building permits were issued. There were three primary ways that building permits were issued:

1. One building permit for the whole project.
2. One building permit pulled by the General Contractor, and additional permits pulled by trades subcontractors only (e.g., electrical, plumbing, mechanical, etc.).
3. One building permit pulled by the General Contractor, and additional permits pulled by every subcontractor.

There are pros and cons to both ways of pulling permits as outlined in the table below.

"One" Permit Per Project	
Allows for Partial Permit (e.g., Grading/Drainage/Site Work or Foundation Only) and/or Signage which is typically pulled later in the process.	
Pros	Cons
Less paperwork.	All subcontractors must be licensed prior to permit being issued.
Streamlines the process.	More difficult for the General to select a different subcontractor part way into the project.
Ensures all contractors and subcontractors hired for the job have been appropriately licensed.	
Prevents delays of subcontractors getting appropriately licensed while the project is under construction.	

Decreases workload for City staff.	
Decreases the overall building permit costs.	

Multiple Permits Per Project	
Pros	Cons
Allows the contractors to pull permits as they work through the project.	Could cause delays if subcontractors are not already licensed with the City.
Allows General Contractor or owner to negotiate with subcontractors while still starting the project.	City may put a stop work order on the project if a subcontractor has not pulled a permit or is not licensed - costly to the project.
	Creates more paperwork and adds tasks to the project.
	Increases workload for City staff.
	Increases the overall building permit costs.
	Makes tracking the project more difficult.
	Will require retraining of existing contractors (more paperwork, more time, more costly for each contractor).

In a recent survey of our current major commercial projects, we found that the owners, developers and contractors were pleased with how the Community Development Department worked with them and presented options to keep them on the schedule they desired.

A modification to the process we currently have in place would require a redesign of the process already developed in CityWorks and could delay the go-live schedule.



Agenda Item Report

City Council – April 14, 2025

Item

Shipping Containers as Storage Units

Responsible Staff Contact

Clara Chaffin

Recommendation

Executive Summary

On March 12, 2025, the City received a Letter of Intent for the purchase of a piece of property for the purposes of Mini-Warehouse (Commercial Self-Storage Facility). The current Municipal Codes do not allow for the use of shipping containers as a Mini-Warehouse.

For discussion, Staff has developed draft code which would allow for the use of shipping containers in a Mini-Warehouse commercial business.

Currently, only one shipping container is allowed per lot as an accessory use in both residential (16.6.7.1) and commercial (16.6.3.1). The code is silent on the number of shipping containers allowed in Industrial zones; however, shipping containers are traditionally an industrial use, so they have been allowed.

Background

Alignment to Strategic Doing (SD) and/or Other Plans

SD Commitment

SD Commitment Strategy

SD Commitment KPI

SD Outcome

SD Outcome Strategy

SD Outcome KPI

2014 Master Plan

2015 Downtown Master Plan

Budget/Fiscal Impact

Fund/Department

Project/Line Item(s)
Budgeted Amount
Anticipated Amount

Action Requested/Recommended Motion

Attachments

1. 16.6.3 Accessory Commercial Structures and Uses
2. 16.6.7 Accessory Residential Structures and Uses
3. ORD 1054 Storage Facilities & Shipping Containers DRAFT Discussion 20250408

6.3 - Accessory Commercial Structures and Uses

6.3.1 Allowed Uses and Structures

The following uses and structures are considered accessory to a principal commercial use:

- On-site parking lots or garages providing parking for a commercial structure;
- On-premise signs;
- Carports or other motor vehicle or commercial vehicle covered parking areas (hereinafter "covered parking areas") shall comply with the following:
 - Definition: Covered parking areas shall be defined as a structure built attached or detached from the primary structure that is open on at least three (3) sides and where vision through the three (3) open sides is not impeded. This definition does not include garages.
 - Location: Covered parking areas are limited to the side and rear of the property.
 - Exception: Covered parking areas may project from the front of the primary structure when designed to favorably add to the architecture of the primary structure at the discretion of the Community Development Director.
 - Setbacks: Covered parking areas smaller than two hundred (200) square feet may project into a required setback not to exceed one-third ($\frac{1}{3}$) the distance of the required setback. Covered parking areas larger than two hundred (200) square feet shall comply with the principal structure setbacks for the applicable zoning district. Covered parking areas in the side yard shall not be less than twenty (20) feet from the front lot line.
 - Size: When allowed in the front, covered parking areas affixed to the front of the primary structure are limited to a maximum of five hundred (500) square feet of coverage area. Detached covered parking areas or covered parking areas affixed to the side or rear of the primary structure are limited to a maximum of five hundred (500) square feet of coverage area or twenty (20) percent of the primary structure, whichever is larger.
 - Height: Covered parking areas may not exceed the maximum height for an accessory structure in each zone district.
 - Architectural Design: The design of the covered parking areas shall be in character with, and constructed of, the same quality permanent materials as the principal building, or adopted design standards. No metal buildings or structures shall be

allowed for covered parking areas over two hundred (200) square feet unless concealed with materials in character with the principal building.

- Building Permit Required: Covered parking areas shall require a building permit.
- Construction: All covered parking areas two hundred (200) square feet or less shall meet all applicable building codes, including wind and snow loads. All covered parking areas exceeding two hundred (200) square feet shall be constructed using permanent concrete footers, metal framing or wood beams, and metal or wood rafters, and shall meet all applicable building codes, including wind and snow loads.
- Maintenance: Covered parking areas shall be maintained in good condition at all times.
- Fully enclosed accessory structures used for storing merchandise or materials needed for operation of the principal commercial use. Merchandise storage within the CB-1 (Downtown Business) zoning district shall be limited to areas within the principal structure and shall not be allowed within an accessory structure;
- Shipping containers in commercial zones shall comply with the following:
 - Definition: "Shipping container" shall mean a unit originally used or designed to store goods or other merchandise during shipping or hauling by a vehicle, including, but not limited to, rail cars of any kind, truck trailers, or multi-modal shipping containers or similar structures such as look-alike shipping container buildings or metal buildings marketed as "containers," "portable storage units," or "conex."
 - Occupation: Shipping containers shall not be used as dwellings, sleeping quarters or for occupancy for any period of time.
 - Limited: Only one (1) shipping container allowed per commercial lot.
 - Building Permit Required: Shipping containers shall require a building permit.
 - Location: Shipping containers are limited to the rear of the property.
 - Setback: Shipping containers shall comply with the setbacks for the applicable zoning district.
 - Size and Height: The maximum size allowed for a shipping container shall be eight (8) feet wide by twenty (20) feet long by eight and one-half (8.5) feet tall.

- Architectural Design: Shipping containers shall be concealed on all sides and top with materials that are in character with, and constructed of, the same quality permanent materials as the principal building, or adopted design standards. No corrugated or ribbed metal shall be allowed unless the principal building is sided with the same material.
- Maintenance: Shipping containers shall be maintained in good condition at all times.
- Exception: Temporary portable moving containers/moving pods placed on private property for the purpose of moving household goods. Shipping containers shall be permitted on construction sites provided there is an active building permit and placement is ancillary to a project on site. Such shipping containers shall be removed within 30-days of completion of work associated with the building permit.
- Outside storage, which shall be fully screened pursuant to the requirements of this Chapter and Chapter 5 of this Code. Under no circumstances shall outside storage be allowed in the CB-1 (Downtown Business) zoning district;
- Fences, walls, and hedges;
- Outdoor retail displays, which shall be limited to a maximum display area of five percent (5%) of the total area of the lot or parcel upon which the commercial use operates or 1,000 square feet, whichever is less;
- Antennas, radio facilities, and satellite dishes, subject to the requirements of this Code; and
- Any accessory structure or related use expressly designated as accessory in a commercial zoning district under this Code, or otherwise established as an accessory use through an interpretation of the Community Development Department Director.

6.3.2 Additional Requirements

Accessory commercial uses and structures shall comply with the general accessory use and dimensional standards in Chapter 4 and the general development standards in Chapter 5 of this Code. Construction of an accessory structure may require prior approval of a Development Plan and issuance of a Zoning Certificate pursuant to the provisions of Chapter 3 of this Code.

(Ord. No. 967, § 42, 8-10-2015; Ord. No. 1011, § 30, 12-13-2021)

6.7 - Accessory Residential Structures and Uses

6.7.1 Allowed Uses and Structures

The following uses and structures are considered accessory to a principal residential use:

- Detached private parking garages;
- ;hg;Carports or other motor vehicle covered parking areas (hereinafter "covered parking areas") shall comply with the following:
 - Definition: Covered parking areas shall be defined as a structure built attached or detached from the main structure that is open on at least three (3) sides and where vision through the three (3) open sides is not impeded. This definition does not include garages.
 - Location: Covered parking areas are limited to side and rear yards.
 - Exception: The Community Development Director may approve a covered parking area to be placed in the front yard if the structure is two hundred (200) square feet or less, if the structure is attached to the primary structure, and if the structure is designed to favorably add to the architecture of the primary structure.
 - Setbacks: Covered parking areas smaller than two hundred (200) square feet may project into a required setback not to exceed one-third ($\frac{1}{3}$) the distance of the required setback. Covered parking areas larger than two hundred (200) square feet shall comply with the principal structure setbacks for the applicable zoning district. Covered parking areas in the side yard shall not be less than twenty (20) feet from the front lot line.
 - Exception: The Community Development Director may approve a covered parking area to be placed no closer than five (5) feet off the front lot line if the structure is two hundred (200) square feet or less, if the structure is attached to the primary structure, and if the structure is designed to favorably add to the architecture of the primary structure.
 - Size: Covered parking areas are limited to a maximum of two hundred (200) square feet or forty (40) percent of the primary structure, whichever is larger.
 - Height: Covered parking areas may not exceed the maximum height for an accessory structure in each zone district.

- Architectural Design: The design of the covered parking areas shall be in character with, and constructed of, the same quality permanent materials as the principal building, or adopted design standards. No metal buildings or structures shall be allowed for covered parking areas over two hundred (200) square feet unless concealed with materials in character with the principal building.
- Building Permit Required: Covered parking areas shall require a building permit.
- Construction: All covered parking areas two hundred (200) square feet or less shall meet all applicable building codes, including wind and snow loads. All covered parking areas exceeding two hundred (200) square feet shall be constructed using permanent concrete footers, metal framing or wood beams, and metal or wood rafters, and shall meet all applicable building codes, including wind and snow loads.
- Maintenance: Covered parking areas shall be maintained in good condition at all times.
- Storage sheds;
- Shipping containers in residential zones shall comply with the following:
 - Definition: "Shipping container" shall mean a unit originally used or designed to store goods or other merchandise during shipping or hauling by a vehicle, including, but not limited to, rail cars of any kind, truck trailers, or multi-modal shipping containers or similar structures such as look-alike shipping container buildings or metal buildings marketed as "containers," "portable storage units," or "conex."
 - Occupation: Shipping containers shall not be used as dwellings, sleeping quarters or for occupancy for any period of time.
 - Limited: Only one (1) shipping container allowed per residential lot.
 - Building Permit Required: Shipping containers shall require a building permit.
 - Location: Shipping containers are limited to rear yards.
 - Setback: Shipping containers shall comply with the setbacks for the applicable zoning district.
 - Size and Height: The maximum size allowed for a shipping container shall be eight (8) feet wide by twenty (20) feet long by eight and one-half (8.5) feet tall.

- Architectural Design: Shipping containers shall be concealed on all sides and top with materials that are in character with, and constructed of, the same quality permanent materials as the principal building, or adopted design standards. No corrugated or ribbed metal shall be allowed unless the principal building is sided with the same material.
- Maintenance: Shipping containers shall be maintained in good condition at all times.
 - Exception: Temporary portable moving containers/moving pods placed on private property for the purpose of moving household goods. Shipping containers shall be permitted on construction sites provided there is an active building permit and placement is ancillary to a project on site. Such shipping containers shall be removed within thirty (30) days of completion of work associated with the building permit.
- Gazebos;
- Domestic pets;
- Personal, private-use greenhouses;
- Fences, walls, and hedges;
- Antennas, radio facilities, and satellite dishes, pursuant to the requirements of this Code;
- Personal solar and wind energy generators;
- Swimming pools, hot tubs, tennis courts or other similar private recreational facilities; and
- Any accessory structure or related use expressly designated as accessory in a residential zoning district under this Code, or as otherwise established as an accessory use through an interpretation of the Community Development Department Director.

6.7.2 Additional Requirements

Accessory residential uses and structures shall comply with the general accessory use and dimensional standards in Chapter 4 and the general development standards in Chapter 5 of this Code. Construction of an accessory structure may require prior approval of a Site Plan and issuance of a Zoning Certificate pursuant to the provisions of Chapter 3 of this Code.

(Ord. No. 967, § 42, 8-10-2015; Ord. No. 1011, § 31, 12-13-2021)

ORDINANCE NO. 1054

AN ORDINANCE CREATING SECTION 16.6.42 PERTAINING TO MINI-WAREHOUSE (COMMERCIAL SELF-STORAGE FACILITY) AND AMENDING SECTION 16.2.2 PERTAINING TO DEFINITIONS, TABLE 4-6 OF SECTION 16.4.7.1 PERTAINING TO PRINCIPAL USES, AND SECTION 16.6.3.1 PERTAINING TO ALLOWED USES AND STRUCTURES IN COMMERCIAL ZONES

WHEREAS, the City of Douglas (City) Council finds and determines that the following changes and clarifications need to be made in regard to the City of Douglas Municipal Code; and

WHEREAS, consideration has been given to ensure fairness to all City of Douglas residents and make new regulations reasonable.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF DOUGLAS, WYOMING:

Section 1. Section 16.6.42 is hereby created and all subsequent sections shall be renumbered in order:

6.26 Shipping Containers as Mini-Warehouse (Commercial Self-Storage Facility)

6.26.1 Purpose.

The purpose of this section is to regulate the use of shipping containers in Mini-Warehouse (Commercial Self-Storage Facility) developments to protect the public health, safety, and welfare, and safeguard property values while promoting positive aesthetics in the City.

6.26.2 Definitions.

"Mini-Warehouse (Commercial Self-Storage Facility)." Buildings designed primarily for the storage of household items and inventory of small commercial businesses where storage units are individually leased or rented, where access to storage units is infrequent, and where no utilities are provided except for services provided to a manager's apartment, office, and for the lighting and climate control of individual storage units. May also include shipping containers in commercial and industrial zones.

"Shipping Container" shall mean a unit originally used or designed to store goods or other merchandise during shipping or hauling by a vehicle, including, but not limited to, rail cars of any kind, truck trailers, or multi-modal shipping containers or similar structures such as look-alike shipping container buildings or metal buildings marketed as "containers," "portable storage units," or "conex."

6.26.3 Approvals.

- A. Approved as a Type B Development:** Shipping containers used as a mini-warehouse (commercial self-storage facility) adjacent to any residential zone shall be approved as a Type B Development.
- B. Building Permit Required:** Shipping containers shall require a building permit and shall comply with adopted and applicable International Building Codes.

6.26.4 Occupation.

Shipping containers shall not be used as dwellings, sleeping quarters or for occupancy for any period of time.

6.26.5 Site & Circulation.

- A. Limited:** Only one (1) shipping container is allowed per commercial lot unless the commercial lot is being used as a mini-warehouse (commercial self-storage facility).
- B. Lot Coverage:** Shipping containers shall be in an approved designated area per the Development Plan or Building Permit application and be included in the calculation of overall lot coverage.

- C. **Site Circulation:** A site circulation plan shall be provided as part of the Development Plan or Building Permit application.

6.26.6 Screening, Markings, Advertising.

- A. **Screening:** Shipping containers shall be screened from the view of the public and adjacent properties with a combination of plantings, xeriscaping materials, landscaped berms, and 100% solid opaque fence or decorative wall. Fences and decorative walls used to screen shipping containers shall be a minimum of six (6) feet in height. Any request to construct a decorative screening wall to screen shipping containers in excess of six (6) feet shall be designed and certified by a registered engineer in the State of Wyoming. The height of an opaque fence or decorative screening wall may be reduced by one (1) foot for every one (1) foot of earthen berm constructed immediately below the fence or wall up to a maximum reduction of the fence or wall height resulting in a three (3) foot fence or decorative screening wall on top of a three (3) foot earthen berm.
- B. **Markings:** Shipping Containers shall retain their original data plate (CSC Safety Approval Placard) affixed. Shipping Containers shall be painted on all visible sides and top with solid natural earth toned colors that blend and /or enhance the natural scenic aesthetic of the neighborhood.
- C. **Advertising:** Shipping containers shall not be used for any advertising purpose and shall be kept clean of all alpha-numeric signage and writing with the exception of their original data plate (CSC Safety Approval Placard).

6.26.7 Placement.

- A. **Arrangement:** Shipping containers shall be placed in a tidy straight line with no space between each container.
- B. **Drainage:** Shipping containers shall be placed so surface drainage runs away from the containers to a designated drainage and does not pool around the containers.
- C. **Fastened:** Rows of containers shall be fastened together.
- D. **Positioning:** Shipping containers shall not occupy required off-street parking, loading or landscaping areas.
- E. **Setbacks:** Shipping containers shall comply with the setbacks for the applicable zoning district.
- F. **Size and Height:** The maximum size allowed for a shipping container shall be eight (8) feet wide by twenty (20) feet long by eight and one-half (8.5) feet tall.
Exception: Shipping containers used for mini-warehouse (commercial self-storage facility) may not exceed eight (8) feet wide by forty (40) feet long by nine and one-half (9.5) feet tall.
- G. **Stacking:** Shipping containers shall not be stacked above the height of a single container device.
- H. **Surface:** Containers shall be safe, structurally sound, in good repair, and placed on a stable compacted or solid surface to ensure containers do not shift, sink, tilt, or fall out of line with the adjacent containers.
- I. **Trailer Detachment:** Shipping containers must be detached from the transportation trailer and placed on the ground. All running gear shall be removed prior to placement.

6.26.8 Utilities.

No shipping container shall be connected to any utilities other than electrical.

6.26.9 Maintenance.

Shipping containers shall be maintained in good condition at all times. Any container appearing to be in disrepair or shifting shall be removed and corrected immediately. Any container that becomes unsound, unstable or otherwise dangerous, as determined by the City, shall be immediately repaired or removed by the property owner and at the expense of the property owner.

Section 2. The “Mini-Warehouse” Definition of Section 16.2.2 of the Douglas Municipal Code is hereby amended to read as follows:

Warehouse, Mini- (Commercial Self-Storage Facility)

Buildings designed primarily for the storage of household items and inventory of small commercial businesses where storage units are individually leased or rented, where access to storage units is

infrequent, and where no utilities are provided except for services provided to a manager's apartment, [office](#), and for the lighting and climate control of individual storage units. [A Mini-Warehouse or Commercial Self-Storage Facility may also include shipping containers in commercial and industrial zones.](#)

Section 3. Table 4-6, row “Mini-Warehouse” under the Principal Commercial Uses section in Section 16.4.7.1 of the Douglas Municipal Code is hereby amended to read as follows:

Use	Zoning Districts																Additional Requirements
	A	RR	R-1	R-2	R-3	R-4	RE	MH-1	MH-2	CB-1	B-1	B-2	MU-PUD+	PLI+	I	GRN	
Principal Commercial Uses																	
Mini-Warehouse (Commercial Self-Storage Facility)											C	A		A	A		See Section 6.26

Section 4. Section 16.6.3.1 of the Douglas Municipal Code is hereby amended to read as follows:

16.6.3 Accessory Commercial Structures and Uses
16.6.3.1 Allowed Uses and Structures

The following uses and structures are considered accessory to a principal commercial use:

- On-site parking lots or garages providing parking for a commercial structure;
- On-premise signs;
- Carports or other motor vehicle or commercial vehicle covered parking areas (hereinafter "covered parking areas") shall comply with the following:
 - Definition: Covered parking areas shall be defined as a structure built attached or detached from the primary structure that is open on at least three (3) sides and where vision through the three (3) open sides is not impeded. This definition does not include garages.
 - Location: Covered parking areas are limited to the side and rear of the property.
 - Exception: Covered parking areas may project from the front of the primary structure when designed to favorably add to the architecture of the primary structure at the discretion of the Community Development Director.
 - Setbacks: Covered parking areas smaller than two hundred (200) square feet may project into a required setback not to exceed one-third (⅓) the distance of the required setback. Covered parking areas larger than two hundred (200) square feet shall comply with the principal structure setbacks for the applicable zoning district. Covered parking areas in the side yard shall not be less than twenty (20) feet from the front lot line.
 - Size: When allowed in the front, covered parking areas affixed to the front of the primary structure are limited to a maximum of five hundred (500) square feet of coverage area. Detached covered parking areas or covered parking areas affixed to the side or rear of the primary structure are limited to a maximum of five hundred (500) square feet of coverage area or twenty (20) percent of the primary structure, whichever is larger.
 - Height: Covered parking areas may not exceed the maximum height for an accessory structure in each zone district.
 - Architectural Design: The design of the covered parking areas shall be in character with, and constructed of, the same quality permanent materials as the principal building, or adopted design standards. No metal buildings or structures shall be allowed for covered parking areas over two hundred (200) square feet unless concealed with materials in character with the principal building.
 - Building Permit Required: Covered parking areas shall require a building permit.
 - Construction: All covered parking areas two hundred (200) square feet or less shall meet all applicable building codes, including wind and snow loads. All covered parking areas exceeding two hundred (200) square feet shall be constructed using permanent concrete footers, metal framing or wood beams, and metal or wood rafters, and shall meet all applicable building codes, including wind and snow loads.

- Maintenance: Covered parking areas shall be maintained in good condition at all times.
- Fully enclosed accessory structures used for storing merchandise or materials needed for operation of the principal commercial use. Merchandise storage within the CB-1 (Downtown Business) zoning district shall be limited to areas within the principal structure and shall not be allowed within an accessory structure;
- Shipping containers in commercial zones (excluding the Industrial Zone) shall comply with the following:
 - Definition: "Shipping container" shall mean a unit originally used or designed to store goods or other merchandise during shipping or hauling by a vehicle, including, but not limited to, rail cars of any kind, truck trailers, or multi-modal shipping containers or similar structures such as look-alike shipping container buildings or metal buildings marketed as "containers," "portable storage units," or "conex."
 - Occupation: Shipping containers shall not be used as dwellings, sleeping quarters or for occupancy for any period of time.
 - Limited: Unless the commercial lot is being used as a Mini-Warehouse or Commercial self-storage facility, only one (1) shipping container shall allowed per commercial lot.
 - Building Permit Required: Shipping containers shall require a building permit be issued prior to installation.
 - Location: Shipping containers are limited to the rear of the property.
 - Setback: Shipping containers shall comply with the setbacks for the applicable zoning district.
 - Size and Height: The maximum size allowed for a shipping container shall be eight (8) feet wide by twenty (20) feet long by eight and one-half (8.5) feet tall.
 - Architectural Design: Shipping containers shall be concealed on all sides and top with materials that are in character with, and constructed of, the same quality permanent materials as the principal building, or adopted design standards. No corrugated or ribbed metal shall be allowed unless the principal building is sided with the same material.
 - Exception: Shipping containers used as Mini-Warehouse (Commercial Self-Storage Facility) (see Section 16.6.26).
 - Maintenance: Shipping containers shall be maintained in good condition at all times.
 - Exception: Temporary portable moving containers/moving pods placed on private property for the purpose of moving household goods. Shipping containers shall be permitted on construction sites provided there is an active building permit and placement is ancillary to a project on site. Such shipping containers shall be removed within 30-days of completion of work associated with the building permit.
- Outside storage, which shall be fully screened pursuant to the requirements of this Chapter and Chapter 5 of this Code. Under no circumstances shall outside storage be allowed in the CB-1 (Downtown Business) zoning district;
- Fences, walls, and hedges;
- Outdoor retail displays, which shall be limited to a maximum display area of five percent (5%) of the total area of the lot or parcel upon which the commercial use operates or 1,000 square feet, whichever is less;
- Antennas, radio facilities, and satellite dishes, subject to the requirements of this Code; and
- Any accessory structure or related use expressly designated as accessory in a commercial zoning district under this Code, or otherwise established as an accessory use through an interpretation of the Community Development Department Director.

PASSED AND APPROVED ON FIRST READING this _____ day of _____, 20____.

PASSED AND APPROVED ON SECOND READING this _____ day of _____, 20____.

PASSED, APPROVED AND ADOPTED ON THIRD AND FINAL READING this _____ day of _____, 20____.

Kim Pexton, Mayor

Attest:

Sonya Ortega, City Clerk

Published: _____

ATTESTATION

I, Sonya Ortega, the Clerk of the City of Douglas, Wyoming, do hereby attest and state that the above ordinance was published/posted in the manner required by law and that all procedures required by Wyoming State law were complied with.

Sonya Ortega, City Clerk



Agenda Item Report

City Council – April 14, 2025

Item

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

Responsible Staff Contact

Recommendation

Approve Ordinance 1050 as presented on first reading.

Executive Summary

Ordinance 1050 updates all codes related to the Code Compliance Officer. The Code Compliance Officer is replaced by the Community Service Officer to prepare for the enforcement change. Certain sections pertaining to buildings and structures are maintained within the Building Official's purview due to knowledge and expertise.

The ordinance also allows for expedited processing of repeat violations within a calendar year, reduces the untended growth of vegetation height from ten (10) inches to eight (8) inches, modifies the language for extension requests allowing staff to work with individuals on a case-by-case basis, modifies on-street parking for items related to outdoor recreation, and removes ambiguity.

March 24, 2025 Update

Per Council discussion on March 10, the following items have been modified in Ordinance 1050:

- Page 1: Updated ordinance title.
- Page 3, 8.20.050(I): Changed to within the same month.
- Page 3, 8.20.050(J): Added section J and changed "shall" to "may." This allows for discretion by the CSO and/or their supervisor.
- Page 4, 8.20.060(D) & (E): Matched to 8.20.050.
- Page 8 & 9, 8.20.165(C): Added number 4 to coordinate with 16.5.8.4(F) which states: *F. Parking in Residential Zone Districts. Vehicle parking in the front yard of residential properties shall be allowed in designated parking areas only. Parking areas shall be surfaced with an all-season material such as concrete,*

brick, asphalt, gravel or other similar material. This Section does not apply to any special family event or social gatherings.

i. Vehicle parking in the front yard of residential properties shall be allowed in designated parking areas only. Parking areas shall be surfaced with an all-season material such as concrete, brick, asphalt, gravel or other similar material. This Section does not apply to any special family event or social gatherings.

ii. The total area in the front yard setback of residential properties improved for parking or driveway purposes shall not exceed fifty (50) percent of the front yard setback area.

Added number 5 to allow storage of vehicles in the rear yard.

- Page 11 & 12, 8.20.205: Moved to Title 12.20.
- Page 12, 8.20.201: Put enforcement under the Public Works Department and added the section number to the first sentence to clarify what section is being enforced. Moved the section towards the end of Title 8.20 to group items being enforced by different departments and renumbered accordingly.
- Page 13: Grouped all items being enforced by the Building Official/Inspector, added the section number to the first sentence to clarify what section is being enforced, and renumbered accordingly.
- Page 14, 10.48.070: Returned the short-term parking to the original text.
- Page 14-17, 12.20: Added Title 12.20 with merged language from 8.20.205.

April 14 Update

Per Council discussion on March 24, the following items have been modified in Ordinance 1050:

Page 1, 8.20.017: Added definition for Imminent Threat.

Page 4, 8.20.062: Added section C.

Page 7, 8.20.130: Moved to new section 8.20.240 under the enforcement of the Building Official/Inspector.

Page 9, 8.20.170: Added language about contacting the FD, PD and Dispatch 1 hour prior to starting the burn.

Page 11, 8.20.200(C) Number 1: Made specific to properties adjacent to native areas. Number 2: Clarified property to be contiguous.

Page 13, 8.20.211: Changed from "The Public Works Department shall enforce this section 8.20.201." to "The Public Works Department shall determine which sections to noticed for this section 8.20.201 and the Community Service Officer shall enforce this section 8.20.201."

Page 15, 12.20.020: Modified per recommendations from State Forestry. **Please see the attached letter from State Forestry.**

Background

Integrating Code Compliance responsibilities into the Police Department's Community Service Officer (CSO) role will enhance efficiency, improve follow-up, and ensure consistent enforcement of City Codes. This shift will also provide additional coverage

and support for animal control, strengthening overall service to the community. This approach reflects the City's commitment to proactive engagement and improved responsiveness.

Alignment to Strategic Doing (SD) and/or Other Plans

SD Commitment
SD Commitment Strategy
SD Commitment KPI
SD Outcome
SD Outcome Strategy
SD Outcome KPI
2014 Master Plan
2015 Downtown Master Plan

Budget/Fiscal Impact

Fund/Department
Project/Line Item(s)
Budgeted Amount
Anticipated Amount

Action Requested/Recommended Motion

Approve Ordinance 1050 as presented on first reading.

Attachments

1. ORD 1050 Code Compliance DRAFT 1st Reading - Revised 20250403
2. Letter from State Forestry re Ordinance 1050 20250403

ORDINANCE NO. 1050

AN ORDINANCE AMENDING CHAPTER 8.20 PERTAINING TO PROPERTY MAINTENANCE AND NUISANCE ABATEMENT REQUIREMENTS, ~~AND 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~~

WHEREAS, the City of Douglas (City) Council finds and determines that the following changes and clarifications need to be made in regard to the City of Douglas Municipal Code; and

WHEREAS, consideration has been given to ensure fairness to all City of Douglas residents and make new regulations reasonable.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF DOUGLAS, WYOMING:

Section 1. Chapter 8.20 – PROPERTY MAINTENANCE AND NUISANCE ABATEMENT REQUIREMENTS of the Douglas Municipal Code is hereby amended to read as follows:

8.20.010 Power to declare nuisances.

The city council shall have the power to declare nuisances by way of ordinance, including, but not limited to, the nuisances declared in this chapter.

8.20.015 Purpose.

The property maintenance and nuisance abatement requirements are designed to ensure public health, safety and welfare by regulating and governing the conditions and maintenance of property and improvements within the city; by providing standards essential to ensure that structures and properties are safe, sanitary and fit for occupation and use; to improve the appearance of the city; encourage a more attractive environment; improve quality of life, and increase the value of properties within the city.

8.20.017 Definitions.

As used in this chapter:

- A. "Abate" or "abatement" means the action taken to remove or alleviate a nuisance, including but not limited to, demolition, removal, repair, boarding and securing or replacement of property.
- B. ~~"Code compliance officer"~~Community Service Officer" includes such designated positions as are employed thereby for the enforcement of this city municipal code, or those individuals within the ~~community development department~~Police Department that are otherwise designated by the ~~city administrator~~City Manager to perform those functions.
- C. "Imminent Threat" refers to a verified, specific, and impending danger. It is a physical danger that is real, would occur within an immediate time frame, and could result in death or serious bodily harm, and/or serious damage of property to another.
- D. "Notice of violation" shall mean that written notice prepared by the city to provide notice to individuals determined to be responsible for a public nuisance, or requiring notice of such due to their position, of that public nuisance and the steps deemed necessary to correct such nuisance.
- DE. Nuisance" or "public nuisance" means any condition or use of premises or of building exteriors which is detrimental to the property of others or which causes or tends to cause substantial loss in the value of other property in the neighborhood in which such premises are located or promotes urban blight and deterioration, or invites plundering, or creates fire hazards, or constitutes an attractive nuisance creating a hazard to the health and safety of minors, or creates a harborage for vermin, or to be injurious to the health, safety and general welfare of the public.

This includes, but is not limited to, the keeping or the depositing on, or the scattering over the premises of any of the following:

1. Any nuisance declared in this chapter or within the entire city municipal code;
2. Abandoned, discarded or unused objects or equipment including, but not limited to automobiles, furniture, stoves, refrigerators, freezers, cans, or containers.

EF. "Person" means any natural person, firm, joint venture, joint stock company, partnership, association, club, company, corporation, business trust, organization or the manager, lessee, agent, sergeant, officer, or employee of any of them, or any other entity that is recognized by law as the subject of rights and duties.

FG. "Occupier" shall mean that person(s) actually occupying the property.

GH. "Owner" or "property owner" shall mean that person(s) shown in Converse County tax records to be the recorded owner of the property. In the case of a landlord-tenant situation, regardless of any written lease, the landlord shall be solely liable for any violation maintained on the real property or other locations specified by this chapter.

8.20.020 Applicability and enforcement.

- A. The provisions of this chapter shall apply to all matters affecting or relating to the maintenance of buildings and premises and the abatement of nuisances.
- B. The ~~code compliance officer~~Community Service Officer shall be responsible for enforcing the provisions of this chapter and the ~~code compliance officer~~Community Service Officer is appointed as special municipal officer pursuant to Wyoming Statutes Section 15-1-103(I) to issue criminal citations in the enforcement of this chapter.

8.20.030 Investigations and inspections.

The ~~code compliance officer~~Community Service Officer and/or building official shall investigate complaints and conduct inspections of violations of the provisions of this chapter. Reports of such investigations and inspections shall be in writing. The ~~code compliance officer~~Community Service Officer and building official are authorized to engage such expert opinion as deemed necessary to report unusual technical issues that may arise, subject to the approval of the ~~city administrator~~City Manager.

8.20.040 Right of entry.

The ~~code compliance officer~~Community Service Officer is authorized to enter upon premises at reasonable times to investigate or inspect, with the permission of the owner, owner's agent, or occupant. The ~~code compliance officer~~Community Service Officer shall carry proper identification when investigating or inspecting premises in the performance of duties under this chapter.

8.20.045 Search warrant.

- A. The ~~code compliance officer~~Community Service Officer may make application to the municipal court for authority to enter upon land to examine nuisances for the purpose of making a determination as to whether a public nuisance exists and/or securing information as to the ownership of a vehicle or item thought to constitute a public nuisance and/or securing information as to the identity of the person or persons in control of the land where the vehicle or item is situated.
- B. The municipal court has authority to issue search warrants and other process necessary to enforce this chapter.
- C. A warrant shall issue only upon affidavit sworn to before a municipal judge that establishes the grounds for issuing the warrant. If the judge is satisfied that the grounds for the application exist or that there is probable cause to believe that they exist, he shall issue a warrant identifying the purpose of the search, and naming or describing the place to be searched. The warrant shall be directed to the ~~code compliance officer~~Community Service Officer authorized to enforce or assist in enforcing the laws of the state or of the city. The warrant shall state the grounds or probable cause for its issuance and the names of the persons whose affidavits have been taken in support thereof. The warrant shall

command that the search take place forthwith. The warrant shall direct that it be served in the daytime, but for good cause shown, the warrant may direct that it be served at any time.

8.20.050 Notices form.

Whenever the ~~code compliance officer~~Community Service Officer is of the opinion that any condition is a public nuisance as defined within this code, the ~~code compliance officer~~Community Service Officer shall attempt to give written notice to the owner of the condition, if his or her address is known, to the owner of the land where the condition is located, or any person occupying property, or to any other person or entity known by the ~~code compliance officer~~Community Service Officer to have a security interest in the alleged public nuisance. Such notice shall include substantially the following information:

- A. The name of person who is the owner as disclosed in the tax records of Converse County, Wyoming, or otherwise recorded; the name of person who is occupier of property if known, or the name of person who has a security interest if known;
- B. The date of the inspection of the property;
- C. A description of the real property, by street address or otherwise, on which the nuisance exists;
- D. A statement that a certain condition is a nuisance within the provisions of this chapter and in the case of a vehicle, the notice should include make, year and vehicle identification number if reasonably possible and what must be abated;
- E. A statement that such nuisance must be abated within ten (10) days from the date on the notice;
- F. A statement that if the nuisance is not abated within the time provided, the city may abate the nuisance, and the cost of abatement may be charged to the owner of the nuisance or assessed against the land upon which the nuisance exists or both;
- G. A statement that a hearing upon the allegation of a public nuisance and the assessment of costs may be requested by giving written notice to the clerk of municipal court within ten (10) days from the date on the notice, and that a request must specify the property concerning which the request is made, the requesting party's name and address, and the nature of the interest held by the requesting party; that upon request a hearing will be scheduled to determine if a public nuisance exists and as to the assessment of administrative costs and the costs of abatement; that if a hearing is not so requested the right to a hearing shall be waived; and
- H. A statement that failure to abate the nuisance may result in a city abatement and/or criminal charges.
- I. A statement that any repetition of such violation within the same month shall not be noticed but shall immediately be cited into Municipal Court.
- J. A statement that any repetition of such violation within the same calendar year may not be noticed and may immediately be cited into Municipal Court.

8.20.060 Method of service.

- A. If, after inspection of the premises, the ~~code compliance officer~~Community Service Officer determines that a public nuisance exists, a notice of violation shall be served upon the owner of property on file with the Converse County Assessor for tax purposes, the occupant of the property if different than the owner, or both. Notice shall be served in one (1) or more of the following ways:
 - 1. Personal service by the ~~code compliance officer~~Community Service Officer; or
 - 2. Certified mail, return receipt requested, signature required; or
 - 3. Posting a copy of the notice in some conspicuous place on the offending property. In the case of vehicles, where practical, the notice shall also be affixed to the windshield or some other part of the vehicle where it can be easily seen. Where affixing the notice to a vehicle is impractical, and in the case of other nuisances, the notice shall be posted at the site or on the premises where the nuisance exists; or

4. If the owner of the property is a foreign or domestic business entity, the registered agent of the business entity, as held on record with the Wyoming Secretary of State's Office, may be served.
 5. In the event that service cannot be perfected by any of the above listed methods, then notice of the violation and the contents thereof, shall be published in a newspaper of general circulation in the community one (1) time per week for two (2) consecutive weeks.
- B. Proof of notice shall be made naming the person to whom notice was given and specifying the time, place and manner thereof, by the certification of any officer or employee of the city, affidavit of any person over eighteen (18) years of age, naming the person to whom notice was given and specifying the time, place and manner thereof. Proof of notice shall be made in each case and maintained for a period of two (2) years from the date of abatement of the nuisance for which notice has been given.
 - C. Receipt of service of the notice shall be deemed completed upon delivery by personal service, by mailing of the certified letter plus three (3) days, or upon the publication of the notice for the first time in the newspaper.
 - D. A statement that any repetition of such violation within the same month shall not be noticed but shall immediately be cited into Municipal Court.
 - E. A statement that any repetition of such violation within the same calendar year may not be noticed and may immediately be cited into Municipal Court.

8.20.062 Owner to abate.

- A. Upon receipt of the notice as specified in Section 8.20.050, the owner of the property shall abate the nuisance, and provide proof thereof to the ~~code compliance officer~~Community Service Officer, within ten (10) days from the date specified in the notice of violation.
- B. In the event that the owner is unable to complete the abatement within the prescribed period of time, but has undertaken substantial steps toward abatement, the ~~code compliance officer~~Community Service Officer may grant an extension of the specified period of abatement for not more than an additional twenty (20) days, subject to such conditions as may be specified by the ~~code compliance officer~~Community Service Officer.
 1. Any extension of time shall be in writing, as shall be any conditions imposed thereon.
 2. No more than one (1) extension shall be granted.Exception: Upon reasonable request and circumstances the Community Service Officer may approve longer extensions based on an adopted Extension Matrix approved by the City Manager.
- C. With concurrence of the Chief of Police and City Manager, the Community Service Officer may initiate an immediate abatement on a property that constitutes an imminent threat of danger to human life or substantial loss of property to another.

8.20.064 Hearing procedure.

- A. The owner or occupant of property who has been served with a notice of violation pursuant to this chapter may, within ten (10) days from the date specified in the notice of violation submit a written demand to the municipal clerk of courts for a hearing on the question of whether a nuisance exists. If no appeal is filed within that period, the appeal shall be deemed waived.
- B. In the event that a hearing is demanded by the alleged violator, a hearing shall be scheduled with the municipal court within twenty (20) days from the date of receipt of the written demand. The matter shall not be continued, unless both the alleged violator and the city agree to such continuance.
- C. At such hearing, all parties and the city shall be afforded an opportunity to present evidence, to cross-examine and present argument; provided that all persons testifying shall be sworn; irrelevant, immaterial or unduly repetitious evidence shall be excluded. Any violator may appear with counsel if desired.
- D. The burden shall be on the city to prove the existence of a nuisance by substantial evidence.

- E. After hearing the evidence and argument in the matter, the municipal court shall make a finding as to the existence of a nuisance, and may make findings as to the abatement procedure proposed by the city or the alleged violator, the costs to be determined by the court within a time certain, to be allocated, and the time in which such abatement will be completed by the alleged violator, if not completed by the time of the hearing. If a nuisance is found to exist, the time for completion allowed by the court shall not exceed ten (10) days from the date of the final order. In the event a nuisance is confirmed, administrative and removal costs to the city may also be assessed at the hearing should the owner or occupant fail to remove the nuisance pursuant to the final order. If it is found that a public nuisance does not exist, abatement authority shall be denied.
- F. Appeals from adverse decisions rendered by the municipal judge may be made to the district court in the same manner as an appeal from an adverse decision rendered by an agency in a contested case under the provisions of Section 16-3-114 of the Wyoming Statutes, 1977.
- G. In the event a request for hearing or appeal, as provided, is not filed, the right to a hearing shall be considered to have been waived.

8.20.070 Correction or abatement by city—Recovery of costs.

- A. Any abatement of nuisance by city shall be in accordance with the proposal specified in the notice of violation, or such other means as is found to be reasonable at the time of abatement. The city shall make an effort to abate the nuisance at the least destructive or intrusive manner as is reasonable under the circumstances.
- B. Any materials removed and salvaged by the city in the abatement of the public nuisance may be sold for salvage and the proceeds deposited into the general account of the city. Those funds shall be applied to offset the cost of the abatement by the city, with any excess funds being sent to the owner of the property.
- C. The city shall be entitled to employ private contractors to assist in the abatement of the public nuisance and use salvage funds to reimburse the expenses incurred therein. If private contractors are utilized, the city shall impose a twenty (20) percent administrative fee on the offending property owner.
- D. after compilation of the costs and charges incurred by the city for the abatement of the public nuisance, offset by any receipt of funds for salvaged materials, the city shall mail by certified mail, return receipt requested to the owner of the property a statement of the outstanding balance owed by the owner to the city for the nuisance abatement. Such balance shall be due and owing not more than thirty (30) days following the mailing of the notice. The statement shall also include a statement of the rights of the owner to appeal such amounts as have been expended on the abatement of the nuisance within ten (10) business days of the date of mailing.
- E. If the owner of the property wishes to contest the amount that was expended on the nuisance abatement, or the amount received from the salvaged materials, he may file a written notice of appeal, in person or by certified mail, with the clerk of the municipal clerk within ten (10) business days from the date of mailing of the statement of charges. If no appeal is filed within that period, the appeal shall be deemed waived and the statement amount shall be immediately due and owing to the city.
- F. If the owner files an appeal of the amount owed, then the matter shall be set for hearing with the municipal judge within twenty (20) days from the date the notice is received by the clerk.
- G. If payment in full is not received by the city within thirty (30) business days from the time the statement became final, then such shall be entered as a lien against the property and filed with Converse County. Further, the city may take appropriate action to collect the same, including, but not limited to, referral to a collection agency, reducing costs to judgment, or making the costs a special assessment or lien on the property involved. The foregoing cost, judgment, assessment or lien shall be in addition to any other penalty imposable under this chapter or any other lawful statute.

8.20.080 Penalty for noncompliance.

- A. It shall be the duty of any person receiving a notice of a public nuisance as provided in this chapter to comply with the provisions of the notice and to respond to such notice within ten (10) days from the date on the notice, and if such person shall fail or refuse to abate such nuisance within ten (10) days from the date on the notice without just cause or within an extension of time given by the city ~~code compliance officer~~Community Service Officer, or the time established by the municipal judge after a hearing, such failure is declared to be unlawful and shall constitute a misdemeanor. Every twenty-four (24) hour period such nuisance persists to exist shall constitute a separate violation.
- B. It is unlawful and shall constitute a misdemeanor for any person, within ten (10) days from the date on the notice, to remove any vehicle or junk from private property to any other private property upon which storage is not permitted, or onto any public property.
- C. A violator may be assessed a fine of up to seven hundred fifty dollars (\$750.00). In addition to the fine, the court may also order the nuisance abated and assess any costs incurred by [the] city to abate nuisance if the nuisance is not abated by the violator. All fines obtained on convictions under this section shall be forwarded to the city's general fund to be utilized for costs the city incurs for nuisance abatement.

8.20.090 Reserved.

Editor's note(s)—Ord. No. 916, § 12, adopted May 14, 2012, repealed section 8.20.090 which pertained to transfer of ownership and derived from Ord. 744 (part), 2005.

8.20.095 Waiver of abatement costs.

- A. Notwithstanding the other provisions of the ordinance codified in this section, the cost of abating a nuisance shall be waived for those Wyoming residents meeting the same resource eligibility requirements under W.S. 39-11-109(c)(ii) through (vii). All persons wishing to qualify for waiver of nuisance abatement costs must:
 - 1. Furnish proof of the age and/or income requirements as set forth in W.S. 39-11-109(c)(ii) through (vii);
 - 2. Must own, or be in the process of purchasing the property from which the nuisance is abated; and
 - 3. Be living on the property from which the nuisance is abated.
- B. Applications for waiver of nuisance abatement costs shall be filed with the ~~city administrator~~City Manager on forms supplied by the city, within ten (10) days after receipt of a notice of assessment. All information required to be given on such form shall be supplied and verified by the applicant. The maximum amount that may be waived under this section for any one (1) parcel of real property or any one (1) person shall be five hundred dollars (\$500.00) per calendar year and shall be the determination of the ~~city administrator~~City Manager or the municipal judge.

8.20.097 Personal liability of owner.

The owner of the property on which a public nuisance was abated by the city shall be personally liable to the city for the reasonable costs incurred as a result of that abatement.

8.20.099 Removal—Voluntary consent—Affidavit.

The author of a nuisance may voluntarily consent to its removal by the city. To give such consent, all responsible persons of the property shall execute an affidavit acceptable to the ~~city administrator~~City Manager, stating that there are no other responsible person(s) of the property; that the responsible person(s) waive the right to hearing under Section 8.20.064; that the responsible person(s) will reimburse the city for the actual costs of removal and administrative overhead attributable to removal; and that reimbursement will be made to the city within thirty (30) days of removal. The affidavit shall contain an agreement by the responsible person(s) to indemnify the city for any loss, damage or expense alleged by any person as a result of removal or disposal. The affidavit shall release the city from any and all liability on account of the removal and disposal of a nuisance.

8.20.102 Other methods of abating nuisances.

Nothing in this title shall be deemed to limit the use of other lawful methods of abating nuisances, including, but not limited to, taking action in district court.

8.20.104 Severability.

If any section, subsection, sentence, clause, phrase or portion of the ordinance codified in this chapter is for any reason held to be invalid or unconstitutional by the final decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the ordinance codified in this chapter.

8.20.110 Offensive drains, pools and sewers—Grading and drainage.

- A. It is unlawful to cause or permit any cellar, private drain, ditch, pool, sewer or other thing or place upon any premises to become foul, offensive, or injurious to public health.
- B. All premises shall be graded and maintained to prevent the erosion of soil and to prevent the accumulation of stagnant water thereon. It is unlawful to permit water to stand on any lot or premises until such water becomes foul or offensive or injurious to the public health, or to allow water to collect in any container on any lot or premises until such water supports mosquito breeding.
- C. Roof water shall not be discharged in a manner that creates a public nuisance.

Exception: Approved retention areas and reservoirs.

8.20.120 Open cellars, pits or vaults.

It is unlawful to leave, keep open, or cause to be left open, unattended or unprotected any cellar door, pit, grating or cap of any vault or other subterranean opening so that passersby may fall in or may be in danger of falling into such opening.

8.20.130 Protection for excavations.

~~It is unlawful to make any excavation, dig any hole, drain, ditch or other opening without providing proper protection by a fence or suitable safety obstruction around such excavation in such a manner as to prevent persons or vehicles from falling into the same. Such fences or safety obstructions shall be readily visible at any time of the day or night by pedestrians, motorized and nonmotorized traffic.~~

8.20.140 Individual sewage disposal systems.

It is unlawful to operate or use any individual sewage disposal system, privy or sewage vault within the city limits, unless authorized by the city.

8.20.150 Discharging offensive fluid matter.

It is unlawful to discharge or permit to be discharged or flow from any premises into or onto any adjacent property, any foul, noxious or malodorous liquid or any fluid matter that is or may become offensive.

8.20.160 Accumulation of refuse, garbage, and debris and junked vehicles.

It is unlawful for any person owning or occupying a lot or premises, or for that person's agent, to permit or cause the accumulation of garbage, refuse, or debris as defined in this section upon the lot or premises which causes or tends to cause substantial loss in the value of other property in the neighborhood in which such premises are located or which is found to be injurious to the health, safety and general welfare of the public. Nothing in this section is intended to prohibit the accumulation of such garbage, refuse or debris in or upon establishments or premises lawfully authorized for the purpose of treating or disposing of accumulated garbage, refuse or debris such as authorized junkyards and landfills.

"Debris" means discarded automobile parts or tires, household appliances, furniture or equipment, billboard refuse, silt from automobile washracks, dead animals, large or bulky boxes, barrels, tanks or containers, any refuse resulting from the wrecking, construction or reconstruction of any building, fence, sidewalk or structure of any kind or character, or any discarded refuse of a highly explosive or inflammable

nature, or anything whatsoever which may be found to be unsanitary, dangerous or injurious to the health, safety and general welfare of the public.

"Garbage" means any and all kitchen refuse, waste food, offal or animal matter or anything whatsoever which may decompose and become offensive, foul, unsanitary or dangerous to health.

"Refuse" means any and all grass clippings, leaves, weeds, or other yard waste, hay, straw, paper, rubbish, containers, glass, cans, bottles and any and all other material commonly known as rubbish or refuse of any kind, except as excluded in this chapter.

8.20.165 Junked vehicles, and unlicensed or inoperative vehicles.

It is unlawful for any person owning or occupying a lot or premises, or for that person's agent, to permit or cause the accumulation of junked vehicles upon the lot or premises. Nothing in this section is intended to prohibit the accumulation of such junk vehicles in or upon establishments or premises lawfully authorized and/or expressly permitted.

- A. "Junked vehicle" means any vehicle originally designed or constructed to be self-propelled, regardless of whether it contains an engine, including, without limitation, automobiles, trucks, buses, motor homes, motorized campers, motorcycles, motor scooters, tractors, snowmobiles, dune buggies, off-road vehicles, and boats on private property which are found to either:
 - 1. Be wrecked, abandoned, dismantled, partially dismantled, discarded, or inoperative;
 - 2. Promote blight and deterioration;
 - 3. Invite plundering;
 - 4. Create fire hazards;
 - 5. Create a harborage for insects, rodents, skunks and other vermin;
 - 6. Constitute an attractive and dangerous nuisance creating a hazard to the health and safety of minors; or
 - 7. Which causes or tends to cause substantial loss in the value of other property in the neighborhood in which such premises are located or which is found to be injurious to the health, safety and general welfare of the public.
- B. For purposes of this section, any one (1) of the following nonexclusive circumstances existing prior to, or at the time notice is delivered, shall be considered evidence that a vehicle upon private property constitutes a public nuisance:
 - 1. Not less than thirty (30) days have passed without the vehicle being removed or screened;
 - 2. A vehicle which is totally or partially suspended above the ground by jacks, blocks or other devices, except for a vehicle undergoing active repair, for up to forty-eight (48) hours when the same is being repaired;
 - 3. A vehicle which does not display a current license plate, tag or valid temporary permit, except those in possession of licensed dealers for the purpose of sale at the place licensed for the sale;
 - 4. A vehicle which is inoperative, or in a state of major disassembly or disrepair, or which is in the process of being stripped or dismantled, other than for up to thirty (30) days when repairing the same; or
 - 5. A racecar that is not currently actively engaged in racing and equipped for racing with roll cage, windows removed, driver's name, sponsors and/or number displayed. Any racecar shall be concealed behind a six (6) foot opaque fence or within an enclosed building, with the exception of not more than ten (10) days prior to or following the date of the race event.
 - 6. Demolition derby cars; or vehicles in an operable condition specifically adapted or constructed for exclusive operation on raceways, or parts thereof shall be considered junked vehicles ten days (10) following the demolition race in which they were used.

Demolition derby cars shall not be permitted on residential property more than fourteen (14) days prior to the event in which the demolition derby racecar is entered. Proof of event registration may be required.

Within no more than ten (10) days following the date of the race event, any demolition derby car shall be concealed behind a six (6) foot opaque fence or within an enclosed building.

C. Exceptions. This section does not apply to:

1. Vehicle storage incident to an automobile sales, towing, storage or repair business operated in compliance with all applicable law; or
2. The storage of wrecked, junked or inoperative vehicles by a lawful salvage business operating in compliance with all applicable law; or
3. For use in refurbishing and restoring vehicles as a hobby, a property owner may keep on his/her property no more than two (2) unlicensed or inoperative vehicles and materials involved with the repair and restoration of those vehicles, provided the vehicles and materials are effectively concealed from view.
4. Vehicles in compliance with 16.5.8.3(F) Parking in Residential Zone Districts provided that any vehicle that is inoperable or not licensed shall be effectively concealed from view.
5. Vehicles may be stored in a rear yard that is completely enclosed with a minimum six (6) foot opaque fence.

"Effectively concealed from view" means any vehicle which is maintained in such a manner that it does not constitute a health hazard, does not attract children, rodents or pests, and which is located so that it is not readily visible from a public place or surrounding private property, or is enclosed in a building, or is completely covered with an intact, opaque cover designed for said vehicle (e.g., custom fit car cover), or is concealed behind appropriate opaque fencing.

8.20.170 Burning garbage and refuse.

It is unlawful for any person to burn or cause to be burned any garbage, waste, packing material, trash, refuse, discarded boxes or other materials within the corporate limits of the city without first having obtained written permission from the fire chief through the Burn Permit. Burn Permit applicant/property owner shall notify the Fire Department, the Police Department and Dispatch one (1) hour prior to starting the burn.

8.20.175 Private roads.

Private roads are defined as any way or place, whether paved or unpaved, in private ownership and maintenance used for vehicular travel by the owner and those having express or implied permission from the owner, which provides access to three (3) or more residences, and which is not dedicated as a city street.

Maintenance of private roads shall be the sole responsibility of the landowner(s).

All private roads shall, at a minimum and unless otherwise specified in this code, be graded in such a way as to be maintained free from potholes, ruts, and other obstructions, and to provide adequate drainage from the road surface for the provision of safe and convenient vehicular access from abutting streets for area residents, emergency responders, and utility providers. Road surfaces shall be comprised of a minimum of three (3) inches of compacted gravel or an alternative aggregate approved by the city engineer, with appropriate measures to control dust. Dirt, mud, gravel or aggregate tracked onto paved, public streets must be removed as soon as practical.

Upon notification of violation of these conditions, the owner of said roads shall have ten (10) days from the date of the notice to bring the streets into compliance, as outlined in Section 8.20.062 of this code. As specified in that section, one (1) twenty (20) day extension may be granted by the ~~code compliance officer~~Community Service Officer. Any additional extension shall be based on extraordinary circumstances and at the discretion of the ~~Community Development~~Police Department. In the event that

the road is not timely brought into compliance, the city shall have recourse to all enforcement options enumerated within title 8.20 of this code.

8.20.190 Removal of snow and ice.

- A. Sidewalks. Owners and/or occupants of property abutting a sidewalk shall, after a snowfall, remove snow, ice or slush from such sidewalks and maintain them free of the same. All persons or entities owning, occupying, or having control of certain premises, a building or an empty lot located within commercial zones in the city shall clear the sidewalks of snow, in front of or on the side of said premises, building or empty lot located adjacent to a public street after any snowfall accumulation by five (5:00) a.m. the following day. All persons owning, occupying, or having the control of premises, a residence, a building or empty lot located within all other zones in the City of Douglas shall cause such snowfall accumulation to be removed from sidewalks on the boundary of their premises, residence, building or empty lot within five (5) days. If any owner or occupant of the property fails to comply with this subsection, the city may, after a reasonable effort to contact the owner and/or occupant either in person or by telephone, have the snow ice or slush removed and charge the owner or occupant for the costs thereof, as provided in Section 8.20.070.
- B. Except as provided for in subsection C below, it is unlawful for any person to remove snow from private property and place the same on a public right-of-way or without adequate arrangements for the immediate removal thereof. For the purposes of this section, public right-of-way means the area on, below, or above a public roadway, highway, street, alley, bridge, sidewalk, or utility easement dedicated for compatible uses, but excepting therefrom any area between the sidewalk and the public roadway.
- C. Persons owning or leasing property within the commercial zone for the city, as defined by the official City of Douglas zoning map, shall be allowed to push the snow, ice, and slush from their sidewalk into the public street subject to the following conditions:
 - 1. The snow must be pushed into the street as provided for herein by five (5:00) a.m. on the following day of a snow;
 - 2. Snow may only be pushed into the streets from concrete or asphalt surfaces.

8.20.200 Weeds—Composting exception.

- A. For the purpose of this chapter, the following words and phrases shall have the meaning respectively ascribed to them by this section:
 - 1. "Native areas" means those areas adjacent to the city's open drainageways and areas of natural groundcover, and/or areas of extreme topography.
 - 2. "Drainageways" means a route or course along which water moves or may move to drain a region.
 - 3. "Wood plants" means perennial plant materials such as trees, shrubs, vines and groundcovers with woody fiber, which serve as desirable flora components of an urban landscape.
- B. Weed Removal. All premises and adjoining property, including the space between such property and the street and that portion of the alley adjoining such property, and the sidewalk areas abutting thereon, shall be maintained free from weeds and untended growth of vegetation in excess of ~~ten~~ **eight (108)** inches in height. The presence of such weeds may create a fire, safety or health hazard, or may attract vermin either on the property, on neighboring properties, or on both. All noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs, provided, however, this term shall not include cultivated flowers, gardens and lawns. Nothing in this subsection is intended to prohibit the use of tall, decorative grasses or plants as part of a landscaping or xeriscaping scheme.

Exception. Tracts of land greater than two (2) acres in size which are unsubdivided and unimproved and/or subdivided but unimproved, and under single ownership. Fire break required as per subsection C.

- C. Fire Break Required.

1. It is the duty of every owner of any lot, or parcel of ground in the city, to mow and maintain a ten (10) foot strip for a fire break between their private property and the native areas adjoining the property. ~~The width of the fire break shall be determined by the Community Development Department, and shall be based on the height, type and amount of growth, wind and geographical conditions, and type of exposure threatened~~.
 2. Tracts of land greater than two (2) acres in size which are unsubdivided or subdivided and unimproved and contiguous, and under single ownership shall be mowed a minimum of ten (10) feet from the property line into the property or twenty (20) feet when adjacent to residential neighborhoods ~~unless otherwise specified by the Community Development Department as per subsection C.1.~~
 3. Drainageways, excluding the North Platte River, shall be mowed a minimum of ten (10) feet extending out from the top of the bank. When drainageways are adjacent to residential neighborhoods, they shall be mowed a minimum of twenty (20) feet extending out from the top of the bank. Woody plants located within this area are exempt from having to be mowed. The code enforcement officer, for reasons of erosion, spoilage of natural groundcover, etc., can deem the mowing of the drainageway to be impractical, and exempt from the mowing requirement.
 4. Native areas and/or areas of extreme topography, as determined by the Community Development Department, and the natural vegetation contained therein, are exempt from the weed removal and height limitation provisions of this chapter with the exception of subsection C.1.
- D. Composting Exception. The provisions of subsection A. do not prohibit the maintenance of a compost pile on residential property, so long as the compost pile does not create a hazard and is:
1. Contained;
 2. Maintained so as not to produce offensive odors or attract flies or vermin;
 3. Located, insofar as reasonably possible, so that it is not visible from abutting properties or streets;
 4. Maintained in compliance with all rules, regulations and procedures that may be promulgated by the public works director.

8.20.205 Trees and shrubs.

A. Definitions. For this chapter, the following words and phrases shall have the following meanings:

1. ~~"Arborists" are herein defined as any person, firm, or corporation engaged in the business of cutting, trimming, pruning, spraying, injecting chemicals, or removing trees or shrubs for compensation.~~
2. ~~"City property" means all city-owned property, including parks, and dedicated rights of way and other real property.~~
3. ~~"Park trees" are hereby defined as trees, shrubs, bushes and all other woody vegetation in public parks and all areas owned by the city.~~
4. ~~"Public Nuisance" means any dangerous or unsafe tree or portions thereof on streets or alleys, in parks, on other public places, and private property, or posing a hazard thereof; any destructive or communicable disease or pestilence which endangers the growth, health, life, or well-being of trees or shrubs in the city.~~
5. ~~"Street trees" are hereby defined as trees on land lying between property lines on either side of all streets, avenues, alleys, or right of ways within the city.~~
6. ~~"Tree Topping" is described as the severe cutting back of limbs to stubs larger than three (3) inches in diameter within the crown to such a degree so as to remove the normal canopy and disfigure the tree.~~

B. Trees to be Trimmed. Every owner or occupant of any real property shall trim all trees on property owned or occupied by him which are overhanging the sidewalks, streets or alleys so that the branches

thereon will not interfere with pedestrians or public travel. Same shall be trimmed so that all parts shall be at least eight (8) feet above any sidewalk it may overhang. Same shall be trimmed so that all parts shall be at least fourteen (14) feet above any street or alley it may overhang.

If a tree, or any of its parts, adjoining boulevards, or alley ways, on private property in any way causes a hindrance to the general public, or in any way endangers the security and usefulness of any public street, highway, alley, utility, or sidewalk, the same is hereby declared a nuisance. The city shall issue a written notice requiring the owner or agent to correct or remove said nuisance within ten (10) days, unless such nuisance constitutes a traffic safety hazard, in which case the owner shall be required to abate the hazard within three (3) days. If the owner or agent does not correct said nuisance within the time specified, the city shall cause the same to be corrected or removed, and the costs thereof shall be billed to the property owner at a rate equal to one and one-half (1½) times or a citation will be issued by the code compliance officer.

- C. ~~Tree Topping.~~ It shall be unlawful for any person, firm, or city department to top any tree on public property. Trees severely damaged by storms or other causes, or certain trees under utility wires or other obstructions where proper pruning practices are impractical may be exempted from this ordinance at the determination of the Parks Department.
- D. ~~Hedges and Shrubbery.~~ Every owner or occupant of any real property shall trim all hedges and shrubbery adjacent to public sidewalks so that no part of said hedges and/or shrubbery shall extend over any part of a public sidewalk in the city and/or streets and alleys so that no part of said hedges and/or shrubbery shall extend over any part of a street or alley. In case of corner lots, there shall be no hedges or shrubbery within the triangle, having its sides fifteen feet (15) each way from the corner of said lot facing the two (2) streets, and there shall be no other plants over two feet (2) high within such triangle.
- E. ~~Injury to Trees or Shrubbery.~~ It is hereby declared unlawful for any person, not the owner thereof, or without lawful authority to do so, to willfully injure, destroy, deface, disfigure or demolish any fruit, shade or ornamental tree or shrub, growing, standing or being either on private ground or any street, parking area, public park or place within the city.
- F. ~~Attachment of Signs, Notices, Wires or Ropes.~~ It shall be unlawful to attach any sign, advertisement, or notice to any tree or shrub on city property. It shall be unlawful to attach any wire or rope to any tree or shrub in any public street, parkway, or other city property without the approval of the Parks Department.
- G. ~~Street Corners.~~ Trees and bushes shall be trimmed in a manner which does not prevent visibility at street corners or intersections.
- H. ~~Fire Hydrants.~~ Trees and bushes shall be trimmed in a manner which provides clear visibility of and accessibility to hydrants.
- I. ~~Existing Trees.~~ Trees in existence and growing at the date of the ordinance from which this section is derived shall be exempt from setback requirements.

8.20.210 Rodent and insect harborage.

- A. The interior of all buildings and structures shall be kept free from insect and rodent harborage and infestation where such infestation threatens the public health, safety or welfare. Where rodents or insects are found, they shall be promptly exterminated by approved processes which will not be injurious to human health. After extermination, proper precautions shall be taken to eliminate insect and rodent harborage and prevent reinfestation.
- B. All exterior premises shall be kept free from infestation of insects, rodents and other noxious pests where such infestation threatens the public health, safety or welfare.
- C. Any person who maintains or permits the existence of the prohibited dangerous condition herein is in violation of the 1997 Uniform Code for the Abatement of Dangerous Buildings and the procedure for abatement of such condition shall be pursuant to such Code. Failure to comply with an order issued under such Code shall be a violation of Section 15.09.020 of the Douglas Municipal Code.

8.20.180-211 Sidewalks, driveways and parking lots.

The Public Works Department shall determine which sections to noticed for this section 8.20.201 and the Community Service Officer shall enforce this section 8.20.201.

- A. All sidewalks, walkways, stairs, driveways, parking lots and similar areas shall be kept in a proper state of repair, and maintained free from hazardous conditions.
- B. It is unlawful to allow dirt, rubbish or refuse of any kind to be thrown, swept or pushed into the street adjacent to any store or place of business by the owner, manager or any employee or agent thereof. Each business establishment is held responsible for keeping the sidewalk and gutter adjacent to such building free of any accumulation of dirt, papers or refuse.

8.20.180-212 Vacant and occupied structures and land.

The Building Official/Inspector under the supervision of the Community Development Director shall enforce this section 8.20.202.

All property or premises, vacant or occupied, shall be maintained in a clean, safe, secure and sanitary condition so as not to adversely affect health and safety. All doors, windows and other openings of vacant structures shall be secured to prevent unauthorized entry. Any person who maintains or permits the existence of the prohibited dangerous condition herein is in violation of the 1997 Uniform Code for the Abatement of Dangerous Buildings and the procedure for abatement of such condition shall be pursuant to such Code. Failure to comply with an order issued under such Code shall be a violation of Section 15.09.020 of the Douglas Municipal Code.

8.20.215 Interior sanitation.

The Building Official/Inspector under the supervision of the Community Development Director shall enforce this section 8.20.215.

- A. The interior of every building or structure shall be maintained free from any unsafe or unsanitary accumulation of refuse and garbage.
- B. All sanitary facilities shall be installed and maintained in a safe and sanitary condition.
- C. Any person who maintains or permits the existence of the prohibited dangerous condition herein is in violation of the 1997 Uniform Code for the Abatement of Dangerous Buildings and the procedure for abatement of such condition shall be pursuant to such Code. Failure to comply with an order issued under such Code shall be a violation of Section 15.09.020 of the Douglas Municipal Code.

8.20.220 Structure exteriors, accessory structures, fences and walls.

The Building Official/Inspector under the supervision of the Community Development Director shall enforce this section 8.20.220.

- A. Structure exteriors, including fences and walls, shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to public health, safety or welfare.
 - 1. All overhang extensions including, but not limited to canopies, marquees, signs, metal awnings, fire escapes, standpipes and exhaust ducts shall be maintained in good repair and be properly anchored so as to be kept in good condition.
 - 2. Exterior stairways, decks, porches and balconies, and all appurtenances attached thereto, shall be maintained structurally sound, and in good repair.
 - 3. All chimneys, cooling towers, smoke stacks, and similar appurtenances shall be maintained structurally safe and sound, and in good repair.
 - 4. Basement hatchways that provide access shall be equipped with devices that secure the unit from unauthorized entry. Such basement hatchways shall also be maintained to prevent the entrance of rodents, rain and surface water.
- B. All accessory structures, including detached garages, fences and walls, shall be maintained structurally sound and in good repair.

- C. Any person who maintains or permits the existence of the prohibited dangerous condition herein is in violation of the 1997 Uniform Code for the Abatement of Dangerous Buildings and the procedure for abatement of such condition shall be pursuant to such Code. Failure to comply with an order issued under such Code shall be a violation of Section 15.09.020 of the Douglas Municipal Code.

8.20.230 Dilapidated structures.

The Building Official/Inspector under the supervision of the Community Development Director shall enforce this section 8.20.230.

Buildings or structures that are so deteriorated, damaged, dilapidated, or in need of repair so as to present a threat to the public health, safety and welfare of the community constitute a nuisance and shall be abated by repair, rehabilitation or demolition as provided in Chapter 15.09 of this code.

8.20.13240 Protection for excavations.

The Building Official/Inspector under the supervision of the Community Development Director shall enforce this section 8.20.240.

It is unlawful to make any excavation, dig any hole, drain, ditch or other opening without providing proper protection by a fence or suitable safety obstruction around such excavation in such a manner as to prevent persons or vehicles from falling into the same. Such fences or safety obstructions shall be readily visible at any time of the day or night by pedestrians, motorized and nonmotorized traffic.

Section 2. Section 10.48.070 of the Douglas Municipal Code is hereby amended to read as follows:

10.48.070 Parking of recreational and utility vehicles and trailers on public streets.

The purpose of this section is to address health, safety, and welfare concerns related to snow removal, street sweeping, traffic movement, ingress and egress from private property on to public right-of-ways, police observation of property, masking the presence of abandoned or inoperable vehicles, property values, and blight. The ~~Code Compliance~~Community Service Officer shall have the authority declare a nuisance and enforce items listed in this section.

"Unit" means a recreational vehicle, recreational trailer, motor home, bus, detached camper, boat, construction trailer, utility trailer, horse trailer, oversize vehicle, or similar vehicle or trailer.

- A. Not more than one (1) unit may be parked within the paved portion of a public street adjacent to a building site and/or to the property to which the unit registration displays.
- B. Units must be legally registered and have the ability to be moved under their own power or the power of a motorized vehicle.
- C. Units shall not be parked in a manner that creates a vehicular or pedestrian traffic hazard.
- D. No units described in this section shall be parked on any arterial street.
- E. None of the units described in this section shall be used for dwelling or residential purposes.
- F. Short term parking, of no more than three (3) consecutive days of any thirty-day period, of units as defined in this section, is permitted provided such parking does not constitute a safety hazard, does not create a nuisance, and does not conflict with provisions of this Code. Any parking in excess of this time period is prohibited and is considered a nuisance.
- G. Construction units may be parked at a site, other than that which it is registered to, where it is actively being utilized as part of a working construction site for which a building permit has been issued. The unit shall be removed as soon as its use is deemed unnecessary by the ~~Code Compliance Officer~~Building Official. Construction units shall not create a safety hazard, create a nuisance, or conflict with provisions of this Code.

Section 3. Section 12.20 of the Douglas Municipal Code is hereby amended to read as follows:

12.20.010 Purpose of chapter.

- A. The city recognizes the substantial economic, environmental, aesthetic and public health benefits of trees within the community. It is the policy of the city to protect and enhance the community's urban forest. The purpose of this chapter is to promote and protect the safety of persons and property by providing for the regulation of the planting, maintenance, and removal of trees, shrubs, and other plants within the city.
- B. The requirements of this chapter will not be deemed to impose any liability for damages or duty of care and maintenance upon the city or any of its officers, agents or employees.
- C. To promote the above purpose, the city shall employ a person known as the City Arborist who shall have the power to establish standards and specifications for the protection, planting, pruning, treatment, removal or any maintenance of trees located upon the right-of-way of any street, alley, sidewalk or other city owned property in the city and concerning the performance of such work on public or private property within the city.
- D. The Community Service Officer shall enforce this chapter with the guidance of the City Arborist.

12.20.015 Trees as Community Infrastructure.

- A. Trees are essential ecological, cultural and socioeconomic resources for the City, its residents and visitors. The benefits provided by a diversified and abundant community forest are many and include:
 - 1. Releasing oxygen and capturing air pollutants and carbon dioxide;
 - 2. Maintaining slope stability and preventing erosion;
 - 3. Filtering stormwater and reducing stormwater runoff;
 - 4. Reducing energy demand and the urban heat island effect through shading of buildings and impervious areas;
 - 5. Providing visual screening and buffering from wind, light, and noise;
 - 6. Sustaining habitat for birds and other wildlife;
 - 7. Providing a source of food for wildlife and people;
 - 8. Maintaining property values; and
 - 9. Contributing to the community health, appeal, beauty, character, and heritage of the City.
- B. Given the importance of the benefits provided by trees, the City hereby recognizes public and private trees, in both development and non-development situations, as important community infrastructure.
- C. Subsection (b) of this section shall not be interpreted to impact any law or regulation that authorizes or requires the maintenance or removal of any tree within the City.

12.20.020 Definitions.

As used in this chapter:

- "Arborists" are herein defined as any person, firm, or corporation engaged in the business of cutting, trimming, pruning, spraying, injecting chemicals, or removing trees or shrubs for compensation.
- "City Arborist" means the manager or director of the Parks Department or designee who also maintains certification through the International Society of Arboriculture (ISA).
- "City Property" means all city-owned property, including parks, and dedicated rights of way and other real property.
- "Development" means any man-made change to improved or unimproved real property, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation, or drilling operations.
- "Downtown" means the boundary of the Designated Main Street Overlay District as defined in Title 16, Chapter 4.

Commented [CC1]: Do we want this language?

Commented [CC2R1]: Jacob: I would keep this.

Commented [CC3R1]: Brandon: To promote the above purpose, the city shall employ a person known as the City Arborist who shall establish standards and specifications for the protection, planting, pruning, treatment, removal or an maintenance of trees located upon the right-of-way of any street, alley, sidewalk or other city owned property and concerning the performance of such work on public or private property within the city.

Commented [CC4]: Do we want this section?

Commented [CC5R4]: Jacob: Keep this as well. It allows for the city arborist to delegate all work on aforementioned trees.

Commented [CC6]: Jacob: You could further define "arborist" as a person who is currently a "Certified Arborist" through the International Society of Arboriculture (ISA). This would mean the companies would need to provide this documentation when applying for a license for tree work. This might require the city arborist to be certified as well. You could have that reflected in the definitions section for that position.

"Hazard" refers to a tree with structural defects that increase the likelihood of failure, posing a risk of property damage or personal injury, and can be identified by signs like cracks, dead branches, leaning, or signs of decay.

"Maintenance" shall mean any and all work performed on trees including, but not limited to, planting, watering, pruning, removing, stump grinding, treating for insects or diseases, protecting and enhancing soils, and preserving and protecting trees during construction.

"Noxious Tree" means a tree that is designated a "designated noxious weed" by the Wyoming Weed and Pest Control Act, Wyoming Statute § 11-5-101, et seq.

"Park trees" means trees, shrubs, bushes and all other woody vegetation in public parks and all areas owned by the city.

"Parkway" means the area between the sidewalk and the curb that may include trees and other vegetation. Responsibility for maintenance and care of the parkway lies with the adjacent property owner/resident.

"Private Property" means all land and improvements, including fixtures and appurtenances, located within the property lines of a property.

"Property Owner" shall mean any person or entity having a legal or equitable interest in real property and its fixtures and appurtenances, including the interests of a tenant or lessee.

"Public Right-of-Way" shall mean the entire area between the curb, or street where no curb exists, and the property line of a property and between the centerline of the alley and property line of a property.

"Public Nuisance" means any dangerous or unsafe tree or portions thereof on streets or alleys, in parks, on other public places, and private property, or posing a hazard thereof; any destructive or communicable disease or pestilence which endangers the growth, health, life, or well-being of trees or shrubs in the city.

"Responsible Party" shall mean the property owner or an entity or person who, acting as an agent for or in any other legal capacity on behalf of the owner, has authority over property subject to this chapter or who is responsible for the maintenance or management of said property.

"Street trees" means trees, shrubs, bushes and all other woody vegetation on land lying between property lines on either side of all streets, avenues, alleys or rights-of-way with the city.

"Tree" or "trees" shall mean any perennial woody plant, usually, but not necessarily, single stem and long-lived with a height greater than overall spread.

"Tree Topping" means the severe cutting back of limbs to stubs larger than three (3) inches in diameter within the crown of the tree to such a degree as to remove the normal canopy and disfigure the tree.

12.20.030 Parks/recreation/cemetery division.

- A. Duties and Responsibilities. The parks/recreation/cemetery division of the public works department shall be responsible for the development and administration of a written plan for the care, preservation, pruning, planting, replanting, removal or disposition of trees and shrubs in parks, along streets and in other public areas, and to prepare an annual update of said plan for presentation to the city council for their acceptance and approval. The approved plan shall constitute the official comprehensive city tree plan for the city. The division, when requested by the city council, shall report, and/or make recommendations on any special matter or question coming within the scope of its work.
- B. Operation. The parks/recreation/cemetery division operates within the guidelines for all employees as set forth in the city human resources policies and procedures and the city health and safety policy. The city administrator and the public works director shall serve in an advisory capacity to the parks/recreation/cemetery division as it relates to the provisions of this chapter.

12.20.035 Responsibility for trees in the public right-of-way.

- A. Public Right-of-Way. The city shall be responsible for identifying and remediating identified hazardous conditions within the public right-of way. The responsible party of property abutting the public right-of-way shall have the duty to maintain all trees and landscaping on the abutting portions of the public right-of-way.
- B. Downtown. The city recognizes the significance of its downtown relative to the community's economy, culture and history, and supports trees and landscaping features to enhance the vitality of downtown. The city shall be responsible for the planting, care, maintenance, and removal of trees in the public right-of-way within the Designated Main Street Overlay District as defined in Title 16, Chapter 4.
- C. Written Agreements. A written agreement may establish responsibility for trees located on public rights-of-way as the responsibility of the city or another entity such as a homeowner's association or special district. This written agreement shall be approved by the city arborist and the city attorney's office and filed with the city clerk. This written agreement shall not be provided to individual property owners.

12.20.040 Street tree specifications.

- A. The planting of street trees shall comply with the specifications found in Section 5.5.3 of the Unified Land Development Code (Title 16).

12.20.045 Plantings Outside Property Lines.

B. Plantings Outside Property Lines.

- 1A. No trees or shrubs shall be planted, grown, cultivated, maintained or permitted to be in, or on, that portion of any intersection which lies within the right angle formed by the projection of two (2) corner property lines. In case of corner lots, there shall be no trees, hedges or shrubbery within the triangle, having its sides fifteen feet (15) each way from the corner of said lot facing the two (2) streets, and there shall be no other plants over two feet (2) high within such triangle.
- 2. No hedges or similar plantings exceeding three (3) feet in height shall be permitted between the property line and the nearest street or curb line at any point within twenty (20) feet of the street or curb line of the intersecting street.
- 3B. In all districts specified for the installation of a sidewalk adjacent to the curb, in accordance with the provisions of this chapter, no trees or shrubs shall be planted at a distance less than five and one-half (5½) feet of the nearest curb or street line.
- 4C. In all areas where the sidewalk is not adjacent to the curb, the planting of any trees or shrubs outside of the property line shall be in accordance with the regulations of the parks/recreation/cemetery division of the public works department.
- D. Existing Trees. Trees in existence and growing at the date of the ordinance from which this section is derived shall be exempt from setback requirements.

12.20.047 Permit required for planting or removal of trees in public places—Application—Inspection.

- A. It shall be unlawful for any person to plant, remove, destroy or cause to be planted, removed or destroyed any tree within the public right-of-way of any street or sidewalk, or upon other city-owned property within the city without having first obtained a written permit. For purposes of this section, "within the public right-of-way of any street or sidewalk, or upon other city-owned property" shall not include trees located on private property that encroach upon or overhang public property. Owners of properties adjoining alley rights-of-way may cut, trim, prune or remove trees located within such rights-of-way without a permit.
- B. Any person desiring to plant, remove or destroy any tree within the public right-of-way of any street or sidewalk, or upon other city-owned property within the city, must first file a written application for a permit at the office of the city arborist, if a permit is required under this section. This application is available from the city arborist and it must set forth the name and address of the applicant, the name and address of the person doing the work, the kind or species of tree to be planted, removed or

Commented [CC7]: This puts the hazard mitigation responsibility on the City.

Commented [CC8R7]: Brandon: I struggle with "identifying and remediating any hazardous conditions". Its so hard to perfectly identify all conditions that could be a potential hazard. Maybe something like reported hazards? Because identifying "any" would involve daily inspections of all trees.

Commented [CC9R7]: Changed the word "any" to "identified."

Commented [CC10]: The City Council direction is that the City take on the complete responsibility and maintenance of the trees in the right-of-way. This language along with the first sentence splits the duties between the City and the adjacent property owner.

Commented [CC11]: Worried about the ability to maintain these agreements long-term. Comfortable if this is a designated area of town (HOA, District, etc.).

destroyed and the location of the same, together with such other information as the city arborist shall require.

- C. The applicant must, at the time of making the application, agree in writing, in all respects, to hold the city harmless and protect the city and the public at all times in connection with the planting, removal or destruction of any tree to be planted, removed or destroyed under such permit.
- D. The city arborist shall inspect the location of the tree to be planted, removed or destroyed, and if, in his or her opinion, it is desirable that such tree be planted, removed or destroyed, as the case may be, the city arborist shall issue a permit. Such permit shall set forth the name of the person who shall perform the work, the location at which the tree is or shall be located and any conditions or requirements made by the city arborist in connection therewith.

12.20.050 Maintenance.

- A. The parks/recreation/cemetery division shall have the right to plant, prune, maintain and remove trees, plants and shrubs within the lines of all streets, alleys, avenues, parks and other public property, as may be necessary to ~~insure~~ensure public safety, to minimize the potential for damage to vehicles and equipment, or to preserve or enhance the symmetry and beauty of such public property. The parks/recreation/cemetery division may cause or order to be removed any tree or part thereof which is in an unsafe condition or which by reason of its nature is injurious to sewer lines, water lines, or other public improvements, or is infected with any injurious fungus, insect or other pest.

This section does not prohibit the planting of street trees by adjacent property owners providing that the selection and location of said trees is in accordance with Section 12.20.040, Section 12.20.045, and Section 12.20.047.

- B. Tree Topping. It shall be unlawful for any person, firm, or city department to top any tree on public property. Trees severely damaged by storms or other causes, or certain trees under utility wires or other obstructions where proper pruning practices are impractical may be exempted from this ordinance at the determination of the Parks Department. It is unlawful as a normal practice for the parks/recreation/cemetery division or any other person or firm, to top any street tree, park tree, or other tree on public property. Trees severely damaged by storms or other causes, or certain trees located under obstructions where other pruning practices are impractical, may be exempted from this chapter at the determination of the parks/recreation/cemetery division.
- C. Pruning, Corner Clearance. Every owner of any tree overhanging any street or right-of-way within the city shall prune the branches so that such branches shall not obstruct the light from any street lamp or obstruct the view of any street intersection and so that there shall be a clear space of eight (8) feet above the surface of any sidewalk and fourteen (14) feet above the surface of any street or alley. Said owners shall remove all dead, diseased or dangerous trees, or broken or decayed limbs which constitute a menace to the safety of the public. The ~~parks/recreation/cemetery division~~city shall have the right to prune any tree or shrub on private property when it interferes with the proper spread of light along the street from a street light or interferes with visibility of any traffic control device or sign.
- D. Street Corners. Trees and bushes shall be trimmed in a manner which does not prevent visibility at street corners or intersections.
- E. Fire Hydrants. Trees and bushes shall be trimmed in a manner which provides clear visibility of and accessibility to hydrants.
- F. Removal of Stumps. All stumps of street trees and park trees shall be removed below the surface of the ground so that the top of the stump shall not project above the surface of the ground.

12.20.055 Public Nuisance.

- A. Public Nuisance. If a tree, or any of its parts, adjoining boulevards, or alley ways, on private property in any way causes a hindrance to the general public, or in any way endangers the security and usefulness of any public street, highway, alley, utility, or sidewalk, the same is hereby declared a nuisance. The city shall issue a written notice requiring the owner or agent to correct or remove said nuisance within ten (10) days, unless such nuisance constitutes a traffic safety hazard, in which case the owner shall be required to abate the hazard within three (3) days. If the owner or agent does not correct said

nuisance within the time specified, the city shall cause the same to be corrected or removed, and the costs thereof shall be billed to the property owner at a rate equal to one and one half (1½) times the total abatement cost or a citation will be issued by the Community Service Officer.

- ~~DB.~~ Hedges and Shrubbery. Every owner or occupant of any real property shall trim all hedges and shrubbery adjacent to public sidewalks so that no part of said hedges and/or shrubbery shall extend over any part of a public sidewalk in the city and/or streets and alleys so that no part of said hedges and/or shrubbery shall extend over any part of a street or alley. In case of corner lots, there shall be no hedges or shrubbery within the triangle, having its sides fifteen feet (15) each way from the corner of said lot facing the two (2) streets, and there shall be no other plants over two feet (2) high within such triangle.

12.20.060 Right of entry.

- A. In the case of an emergency or where the city arborist has determined an immediate threat to public safety, the city arborist shall have the authority to take any action or abatement necessary to eliminate the threat to public safety.

12.20.065 Tree Protection, Damages.

- A. Injury to Trees or Shrubbery. It is hereby declared unlawful for any person, not the owner thereof, or without lawful authority to do so, to willfully injure, destroy, deface, disfigure or demolish any fruit, shade or ornamental tree or shrub, growing, standing or being either on private ground or any street, parking area, public park or place within the city.
- B. Attachment of Signs, Notices, Wires or Ropes. It shall be unlawful to attach any sign, advertisement, or notice to any tree or shrub on city property. It shall be unlawful to attach any wire or rope to any tree or shrub in any public street, parkway, or other city property without the approval of the Parks Department.
- C. Construction Protection. Trees on city property shall be protected during construction projects.

12.20.070 Replacement of Mature Trees.

Dead or Diseased Tree Removal on Private Property.

- 1.— Declaring a Nuisance. The parks/recreation/cemetery division shall have the right to cause the removal of any dead or diseased trees on private property within the city when such trees constitute a hazard to life and property, or harbor insects or disease that constitute a potential threat to other trees within the city by declaring said trees a nuisance.
 - 2.— Notice to Abate. The parks/recreation/cemetery division will provide the appropriate written notice to owners to abate such trees at their own expense within sixty (60) days after the date the notice is served.
 - 3.— Abatement by City. In the event owners fail to comply with the provisions of the notice to abate, the city shall have the authority to take such action as necessary to remove such trees. The cost of removal shall be assessed against the property, which constitutes a lien against the property.
- E.— Removal of Stumps. All stumps of street trees and park trees shall be removed below the surface of the ground so that the top of the stump shall not project above the surface of the ground.
- FA. Replacement of Mature Trees. In the event of development that may infringe upon mature trees, the following considerations are to be implemented:
1. The City Arborist shall review the plans for all developments proposed through the community development department. The purpose of their review will be to determine whether or not there are existing trees that may be affected by such development. They will determine the approximate age of such tree(s), the historic significance of such tree(s), the approximate monetary value of such tree(s), and provide a recommendation on whether or not the development needs to be modified to avoid removal of such tree(s). If no City Arborist exists then the City shall contact a representative of the State Forestry Office who shall perform the same functions as stated within this section.

2. If it is determined that any tree(s) will need to be removed, the developer shall contribute funding to the city's tree planting budget in an amount equal to the value of the tree(s) to be removed as determined by the City Arborist, using established tree valuation calculations but not to exceed one thousand dollars (\$1,000.00) per tree. This amount shall be earmarked for tree replacement along public rights-of-way. In the absence of a City Arborist, a State Forestry arborist will be contacted to determine the value.

12.20.060-075 Compliance with chapter—Enforcement.

- A. Interference with Parks/Recreation/Cemetery Division. It is unlawful for any person to prevent, delay or interfere with the parks/recreation/cemetery division, or any of its agents, while engaging in the planting, cultivating, mulching, pruning, spraying, or removing of any street trees, or park trees, or trees on private grounds, as authorized in this chapter.
- B. Licensing. It is unlawful for any person or firm to engage in the business or occupation of pruning, treating, or removing street trees or park trees within the city without first applying for and procuring the appropriate contractor's license in accordance with the provisions in Chapter 5.36 of the Douglas Municipal Code. However, no license shall be required of any public service company or city employee doing such work in the pursuit of their public service endeavors. Before any license shall be issued, the applicant shall provide proof of liability insurance in the minimum amounts of fifty thousand dollars (\$50,000.00) for bodily injury and one hundred thousand dollars (\$100,000.00) for property damage, indemnifying the city from any person injured or damage resulting from the pursuit of such endeavors as herein described.
- C. Review by City Council. The city council shall have the right to review the conduct, acts and decisions of the parks/recreation/cemetery division. Any person may appeal any ruling or order of the parks/recreation/cemetery division to the city council, who may hear the matter and make final decision.
- D. Penalty. Any person violating any provision of this chapter shall, upon conviction or a plea of guilty, be subject to a fine not to exceed seven hundred fifty dollars (\$750.00).

12.20.080 Notice.

- A. Notice of Violation. The Community Service Officer shall give written notice to the responsible party of any property to correct any condition in order to comply with the terms of this chapter. The notice shall describe the property affected and set forth the action to be taken by the responsible party. The notice shall also prescribe a time for compliance. The notice shall be conspicuously posted upon the affected property or deposited in the United States mail, addressed to the owner of record at the address on the assessment roll of the Converse County Assessor.
- B. Failure to Comply. Should the responsible party of any property refuse or fail to comply with the terms of a notice during the time prescribed, the city or its designee may enter upon the premises and remove, treat or otherwise care for trees and vegetation in order to correct the existing condition in the interest of safety to the general public. In the event that the city is required to perform any corrective work on the premises, the costs thereof shall be assessed against the responsible party.
- A-C. Abatement and Costs. If the city abates a violation on private property or on the public right-of-way, the city arborist or designee will notify the responsible party of the cost of abatement by United States mail addressed to the owner of record at the address on the assessment roll of the Converse County Assessor. The costs of abatement shall include all direct and indirect costs abatement including, but not limited to, manpower, equipment, expenses and administrative costs incurred by the city. Such costs shall be due and owing from the property owner to the city. Such costs, expenses and fees may be collected in any manner prescribed by law.

12.20.090 Violation—Penalty.

Any person who violates the provisions of this chapter will be deemed guilty of a misdemeanor, punishable pursuant to the general penalty provision of the city code.

PASSED AND APPROVED ON FIRST READING this _____ day of _____, 2025.

PASSED AND APPROVED ON SECOND READING this _____ day of _____, 2025.

PASSED, APPROVED AND ADOPTED ON THIRD AND FINAL READING this _____ day of _____, 2025.

Attest:

Kim Pexton, Mayor

Sonya Ortega, City Clerk

Published: _____

ATTESTATION

I, Sonya Ortega, the Clerk of the City of Douglas, Wyoming, do hereby attest and state that the above ordinance was published/posted in the manner required by law and that all procedures required by Wyoming State law were complied with.

Sonya Ortega, City Clerk



Wyoming State Forestry Division

Urban and Community Forestry Program (U&CF)



*Wyoming State Forestry Division
5500 Bishop Blvd.
Cheyenne, WY 82002*

*Jacob Mares
U&CF Program Manager*

*Brady McNaughton
Community Resource Forester*

4/1/2025

To: Douglas City Council

Dear Council Members,

As you consider the proposed ordinance change that would transfer responsibility for right-of-way trees to the City of Douglas, I urge you to carefully evaluate the potential financial and operational impacts this decision may have on the city and its residents.

Shifting tree maintenance from private property owners to the city could lead to significant cost increases. Potentially, the city would need to allocate additional funds for regular tree care, including pruning, removal of hazardous trees, and replacement plantings. This expanded responsibility would likely require additional staff or increased workload for existing city crews, as well as new equipment, vehicles, and supplies to properly manage tree maintenance across all public rights-of-way.

With these new responsibilities, the city may also face increased liability for damages caused by falling branches, tree-related accidents, or failure to adequately maintain trees. This could result in higher insurance costs and potential legal expenses.

Ultimately, these increased costs—whether for personnel, equipment, insurance, or tree maintenance—may necessitate budget adjustments, reallocation of existing funds, or potential tax increases to cover expenses. I encourage the council to thoroughly assess the financial implications and explore whether alternative solutions, such as cost-sharing programs or phased implementation, might better serve both the city and its residents.

Thank you for your time and consideration. I appreciate your dedication to making informed decisions that balance fiscal responsibility with the well-being of your community.

If you would like additional information or have any questions, please give me a call at (307)777-3626. We are pleased to assist you in any way we can.

Sincerely,
Jacob Mares,
Urban and Community Forestry Program Manager



Agenda Item Report

City Council – April 14, 2025

Item

Ordinance No. 1052: An Ordinance Amending Sections 8.20.080 Pertaining to Minimum Fines For Certain Nuisance Related Code Violations, first reading

Responsible Staff Contact

Recommendation

Executive Summary

Background

Alignment to Strategic Doing (SD) and/or Other Plans

SD Commitment
SD Commitment Strategy
SD Commitment KPI
SD Outcome
SD Outcome Strategy
SD Outcome KPI
2014 Master Plan
2015 Downtown Master Plan

Budget/Fiscal Impact

Fund/Department
Project/Line Item(s)
Budgeted Amount
Anticipated Amount

Action Requested/Recommended Motion

Attachments

1. ORD 1052 Nuisance Penalties

ORDINANCE NO. 1052

AN ORDINANCE AMENDING SECTIONS 8.20.080 PERTAINING TO MINIMUM FINES FOR CERTAIN NUISANCE RELATED CODE VIOLATIONS

WHEREAS, the governing body of the City of Douglas finds and determines that the following changes and clarifications need to be made in regard to the City of Douglas Municipal Code; and

WHEREAS, the City has undertaken significant effort to calculate its administrative costs in investigating, noticing, and abating nuisances in the City, and the amended minimum fines reflect the actual costs to the City in investigating and prosecuting nuisance matters; and

WHEREAS, consideration has been given to ensure fairness to all City of Douglas residents and make new regulations reasonable.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF DOUGLAS, WYOMING:

Section 1. Section 8.20.080 of the Douglas Municipal Code is hereby amended to add Subsection D, which reads as follows:

D. For violations of Sections 8.20.160, 8.20.200, 8.20.210, 8.20.215, and 8.20.230 of the Douglas Municipal Code, the following minimum fines shall be imposed. For the first offense resulting in conviction, the minimum fine shall be two hundred and fifty dollars (\$250). On a second offense resulting in conviction or subsequent conviction within five (5) years, the minimum fine shall be four hundred and fifty dollars (\$450).

PASSED AND APPROVED ON FIRST READING this _____ day of _____, 20____.

PASSED AND APPROVED ON SECOND READING this _____ day of _____, 20____.

PASSED, APPROVED AND ADOPTED ON THIRD AND FINAL READING this _____ day of _____, 20____.

Kim Pexton, Mayor

Attest:

Sonya Ortega, City Clerk

Published: _____

ATTESTATION

I, Sonya Ortega, the Clerk of the City of Douglas, Wyoming, do hereby attest and state that the above ordinance was published/posted in the manner required by law and that all procedures required by Wyoming State law were complied with.

Sonya Ortega, City Clerk



Agenda Item Report

City Council – April 14, 2025

Item

Appointment of Voting Delegate and Alternate for WAM Summer Conference

Responsible Staff Contact

Recommendation

Appoint Delegate and Alternate

Executive Summary

Background

Alignment to Strategic Doing (SD) and/or Other Plans

SD Commitment
SD Commitment Strategy
SD Commitment KPI
SD Outcome
SD Outcome Strategy
SD Outcome KPI
2014 Master Plan
2015 Downtown Master Plan

Budget/Fiscal Impact

Fund/Department
Project/Line Item(s)
Budgeted Amount
Anticipated Amount

Action Requested/Recommended Motion

I move _____ be appointed voting delegate and _____ be appointed alternate voting delegate for the 2025 Summer WAM Conference

Attachments

1. Voting Delegate Memo1



Wyoming
Association of
Municipalities
Building Strong Communities

TO: **All Mayors/Clerk-Treasurers/Administrators-Managers**

FROM: Earla Checchi, Finance Manager

SUBJECT: **Voting Delegates for the 2025 WAM Summer Convention**

DATE: March 3, 2025

We are requesting that your municipality's governing body appoint its **Official Voting Delegate** and **alternate** to WAM's Summer Convention Business Meeting, held Thursday, June 12, 2025, in Cheyenne. Items that your Voting Delegate will be voting on may include WAM Presidential Election, Resolutions, and Membership Dues. **Any** individual member of the association is entitled to speak during the June business meeting. However, when a vote is taken on any action the official voting delegate, or the alternate, is the **only one allowed to vote** for the city or town. Any elected or appointed official/staff may be designated by the city/town as its official voting delegate.

Please complete the attached form and email, mail, or fax it to WAM by Friday, May 23, 2025. We appreciate your cooperation and prompt action on this matter to ensure that each municipality is represented by a person who has been duly authorized by your governing body to take an active role in the business meeting.

If you find your official delegate is not able to attend the conference at the last moment, you may re-appoint someone else. For this change to be accepted we do need the change **in writing**. You may send/fax it to the WAM office by **Friday, May 23** or your voting delegate may bring the written change/authorization to the convention and submit it to the WAM registration desk **by Wednesday, June 11 before 12:00pm**. After that time, changes will not be accepted.

Please contact us with any questions.

Ensure YOUR community has a VOICE and a VOTE at the June business meeting!

**WYOMING ASSOCIATION OF MUNICIPALITIES
2025 WAM SUMMER CONVENTION
OFFICIAL VOTING DELEGATE FORM**

The following person has been selected as the ***Official Voting Delegate*** for the 2025 WAM Summer Convention Business Meeting in Cheyenne, Thursday, June 12, 2025.

City/Town: _____

Name: _____

Title: _____

Alternate Delegate will be: _____

Title: _____

Date Approved by the City/Town Council: _____

Attest: _____ (City/Town Clerk)

PLEASE EMAIL, MAIL OR FAX TO WAM NO LATER THAN May 23, 2025.

315 West 27 Street, Cheyenne, WY 82001

Phone (307) 275-8376, Fax (307) 632-1942 or

Email to Earla Checchi at: checchi@wyomuni.org



Agenda Item Report

City Council – April 14, 2025

Item

Ordinance No. 1055: An Ordinance Creating Section 5.16.111--Prohibiting The Pledging Or Hypothecating Of A Retail Liquor License As Collateral And Further Amending Ordinance 5.16.110 To Strike Paragraph G. First reading

Responsible Staff Contact

Recommendation

Approve Ordinance 1055 as presented on first reading.

Executive Summary

The proposed ordinance affirms the City of Douglas' regulatory authority over the issuance, renewal, and transfer of retail liquor licenses by explicitly prohibiting the pledging or hypothecation of such licenses as collateral in private financial arrangements. This ordinance ensures that all liquor license decisions remain grounded in public interest and community welfare—not influenced by private financial obligations or expectations negotiated without City involvement.

By codifying this policy, the City reduces speculative practices that treat liquor licenses as assets to be traded, leveraged, or held for future financial gain. It sends a clear message that liquor licenses are not assignable property and cannot be used as collateral in financing agreements. The ordinance enhances transparency, protects City Council discretion, and reinforces that liquor licenses are privileges—not commodities.

Background

Background

Over time, it has become increasingly common for parties to use retail liquor licenses as financial instruments—pledging them as collateral, including them in asset portfolios, or negotiating their transfer in private transactions, such as foreclosures or business sales. These practices create false expectations and can place pressure on the City Council to act in accordance with private agreements made outside its authority.

Such scenarios undermine the City's responsibility to evaluate liquor license applications based on operational merit, community need, and alignment with the public interest. The proposed ordinance addresses this issue directly by disallowing the use of licenses as security for financial obligations, including leases, loans, or private transfer arrangements.

Purpose and Intent:

The ordinance is designed to:

Uphold the integrity of the liquor licensing process by removing undue influence from private financial arrangements.

Minimize speculative behavior that inflates the perceived market value of liquor licenses or encourages parties to acquire them for non-operational purposes.

Clarify expectations for current and future licensees, financial institutions, and business partners.

Preserve City Council authority as the sole decision-making body on license transfers and renewals.

- **Ordinance Provisions:**

- A formal prohibition on the pledging or hypothecation of a retail liquor license as collateral or a security interest.
- A declaration that liquor licenses are not assignable and cannot be used to satisfy financial obligations without express approval of the City Council.
- Clarification that the Council will not recognize, renew, or transfer a license based solely on claims asserted through foreclosure, bankruptcy, or private contracts unless all standard public licensing criteria are met.

Minimizing Speculation

By preventing financial institutions and private parties from treating liquor licenses as tradeable commodities, this ordinance helps minimize speculative acquisition and holding of licenses for reasons unrelated to actual business operation. This supports a fair and competitive licensing environment where the focus remains on active, responsible service to the community—not on private profit motives tied to the license itself.

Precedent and Alignment

This ordinance follows similar actions taken by other Wyoming municipalities—most notably the City of Gillette—which have adopted policies to discourage the financial entanglement of liquor licenses. By aligning with these efforts, Douglas strengthens its position in protecting public interests and preventing misinterpretation of the role and value of liquor licenses.

Conclusion

Adopting this ordinance protects the City’s regulatory authority, maintains the intended use of retail liquor licenses, and ensures that all licensing decisions are rooted in transparency, public interest, and operational integrity. Staff recommends approval of the proposed ordinance.

Alignment to Strategic Doing (SD) and/or Other Plans

SD Commitment

SD Commitment Strategy

SD Commitment KPI
SD Outcome
SD Outcome Strategy
SD Outcome KPI
2014 Master Plan
2015 Downtown Master Plan

Budget/Fiscal Impact

Fund/Department
Project/Line Item(s)
Budgeted Amount
Anticipated Amount

Action Requested/Recommended Motion

Approve Ordinance 1055 as presented on first reading.

Attachments

1. 1055 Retail License as Collateral

ORDINANCE NO. 1055

AN ORDINANCE CREATING SECTION 5.16.111 -- PROHIBITING THE PLEDGING OR HYPOTHECATING OF A RETAIL LIQUOR LICENSE AS COLLATERAL AND FURTHER AMENDING ORDINANCE 5.16.110 TO STRIKE PARAGRAPH G.

WHEREAS, the City of Douglas (City) Council finds and determines that the following clarifications need to be made in regard to the City of Douglas Retail Liquor License Ordinances; and

WHEREAS, the City of Douglas wishes to clarify for all parties that the pledging or hypothecating of liquor licenses shall not be allowed; and

WHEREAS, consideration has been given to ensure fairness to all City of Douglas residents and make new regulations reasonable.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF DOUGLAS, WYOMING:

Section 1. Section 5.16.111 is hereby created to read as follows:

Section 5.16.111 – Pledging or Hypothecating a Retail Liquor License as Collateral

- (a) It is the policy of the City of Douglas and its Governing Body that retail liquor licenses are to be made available to individuals and entities actively seeking to engage in lawful commercial operations within the city. Based on the experience of the Governing Body and the City’s historical context, it has become evident that retail liquor licenses have, at times, been pledged or hypothecated as collateral—either to acquire the license itself, to hold for future speculative use, or to artificially enhance a business’s financial position through perceived asset value. The Governing Body finds that such practices are contrary to the interests of the community and undermine the integrity and public purpose of liquor license regulation; and
- (b) Retail liquor licenses are privileges granted by the City and are not assignable. Accordingly, the City Council will not approve, renew, or transfer any retail liquor license to a person or entity asserting an interest in the license through a security agreement, lease arrangement, financial lien, or any other private financial obligation—unless such action is reviewed and approved by the City Council based on standard public licensing criteria. No private financial arrangement shall create any implied right or expectation of transfer.

Section 2. Paragraph G of Section 5.16.110 is stricken in its entirety.

PASSED AND APPROVED ON FIRST READING this _____ day of _____, 20_____.

PASSED AND APPROVED ON SECOND READING this _____ day of _____, 20_____.

PASSED, APPROVED AND ADOPTED ON THIRD AND FINAL READING this _____ day of _____, 20_____.

Attest:

Kim Pexton, Mayor

Sonya Ortega, City Clerk

Published: _____

ATTESTATION

I, Sonya Ortega, the Clerk of the City of Douglas, Wyoming, do hereby attest and state that the above ordinance was published/posted in the manner required by law and that all procedures required by Wyoming State law were complied with.

Sonya Ortega, City Clerk



Agenda Item Report

City Council – April 14, 2025

Item

Ordinance No. 1056: An Ordinance Of The City Council For The City Of Douglas, Wyoming Creating A New Chapter 2.34, Douglas Urban Renewal Agency Code 2.34, Douglas Urban Renewal Agency Code, Of Title 2, Administration And Personnel, Of The Code Of The City Of Douglas, Wyoming. First Reading

Responsible Staff Contact

JD Cox

Recommendation

Recommend approval of Ordinance on first reading.

Executive Summary

The proposed ordinance establishes an Urban Renewal Authority (URA) for the City of Douglas, in accordance with Wyoming Statutes § 15-9-101 through § 15-9-139. The URA will serve as the legal and administrative body responsible for identifying areas in need of revitalization, evaluating conditions of blight, and guiding redevelopment efforts in alignment with the City's long-term goals. With oversight from a locally appointed URA Board, this framework allows Douglas to strategically plan and execute projects that enhance public welfare, attract private investment, and ensure sustainable growth.

The immediate intent of this ordinance is to support the creation of a Tax Increment Financing (TIF) district that will help fund critical infrastructure to enable development. By capturing the future increase in property tax revenue generated within the project area, the URA can reinvest those funds to extend utilities, improve access, and make the site viable for housing and future development. This initiative positions Douglas to join three other Wyoming communities— Cheyenne, Laramie, and Evansville—to activate urban renewal tools to address local needs and unlock long-term economic opportunity.

Background

Urban Renewal

Urban renewal in Douglas is enabled under the Wyoming Urban Renewal Code (Wyo. Stat. § 15-9-101 through 15-9-139), which allows municipalities to revitalize underdeveloped or underutilized areas in the interest of public health, safety, and welfare.

Through this authority, the City can partner with developers to make long-term investments in infrastructure and site readiness—unlocking areas with untapped potential. A current example is the 7 Trails apartment site, where the extension of utilities and public improvements could catalyze much-needed housing and serve as a foundation for broader neighborhood revitalization.

Urban Renewal projects must meet statutory criteria, including evidence of “blight” as defined in Wyoming law. Once established, the Urban Renewal Authority (URA) works with City leadership, planning officials, and developers to guide the process and ensure transparency, accountability, and public benefit.

The URA Board and Its Role

In Wyoming, the Urban Renewal Authority (URA) Board is a public body composed of five commissioners appointed by the mayor with the consent of the governing body. Members are selected based on experience in community planning, urban renewal, and business management, and serve staggered terms to ensure institutional continuity.

The URA Board is responsible for overseeing all aspects of urban renewal initiatives. This includes preparing and adopting urban renewal plans, evaluating potential redevelopment sites, coordinating with developers and taxing entities, and ensuring that projects align with the City’s long-term development goals. The URA Board in Cheyenne serves as an example of how local URAs can direct revitalization efforts that enhance public welfare and foster economic growth. Establishing a URA Board in Douglas allows for local control and professional oversight of redevelopment strategies that are rooted in the needs of the community.

Tax Increment Financing (TIF)

Tax Increment Financing (TIF) is a strategic tool the City of Douglas can use through its Urban Renewal Authority to support redevelopment projects. It allows the City to capture the *increment*—the increase in property tax revenue generated by new development within a defined area—and reinvest those funds directly back into that project area.

Here’s how it works: when a TIF district is created, the current assessed value of properties within that district is frozen as the base. Property taxes from that base value continue to go to the usual taxing entities. As development occurs—such as at the proposed 7 Trails site—increased property values generate new tax revenue. That additional revenue, or increment, is then set aside to help finance improvements like infrastructure, site preparation, or utility extensions within the project area.

TIF is used nationwide as a tool to encourage redevelopment, but its impact and structure vary significantly based on a state’s tax policy, statutory limitations, and market context. In states with higher property tax rates, even modest increases in property value can create substantial increment revenues to support redevelopment.

Wyoming’s relatively low property tax rates, combined with conservative assessments, mean the increment grows more slowly—requiring more substantial or phased

development to be effective. Wyoming empowers local jurisdictions to create URAs with oversight from locally appointed boards. This offers flexibility but also requires strong local initiative and administrative capacity to implement.

Our consultants indicate that because of these factors, 25-year TIF timeframes are common in Wyoming. Additional increment generated during that time would be directed to the URA for reinvestment into project-related infrastructure. With this approach, Douglas would join Cheyenne, Laramie, and Evansville as only the fourth city in Wyoming to establish a URA.

Development Agreements

In Wyoming, a Development Agreement is a contractual arrangement between the Urban Renewal Authority (or City) and a private developer. It outlines the scope of the project, performance benchmarks, construction timelines, and eligible reimbursable expenses. These agreements protect the City from financial risk and ensure that public investment is tied to measurable private-sector commitments—such as the delivery of infrastructure, housing, or commercial space.

Importantly, in Douglas, any Development Agreement will also include provisions related to water availability and rights. As water remains a critical long-term concern across the region, the City is committed to ensuring that any proposed development addresses water infrastructure needs and incorporates an evaluation of water rights, availability, and long-term supply capacity as part of the project's feasibility.

For example, if the 7 Trails apartment development moves forward under a TIF structure, a Development Agreement would ensure that utilities are extended, roads are completed to City standards, and TIF funds are only used once specific milestones are met—with water planning integrated into the early project scope.

Proposed Urban Renewal Timeline

(Subject to refinement during Council and stakeholder discussions)

Date	Milestone
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April 2-8	City Manager met with County Commission, Assessor, and School Districts
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Apr 14	City Council – 1st Reading: Ordinance to establish URA
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Apr 28	City Council – 2nd Reading
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May 12	City Council – 3rd Reading / Final Adoption of URA Ordinance
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May 12	Blight Study approved by City Council
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May 12	URA Board appointed by City Council
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May–	URA Board organizational meetings & formation
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June	
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June	URA Board reviews Urban Renewal Plan & Project proposal
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June	Planning Commission reviews Plan & Project
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16	
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June	City Council reviews and considers adoption of Plan & Project
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23	
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June– Drafting & negotiation of Development Agreement (URA Board)
July
July Development Agreement presented to and approved by City Council

Frequently Asked Questions (FAQs)

How, when, and where is the tax increment collected?

Tax increment is collected only within a designated TIF project area—typically a few selected parcels. The current assessed value is set as the “base,” and taxes from that base continue to go to traditional taxing entities. As development increases property values, the incremental revenue above the base is redirected into a dedicated fund to support reinvestment within the project area.

How are Urban Renewal Projects initiated?

Projects are initiated through an application and review process conducted by the URA Board. To qualify, projects must meet the requirements under Wyoming Statute § 15-9-107, including a finding of blight and the potential for rehabilitation, conservation, or redevelopment that benefits the public’s health, safety, or welfare.

Does TIF impact tax mills or other taxing entities?

No. TIF does not reduce funding to schools, the county, or other entities. Base property tax revenues remain unchanged. Only the new revenue generated by increased property values—revenue that wouldn’t exist without redevelopment—is used to support project-related improvements.

-

Alignment to Strategic Doing (SD) and/or Other Plans

SD Commitment
SD Commitment Strategy
SD Commitment KPI
SD Outcome **PSE**
SD Outcome Strategy **Economic Growth & Business Development.**
SD Outcome KPI **PSE-03 & PSE-04**
2014 Master Plan
2015 Downtown Master Plan

Budget/Fiscal Impact

Fund/Department
Project/Line Item(s)
Budgeted Amount
Anticipated Amount

Action Requested/Recommended Motion

I move Ordinance ____ be approved on first reading.

Attachments

1. Ord 1056 URA

ORDINANCE NO. 1056

AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF DOUGLAS, WYOMING CREATING A NEW
CHAPTER 2.34, DOUGLAS URBAN RENEWAL AGENCY CODE, OF TITLE 2, ADMINISTRATION AND
PERSONNEL, OF THE CODE OF THE CITY OF DOUGLAS, WYOMING

WHEREAS, the City of Douglas desires to execute its authority under Wyoming Statute § 15-9-106, *et seq.*, and begin the process of urban renewal within its boundaries; and

WHEREAS, the rehabilitation, conservation, redevelopment, or a combination thereof of the area or areas is necessary in the interest of the public health, safety, morals or welfare of the residents of the municipality.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF DOUGLAS, WYOMING:

Section 1. That chapter 2.34, Douglas Urban Renewal Agency, of Title 2, Administration and Personnel, of the Code of the City of Douglas, Wyoming, is created as set out in this ordinance.

Chapter 2.34

DOUGLAS URBAN RENEWAL AGENCY

2.34.010 - Creation.

There is created pursuant to Wyoming Statute § 15-9-134 the Douglas Urban Renewal Agency. The Douglas Urban Renewal Agency may be referred to “agency” throughout this Chapter 2.34.

2.34.020 - Members—Term—Vacancies.

- A. Pursuant to Wyoming Statute § 15-9-134, the mayor, by and with the consent and advice of the local governing body, shall appoint a board of five (5) commissioners of the urban renewal agency selected on the basis of their interest in and knowledge of community planning, urban renewal, and business management.
- B. Any person may be appointed as commissioner if he or she resides within the area of operation of the agency (which shall have the same bounds of limits as the area of operation of the municipality) and is otherwise eligible for appointment under this chapter. The original appointment of commissioners shall be as follows: one for a term of one year; one for a term of two years; one for a term of three years; one for a term of four years; and one for a term of five years. Thereafter each appointment shall be for a term of five years.
- C. Each commissioner shall hold office until his or her successor is appointed and qualified. A certificate of the appointment or reappointment of any commissioner shall be filed with the clerk of the municipality and the certificate is conclusive evidence of the commissioner’s due and proper appointment.
- D. A commissioner shall receive no compensation for his or her services but is entitled to necessary expenses incurred in the discharge of his or her duties. No commissioner or other officer of any

urban renewal agency, board, or commission exercising powers pursuant to this chapter shall hold any other public municipal office for which compensation is received.

- E. The powers of the agency shall be exercised by the commissioners thereof. A majority of the commissioners constitute a quorum for all purposes. Action may be taken by the agency upon a vote of a majority of the commissioners present, unless the bylaws require a larger number. At the agency's first meeting, and then annually thereafter, the board of commissioners shall elect its officers. Each officer shall hold office for a term of one (1) year and until his or her successor is elected and qualified.
- F. A commissioner may be removed from office for inefficiency, neglect of duty, or misconduct in office only after:
 - 1. A hearing before the City Council.
 - 2. He or she has been given a copy of the charges at least ten (10) days prior to the hearing; and
 - 3. He or she has had an opportunity to be heard in person or by the counsel.

2.34.030 - Operations.

The operations of the agency shall be governed with bylaws approved by the governing body of the City of Douglas.

2.34.040 - Powers and duties.

The agency shall have the powers authorized and responsibility for the duties required through Wyoming Statute §15-9-101 *et seq.*

2.34.050 – Annual Reports

The agency authorized to transact business and exercise powers under this section shall file with the local governing body on or before May 31 of each year a report of its activities for the preceding calendar year. The report shall include a complete financial statement setting forth its assets, liabilities, income, and operating expenses as of the end of that calendar year. At the time of filing the report, the agency shall publish in a newspaper of general circulation in the community a notice to the effect that the report has been filed with the municipality and is available for inspection during business hours in the office of the clerk of the municipality and in the office of the agency.

2.34.060 – Voluntary conflicts of interest prohibited; disclosure of involuntary conflicts of interest; violation.

- A. No public official or employee of a municipality, or board or commission thereof, and no commissioner or employee of the agency created by this section shall voluntarily acquire any personal interest, direct or indirect, in any urban renewal project, or in any property included or planned to be included in any urban renewal project of that municipality or in any contract or proposed contract in connection with that urban renewal project.
- B. If the acquisition is not voluntary, the interest acquired shall be immediately disclosed in writing to the local governing body, and the disclosure shall be entered upon the minutes thereof. If any official, commissioner, or employee presently owns or controls, or owned or controlled within the preceding two (2) years, any interest, directly or indirectly, in any property which he knows is included or planned to be included in any urban renewal project, he or she shall immediately disclose this fact in writing to the local governing body.

- C. The disclosure shall be entered upon the minutes of the governing body, and no such official, commissioner, or employee shall participate in any action by the municipality, or board or commission thereof, or urban renewal agency, affecting the property. Any disclosure required to be made by this section to the local governing body shall concurrently be made to an urban renewal agency which has been vested with urban renewal project powers by the municipality pursuant to this chapter.
- D. Any violation of the provisions of this section constitutes misconduct in office as defined in Wyoming Statutes.

2.34.070 Dissolution and termination.

The agency shall continue in existence until dissolved by ordinance of the governing body; provided, however, that the agency and applicable sections of the city code pertaining to the agency and its board shall only be dissolved or terminated if there is no outstanding indebtedness of the agency or if adequate provision for the payment of such indebtedness is provided.

Section 2. That this ordinance shall be in full force and effect upon its approval and publication.

PASSED AND APPROVED ON FIRST READING this _____ day of _____, 20____.

PASSED AND APPROVED ON SECOND READING this _____ day of _____, 20____.

PASSED, APPROVED AND ADOPTED ON THIRD AND FINAL READING this _____ day of _____, 20____.

Kim Pexton, Mayor

Attest:

Sonya Ortega, City Clerk

Published: _____

ATTESTATION

I, Sonya Ortega, the Clerk of the City of Douglas, Wyoming, do hereby attest and state that the above ordinance was published/posted in the manner required by law and that all procedures required by Wyoming State law were complied with.

Sonya Ortega, City Clerk



Agenda Item Report

City Council – April 14, 2025

Item

Community Service Funding Agreement: Douglas Community Golf Club

Responsible Staff Contact

Recommendation

Executive Summary

This would ratify the agreement with Douglas Community Golf Club.

Background

Alignment to Strategic Doing (SD) and/or Other Plans

SD Commitment
SD Commitment Strategy
SD Commitment KPI
SD Outcome
SD Outcome Strategy
SD Outcome KPI
2014 Master Plan
2015 Downtown Master Plan

Budget/Fiscal Impact

Fund/Department
Project/Line Item(s)
Budgeted Amount
Anticipated Amount

Action Requested/Recommended Motion

I move the agreement with the Douglas Community Club be approved.

Attachments

1. Douglas Community Club



**Lease/Management Agreement between
City of Douglas, Wyoming
&
Douglas Community Club**

1. PARTIES. This Funding Agreement (hereinafter referred to as "Agreement") is made and entered into on this 14 day of April, 2025, by and between City of Douglas, Wyoming, a Wyoming municipal corporation (hereinafter referred to as "City"), whose address is 101 N. 4th Street, P.O. Box 1030, Douglas, Wyoming 82633, and Douglas Community Club, a non-profit Corporation (hereinafter referred to as "DCC"), whose address is PO Box 332, Douglas, Wyoming 82633.

WHEREAS, pursuant to WS § 15-1-103(a)(xlv) the City is authorized to contract with nonprofit corporations to provide human services for persons within its jurisdiction; and

WHEREAS, the DCC provides support and/or services to the members of the public within the City and the City Council has agreed to provide public funding as outlined within the terms and subject to the conditions set out in this Agreement; and

WHEREAS, the City of Douglas is the owner of the property hereinafter described; and

WHEREAS, Douglas Community Club desires to lease the property hereinafter described under this agreement for use as a public golf course.

NOW, THEREFORE, in consideration of the promises, agreements and mutual covenants made herein, it is agreed by and between the City of Douglas and Douglas Community Club as follows:

2. PREMISES. For and in consideration of the sum to be deposited annually by DCC in the Golf Course Operating Account ("Operating Account"), and the provision of management services as hereinafter provided, City does hereby lease, let and demise unto DCC a non-exclusive right to the real property commonly described as the Douglas Community Golf Course, further described as Lot 1, Golf Course Addition, City of Douglas, Wyoming, together with the buildings and related improvements erected thereon, with all of the rights, privileges, easements and appurtenances thereto according to the terms and conditions of this agreement, and further described as follows:

2.01. Parties acknowledge that the three golf cart storage buildings are privately owned and maintained by DCC. City will assume no responsibility for maintenance or repair of such buildings and DCC shall not utilize city funds for their maintenance, repair or replacement.

2.02. Parties agree to the allowance of one (1) dwelling unit, trailer or mobile home, for a caretaker or groundskeeper and his or her family at a location to be approved by City. Any such construction or installation is subject to all city codes pertaining to zoning, development, building and utility connection. City assumes no responsibility for insurance, maintenance, repair, installation or removal of such dwelling unit.

2.03. The Parties acknowledge that the City holds a 1.24 cfs water right from the North Platte River, with a priority date of May 26, 1965 (Permit #22594), to provide non-potable irrigation water to the golf course. This lease agreement includes the pump structure at the North Platte River and the water transmission

line from the river to the golf course, in accordance with the terms and conditions of the irrigation right as managed by the State Engineer's Office.

The City has established benchmarks for total withdrawals from the North Platte River system under the Platte River Recovery Implementation Program (PRRIP) and, through our WaterWise program, is developing separate benchmarks for large water users. The golf course currently irrigates approximately sixty (60) acres. Under the City's benchmark, the golf course is permitted to withdraw no more than 60,000,000 gallons annually, as measured by the master meter near the river.

During the non-irrigation season, The City's Benchmark under PRRIP is significantly limited. Therefore, water use by the golf course during this period should be kept to a minimum. The golf course must adhere to the PRRIP's irrigation season, withdrawing water from the North Platte River only between May 1 and September 30 each year. If the city anticipates exceeding the non-irrigation season PRRIP benchmark, the golf course will be notified and all pumping from the river shall cease until the irrigation season begins.

The amount of water permitted for withdrawal may be adjusted as needed to ensure the City remains within the benchmarks set by PRRIP. In future years, if annual diversions exceed the city-imposed benchmark, the golf course may be subject to additional charges, at the discretion of the city council, in accordance with the WaterWise tiered rate structure adopted by the council.

3. TERM. This Agreement shall be effective as of the 1st day of July, 2024, and shall continue until the 30th day of June, 2025 at which time the contract shall terminate. This Agreement may be renewed for additional one-year increments by mutual written agreement between the parties, unless otherwise cancelled by either party providing 30-day notice during the contract period.

4. COMPENSATION. City agrees to compensate DCC **Sixty Thousand Dollars (\$60,000.00)** during fiscal year 2024-2025 to cover annual staffing, operating, repair and maintenance costs for facility not recovered through green fees and other sources of income in accordance with the provisions of Section 4.03. below, subject to receipt of annual funding request using the annual City budgetary appropriation process.

4.01. DCC shall prepare an annual operating budget covering all anticipated staffing and operating expenditures, repairs and capital outlay needs as well as a projection of anticipated revenue. Said budget shall be presented to City on or before April 1st of each fiscal year for approval by City during its annual budget appropriation process.

4.02. City shall not provide funding in excess of the adopted budgetary appropriation for the current fiscal year unless a budgetary amendment is approved by the City. Absent a request for an amended budget appropriation, any expenses in excess of approved amount shall be the sole responsibility of the DCC.

4.03. DCC hereby agrees that it will supplement the appropriations necessary to operate said facility from green fees and other sources of income. DCC shall deposit all green fees, appropriations by City, and other sources of income not related to the Pro Shop or Clubhouse in the Operating Account of DCC. All revenue, except those received from Clubhouse or Pro Shop functions in 4.06, shall be netted against the budget appropriation from City. All funds deposited in said Operating Account shall be subject to the terms of this agreement and shall be used only for the purposes set forth herein.

4.04 DCC shall submit to the Administrative Services Department, certified under penalty of perjury, a full itemized statement or invoice for payment in writing, including documentation verifying actual costs incurred for the invoiced period (e.g. receipts, expense report, financial statement, etc.). The City may require additional documentation which evidences that the performance measures under this Agreement have been achieved. Payment will not be made by the City unless and until satisfactory evidence of costs incurred have been submitted and approved. Subject to this Agreement, City will pay sum to Organization within 45 days of receipt of statement or invoice and other requested documents.

4.05 DCC shall provide upon request by the City detailed financial reports documenting all expenses incurred and revenue received at the facility to City in a form approved by City on an annual basis. DCC shall provide City with a copy of DCC's annual audited financial reports.

4.06. DCC shall use funds derived from appropriations by City, green fees and such other funds as are acquired by operation of the facilities or through gifts, devise or otherwise, for the operation of the golf course facilities. All such income and expenditures shall be accounted for as set forth above.

4.07. DCC shall operate independent concession functions at the clubhouse facility and golf pro shop, and is responsible for all purchase of concession items and shall be entitled to one hundred (100) percent of all revenues derived therefrom. Concession operations need not be included in financial reports provided to City.

5. OPERATION OF FACILITY. City grants DCC full authority to manage the above-described golf course premises for use as a public golf course. The parties agree that at all times pertinent hereto, the golf course is and shall be a public golf course, and DCC shall not deny or diminish the public's use of the golf course.

5.01. City shall have exclusive control of the general nature of the operation to ensure the rights of the public and shall have the exclusive right to approve all operating rules, hours and/or days of operation, fees to be charged and procedures developed by or implemented by DCC.

5.02. DCC shall supervise and manage in a businesslike and professional manner the Douglas Community Golf Course and all related facilities and DCC agrees to follow all applicable federal, state, county and city laws and regulations pertaining to the operation of the golf course and covenants not to discriminate or engage in any practice that has the effect of discriminating against any person on the basis of religion, race, creed, color, national origin, sex, age or disability, in furnishing or by refusing to furnish to such person or persons the use of any facility or participation in any program, including any and all services, privileges, accommodations and activities provided therein.

5.03. DCC shall operate, at DCC's own cost, risk, profit and expense, a quality golf shop at the golf course, provided that DCC may contract for the personal services of the Golf Pro and may make compensation of said Golf Pro from the Operating Account. It is expressly agreed that DCC shall receive all income and pay all expenses, including insurance, building maintenance and repair, from the operation of the pro shop, cart rentals, golf lessons, and its owned golf cart assessments arising from the operation and management of the demised golf course premises.

5.04. DCC agrees to take good care of the premises and to use said premises only in the operation of the regulation eighteen (18) hole golf course presently existing on said premises, along with the appurtenant

structures thereto, and agrees not to use or permit the premises or any part thereof to be used for any other purpose without the prior written consent of CITY endorsed hereon.

6. MAINTENANCE AND REPAIR. DCC shall keep the premises in good condition and make repairs to structures and facilities thereon as may be found necessary to keep them in good repair. All equipment shall be maintained and replaced by DCC through the Operating Account. City agrees, when feasible, and upon request of DCC and authorization of City Administrator, to assist by providing equipment or labor for special projects involving maintenance or operation of the golf course.

6.01. DCC shall not make any major alterations, additions or improvements to said premises without the prior written consent of City, which shall not be unreasonably withheld. The following items, however, shall require no consent from City, written or verbal:

6.01.01. Repair and improvement of all tees; repair of sand traps and addition of sand, if required;

6.01.02. Fertilizing, tree and shrub planting, and seeding of all fairways;

6.01.03. Fertilizing greens and installation of new flagpoles;

6.01.04. Installation of new tee benches, markers and ball washers.

6.02. All erections, alterations, additions and improvements, whether temporary or permanent in character, which may be made upon the premises either by City or DCC, except furniture or movable trade fixtures installed at the expense of DCC, and caretaker private residence, shall be the property of City and shall remain upon and be surrendered with the premises in the event of termination, without compensation to DCC. DCC further agrees to keep said premises in a clean and sanitary condition, free from flammable materials and trash.

7. CHARGES AND TAXES. DCC shall pay all of the following, when due, during the term hereof:

7.01. All charges for utilities incurred at the premises including user fees, deposits, and repairs.

7.02. All taxes and other such amounts required by federal, state and local law, including but not limited to federal and social security taxes, workers' compensation, unemployment insurance and sales taxes imposed as a result of operation of facility.

7.03. All personal property taxes assessed against personal property situated thereon.

8. GENERAL PROVISIONS.

8.01. Amendments. Any mutually agreed upon changes to the terms and conditions of this Agreement shall be effective only when incorporated in written amendments to this Agreement. Any verbal agreement or conversation shall be nonbinding on the City.

8.02. Applicable Law/Venue. The construction, interpretation and enforcement of this Agreement shall be governed by the laws of the State of Wyoming. The Courts of the State of Wyoming shall have jurisdiction over this Agreement and the parties, and the venue shall be the Eighth Judicial District, Converse County, Wyoming.

8.03. Compliance with Law. DCC represents and warrants that it has and shall continue to comply with all federal, state and local laws and regulations applicable to DCC's performance, including, but not limited to, licensing, employment and purchasing practices, wages, hours and conditions of employment. DCC warrants that it possesses current valid appropriate licensure, including, but not limited to, driver's license, professional license, certificate of tax-exempt status, or permits, required to perform the work that is performed to qualify for funding under this Funding.

8.04. Entirety of Agreement. This Agreement represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations, and agreements, whether written or oral.

8.05. Force Majeure. Neither party shall be liable for failure to perform under this Agreement if such failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming party. This provision shall become effective only if the party failing to perform immediately notifies the other party of the extent and nature of the problem, limits delay in performance to that required by the event, and takes all reasonable steps to minimize delays.

8.06. Confidentiality. DCC shall abide by any and all applicable laws governing the confidentiality of information regarding clients served under this Agreement. DCC shall:

8.06.01. Prevent unauthorized disclosure of names and other client-identifying information, except for statistical information not identifying a particular client, to anyone other than the State or federal government pursuant to State or federal law.

8.06.02. Not use client specific information for any purpose other than carrying out their obligations under this Agreement.

8.07. Independent Contractor. DCC is an independent contractor and not an agent, officer or employee of City. The parties mutually understand that this Agreement is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association with the City. As an independent contractor, DCC is not subject to the direction and control of City except as to the final result under this Agreement. Any persons employed by DCC shall be under DCC's exclusive direction, supervision and control. DCC shall determine all conditions of employment including hours, wages, working conditions, discipline, hiring and discharging or any other condition of employment. DCC shall assume sole responsibility for any debts or liabilities that may be incurred and for the payment of all federal, state and local taxes that may accrue in fulfilling the terms of this Agreement. Nothing in this Agreement shall be interpreted as authorizing DCC or its agents and/or employees to act as an agent or representative for or on behalf of City, or to incur any obligation of any kind on the behalf of the City. City agrees that no health/hospitalization benefits, workers' compensation and/or similar benefits available to City employees will inure to the benefit of DCC's agents and/or employees as a result of this Agreement.

8.08. Indemnification. DCC will indemnify, hold harmless and assume the defense of the City, its officers, employees, agents and elective and appointive boards from all claims, losses, damages, including property damages, personal injury, death and liability of every kind, directly or indirectly accruing or arising as a result of or in connection with DCC's activities in relation to this Agreement.

8.09. Assignment. DCC shall not assign this Agreement or any interest therein, or any monies received pursuant hereto, either in whole or part, to any other entity, without the prior, express, and written consent of City. Any unauthorized assignment shall be void and shall, at the option of City, act as a termination of this Agreement.

8.10. Governmental Immunity. City does not waive governmental immunity by entering into this Contract, and specifically retains immunity and all defenses available to it pursuant to Wyo. Stat. § 1-39-104(a) and all other state laws.

8.11. Third Party Beneficiary Rights. The parties do not intend to create in any other individual or entity the status of third party beneficiary, and this Agreement shall not be construed to create such status. The rights, duties and obligations contained herein shall operate only between the parties and shall inure solely to their benefit. The provisions hereof are intended only to assist the parties in determining and performing their obligations under this Agreement. The parties hereto intend and expressly agree that only signatories shall have any legal or equitable right to seek enforcement, any remedy arising out of a party's performance or failure to perform any terms or conditions hereof, or to bring an action for the breach of this Agreement.

8.12. Americans with Disabilities Act. DCC shall not discriminate against a qualified individual with a disability and shall comply with the Americans with Disabilities Act, P.L. 101-336, 42 U.S.C. 12101, *et seq.*, and/or any properly promulgated rules and regulations related thereto.

8.13. Nondiscrimination. In rendering services under this Agreement, DCC shall comply with all applicable federal, state and local laws, rules and regulations and shall not discriminate based on age, ancestry, color, gender, marital status, medical condition, national origin, physical or mental disability, race, religion, sexual orientation, or other protected status.

8.14. Indemnification. DCC shall indemnify, defend and hold harmless the City, and its officers, agents, employees, successors and assignees from any and all claims, demands, cause of action, lawsuits, losses, damages, costs and expenses, including attorney's fees, arising out of or resulting from any injury to persons under this Agreement.

8.15. Kickbacks. DCC certifies and warrants that no gratuities, kickbacks or contingency fees were paid, nor were any fees, commissions, gifts, or other considerations made in connection with or contingent upon the award of this Agreement.

8.16. Liaison and Notice. All notices arising out of, or from, the provisions of this Agreement shall be in writing and given to all parties at the addresses provided in 7.16.01 and .02, either by regular mail, facsimile, e-mail, or delivery in person.

8.16.01. City's designated representative is the City Manager, whose address is P.O. Box 1030, 101 N. 4th Street, Douglas, Wyoming 82633; telephone number (307) 358-3462 and facsimile (307) 358-6447.

8.16.02. DCC's designated representative is Mike Armstrong, DCC Board Chairman; whose address is PO Box 332, Douglas, Wyoming 82633; telephone number (307) 359-3298; email: mike@peasleylaw.com.

8.16.03. If notice is given by personal delivery, notice is effective as of the date of personal delivery. If notice is given by mail or through another carrier (e.g., UPS or FedEx), notice is effective as of the day following the date of mailing or the date of delivery reflected upon a return receipt, whichever occurs first.

8.17. Default. Any one or more of the following acts or omissions of this Agreement shall constitute an event of default hereunder (Events of Default):

8.17.01. Failure to satisfactorily perform any required task or service;

8.17.02. Failure to submit any report or provide notice required hereunder;

8.17.03. Failure to perform any other covenant or condition;

8.17.04. Failure to meet or reasonable basis by City to believe that a prescribed assurances and/or commitments outlined in this Agreement may not be met;

8.17.05. Failure to use funds in accordance with this Agreement;

8.17.06. Bankruptcy or insolvency of the DCC; or

8.17.07. Acted fraudulently or negligently or has completed an application for funding to City in a manner which could be construed as being either fraudulent, materially incorrect or materially misleading.

Upon the commencement of any Event of Default, the City shall give the DCC a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice. City may upon notice, withhold payment of the funding (or any part of it) until the Event of Default is remedied. If the Event of Default is not timely remedied, the City may treat this Agreement as breached. The City shall be immediately entitled to recover all or part of the funding paid to DCC and DCC shall pay such amount on demand to the City forthwith and pursue any of its remedies at law or in equity.

8.18. Termination. This Agreement will terminate upon a breach, as defined in Paragraph 8.15 herein. Further, the Agreement will terminate upon DCC's receipt of the total amount of funds to be disbursed under this Agreement. The Parties by mutual agreement in writing may terminate this Agreement. Unless earlier

terminated, this Agreement shall automatically terminate if subsequent legislation causes this Agreement to be in conflict with any law.

8.19. Insurance. It shall be the responsibility of DCC to carry the following insurance:

8.19.01. Comprehensive General Liability. DCC shall have and maintain comprehensive general liability insurance coverage during the entire term of the Contract, against claims arising out of bodily injury, death, damage to or destruction of the property of others, including loss of use thereof and including underground, collapse, and explosion (XCU), products and completed operations, and automobile coverage in an amount not less than one million dollars (\$1,000,000.00) each occurrence and two million dollars (\$2,000,000.00) in general aggregate. DCC shall provide the City Clerk with a copy of the certificate of commercial general liability insurance for the FSA and shall save and hold harmless the City and/or Assignee from any and all liability to persons for harm or injury resulting from the services performed under this Agreement.

8.19.02. Workers' Compensation or Employers Liability Insurance. DCC shall provide proof of workers' compensation coverage, for all its employees who are to work on the projects described in this Contract. DCC's coverage shall be under the Wyoming Workers' Safety and Compensation program, if statutorily required or such other workers' compensation insurance as appropriate. DCC's insurance shall include a Stop Gap coverage in the amount not less than five hundred thousand dollars (\$500,000.00) per employee for each accident and disease. DCC shall have also supply proof of workers' compensation and employer's liability insurance on each and every sub-consultant before allowing that sub-consultant on the job site.

8.19.03. Coverage. All policies required under this contract shall be in effect for the duration of this Contract and projects. All policies shall be primary and not contributory. DCC shall pay the premiums on all insurance policies and insurance certificates must include a clause stating that the insurance may not be revoked, cancelled, amended or allowed to lapse until the expiration of at least thirty (30) days advance written notice to the City.

8.19.04. Additional Insured. All insurance policies required by this contract, except workers' compensation, shall name the City as an additional insured, and shall contain a waiver of subrogation against the City, its agents and employees. DCC shall provide, upon request a copy of an endorsement providing this coverage.

8.19.05. City's Right to Reject. City reserves the right to reject a certificate of insurance if DCC's insurance company is widely regarded in the insurance industry as financially unstable. This would include but is not limited to insurance companies with no less than AVIII rating in the A.M. Best insurance rating guide.

8.19.06. Cancellation. There shall be no cancellation, material change, potential exhaustion of aggregate limits or intent to not renew insurance coverage without thirty (30) days written notice from DCC or their insurers to CITY. Any failure to comply with the reporting provision of this insurance, except for the potential exhaustion of aggregate limits, shall not affect the coverage provided to CITY and its division, officers and employees.

8.20. Severability. Should any portion of this Agreement be judicially determined to be illegal or unenforceable, the remainder of this Agreement shall continue in full force and effect and either party may attempt to re-negotiate the terms affected by the severance.

8.21. Contingency. This Agreement is contingent upon the City's approval of this Agreement and the City continuing to have sufficient funding allocated to DCC in its budget.

8.22. Signature Authority. The parties executing this Agreement certify that they have the proper authority to bind their respective entities to all terms and conditions set forth herein.

8.23. Titles Not Controlling. Titles of paragraphs are for reference only, and shall not be used to construe the language in this Agreement.

8.24. Waiver. Any failure of a party to assert any right under this Agreement shall not constitute a waiver or a termination of that right or any provision hereof.

8.25. Time is of the Essence. Time is of the essence in all provisions of the Agreement.

8.26. Inspection. City shall have the privilege of inspecting the premises at any and all reasonable times without prior notice of such inspection.

8.27. Ethics. DCC shall keep informed of and comply with the Wyoming Ethics and Disclosure Act (Wyo. Stat. §9-13-101, et seq.), and any and all ethical standards governing DCC's profession.

IN WITNESS WHEREOF, the parties hereto have executed this agreement the 14 day of April, 2025.

CITY OF DOUGLAS, WYOMING

DOUGLAS COMMUNITY CLUB, INC.

By: _____
Kim Pexton, Mayor

By: [Signature]
Its: _____

STATE OF WYOMING)
)
COUNTY OF CONVERSE)

Before me personally appeared **Kim Pexton, as Mayor of the City of Douglas**, known to me to be the person whose name is subscribed to this instrument, and acknowledged that she executed the same for the purposes therein expressed this _____ day of _____, 2025.

WITNESS my hand and official seal.

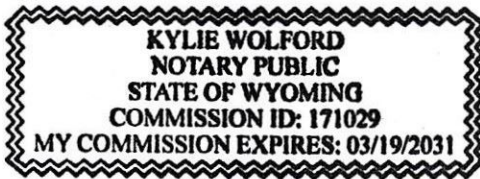
Kylie Wolford
Notary Public

STATE OF WYOMING)
)
COUNTY OF CONVERSE)

Before me personally appeared Jacob Welle, as
Vice President of Douglas Community Club, known to me to be the person whose
name is subscribed to this instrument, and acknowledged that they executed the same for the purposes therein
expressed this 31st day of March, 2025.

WITNESS my hand and official seal.

Kylie Wolford
Notary Public





Agenda Item Report

City Council – April 14, 2025

Item

Approval of PD Policy Changes

Responsible Staff Contact

Todd Byerly

Recommendation

Approve changes to PD Policies

Executive Summary

The police department reviews their policies on an annual basis to keep up with current liabilities, case law, procedures, etc. The following changes to policies are recommended and have been reviewed by the city attorney:

PAT 05 - Departmental Responsibilities - Added the responsibilities of Corporals

PAT 09 - Traffic Crashes - Adds verbiage "estimated" to property damage

PAT 09D - Informants - Adds notification to DCI through a supervisor or department liaison

PAT 11 - Sexual Assault Investigations - clarifies assignment of follow-up through a supervisor

PAT 13 - Child Abuse Investigations - Changes language from Investigator to Detective

PAT 19 Use of Force - Cleans up language on chemical agents and changes language from Specialty Impact Munitions (SIMS) to Less Lethal Impact Munitions (LLIM)

PAT 25 Firearms and Weapons - Addresses Less Lethal Proficiencies

PAT 38 - Body Worn Cameras - Removes monthly inspection forms

Unable to upload policies to this agenda item, hard copies are available.

Background

Alignment to Strategic Doing (SD) and/or Other Plans

SD Commitment

SD Commitment Strategy: Appealing and Safe Communities

SD Commitment KPI

SD Outcome

SD Outcome Strategy

SD Outcome KPI
2014 Master Plan
2015 Downtown Master Plan

Budget/Fiscal Impact

Fund/Department No Impact
Project/Line Item(s)
Budgeted Amount
Anticipated Amount

Action Requested/Recommended Motion

Approve recommended changes to PD Policies PAT05, PAT08, PAT09, PAT09B, PAT11, PAT13, PAT25, PAT38.

Attachments

None



Agenda Item Report

City Council – April 14, 2025

Item

Audit Engagement: FY 2425

Responsible Staff Contact

Mary Nicol

Recommendation

Authorize the audit engagement letter from Carver Florek & James, LLC for fiscal year 2024-2025

Executive Summary

Wyoming State Statute 16-4-121 requires the City of Douglas to have an annual audit conducted by an independent auditor. In 2023 a request for proposal for audit services for fiscal year 22-23 thru fiscal year 26-27 was completed and the proposal from Carver Florek & James, LLC was accepted.

Carver Florek & James, LLC's proposal for fiscal year 24-25 is \$45,000 with additional fees should the City require a single audit. The City of Douglas will not require a single audit for fiscal year 24-25.

Background

Alignment to Strategic Doing (SD) and/or Other Plans

SD Commitment
SD Commitment Strategy
SD Commitment KPI
SD Outcome
SD Outcome Strategy
SD Outcome KPI
2014 Master Plan
2015 Downtown Master Plan

Budget/Fiscal Impact

Fund/Department:	General Fund/Non Departmental
Project/Line Item(s):	Accounting/Auditing/10-5100-2152
Budgeted Amount:	\$75,000
Anticipated Amount:	\$45,000

Action Requested/Recommended Motion

Move to authorize the audit engagement letter from Carver Florek & James, LLC for audit services for fiscal year 2024-2025 as presented and authorize the City Manager to sign all associated documents.

Attachments

1. City of Douglas Audit Engagement Letter 2025

March 13, 2025

The City of Douglas, Wyoming
Attn: Mary Nicol
101 N 4th Street
Douglas, WY 82633

You have requested that we audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of The City of Douglas, Wyoming, as of June 30, 2025, and for the year then ended, and the related notes to the financial statements, which collectively comprise The City of Douglas's basic financial statements as listed in the table of contents.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) and, in accordance with Government Auditing Standards will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Accounting principles generally accepted in the United States of America require that certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by accounting principles generally accepted in the United States of America. This RSI will be subjected to certain limited procedures but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary Comparison Schedule – General Fund
- 3) Schedule of Proportionate Share of Net Pension Liability – WRS
- 4) Schedule of Contributions – WRS
- 5) Schedule of OPEB Liability
- 6) Schedule of Changes in OPEB Liability

Supplementary information other than RSI will accompany The City of Douglas's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on the following supplementary information in relation to the financial statements as a whole:

- 1) Combining Balance Sheet – Non Major Governmental Funds
- 2) Combining Statement of Revenues, Expenditures and Changes in Fund Balances – Non Major Governmental Funds
- 3) Statement of Changes in Assets and Liabilities – Agency Fund – Water Deposit Fund

Auditor Responsibilities

We will conduct our audit in accordance with GAAS and in accordance with Government Auditing Standards. As part of an audit in accordance with GAAS and in accordance with Government Auditing Standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City of Douglas, Wyoming's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS and, in accordance with Government Auditing Standards.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

We have identified the following significant risks of material misstatement as part of our audit planning:

- Management Override of Controls
- Revenue Recognition

Compliance with Laws and Regulations

As previously discussed, as part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of The City of Douglas's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Management's Responsibilities

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
3. For identifying, in its accounts, all federal awards received and expended during the period and the federal programs under which they were received, including federal awards and

- funding increments received prior to December 26, 2014 (if any), and those received in accordance with the Uniform Guidance (generally received after December 26, 2014);
4. For maintaining records that adequately identify the source and application of funds for federally funded activities;
 5. For preparing the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the Uniform Guidance;
 6. For the design, implementation, and maintenance of internal control over federal awards;
 7. For establishing and maintaining effective internal control over federal awards that provides reasonable assurance that the nonfederal entity is managing federal awards in compliance with federal statutes, regulations, and the terms and conditions of the federal awards;
 8. For identifying and ensuring that the entity complies with federal statutes, regulations, and the terms and conditions of federal award programs and implementing systems designed to achieve compliance with applicable federal statutes, regulations, and the terms and conditions of federal award programs;
 9. For disclosing accurately, currently, and completely the financial results of each federal award in accordance with the requirements of the award;
 10. For identifying and providing report copies of previous audits, attestation engagements, or other studies that directly relate to the objectives of the audit, including whether related recommendations have been implemented;
 11. For taking prompt action when instances of noncompliance are identified;
 12. For addressing the findings and recommendations of auditors, for establishing and maintaining a process to track the status of such findings and recommendations and taking corrective action on reported audit findings from prior periods and preparing a summary schedule of prior audit findings;
 13. For following up and taking corrective action on current year audit findings and preparing a corrective action plan for such findings;
 14. For submitting the reporting package and data collection form to the appropriate parties;
 15. For making the auditor aware of any significant contractor relationships where the contractor is responsible for program compliance;
 16. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, and relevant to federal award programs, such as records, documentation, and other matters;
 - b. Additional information that we may request from management for purpose of the audit;
 - c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
 17. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole;
 18. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
 19. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;

20. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in internal control and others where fraud could have a material effect on compliance;
21. For the accuracy and completeness of all information provided;
22. For taking reasonable measures to safeguard protected personally identifiable and other sensitive information; and
23. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

With regard to the schedule of expenditures of federal awards referred to above, you acknowledge and understand your responsibility (a) for the preparation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance, (b) to provide us with the appropriate written representations regarding the schedule of expenditures of federal awards, (c) to include our report on the schedule of expenditures of federal awards in any document that contains the schedule of expenditures of federal awards and that indicates that we have reported on such schedule, and (d) to present the schedule of expenditures of federal awards with the audited financial statements, or if the schedule will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the schedule of expenditures of federal awards no later than the date of issuance by you of the schedule and our report thereon.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

We understand that your employees will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Nonattest Services

We will also assist in preparing the financial statements and related notes of the City in conformity with U.S. generally accepted accounting principles based on information provided by you.

We will not assume management responsibilities on behalf of the City of Douglas. However, we will provide advice and recommendations to assist management of the City of Douglas in performing its responsibilities.

The City of Douglas's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Our responsibilities and limitations of the nonattest services are as follows:

- We will perform the services in accordance with applicable professional standards.
- The nonattest services are limited to preparing the financial statements and related notes previously outlined. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account coding and approving journal entries.

Other

Jason Lund is the engagement partner for the audit services specified in this letter. His responsibilities include supervising Carver Florek & James, CPA's (CFJ) services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Invoices will be payable upon presentation. Our fee for the basic financial statement audit will be in accordance with the RFP submitted to the City as dated June 23, 2023. We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate. Whenever possible, we will attempt to use The City of Douglas's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit.

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Professional standards prohibit us from being the sole host and/or the sole storage for your financial and non-financial data. As such, it is your responsibility to maintain your original data and records and we cannot be responsible to maintain such original information. By signing this engagement letter, you affirm that you have all the data and records required to make your books and records complete.

The audit documentation for this engagement is the property of CFJ and constitutes confidential information. However, we may be requested to make certain audit documentation available to state agencies or its designee, a federal agency providing direct or indirect funding, and the U.S. Government Accountability Office pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of CFJ's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to these agencies and regulators. The regulators and agencies may intend, or decide,

to distribute the copies of information contained therein to others, including other governmental agencies. We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

You agree to inform us of facts that may affect the financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

At the conclusion of our audit engagement, we will communicate to the Mayor and Town Council the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

In accordance with the requirements of *Government Auditing Standards*, we have attached a copy of our latest external peer review report of our firm for your consideration and files.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements compliance over major federal award programs including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,



Jason K. Lund, CPA

jason@cfjcpa.com

Carver Florek & James, CPA's

RESPONSE:

This letter correctly sets forth our understanding.

The City of Douglas, Wyoming

Acknowledged and agreed on behalf of The City of Douglas by:

Name: _____

Title: _____

Date: _____



Agenda Item Report City Council – April 14, 2025

Item

Warrant Register: March 2025: K&R Construction, LLC

Responsible Staff Contact

Recommendation

Executive Summary

Background

Alignment to Strategic Doing (SD) and/or Other Plans

SD Commitment
SD Commitment Strategy
SD Commitment KPI
SD Outcome
SD Outcome Strategy
SD Outcome KPI
2014 Master Plan
2015 Downtown Master Plan

Budget/Fiscal Impact

Fund/Department
Project/Line Item(s)
Budgeted Amount
Anticipated Amount

Action Requested/Recommended Motion

Move to approve warrant register, March 2025 for K&R Construction LLC as presented.

Attachments

1. Warrant Register: March 2025: K&R Construction LLC

Invoice Number	Description	Inv Date	Invoice Amount	GL Account Number
K&R CONSTRUCTION, LLC				
031825	RETAINAGE RELEASE-CITY HALL FACADE	03/18/25	21,377.98	57-20000210
Total K&R CONSTRUCTION, LLC:			21,377.98	
Grand Totals:			21,377.98	

Approved By _____
City Manager

Date _____



Agenda Item Report

City Council – April 14, 2025

Item

Cemetery: Mower Purchase

Responsible Staff Contact

Brandon Frye

Recommendation

Accept a quote from Blackhills Power Equipment for the purchase of two new Pro-Zs Zero Turn Mowers for the amount of \$29,150.42 and authorize the City Manager to sign all associated documents.

Executive Summary

This purchase for Cemetery mowers is through the Sourcewell Cooperative purchasing program for two new Cub Cadet Commercial 60-inch Pro-z lawn mowers. We requested quotes from three equipment dealers and one quote was received. Black Hills Power Equipment bid \$29,150.42 for the two mowers. \$30,000 was budgeted for this purchase. These mowers will be a transition away from the diesel-powered all-wheel drive models that cost roughly twice as much.

Background

This would be the replacement for two 2006 Hustler mowers. These are aging machines that have become unreliable and costly to repair. These mowers would be sold on blue wave auction.

Alignment to Strategic Doing (SD) and/or Other Plans

SD Commitment

SD Commitment Strategy

SD Commitment KPI

SD Outcome

SD Outcome Strategy

SD Outcome KPI

2014 Master Plan

2015 Downtown Master Plan

Budget/Fiscal Impact

Fund/Department 47-5470-6547 Equipment/Furniture

Project/Line Item(s) 1145 Cemetery Mower

Budgeted Amount \$30,000

Anticipated Amount \$29,150.42

Action Requested/Recommended Motion

Move to accept the quote from Blackhills Power Equipment for the purchase of two new Cub-Cadet Pro z 60s lawn mowers in the amount of \$29,150.42 and authorize the City Manager to sign all associated documents.

Attachments

1. Douglas Cemetary Quote 65809

Invoice Number

65809

Quote

Black Hills Power Equipment

bhpowerequipment.com

23842 Mill Iron Drive

Rapid City, SD 57702

(605) 574-2127

Fax

Invoice Date: 4/2/2025

PO Number:

Sold By:

Terms: Cash

Tag Number:

Bill To

City of Douglas Cemetery
101 N Fourth Street, PO Box 10
DOUGLAS, WY 82633
(307) 358-9750

Ship To

Quote

Customer ID: 3589750

Contact: Brandon Frye

Part Number	Description	Unit Price	Qty	Extended
PRO Z 960S	38.5 HP, 60" ZERO-TURN MOWER	\$13,207.08	1.00	\$13,207.08
PRO Z 960S	38.5 HP, 60" ZERO-TURN MOWER	\$13,207.08	1.00	\$13,207.08
19A70039100	ACSR:RZF:60 FAB D	\$199.99	2.00	\$399.98
59A30050150	ELECTRIC DECK LIFT	\$843.14	2.00	\$1,686.28
L	LABOR - Set-up	\$100.00	2.00	\$200.00
DEL	Delivery Charge - per mile	\$2.50	180.00	\$450.00
M	Sourcewell Account #2194	\$0.00	1.00	\$0.00
M	Contract # 112624-MTD	\$0.00	1.00	\$0.00

We are looking forward to having you as a valued customer .

Parts Total:	\$28,950.42
Labor Total:	\$200.00
Sub Total:	\$29,150.42
ST1 tax (4.20%):	\$1,224.32
Total:	\$30,374.74
Balance Due:	\$30,374.74

Electrical parts cannot be returned.

Customer Signature

Date



Douglas Historic Preservation Commission

**P.O. Box 1030
Douglas, WY 82633**

**Board Members present: Betsy Varland, Sarah Russell,
and Heidi McCullough.**

**Board Members absent: Jacey Bauman, Lisa Patterson, Julia Evins
City of Douglas Liaison: Heidi McCullough**

MINUTES February 19, 2025

1. Call to Order
 - a. Called to order at 5:13pm by Commissioner McCullough
2. Approve Minutes of the January 15, 2025, meeting.
 - a. Motion to approve minutes made by Commissioner Varland, second by Commissioner Russell. Motion passed unanimously.
3. Old Business:
 - a. Training Updates –
 - i. Please submit all trainings to Commissioner McCullough.
 - b. South Douglas Historic District
 - i. Commissioner McCullough was researching some census data and found a few more possible houses to add to the tour.
 - c. KPI Updates
 - i. QR Codes
 1. Downtown – QR code stickers are printed, waiting for warmer weather to install.
 2. Park Cemetery – Brighttr travel uses addresses for the mapping feature on their website, the cemetery graves don't have addresses, so we are waiting for the new cemetery software to go live, then we will try to work with the Brighttr travel designer with the new map layer to see if he can use it.
 3. Pioneer Cemetery – same issue as the Park Cemetery, but with no mapping planned, we will use the link to the city website posting of the tour brochure.
 - d. Rural Day at the school – The date has been rescheduled for May 2nd, 2025, from 11:50am to 12:40pm. Pictures of the downtown historic buildings and their history will be discussed.
 - e. Budget
 - i. Headstone Restoration and cleaning supplies
 - ii. Cemetery tour sound system upgrade
 - iii. Downtown Historic District Pictures Interpretive Signage
4. New Business
 - a. Erin Butts Resignation – Erin and Josh are moving, she had resigned from the board.
 - b. We need to recruit one more board member at least.
5. The meeting was adjourned at 5:39pm. Next meeting will be March 19, 2025, at 5:15pm at City Hall.



Douglas Historic Preservation Commission

P.O. Box 1030
Douglas, WY 82633

Board Members present: Betsy Varland, Sarah Russell, Jacey Bauman,
Lisa Patterson and Heidi McCullough.

Board Members absent: Jacey Bauman, Lisa Patterson, Julia Evins
City of Douglas Liaison: Heidi McCullough

MINUTES February 19, 2025

1. Call to Order
 - a. Called to order at 5:15pm by Chairman Evins
2. Approve Minutes of the February 19, 2025, meeting.
 - a. Motion to approve minutes made by Commissioner Bauman, second by Commissioner Russell. Motion passed unanimously.
3. Old Business:
 - a. Training Updates –
 - i. Please submit all trainings to Commissioner McCullough.
 - b. South Douglas Historic District
 - i. Chairman Evins presented her work in creating a route and proposed houses for the walking tour. Further research may be needed on properties to find historic owners. Commissioners will help with research and write ups for tour book.
 - c. KPI Updates
 - i. QR Codes
 1. Downtown – QR code stickers are printed, waiting for warmer weather to install.
 2. Park Cemetery – Brighttr travel uses addresses for the mapping feature on their website, the cemetery graves don't have addresses, so we are waiting for the new cemetery software to go live, then we will try to work with the Brighttr travel designer with the new map layer to see if he can use it.
 3. Pioneer Cemetery – same issue as the Park Cemetery, but with no mapping planned, we will use the link to the city website posting of the tour brochure.
 - d. Rural Day at the school – The date has been rescheduled for May 2nd, 2025, from 11:50am to 12:40pm. Pictures of the downtown historic buildings and their history will be discussed.
 - e. Budget
 - i. Headstone Restoration and cleaning supplies \$315.00
 - ii. Cemetery tour Bluetooth headset microphones \$300.00
 - iii. Downtown Historic District Pictures Signage \$1000
 - iv. Preserve Wyoming Conference (SHPO) \$1000.00
 - v. NAPC Forum Registration \$500
 - vi. Training \$200.00

Commissioner Bauman made a motion to accept the budget requests as presented and submit them to council for approval. Commissioner Patterson seconded the motion. Motion passed unanimously.
4. New Business
 - a. With Erin Butts' resignation, we are in need of one more board member.
 - b. May is Preservation Month. Pioneer Cemetery/Childs Trail tour scheduled for May 18th. Cleanup will start at 1pm, tour will begin at 2pm.
5. The meeting was adjourned at 5:40pm. Next meeting will be April 16, 2025, at 5:15pm at City Hall.

Planning Commission Regular Minutes
March 17, 2025

I. Call to Order

Chairman Hancock called the Douglas Planning and Zoning Commission to order at 5:30 p.m.

II. Pledge of Allegiance

Chairman Hancock led the assembly in the Pledge of Allegiance.

III. **Roll Call**

Roll call was taken with the following Commissioners present: Dave Patterson, Robin Velasquez, Jay Hancock, Scott Bauman, Carl Kusters . Also present Clara Chaffin, Community Development Director, and Heid McCullough, Planning Technician.

IV. Approval of the Agenda

Commissioner Robin Velasquez moved to Approve the Agenda for March 17, 2025. Seconded by Commissioner Scott Bauman. Motion 5-0.

V. Approval of the Minutes

Commissioner Dave Patterson moved to approve the minutes from January 20, 2025. Seconded by Commissioner Robin Velasquez. Motion 5-0.

VI. Planning and Zoning Matters

- A. DEV 01-25: Application by Amundsen Associates to build a community center in an R-1 Neighborhood Residential Zone at Meadow Acres #2, Block 3 Lots 1-37 INC, Block 4 Lots 1-21 INC.

Chairman Hancock opened the public hearing at 5:32 p.m. Director Chaffin reviewed the location, zoning data, surrounding land uses, and compliance with the Douglas Master Plan. Staff recommendation was for approval. The applicant, Ron Shosh of Amundsen Associates and J.D. Cox representing the City, were on hand to answer any questions. There were no public comments. Chairman Hancock closed the public hearing at 5:38 p.m. Commissioner Dave Patterson moved to recommend approval with staff recommendations. Seconded by Commissioner Robin Velasquez. Motion 5-0.

- B. DEV 02-25: Application by Eastern Wyoming Community College District for a Type B Development to build an additional building on their campus in a PLI – Planned Light Industrial Zone at Douglas Business Park, Lot 39 (800 S. Wind River Drive)

Chairman Hancock opened the public hearing at 5:40 p.m. Director Chaffin reviewed the location, zoning data, surrounding land uses, and compliance with the

Douglas Master Plan. Staff recommendation was for approval. The applicant, was not on hand to answer any questions. There were no public comments. Chairman Hancock closed the public hearing at 5:48 p.m. Commissioner Carl Kusters moved to recommend approval. Seconded by Commissioner Robin Velasquez. Motion 5-0.

VII. Tabled Items

A. CCSUB 01-25: Application by Jay Darrell Locke, JDL Service, LLC for a Major County Subdivision at 120 Golf Course Road.

Commissioner Dave Patterson moved to remove item CCSUB 01-25 from the table . Seconded by Commissioner Scott Bauman. Motion 5-0. Director Chaffin reviewed the location, zoning data, surrounding land uses, and compliance with the Douglas Master Plan. Staff recommendation was for approval. The applicant was not on hand to answer any questions. Commissioner Dave Patterson moved to recommend approval pending filing of access easement with the Converse County Clerk. Seconded by Commissioner Scott Bauman. Motion 5-0.

VIII. Code Considerations

A. Ordinance 1048 - Fences

Director Chaffin discussed the Ordinance changes pertaining to fences.

B. Ordinance 1049 - Falconry CUP

Director Chaffin discussed the Ordinance changes pertaining to Conditional Use Permits for keeping of Falcons.

C. Ordinance 1050 - Code Compliance Repeat Violations & Transfer to CSO

Director Chaffin discussed the Ordinance changes pertaining to Code Compliance repeat violations and the transfer to the Community Service Officer.

IX. Staff Report – City Council Action on Forwarded Items

A. VAC 01-25: Petition by Statewide Affordable Housing to Vacate public walkway between Lots 5 & 6, Block 6, Riverbend Addition.

Director Chaffin reported that the City Council voted to approve this matter with Planning and Zoning Commission recommendations.

B. SUB 01-25: Application by Wagonhound Land and Livestock for a Subdivision at Seven Trails Commerce Center, Parcels 5 & 7.

Director Chaffin reported that the City Council voted to approve this matter with Planning and Zoning Commission recommendations.

A report on the Douglas Blueprint was presented by Josh Olhava from Ayres

Associates.

X. Adjournment

There being no other business, Chairman Hancock called for a motion to adjourn the meeting. Commissioner Carl Kusters moved to Adjourn. Seconded by Commissioner Dave Patterson. Motion 5-0. Chairman Hancock adjourned the meeting at 5:57 p.m.

Jay Hancock, Chairman

ATTEST:

Heidi McCullough, Secretary

**CONVERSE COUNTY TOURISM PROMOTION BOARD
REGULAR MEETING**

Board members: Jane Garber (6/2026, At Large) (1st full term)
J.D. Cox (6/2026, Douglas) (1st full term)
Candace Benedetta (11/2025, Glenrock) (partial)
Jenn Rasmussen (6/2027, Douglas) (1st full term)
Victor LeGloahec (6/2025, County) (1st full term)
Mitch McElwain (6/2025, County) (1st full term)
John Rabun (6/2027, Douglas) (1st full term)
Laurie Boner (6/2026, Glenrock) (partial)
Kris Mitchell (6/2027, County) (1st full term)

Date: February 25, 2025

Attendance Sheet:

Board Members

Jane Garber
Candace Benedetta
J.D. Cox
Jenn Rasmussen
Kris Mitchell
Laurie Boner - zoom
John Rabun

Guests

Cathy Feezer-Jones, CCTPB Administrator
Jen Womack, Sagebrush Marketing -via zoom
Kota Provence, State Fair
Jarred Robles, State Fair
Glenn Gardner – Wyoming State Tourism -zoom
Blake Ward – Wyoming State Tourism - zoom
Sawyer Sweckard – Wyoming State Tourism- zoom
Margie Taggart – Douglas Golf Course
Quinlynn Kahn – Golf Course/Sips
Jen Goodwin – Enterprise
Kim Martin – Elevate Glenrock

Call to order: Jane Garber called the meeting to order @ 5:02 p.m. and noted that a quorum was present.

Location: Ruthe James Williams Conference Room, Douglas.

Grants:

- **Glenrock Veteran's Park Fundraiser requested \$2,300 for April 26, 2025 fundraiser at the Glenrock Recreation Center.** Requested funds will be used for advertising the banquet to be held April 26, 2025. This Event will include a speaker, food, drinks, live auction, silent auctions, and raffles. A motion was made to approve the grant request.
Motion: Kris Mitchell Seconded: John Rabun Motion: Carried Candace Benedetta abstained
- **Knight Kruisers Car Club – Enterprise requested \$1,000 for 25th Annual Car Show June 7, 2025.** The advertising request that was approved excluded approval for radio advertising with Cowboy State News Network. They would like to request approval of the radio advertising. A motion was made to approve \$1,000 for radio advertising with the Cowboy State News Network.
Motion: John Rabun Seconded: Candace Benedetta Motion: Carried

Grants Report:

- Glenrock Christmas Shop submitted a full report on their event. The successful event had many out of town shoppers. The QR code contest 540 entries, many people indicated that they heard about the event through TV and radio advertising.

Other Reports:

- **Wyoming State Tourism** – Glenn Gardner, Blake Ward and Sawyer Sweckard gave an overview demonstration of the Wyoming State Tourism website and information related to the new partner portal. Cathy has obtained a login for the portal and is learning how the portal can be used to benefit CCTPB.

State Fair Report:

- Kota Provence, WSF shared the drafted video of the TV advertisement that will be placed on the Cowboy Channel and also the WSF's four Pillars for 2024.
- Jarred Robles, WSF let CCTPB know that the MOU draft between the WST and CCTPB for the placement of Jack and Hare-ette at gate 3 has been completed by the state Ag's office. Jane has reviewed the MOU and requested revisions.

Sagebrush Marketing Report:

- Jen Womack sent out an email report. Dear Board Members,
Below is a summary of our recent marketing efforts and ongoing projects to promote Converse County tourism.

1. Cowboy State Daily Campaign

Our campaign with Cowboy State Daily continues to perform well, bringing strong visibility to Converse County. As new grants are approved, we will keep creating and providing fresh content to maintain this momentum.

2. Social Campaign with Madden Media

We are actively working with Madden Media on a social media campaign. If you're on Facebook, you may have already seen some of this content in circulation, strategically reaching potential visitors.

3. Lodging & Dining List Management Research

We are exploring better ways to manage Converse County's lodging and dining listings. I recently met with the same company that will present about the new state portal at tonight's meeting. While we are not yet ready to move forward, we are evaluating which elements would be most beneficial and how they could integrate with the existing website. Stay tuned for more information. Summer at Waves is part of the discussion to help determine how, if at all, the tool could benefit your website.

4. True West Magazine Ad Placement

Your tourism campaign recently received a half-page ad in True West Magazine, and another is scheduled to run this fiscal year, ensuring continued exposure to their engaged readership. Given Douglas' recognition by the publication, this is a well-timed buy.

5. International Website Presence with Brand USA

We have submitted content for your presence on the Brand USA website, aiming to have it live before the International Roundup in Rapid City. This initiative will enhance Converse County's visibility among international travelers, a rapidly growing market.

6. Miles Media Newsletter Feature

We recently submitted electronic newsletter content to Miles Media, highlighting Esterbrook and the county's stunning vistas, ensuring further promotion to a targeted audience. Additional newsletters are on the horizon and included in your current buy.

7. Annual Visitors Guide Production

Your Annual Visitors Guide is currently on the press. As we receive updated event dates, we share these with web designers to align online coverage for accuracy and maximum impact.

8. Table Tent Updates

The layout of the table tents has been revised, focusing on Converse County Tourism and your projects and work.

9. Converse County Itinerary for State Tourism

We submitted a detailed Converse County itinerary to Wyoming State Tourism, providing engaging content and images to promote travel throughout the region.

10. New Roadtrip Sticker Design with Madden Media

We are collaborating with Madden Media on a new Roadtrip Sticker featuring Camp Douglas. We will ensure that Jenna Thorburn has input on the final design before production.

Previous Month's Minutes: Minutes from January 23, 2025 meeting presented. Motion to approve
Motion: John Rabun Seconded: Candace Benedetta Motion: Carried

Financial Report: Invoices paid in the amount of **\$92,400.71**. Motion to approve.
Motion: JD Cox Seconded: Kris Mitchell Motion: Carried

Administrator Report:

- Cathy Feezer-Jones, Administrator gave an update of the month.
 - Cathy attended GovCon Conference 2025. While there she met with Berkley Young and brought promotion examples to the board.
 - Facebook contest winner of the sticker and coin is Tanya Madsen from Torrington.
 - The Professional dashboard had 78,831 views up 968% from the previous 28 days.
 - Douglas Blueprint 2025 – CCTPB's strategy's
 - #1 Collaborate with Partners to increase travel and tourism to Converse County.
 - #2 Promote Daycation in Converse County.
 - #3 Facilitate grants that increase travel and tourism to Converse County.A Motion was made by Candace Benedetta to approve CCTPB strategy's as presented for placement in Douglas Blueprint 2025, seconded by John Rabun. Motion carried.
 - Tourism Assistant proposal: Cathy is proposing a decrease in her contract to ½ so that a part-time assistant can be contracted to help Cathy manage the work flow. The proposal will not increase the funds that have been allocated for the Administrator position.
A Motion was made by JD Cox to move forward with recruiting and advertising someone for the contract position of assistant to the administrator, seconded by Candace Benedetta. Motion carries.

Old Business:

- **Grant Committee report:** A draft of the new grant application and instructions was sent out to the board to review. The committee also reported that a new email has been setup to receive the grant applications; info@counversescountytourism.com.
A motion was made by John Rabun to approve the new grant application and instructions as presented by the grant committee, seconded by Kris Mitchell. Motion carried
- **Table tents – February:** The February table tents were distributed to Douglas, Glenrock and Glendo with the help of 5 volunteers, who would like to volunteer going forward. The March table tents will have new features.
- **By-Law Committee report:** The committee has been working on the By-laws and will have a draft out to the board to review. The committee also clarified that by State of Wyoming statute email voting is not allowed by the board.

New Business:

- Jane Garber asked the board think about the need to acquire a new marketing agent for next months meeting.

Public Comments:

- Margie Taggart – Douglas Golf Course, gave a Thank you for the new bill boards along I-25 featuring the Converse County Golf Courses.

Next Meetings:

March 25, 2025 at the College Inn (upstairs) in Douglas at 5pm.
April 22, 2025 at the Golf Course in Douglas at 5:30pm.
May 27, 2025 at the Paleon Museum in Glenrock at 5:30pm.

Adjournment: There being no further business, the meeting was adjourned @ 7:00pm.

Submitted to file by: Kris Mitchell, Secretary.



CITY OF DOUGLAS

Community Service Grant "Aid to Others" Quarterly Report - Fiscal Year 2025

The quarterly report is a requirement of your continued Community Service Grant funding per your Community Service Grant agreement. Failure to provide this report may result in no disbursement of funds. You may complete this financial section or attach your own financial statement. This information will be shared with City Council as part of a regular Council meeting. Submit completed quarterly reports with attachments (if applicable) to the Administrative Services Department.

1. Organization/Company Name: Laramie Peak Humane Society		2. Phone Number: 307-358-6475
3. Complete Address: 612 N 2nd St Douglas WY 82633		
4. Email Address: lphsdirector@gmail.com		
5. Report for Quarter (check one): Ending March 31 ☒ Ending June 30 ☐ Ending September 30 ☐ Ending December 31 ☐		
6. Number of People Served for Quarter: 182	7. Total Income: 38888.54	8. Total Expenditures: 71673.07
9. Please list activities, events, completed goals, or other such information for the quarter you are reporting on (attach additional page(s) if necessary): Adoption event in Casper we adopted out 5 animals at the event, total adoptions for the 3 months was 73, help Pets and Vets Bingo and raised money for Jamie Townsend. We have been successfully running our Voucher program. Vouchers given from January to March was 13.		
10. Please list any other information you would like Douglas City Council to be aware of. We have a new management structure here at LPHS. Jennifer Clowers is the new Executive Director and Haile Larsen is the Deputy Director. TNR programs are starting back up in April		

CERTIFICATION AND SIGNATURE

I hereby certify the above information to be true and correct to the best of my knowledge.

Emailed 180
AUTHORIZED SIGNATURE
Jennifer Clowers
PRINTED NAME

04/09/25

DATE OF REPORT

TO BE COMPLETED BY CITY

Date Received: 4.9.2025	Reviewed By: <i>Senya Orzeyer</i> Report Complete? YES ☒ NO ☐
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CITY OF DOUGLAS

Community Service Grant "Aid to Others" Quarterly Report - Fiscal Year 2025

The quarterly report is a requirement of your continued Community Service Grant funding per your Community Service Grant agreement. Failure to provide this report may result in no disbursement of funds. You may complete this financial section or attach your own financial statement. This information will be shared with City Council as part of a regular Council meeting. Submit completed quarterly reports with attachments (if applicable) to the Administrative Services Department.

1. Organization/Company Name: <i>The Gathering - B.I.B</i>		2. Phone Number: <i>355-3258</i>
3. Complete Address: <i>PO Box 1446</i>		
4. Email Address: <i>chris.vandeventer@yahoo.com</i>		
5. Report for Quarter (check one): Ending March 31 ☐ Ending June 30 ☐ Ending September 30 ☒ Ending December 31 ☐		
6. Number of People Served for Quarter: <i>175</i>	7. Total Income: <i>1521.33</i>	8. Total Expenditures: <i>6258.36</i>
9. Please list activities, events, completed goals, or other such information for the quarter you are reporting on (attach additional page(s) if necessary): <i>We served school aged children with a bag of nonperishable food every week during the school year. This provides them with food on the weekends when school food is unavailable.</i>		
10. Please list any other information you would like Douglas City Council to be aware of.		

CERTIFICATION AND SIGNATURE

I hereby certify the above information to be true and correct to the best of my knowledge.

[Signature]

AUTHORIZED SIGNATURE

4-9-25

DATE OF REPORT

Christina Vandeventer-Bakkege

PRINTED NAME

TO BE COMPLETED BY CITY

Date Received: <i>4.9.2025</i>	Reviewed By: <i>[Signature]</i> Report Complete? YES ☒ NO ☐
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Gathering
BIB PL July-Sept 2024

	<u>July-Sept 2024</u>
Ordinary Income/Expense	
Income	
City Grant Reimbursements	1,521.33
Donations	0.00
Total Income	<u>1,521.33</u>
Gross Profit	<u>1,521.33</u>
Expense	
Blessings In A Backpack Exp	
Payroll Exp	4,072.23
Bank fees	3.80
Rent	1,200.00
Pest Control	200.00
Supplies-BIB	782.33
Total Blessings In A Backpack Exp	<u>6,258.36</u>
Total Expense	<u>6,258.36</u>
Net Ordinary Income	<u>-4,737.03</u>
Net Income	<u><u>-4,737.03</u></u>



CITY OF DOUGLAS

Community Service Grant "Aid to Others" Quarterly Report - Fiscal Year 2025

The quarterly report is a requirement of your continued Community Service Grant funding per your Community Service Grant agreement. Failure to provide this report may result in no disbursement of funds. You may complete this financial section or attach your own financial statement. This information will be shared with City Council as part of a regular Council meeting. Submit completed quarterly reports with attachments (if applicable) to the Administrative Services Department.

1. Organization/Company Name: <i>The Gathering - DIB</i>		2. Phone Number: <i>355-3298</i>
3. Complete Address: <i>PO Box 1446</i>		
4. Email Address: <i>Chris.vandeventer@yahoo.com</i>		
5. Report for Quarter (check one): Ending March 31 ☐ Ending June 30 ☐ Ending September 30 ☐ Ending December 31 ☒		
6. Number of People Served for Quarter: <i>175</i>	7. Total Income: <i>13,731.60</i>	8. Total Expenditures: <i>15,343.79</i>
9. Please list activities, events, completed goals, or other such information for the quarter you are reporting on (attach additional page(s) if necessary): <i>We served school aged children with a bag of non-perishable food every week during the school year. This provides them with food on the weekend when school meals are unavailable.</i>		
10. Please list any other information you would like Douglas City Council to be aware of.		

CERTIFICATION AND SIGNATURE

I hereby certify the above information to be true and correct to the best of my knowledge.

Wendy J. [Signature]

AUTHORIZED SIGNATURE

4-9-25
DATE OF REPORT

Christina Vandeventer - Bookkeeper
PRINTED NAME

TO BE COMPLETED BY CITY

Date Received: <i>4.9.2025</i>	Reviewed By: <i>[Signature]</i> Report Complete? YES ☒ NO ☐
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The Gathering, Inc-BIB

Profit & Loss

Oct. 1 - Dec. 31, 2025

Oct-Dec 2024

Ordinary Income/Expense	
Income	
City Grant Reimbursements	8,231.60
Donations	5,500.00
Total Income	13,731.60
Gross Profit	13,731.60
Expense	
Blessings In A Backpack Exp	
Payroll Exp	2,906.55
Bank fees	8.80
Rent	1,200.00
Pest Control	800.00
Supplies-BIB	10,428.44
Total Blessings In A Backpack Exp	15,343.79
Total Expense	15,343.79
Net Ordinary Income	-1,612.19
Net Income	-1,612.19



CITY OF DOUGLAS

Community Service Grant "Aid to Others" Quarterly Report - Fiscal Year 2025

The quarterly report is a requirement of your continued Community Service Grant funding per your Community Service Grant agreement. Failure to provide this report may result in no disbursement of funds. You may complete this financial section or attach your own financial statement. This information will be shared with City Council as part of a regular Council meeting. Submit completed quarterly reports with attachments (if applicable) to the Administrative Services Department.

1. Organization/Company Name: <i>The Gathering - BIB</i>		2. Phone Number: <i>355-3258</i>
3. Complete Address: <i>PO Box 1446</i>		
4. Email Address: <i>Chris.vanderwente@yahoo.com</i>		
5. Report for Quarter (check one): Ending March 31 ☒ Ending June 30 ☐ Ending September 30 ☐ Ending December 31 ☐		
6. Number of People Served for Quarter: <i>125</i>	7. Total Income: <i>14,845.55</i>	8. Total Expenditures: <i>11,830.27</i>
9. Please list activities, events, completed goals, or other such information for the quarter you are reporting on (attach additional page(s) if necessary): <i>We served school aged children with non-perishable food every week during the school year. This provides them with food on the weekends when school meals are unavailable.</i>		
10. Please list any other information you would like Douglas City Council to be aware of.		

CERTIFICATION AND SIGNATURE

I hereby certify the above information to be true and correct to the best of my knowledge.

[Signature]
AUTHORIZED SIGNATURE

4-9-25
DATE OF REPORT

Christina Vanderwente Backhaus
PRINTED NAME

TO BE COMPLETED BY CITY

Date Received: <i>4.9.2025</i>	Reviewed By: <i>Sonyia Oley</i> Report Complete? YES ☒ NO ☐
-----------------------------------	---

The Gathering, Inc-BIB
Profit & Loss
January 1 through March 31, 2025
Jan 1 - Mar 31, 25

Ordinary Income/Expense	
Income	
City Grant Reimbursements	10,149.59
Donations	4,700.00
Total Income	14,849.59
Gross Profit	14,849.59
Expense	
Blessings In A Backpack Exp	
Payroll Exp	2,906.50
Bank fees	2.50
Rent	1,200.00
Pest Control	0.00
Supplies-BIB	7,721.27
Total Blessings In A Backpack Exp	11,830.27
Total Expense	11,830.27
Net Ordinary Income	3,019.32
Net Income	3,019.32



CITY OF DOUGLAS

Community Service Grant "Aid to Others" Quarterly Report - Fiscal Year 2024

The quarterly report is a requirement of your continued Community Service Grant funding per your Community Service Grant agreement. Failure to provide this report may result in no disbursement of funds. You may complete this financial section or attach your own financial statement. This information will be shared with City Council as part of a regular Council meeting. Submit completed quarterly reports with attachments (if applicable) to the Administrative Services Department.

1. Organization/Company Name: Wyoming Child and Family Development		2. Phone Number: 307-836-2751 ext #1004
3. Complete Address: 126 N Wyoming Ave., Guernsey, WY 82214		
4. Email Address: marissa.reber@wyomingschild.org		
5. Report for Quarter (check one): Ending March 31 ☒ Ending June 30 ☐ Ending September 30 ☐ Ending December 31 ☐		
6. Number of People Served for Quarter:	7. Total Income: 311,172.24	8. Total Expenditures: 311,172.24
9. Please list activities, events, completed goals, or other such information for the quarter you are reporting on (attach additional page(s) if necessary): Providing mental health, PT/OT, Speech, Language, and Developmental Disabilities Services.		
10. Please list any other information you would like Douglas City Council to be aware of. We provide Developmental Disabilities Services to Douglas, Wyoming, as well as Head Start, Early Head Start, and Discovery Preschool Services.		

CERTIFICATION AND SIGNATURE

I hereby certify the above information to be true and correct to the best of my knowledge.

Marissa Reber
AUTHORIZED SIGNATURE

4/1/2025
DATE OF REPORT

Marissa Reber
PRINTED NAME

TO BE COMPLETED BY CITY

Date Received: 4.2.2025	Reviewed By: <u>Sonya Ortega</u> Report Complete? YES ☒ NO ☐
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CITY OF DOUGLAS
Community Service Grant "Aid to Others"
Quarterly Report - Fiscal Year 2025

The quarterly report is a requirement of your continued Community Service Grant funding per your Community Service Grant agreement. Failure to provide this report may result in no disbursement of funds. You may complete this financial section or attach your own financial statement. This information will be shared with City Council as part of a regular Council meeting. Submit completed quarterly reports with attachments (if applicable) to the Administrative Services Department.

1. Organization/Company Name: <i>Youth Development Services</i>		2. Phone Number: <i>307-358-4352</i>
3. Complete Address: <i>PO Box 1328 Douglas WY 82633</i>		
4. Email Address: <i>tkosters1968@gmail.com</i>		
5. Report for Quarter (check one): Ending March 31 ☒ Ending June 30 ☐ Ending September 30 ☐ Ending December 31 ☐		
6. Number of People Served for Quarter: <i>7</i>	7. Total Income: <i>\$100,972.56</i>	8. Total Expenditures: <i>\$118,088.57</i>
9. Please list activities, events, completed goals, or other such information for the quarter you are reporting on (attach additional page(s) if necessary):		
10. Please list any other information you would like Douglas City Council to be aware of. <i>Executive Director resigned 3/20/25</i>		

CERTIFICATION AND SIGNATURE

I hereby certify the above information to be true and correct to the best of my knowledge.

Treni Koster

AUTHORIZED SIGNATURE

4.2.25

DATE OF REPORT

Treni Koster

PRINTED NAME

TO BE COMPLETED BY CITY

Date Received: <i>4/2/2025</i>	Reviewed By: <i>Santa Ortega</i> Report Complete? YES ☒ NO ☐
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8:25 AM

04/02/25

Accrual Basis

Youth Development Services

Income Statement

January through March 2025

	Jan - Mar 25	Budget
Ordinary Income/Expense		
Income		
4006 · State Block Grant	41,291.34	61,937.01
4020 · CC Commissioners	11,250.00	11,250.00
4021 · WY Community Foundation	0.00	0.00
4030 · City of Douglas	4,999.98	4,999.98
4050 · Crisis Shelter Grant	34,560.00	35,712.00
4095 · Other	2,266.50	
5010 · Donations	4,292.00	100.00
5020 · Fundraisers	0.00	0.00
5030 · Investment Income	2,312.74	750.00
Total Income	<u>100,972.56</u>	<u>114,748.99</u>
Gross Profit	100,972.56	114,748.99
Expense		
Health/Life Insurance		
6228 · AFLAC.		
6358 AFLAC	-378.47	
6361 AFLAC	-18.89	
6362.12 · AFLAC	-16.98	
Total 6228 · AFLAC.	<u>-414.34</u>	
6230.6 · Health Ins.		
6357 · 6357		
6357.1 · Dental	0.00	0.00
6357.2 · Life	0.00	0.00
6357.3 · Vision	0.00	0.00
6357 · 6357 - Other	0.00	0.00
Total 6357 · 6357	<u>0.00</u>	<u>0.00</u>
6361 · 6361		
6361.1 · Dental	146.70	146.70
6361.2 · Life	8.97	9.00
6361.3 · Vision	28.77	28.77
6361 · 6361 - Other	5,436.30	5,436.30
Total 6361 · 6361	<u>5,620.74</u>	<u>5,620.77</u>
6362.01 · 6362.01		
6362.02 · Dental	146.70	146.70
6362.03 · Life	13.80	13.80
6362.04 · Vision	-28.77	28.77
6362.01 · 6362.01 - Other	2,401.05	2,401.05
Total 6362.01 · 6362.01	<u>2,532.78</u>	<u>2,590.32</u>
6363.01 · 6363.01		
6363.02 · Dental	133.43	146.70
6363.03 · Life	8.97	9.00
6363.04 · Vision	86.31	28.77
6363.01 · 6363.01 - Other	5,436.30	5,436.30
Total 6363.01 · 6363.01	<u>5,665.01</u>	<u>5,620.77</u>
Total 6230.6 · Health Ins.	<u>13,818.53</u>	<u>13,831.86</u>
Total Health/Life Insurance	13,404.19	13,831.86
Repairs/Maintenance		
6276 · Building	2,803.00	1,400.00
6277 · Equipment	0.00	100.00
6278 · Vehicle		
6278.02 · Plates	0.00	0.00

8:25 AM

04/02/25

Accrual Basis

Youth Development Services

Income Statement

January through March 2025

	Jan - Mar 25	Budget
Total Wages	80,060.19	74,897.06
6219 · Payroll Taxes	8,155.80	12,000.00
6235 · Employee Background Checks	23.00	200.00
6236 · Employee CPR/First Aid/Hep B	0.00	0.00
6238 · Contract Service	0.00	0.00
6241 · Insurance		
6241.1 · Directors & Officers	0.00	0.00
6241.2 · General Liability	0.00	0.00
6241.3 · Vehicle	0.00	0.00
6241.4 · Building Contents	0.00	0.00
6241.5 · Bond	0.00	0.00
Total 6241 · Insurance	0.00	0.00
6245 · Training/Learning Materials	0.00	0.00
6247 · Travel & Meal Costs	668.71	250.00
6249 · Postage/Printing/Copies	145.54	274.98
6250 · Office Expenses	4,205.98	375.00
6251 · Facility Certification	0.00	0.00
6252 · Staff Recruitment	0.00	100.00
6253 · Furniture/Equip.	0.00	800.00
6256 · Room & Board Supplies	292.03	570.00
6258 · Food & Supplies	2,188.83	2,675.00
6270 · Dues/Fees/Licenses/Subscrip.	1,125.00	0.00
6280 · Van Gasoline	144.71	195.00
6289 · Pet Expense	214.29	95.00
6330 · Rent Expense	0.00	0.00
6331 · Fundraiser Expense	400.00	0.00
Total Expense	118,088.57	111,602.58
Net Ordinary Income	-17,116.01	3,146.41
Net Income	-17,116.01	3,146.41



CITY OF DOUGLAS
Community Service Grant "Aid to Others"
Quarterly Report - Fiscal Year 2025

The quarterly report is a requirement of your continued Community Service Grant funding per your Community Service Grant agreement. Failure to provide this report may result in no disbursement of funds. You may complete this financial section or attach your own financial statement. This information will be shared with City Council as part of a regular Council meeting. Submit completed quarterly reports with attachments (if applicable) to the Administrative Services Department.

1. Organization/Company Name: DYHA		2. Phone Number: 307.359.0964
3. Complete Address: PO Box 235, Douglas WY 82633		
4. Email Address: Icecats Hockey@hotmail.com		
5. Report for Quarter (check one): Ending March 31 ☐ Ending June 30 ☐ Ending September 30 ☐ Ending December 31 ☒		
6. Number of People Served for Quarter: 71	7. Total Income: \$ 94,843.81	8. Total Expenditures: \$97,271.96
9. Please list activities, events, completed goals, or other such information for the quarter you are reporting on (attach additional page(s) if necessary): Hockey season started. We had our hockey school & learn to skate. We completed our gun raffle. Sold our banner sales.		
10. Please list any other information you would like Douglas City Council to be aware of. Pans for the last of the boards & had to rework on them to make them fit.		

CERTIFICATION AND SIGNATURE

I hereby certify the above information to be true and correct to the best of my knowledge.

Kim Kaper
AUTHORIZED SIGNATURE

02/14/2025
DATE OF REPORT

Kim Kaper
PRINTED NAME

TO BE COMPLETED BY CITY

Date Received: 2/14/2025	Reviewed By: Spoma Report Complete? YES ☒ NO ☐
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Douglas Youth Hockey Association

Profit and Loss

October - December, 2024

	TOTAL
Income	
4015 Special Events Income	
Banner Sales	11,464.70
Gun Raffle	26,677.45
Tourments	33.00
Total 4015 Special Events Income	38,175.15
4027 Rec Commission	32,000.00
4050 General Donations	2,155.00
4200 CONCESSIONS	7,306.92
4250 Interest-Savings, Short-term CD	4,782.28
4375 Membership Dues/Tournament Fees	7,325.39
Gear Rental	1,175.00
Uncategorized Income-1	1,924.07
Total Income	\$94,843.81
GROSS PROFIT	\$94,843.81
Expenses	
6200 Fundraising Expense	
Banner Sales	421.48
Total 6200 Fundraising Expense	421.48
6300 Hockey Equipment	49,734.42
6400 Ice Time- Tournament Fees	
MiniMite/Mite Tournament	387.85
Total 6400 Ice Time- Tournament Fees	387.85
6800 Insurance	5,591.00
7000 Office Supplies	195.00
7100 Referees	3,006.64
7200 Rink Rental and Maintenance	24,439.90
7500 Utilities	4,420.90
7600 Misc. Expenses	189.00
7700 Professional Services	2,244.00
7800 Concession Expense	4,566.61
7805 Concession Stand Workers	2,075.16
Total Expenses	\$97,271.96
NET OPERATING INCOME	\$ -2,428.15
NET INCOME	\$ -2,428.15



CITY OF DOUGLAS
Community Service Grant "Aid to Others"
Quarterly Report - Fiscal Year 2024

The quarterly report is a requirement of your continued Community Service Grant funding per your Community Service Grant agreement. Failure to provide this report may result in no disbursement of funds. You may complete this financial section or attach your own financial statement. This information will be shared with City Council as part of a regular Council meeting. Submit completed quarterly reports with attachments (if applicable) to the Administrative Services Department.

1. Organization/Company Name: <u>Douglas Youth Hockey Assoc.</u>		2. Phone Number: <u>307.351.0964</u>
3. Complete Address: <u>PO Box 235, Douglas, WY 82633</u>		
4. Email Address: <u>icecats hockey@hotmail.com</u>		
5. Report for Quarter (check one): Ending March 31 ☒ Ending June 30 ☐ Ending September 30 ☐ Ending December 31 ☐		
6. Number of People Served for Quarter:	7. Total Income: <u>\$11,728.39</u>	8. Total Expenditures: <u>\$45,530.60</u>
9. Please list activities, events, completed goals, or other such information for the quarter you are reporting on (attach additional page(s) if necessary): <u>we had our golf tournament. Received a few large sponsors we made about \$8K.</u>		
10. Please list any other information you would like Douglas City Council to be aware of. <u>Starting to sell our gun raffle tickets</u>		

CERTIFICATION AND SIGNATURE

I hereby certify the above information to be true and correct to the best of my knowledge.

Kim Kaper

AUTHORIZED SIGNATURE

8/22/2024

DATE OF REPORT

Kim Kaper

PRINTED NAME

TO BE COMPLETED BY CITY

Date Received: <u>2/14/2025</u>	Reviewed By: <u>SOMA</u> Report Complete? YES ☐ NO ☐
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Douglas Youth Hockey Association

Profit and Loss

April - June, 2024

	TOTAL
Income	
4015 Special Events Income	
Golf Tournament	11,044.55
Total 4015 Special Events Income	11,044.55
4250 Interest-Savings, Short-term CD	183.84
Dibs	500.00
Total Income	\$11,728.39
GROSS PROFIT	\$11,728.39
Expenses	
6200 Fundraising Expense	
End of Year Banquet	386.15
Golf Tournament	6,150.22
Gun Raffle	15,051.32
Road Runner	1,000.00
Total 6200 Fundraising Expense	22,587.69
7000 Office Supplies	775.00
7200 Rink Rental and Maintenance	10,168.00
7500 Utilities	2,299.91
7750 Building Expense	9,700.00
Total Expenses	\$45,530.60
NET OPERATING INCOME	\$ -33,802.21
NET INCOME	\$ -33,802.21



CITY OF DOUGLAS

Community Service Grant "Aid to Others" Quarterly Report - Fiscal Year 2025

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1. Organization/Company Name: <u>DYHA</u>		2. Phone Number: <u>307.351.0964</u>
3. Complete Address: <u>PO Box 235 Douglas, WY 82633</u>		
4. Email Address: <u>Icecats hockey@hotmail.com</u>		
5. Report for Quarter (check one): Ending March 31 ☐ Ending June 30 ☐ Ending September 30 ☒ Ending December 31 ☐		
6. Number of People Served for Quarter: <u>71</u>	7. Total Income: <u>\$56,000.16</u>	8. Total Expenditures: <u>\$69,784.74</u>
9. Please list activities, events, completed goals, or other such information for the quarter you are reporting on (attach additional page(s) if necessary): <u>we had our Golf Tournament & started to sell Gun Raffle tickets.</u>		
10. Please list any other information you would like Douglas City Council to be aware of. <u>we bought new boards & paid half.</u>		

CERTIFICATION AND SIGNATURE

I hereby certify the above information to be true and correct to the best of my knowledge.

Kim Kaper
AUTHORIZED SIGNATURE

02/14/25
DATE OF REPORT

Kim Kaper
PRINTED NAME

TO BE COMPLETED BY CITY

Date Received: <u>2-14-2025</u>	Reviewed By: <u>Dena</u> Report Complete? YES ☐ NO ☐
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Douglas Youth Hockey Association

Profit and Loss

July - September, 2024

	TOTAL
Income	
4015 Special Events Income	2,177.00
Banner Sales	4,241.10
Golf Tournament	8,206.00
Gun Raffle	1,050.00
Total 4015 Special Events Income	15,674.10
4055 Building Donation	2,824.52
4100 City Fund	24,000.00
4250 Interest-Savings, Short-term CD	4,343.94
4375 Membership Dues/Tournament Fees	9,157.60
Total Income	\$56,000.16
GROSS PROFIT	\$56,000.16
Expenses	
6200 Fundraising Expense	729.50
Banner Sales	-1,157.00
Total 6200 Fundraising Expense	-427.50
6300 Hockey Equipment	41,750.00
6800 Insurance	7,803.25
7000 Office Supplies	4,253.35
7200 Rink Rental and Maintenance	6,288.45
7500 Utilities	10,005.38
7750 Building Expense	111.81
Total Expenses	\$69,784.74
NET OPERATING INCOME	\$ -13,784.58
NET INCOME	\$ -13,784.58



CITY OF DOUGLAS

Community Service Grant "Aid to Others"

Quarterly Report - Fiscal Year 2025

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1. Organization/Company Name: <i>Helping Hands Ministries</i>		2. Phone Number: <i>307-359-5203</i>
3. Complete Address: <i>P.O. Box 163 Douglas WY 82633</i>		
4. Email Address: <i>HHMI@Douglas WY @ outlook.com</i>		
5. Report for Quarter (check one): Ending March 31 ☐ Ending June 30 ☐ Ending September 30 ☒ Ending December 31 ☐		
6. Number of People Served for Quarter: <i>19</i>	7. Total Income: <i>22,548.00</i>	8. Total Expenditures: <i>49,835.78</i>
9. Please list activities, events, completed goals, or other such information for the quarter you are reporting on (attach additional page(s) if necessary):		
10. Please list any other information you would like Douglas City Council to be aware of.		

CERTIFICATION AND SIGNATURE

I hereby certify the above information to be true and correct to the best of my knowledge.

Michele Peterson

AUTHORIZED SIGNATURE

March 1, 25

DATE OF REPORT

Michele Peterson

PRINTED NAME

TO BE COMPLETED BY CITY

Date Received: <i>3.11.2025</i>	Reviewed By: <i>Suma</i> Report Complete? YES ☒ NO ☐
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CITY OF DOUGLAS

Community Service Grant "Aid to Others"

Quarterly Report - Fiscal Year 2025

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1. Organization/Company Name: <i>Helping Hands ministries</i>		2. Phone Number: <i>307-359-5203</i>
3. Complete Address: <i>P.O. Box 163 Douglas WY 82633</i>		
4. Email Address: <i>HHMIDouglaswy@outlook.com</i>		
5. Report for Quarter (check one): Ending March 31 ☐ Ending June 30 ☐ Ending September 30 ☐ Ending December 31 ☒		
6. Number of People Served for Quarter: <i>28</i>	7. Total Income: <i>1638.96</i>	8. Total Expenditures: <i>29,978.55</i>
9. Please list activities, events, completed goals, or other such information for the quarter you are reporting on (attach additional page(s) if necessary):		
10. Please list any other information you would like Douglas City Council to be aware of.		

CERTIFICATION AND SIGNATURE

I hereby certify the above information to be true and correct to the best of my knowledge.

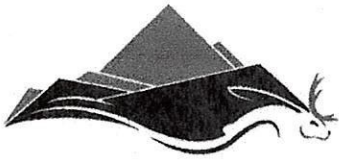
[Signature]
AUTHORIZED SIGNATURE

March 1, 25
DATE OF REPORT

Michelle Peterson
PRINTED NAME

TO BE COMPLETED BY CITY

Date Received: <i>3.11.2025</i>	Reviewed By: <i>[Signature]</i> Report Complete? YES ☒ NO ☐
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CITY OF DOUGLAS

Community Service Grant "Aid to Others" Quarterly Report - Fiscal Year 2025

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1. Organization/Company Name: <i>Helping Hands Ministries</i>		2. Phone Number: <i>307-359-5203</i>
3. Complete Address: <i>P.O. Box 163 Douglas WY 82633</i>		
4. Email Address: <i>HHMI Douglas WY @ outlook.com</i>		
5. Report for Quarter (check one): Ending March 31 ☒ Ending June 30 ☐ Ending September 30 ☐ Ending December 31 ☐		
6. Number of People Served for Quarter: <i>18</i>	7. Total Income: <i>5,392.00</i>	8. Total Expenditures: <i>11,513.99</i>
9. Please list activities, events, completed goals, or other such information for the quarter you are reporting on (attach additional page(s) if necessary):		
10. Please list any other information you would like Douglas City Council to be aware of.		

CERTIFICATION AND SIGNATURE

I hereby certify the above information to be true and correct to the best of my knowledge.

Michele Peterson

AUTHORIZED SIGNATURE

March 1, 2025

DATE OF REPORT

Michele Peterson

PRINTED NAME

TO BE COMPLETED BY CITY

Date Received: <i>3.11.2025</i>	Reviewed By: <i>SMA</i> Report Complete? YES ☒ NO ☐
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CITY OF DOUGLAS
Community Service Grant "Aid to Others"
Quarterly Report - Fiscal Year 2025

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1. Organization/Company Name: High Country Behavioral Health		2. Phone Number: 307-885-9883
3. Complete Address: 389 Adams St. Afton WY, 83110-0389		
4. Email Address: mistya@hcbh.org ranellec@hcbh.org		
5. Report for Quarter (check one): Ending March 31 ☒ Ending June 30 ☐ Ending September 30 ☐ Ending December 31 ☐		
6. Number of People Served for Quarter: 273	7. Total Income: \$313,006.00	8. Total Expenditures: \$352,924.00
9. Please list activities, events, completed goals, or other such information for the quarter you are reporting on (attach additional page(s) if necessary):		
10. Please list any other information you would like Douglas City Council to be aware of.		

CERTIFICATION AND SIGNATURE

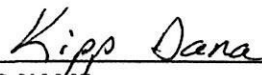
I hereby certify the above information to be true and correct to the best of my knowledge.



AUTHORIZED SIGNATURE

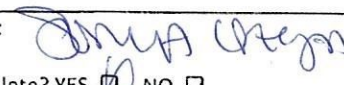
04/01/2025

DATE OF REPORT



PRINTED NAME

TO BE COMPLETED BY CITY

Date Received: 4.10.2025	Reviewed By:  Report Complete? YES ☒ NO ☐
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Spring EVENTS

- **Spirits of the Titanic Mixology Class**
April 15, 7-9PM
Converse County Library Douglas
- **Alzheimer's & Dementia Education Series**
April 16, 10-11AM
Douglas Senior Center
- **Converse County Bank Easter Fun**
April 17, 11AM
Douglas Senior Center
- **Veteran & First Responder Meet Up**
April 18, 7-9PM
Blend
- **Sip & Shop Craft Fair**
April 19, 10A-5PM
American Legion
- **Converse County Career Fair**
April 22, 1-4PM
Douglas High School
- **LPHS Kitten Shower**
April 26/27
Tractor Supply



More information available at:

<https://www.seewhatconversecando.com/calendar/>

<https://douglas.brighttravel.com/events>

All Events Are Subject
To Change