

City Council Regular Minutes
April 14, 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 by video call.

Also present: City Manager, J.D. Cox; City Attorney, Michael Armstrong; City Clerk, Sonya Ortega by video call; Human Resources Director, Kendal Detwiler; Chief of Police, Todd Byerly; Parks Superintendent, Brandon Frye; Administrative Services Director/Treasurer, Mary Nicol.

2. Disclosures by City Council Members

Councilperson McNare abstains from Council Action Item 10.f.

3. Approval of General Agenda (Corrections or Additions)

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

4. Public Comments

None.

5. Approval of Consent Docket

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

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

A proclamation declaring April 20-26, 2025 as National Volunteer Week in Douglas was read aloud by Councilperson Hershberger. Councilperson Hershberger highlighted the City's new volunteer program.

b. Douglas Golf Club

The golf course superintendent provided an update and clarification pertaining to the water usage and water leak at the golf course. They are planning to have a study done to find out where the leak is coming from.

7. Discussion Items

a. The 112: EV Studio Report

City Manager Cox and EV Studio representative, Brian Welch, discussed the approved bid and options going forward with the 112 Building. The Council wants to remove the facade and secure the north and south buildings, preferring Options 2 and 3. Project plans are expected within eight weeks.

b. Permits: Contractors/Subcontractors

Director Chaffin provided information on the permits regarding contractors and subcontractors.

c. Shipping Containers as Storage Units

Director Chaffin reported on a request to use shipping containers for self-storage within city limits, clarifying that industrial zones aren't considered commercial. Concerns about potential misuse were discussed. The Police Department Community Service Officer would not enforce it; the Building Official and Director Chaffin will handle it. Council wants the containers to be visually appealing, limited to ground-level use, and to clarify the code to state "no stacking." Councilperson Schmidt will abstain due to proximity. Director Chaffin will inform the buyer the site isn't approved, and the existing code will move forward.

8. Public Hearing

None.

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 presented Ordinance 1050, including changes from March 24th, and provided the new updates. The City consulted with State Forestry, which warned against taking full ownership of all community trees due to staffing, equipment, liability, and insurance concerns. Council discussed the pros and cons, with differing views on responsibility and cost-sharing. Councilperson Weeks supported shared responsibility and suggested a grant program for residents who can't afford tree maintenance. Councilperson Schmidt proposed adding special insurance via water bills, council had differing views. Mayor Pexton also suggested citizen incentives for tree care and water conservation. City Manager Cox recommended evaluating responsibilities and best practices. The Council agreed to explore insurance options, revisit costs, and table the item for now. Director Chaffin said the ordinance could be split, bringing it back without section 12.20 for separate review.

Councilperson Ron McNare moved to remove Ordinance No. 1050 from the table. Seconded by Councilperson Matthew Schmidt. Motion carried 5-0. Councilperson Perry Hershberger moved to approve Ordinance No. 1050 as presented on first reading with removal of section 3. Seconded by Councilperson Matthew Schmidt. Motion carried 5-0.

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

City Attorney Armstrong advised this Ordinance will remain on the table so we can coordinate this with Ordinance 1050. Mayor Pexton advised to keep this tabled.

c. Appointment of Voting Delegate and Alternate for WAM Summer Conference

Councilperson Perry Hershberger moved to remove Appointment of Voting Delegate and Alternate for WAM Summer Conference from the table.

Seconded by Councilperson Ron McNare. Motion carried 5-0.

Councilperson Ron McNare moved to appoint Kim Pexton as Voting Delegate and JD Cox as Alternate Delegate for the 2025 Summer WAM Conference.

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

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**

City Manager Cox presented Ordinance 1055 to the council in reference to using a retail liquor license as collateral.

Councilperson Matthew Schmidt moved to approve Ordinance 1055 as presented on first reading. Seconded by Councilperson Perry Hershberger. Motion carried 5-0.

- 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**

City Manager Cox presented the Ordinance 1056 to council regarding adding Douglas Urban Renewal Agency to the City of Douglas Code.

Councilperson Ron McNare moved to move to approve ordinance 1056 as presented on first reading. Seconded by Councilperson Perry Hershberger. Motion carried 5-0.

- c. Community Service Funding Agreement: Douglas Community Golf Club**

City Manager Cox presented the agreement and advised the Douglas Community Golf Club accepted all parts of the agreement.

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

- d. Approval of PD Policy Changes**

Chief Byerly presented to council the updated policies for the Police Department.

Councilperson Perry Hershberger moved to accept the recommended changes to the Police Department Policies as presented. Seconded by Councilperson Matthew Schmidt. Motion carried 5-0.

- e. Audit Engagement: FY 2425**

Director Nicol provided the staff report on the FY2425 audit.

Councilperson Ron McNare moved 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. Seconded by Councilperson Matthew Schmidt. Motion carried 5-0.

- f. Warrant Register: March 2025: K&R Construction, LLC**

Councilperson Perry Hershberger moved to approve Warrant Register: March 2025: K&R Construction, LLC as presented. Seconded by Councilperson Matthew Schmidt. Motion carried 4-0. Council Member McNare abstained.

g. Cemetery: Mower Purchase

Superintendent Frye presented to council information about the lawn mowers the Parks Department is requesting to purchase.

Councilperson Ron McNare moved 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. Seconded by Councilperson Matthew Schmidt. Motion carried 5-0.

11. Public Comments

None.

12. Council Comments

Council Member Weeks directed staff to look into a tree partially blocking a driveway on North 4th Street.

13. City Manager's Report

City Manager Cox provided the council with a handout of ongoing projects within the City. Chief Byerly provided council with an update on the Community Service Officer change.

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

City Clerk Ortega provided a recap on the directives from Council to City Staff.

16. Good People Doing Good Things

Mayor Pexton wanted to thank Chief Byerly, City Manager Cox, Director Harbarger, and Director Chaffin for aiding in the issue on 8th street. Council Member McNare wanted to thank Council Member Hershberger and

his wife for taking on the gas selection forms, this was a huge undertaking that benefits a lot of people.
City Manager Cox congratulated Mayor Pexton for being accepted into the Wyoming Academy.

17. Community Update

a. Event Calendar

18. Executive Session

Councilperson McNare 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 Matthew Schmidt. Motion carried 4-0.

19. Adjourn

Regular City Council Meeting of April 14, 2025, adjourned into executive session at approximately 6:15pm.

Kim Pexton, Mayor

ATTEST:

Sonya Ortega, City Clerk
Published: April 23, 2025