



CITY OF **DOUGLAS** WYOMING

REGULAR CITY COUNCIL MEETING
April 28, 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
- b. Bills & Claims
- c. Other – Consent-Second Reading

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. Second Reading.

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. Second Reading.

- 6. Presentations**
 - a. Douglas Youth Volleyball Presentation

b. Proclamation: 2025 Arbor Day

c. Proclamation: Nurses Week

7. Discussion Items

a. Trees in Boulevards

8. Public Hearing

a. Resolution No. 2025-10: A Resolution Authorizing a Conditional Use Permit to Vance Kunz and Lauren Davenport to Allow the Short-Term Rental of a Dwelling in a R-1 Neighborhood Residential Zoning District at 119 Feather Street (West Plains Addition, Block 2, Lot 27).

b. Resolution No. 2025-11: A Resolution Approving the Foster Subdivision, Converse County, Wyoming

c. Resolution No. 2025-12: A Resolution Approving the Roberts No. 2 Subdivision, Converse County, Wyoming

d. Resolution No. 2025-13: A Resolution Approving the Roberts Subdivision, Lots 6 & 7, Converse County, Wyoming

e. Ordinance 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, First Reading

9. Tabled Items

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

10. Council Action Items

a. Alternate Landscape Agreement: Big Country Storage

b. 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, Second Reading

11. Public Comments

12. Financial Report

- a. March 2025

13. City Manager's Report

14. Council Information

- a. Arts & Culture Board of Trustees Minutes (September 2024-March 2025)
- b. Aid to Others 3rd Quarter Reports: Boys & Girls Club; Converse Hope Center; CANDO dba The Enterprise; Childrens Advocacy Project; CCSD#1; LPHS-updated
- c. Douglas Historic Preservation Commission Minutes 20250416
- d. Planning & Zoning Commission Minutes 20250421

15. CircleBack Recap

16. Good People Doing Good Things

17. Presentations

- a. Discover Douglas: Easter Egg Hunt Presentation

18. Community Update

- a. Event Calendar

19. Executive Session

20. Adjourn

[MEET_FOOT]



Agenda Item Report

City Council – April 28, 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. Second 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 28, 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. Second 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–June	URA Board organizational meetings & formation
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June	URA Board reviews Urban Renewal Plan & Project proposal
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June 16	Planning Commission reviews Plan & Project
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June 23	City Council reviews and considers adoption of Plan & Project
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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.

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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

Proclamation

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, Arbor Day is now observed throughout the nation and the world; and

WHEREAS, trees offer a multitude of benefits, including reduced erosion of top soil, lower heating and cooling costs, temperature moderation, cleaner air, increased oxygen, wildlife habitat, increased property values, enhanced economic vitality of business areas, and beautification of our community; and

WHEREAS, trees are a renewable resource, thereby providing paper, wood for our homes, fuel for our fires, as well as countless other wood products, and are sources of happiness and a sense of renewal wherever they are planted; and

WHEREAS, the City of Douglas is now in its 24th year as a Tree City USA and is one of more than 3,500 Tree Cities across the country; and

WHEREAS, with communities worldwide facing issues with air quality, water resources, energy use, and personal health and well-being, Douglas is stepping up to do our part by ensuring we practice effective forest management.

NOW, THEREFORE, I, Kim Pexton, Mayor of the City of Douglas, Wyoming, do hereby proclaim Thursday, May 16th, 2024, as

ARBOR DAY

in the City of Douglas, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands.

BE IT FURTHER PROCLAIMED that all citizens of our community are encouraged to plant trees to bring joy and promote the well-being of our community, this generation, and generations of the future.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official Seal of the City of Douglas, Wyoming, to be affixed this 28th day of April, 2025.

Kim Pexton, Mayor

ATTEST:

Sonya Ortega, City Clerk

Proclamation

WHEREAS, registered nurses in Wyoming constitute our state's largest health care profession; and

WHEREAS, the depth and breadth of the registered nursing profession meets the different and emerging health care needs of the Wyoming population in a wide range of settings; and

WHEREAS, the Wyoming Nurse Association, as the voice for registered nurses in this state, is working to chart a new course for a healthy nation that relies on increasing access to primary and preventive health care, and better utilization of all our state's registered nursing resources; and

WHEREAS, professional nursing is an indispensable component of the safety and quality of care of hospitalized and non-hospitalized patients; and

WHEREAS, the demand for registered nursing services will be greater than ever because of the aging of the Wyoming population, emerging health challenges, the continuing expansion of life-sustaining technologies, and the explosive growth of home health care services; and

WHEREAS, more qualified registered nurses are needed in the future to meet the increasingly complex needs of health care consumers in this community; and

WHEREAS, the cost-effective, safe, and high-quality health care services provided by registered nurses will be an increasingly important component of the Wyoming health care delivery system in the future; and

WHEREAS, the Wyoming Nurses Association has declared May 6-12 as Nurses Week with the theme "The Power of Nurses," with appreciation for nurses' unparalleled impact and their contributions to health care, and an open invitation to #ThankANurse for enriching our lives and the world we live in; and

NOW, THEREFORE, I, Kim Pexton, Mayor of the City of Douglas, Wyoming, do hereby proclaim May 6-12, 2025, as:

NURSES WEEK

And be resolved, that the residents of Wyoming celebrate registered nurses' accomplishments and efforts to improve our health care system and show our appreciation for the state's registered nurses not just during this week, but at every opportunity throughout the year.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official Seal of the City of Douglas, Wyoming, to be affixed this 28th day of April 2025.

ATTEST:

Kim Pexton, Mayor

Sonya Ortega, City Clerk



Agenda Item Report City Council – April 28, 2025

Item

Resolution No. 2025-10: A Resolution Authorizing a Conditional Use Permit to Vance Kunz and Lauren Davenport to Allow the Short-Term Rental of a Dwelling in a R-1 Neighborhood Residential Zoning District at 119 Feather Street (West Plains Addition, Block 2, Lot 27).

Responsible Staff Contact

Clara Chaffin

Recommendation

Recommend approval of Resolution 2025-10 as presented.

Executive Summary

An application by Vance Kunz and Lauren Davenport for a Conditional Use Permit to operate a Short-Term Rental in an R-1 Neighborhood Residential Zone at 119 Feather Street (West Plains Addition, Block 2, Lot 27). Per the Douglas Municipal Code, short-term rentals are permitted as a Conditional Use in an R-1 zone.

Background

This property was dedicated to the City in 1979 as a portion of the Brownfield Hamilton Tracts and this lot was created as part of the West Plains Addition. The structure was originally built in 2007 and has remained unchanged throughout its history. The applicant is planning to rent the home as a short-term rental year-round.

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

Motion to approve Resolution 2025-10 as presented.

Attachments

1. Resolution 2025-10 Kunz-Davenport STR
2. CNCL StaffReport_CUP 01-25_Kunz-Davenport STR

RESOLUTION NO. 2025-10

A RESOLUTION AUTHORIZING A CONDITIONAL USE PERMIT TO VANCE KUNZ AND LAUREN DAVENPORT TO ALLOW THE SHORT-TERM RENTAL OF A DWELLING IN A R-1 NEIGHBORHOOD RESIDENTIAL ZONING DISTRICT AT 119 FEATHER STREET (WEST PLAINS ADDITION, BLOCK 2, LOT 27).

WHEREAS, Vance Kunz and Lauren Davenport wish to provide short-term rental of the dwelling at 119 Feather Street; and

WHEREAS, the proposed use adheres to the Douglas Municipal Code, pertaining to the allowance of conditional use permits in an R-1 Neighborhood Residential Zone for conditional residential uses; and

WHEREAS, the Community Development staff and the Douglas Planning and Zoning Commission have reviewed the application to ensure that it shall have no adverse impact upon the welfare of the public; and

WHEREAS, notice has been duly given and a public hearing held before the Douglas Planning and Zoning Commission on April 21, 2025, where there was no public comment in opposition to the application; and the Planning and Zoning Commission voted unanimously to recommend approval of the application to the Douglas City Council; and

WHEREAS, the conditional use permit to provide short-term rental of the dwelling is specific to Vance Kunz and Lauren Davenport. If this property owner and/or agent, in the future, ceases operation or moves the facility to another location, the Conditional Use Permit shall be null and void for the subject property; and

WHEREAS, the use shall be in compliance with City requirements for short-term rentals at all times; and

WHEREAS, Municipal Code requires that all conditional use permits be approved by the City Council.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DOUGLAS, WYOMING, that Vance Kunz and Lauren Davenport are granted a conditional use permit to provide short-term rental of the dwelling in an R-1 Neighborhood Residential Zone at 119 Feather Street (West Plains Addition, Block 2, Lot 27).

PASSED, APPROVED, AND ADOPTED this 28th day of April 2025.

Kim Pexton, Mayor

Attest:

Sonya Ortega, City Clerk

**DOUGLAS CITY COUNCIL
STAFF REPORT
APRIL 28, 2025**

**119 FEATHER STREET
SHORT-TERM RENTAL – CONDITIONAL USE PERMIT**

CASE NUMBER: CUP 01-25

PREPARED BY: Heidi McCullough, Planning Technician

MEETING DATES: April 21, 2025 – Planning and Zoning Commission
April 28, 2025 – City Council

REQUEST: Conditional Use Permit, R-1 Neighborhood Residential Zone

PURPOSE: To operate a Short-Term Rental (Airbnb).

RECOMMENDATION: The Community Development Department recommends approval of the conditional use permit to allow the short-term rental of the dwelling at 119 Feather Street in an R-1 Neighborhood Residential Zone with staff recommendations.

VICINITY MAP:



OWNER: Vance Kunz
119 Feather Street
Douglas, WY 82633

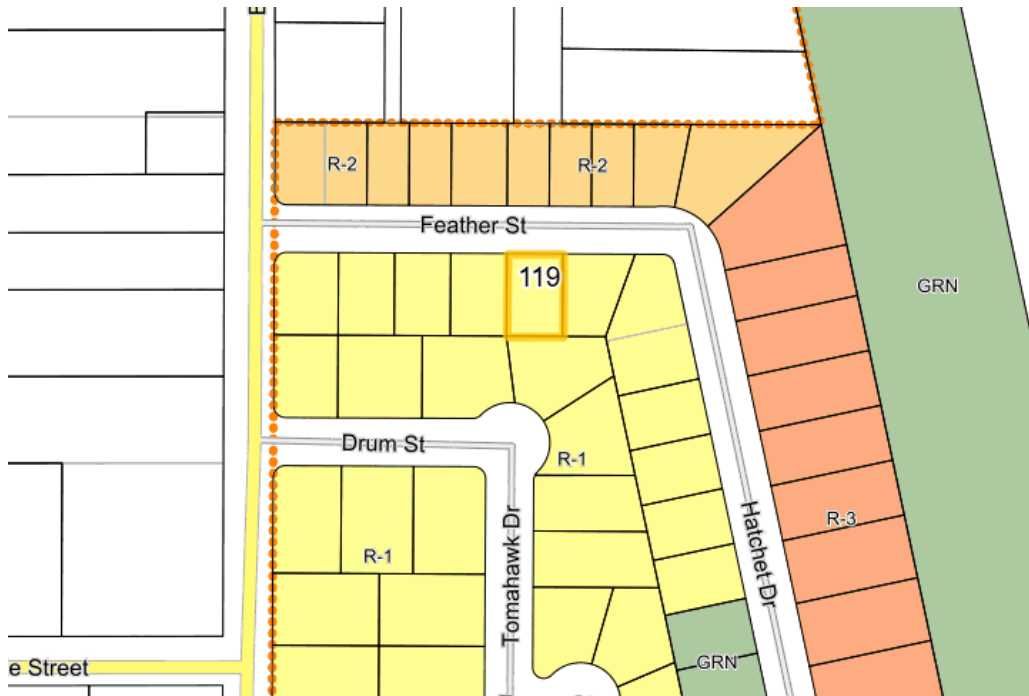
APPLICANT: Vance Kunz & Lauren Davenport
119 Feather Street
Douglas, WY 82633

LOCATION:

- (1) Legal Description: West Plains, Block 2, Lot 27
- (2) General Location: The subject property is located in the middle of the block on the south side of Feather Street between Brownfield Road and Hatchet Drive.
- (3) Address: 119 Feather Street

LOT SIZE: 0.17 Acres

ZONING: R-1 Neighborhood Residential Zone



ZONING DATA: The property is currently zoned R-1, Neighborhood Residential Zoning District. This district is “*intended to provide for low-density, single-family residential development and to provide for such community facilities and services as will serve the area residents while protecting the residential character and quality of the area.*” Per the Douglas Municipal Code, short-term rentals are permitted as a Conditional Use in an R-1 zone.

Council approval of a conditional use permit for this type of use is a requirement of the Unified Land Development Code due to its possible impact on neighboring properties.

EXISTING LAND USE: Single Family Residential

PROPOSED USE: Residential with short-term rental component

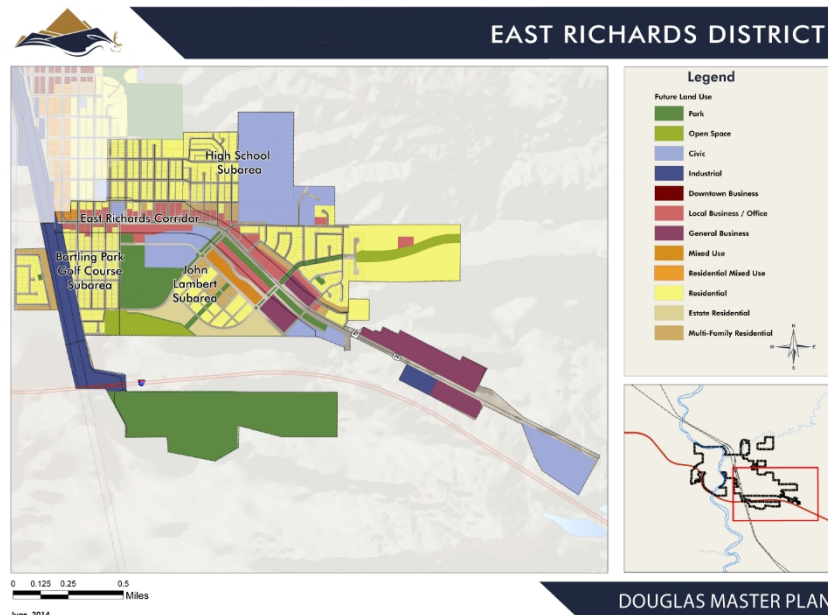
SURROUNDING LAND USE:		ZONING	ANNEXATION STATUS
North:	Residential	R-2	City
South:	Residential	R-1	City
East:	Residential	R-3	City
West:	Residential	R-1	City

HISTORY: This property was dedicated to the City in 1979 as a portion of the Brownfield Hamilton Tracts and this lot was created as part of the West Plains Addition. The structure was originally built in 2007 and has remained unchanged throughout its history. The applicant is planning to rent the home as a short-term rental year-round.

2014 MASTER PLAN:

The property is designated as part of the Brownfield subarea of the East Richards District. *“This area contains stable single-family residential homes but has the potential for residential infill and expansion and development of new neighborhood amenities.”*

The request conforms to the Douglas Master Plan.



FY2025 STRATEGIC DOING: Short-term rentals are not referenced in the FY2025 Strategic Doing as Key Performance Indicator (KPI).

PUBLIC COMMENTS: The City received one comment in favor of the application.

STAFF RECOMMENDATION: The Community Development Department recommends approval of the conditional use permit to allow the short-term rental of the dwelling at 119 Feather Street in an R-1 Neighborhood Residential Zone with the following staff recommendations:

1. The conditional use permit to provide short-term rental at the residence is specific to Vance Kunz & Lauren Davenport. If this property owner and/or agent, in the future, ceases operation or moves the facility to another location, the Conditional Use Permit shall be null and void for the subject property.
2. The use shall be in compliance with City requirements for short-term rentals at all times.

PLANNING & ZONING COMMISSION RECOMMENDATION: The Douglas Planning & Zoning Commission, at their regular meeting on April 21, 2025, voted unanimously to recommend approval of the conditional use permit to allow the short-term rental of the dwelling at 119 Feather Street in an R-1 Neighborhood Residential Zone with the following staff recommendations:

1. The conditional use permit to provide short-term rental at the residence is specific to Vance Kunz & Lauren Davenport. If this property owner and/or agent, in the future, cease operation or moves the facility to another location, the Conditional Use Permit shall be null and void for the subject property.
2. The use shall be in compliance with City requirements for short-term rentals at all times.



Agenda Item Report

City Council – April 28, 2025

Item

Resolution No. 2025-11: A Resolution Approving the Foster Subdivision, Converse County, Wyoming

Responsible Staff Contact

Clara Chaffin

Recommendation

Recommend approval of Resolution 2025-11 as presented.

Executive Summary

The City received an application from Frank Foster to create the Foster Subdivision in the County. The proposal is to vacate and replat a portion of vacated North Seventh Street, a portion of North Sixth Street, a portion of Clay Street, a portion of the alley between Block 72 of the Philips Addition and Outlot W, the vacated alley lying east of Lots 1 to 8 of Block 78 of the Antelope Addition and west of Outlot Y of Phillips Addition, a portion of Outlot Y, the north 260 Feet of Outlot W, Lots 1 & 2, Block 72 and Lots 9 To 12, Block 71, Phillips Addition and Lots 1 to 8, Block 78, Antelope Addition, Converse County, Wyoming, totaling 7.26 acres.

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

Motion to approve Resolution 2025-11 as presented.

Attachments

1. CNCL Staff Report_CCSUB 02-25 Foster Subdivision
2. Resolution 2025-11 Foster County Subdivision
3. FOSTER SUBDIVISION PLAT 04-23-25

**DOUGLAS CITY COUNCIL
STAFF REPORT
APRIL 28, 2025**

Proposed Foster Subdivision

CASE NUMBER: CCSUB 02-25

PREPARED BY: Heidi McCullough, Planning Technician

MEETING DATES: April 21, 2024 – Planning and Zoning Commission
April 28, 2024 – Douglas City Council

RECOMMENDATION: The Community Development staff recommends approval of the Foster Subdivision Converse County, Wyoming, with reservations as to the future development of the property given the absence of county zoning regulations.

VICINITY MAP:



OWNERS: Frank Foster
701 E. Clay
Douglas, WY 82633

PURPOSE: To combine 13 lots, a portion of North 6th Street, a portion of the 6.5 alley, a portion of Clay Street, Outlot W, and part of Outlot Y into a single tract of land for residential purposes.

LOCATION: The subject property is adjacent to city limits at the east end of Clay Street and north of North 6th Street and North 7th Street at 701 Clay Street.

SIZE: Area: 7.26 Acres

ZONING: N/A

EXISTING LAND USE: Vacant and residential

PROPOSED USE: Replatting multiple parcels of land to create a single tract of land for residential purposes.

RECOMMENDED LAND USE PER ADOPTED PLAN: N/A

PLAT DATA: Lot 1: 7.26 Acres

SUBDIVISION STANDARDS: N/A

ADDITIONAL INFRASTRUCTURE REQUIRED: No additional infrastructure required at this time.

ANALYSIS: This application is being considered per Wyoming Statute 18-5-308, which states any part of a subdivision within one mile of the boundaries of an incorporated city must obtain the approval of its governing body.

The lot would be accessed Clay Street. Sewage disposal would be provided by a septic system; water is sourced from the City and private wells.

The City requested easements for existing City utilities as shown on the provided plat.

The location is in the Planning Area, as designated in the City of Douglas Master Plan, adopted in 2014. Land included in this area is anticipated to be a possible site of annexation within a 20–30-year period, making long range impacts to the property important to future City growth needs. The city's strong preference would be for any activity to be developed in a manner similar to City of Douglas Rural Residential zoning standards.

STAFF RECOMMENDATION: The Planning & Community Development staff recommends approval of the Foster County Subdivision with reservations as to future development of the property given the lack of county zoning regulations.

PLANNING & ZONING RECOMMENDATION: The Douglas Planning & Zoning Commission, at their regular meeting on April 21, 2025, voted unanimously to recommend approval of the Foster County Subdivision with reservations as to future development of the property given the lack of county zoning regulations.

RESOLUTION NO. 2025-11

A RESOLUTION APPROVING THE FOSTER SUBDIVISION, CONVERSE COUNTY, WYOMING

WHEREAS, Frank Foster has submitted a proposed subdivision plat creating the Foster Subdivision, Converse County, Wyoming; and

WHEREAS, the proposal is to vacate and replat a portion of vacated North Seventh Street, a portion of North Sixth Street, a portion of Clay Street, a portion of the alley between Block 72 of the Philips Addition and Outlot W, the vacated alley lying east of Lots 1 to 8 of Block 78 of the Antelope Addition and west of Outlot Y of Phillips Addition, a portion of Outlot Y, the north 260 Feet of Outlot W, Lots 1 & 2, Block 72 and Lots 9 To 12, Block 71, Phillips Addition and Lots 1 to 8, Block 78, Antelope Addition, Converse County, Wyoming, totaling 7.26 acres; and

WHEREAS, the proposed subdivision lies within Converse County, and is within one mile of the City of Douglas; and

WHEREAS, at the April 21, 2025, Douglas Planning and Zoning Commission meeting, the Commission considered the request for the subdivision, and voted unanimously to recommend approval with reservations due to the absence of county zoning regulations; and

WHEREAS, the City recommends that future development be constructed in a manner similar to that required in a City of Douglas Rural Residential Zone.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DOUGLAS, WYOMING, that pursuant to Wyoming State Statutes 15-3-202, 18-5-308(b) and 34-12-103, the Foster Subdivision, Converse County, Wyoming, is hereby approved, contingent upon any future development being consistent with the City of Douglas Master Plan.

PASSED, APPROVED, AND ADOPTED this 28th day of April 2025.

Kim Pexton, Mayor

Attest:

Sonya Ortega, City Clerk



Agenda Item Report

City Council – April 28, 2025

Item

Resolution No. 2025-12: A Resolution Approving the Roberts No. 2 Subdivision, Converse County, Wyoming

Responsible Staff Contact

Clara Chaffin

Recommendation

Recommend approval of Resolution 2025-12 as presented.

Executive Summary

An application by Mark and Katherine Roberts to create the Roberts No. 2 Subdivision in Converse County, Wyoming. The purpose of this application is to divide a lot into 4 lots for commercial and residential purposes, total 20.38 Acres.

Background

This minor subdivision was part of the CCSUB 03-24 Roberts No. 2 Subdivision submitted and approved by this commission and City Council in October 2024.

Changes were made to the submittal before it went before the County Commissioners. Therefore, it is being resubmitted to the City. The Roberts No. 2 Subdivision and the Roberts Subdivision Lots 6 & 7, were originally submitted as a Major Subdivision on one plat.

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

Motion to approve Resolution 2025-12 as presented.

Attachments

1. CNCL Staff Report_CCSUB 03-25 Roberts No. 2 Subdivision
2. Resolution 2025-12 Roberts No. 2 County Subdivision
3. 24-192_ROBERTS SUBDIVISION NO.2

**DOUGLAS CITY COUNCIL
STAFF REPORT
APRIL 28, 2025**

Proposed Roberts Subdivision No. 2 Minor Subdivision

CASE NUMBER: CCSUB 03-25

PREPARED BY: Heidi McCullough, Planning Technician

MEETING DATES: April 21, 2024 – Planning and Zoning Commission
April 28, 2024 – Douglas City Council

RECOMMENDATION: The Community Development staff recommends approval of the Roberts No. 2 Subdivision, Converse County, Wyoming, with reservations as to the future development of the property given the absence of county zoning regulations.

VICINITY MAP:



OWNERS: Mark & Katherine Roberts
P.O. Box 934
Douglas, WY 82633

PURPOSE: To divide a lot into 4 lots for commercial and residential purposes.

LOCATION: The subject property is located on J Road on the north side of Highway 59.

SIZE: Area: 20.38 Acres

ZONING: N/A

EXISTING LAND USE: Vacant

PROPOSED USE: Four lots with road access to allow for future development of property.

RECOMMENDED LAND USE PER ADOPTED PLAN: N/A

PLAT DATA: Lot 1: 5.11 acres
Lot 2: 5.10 acres
Lot 3: 5.13 acres
Lot 4: 5.13 acres

SUBDIVISION STANDARDS: N/A

ADDITIONAL INFRASTRUCTURE REQUIRED: No additional infrastructure required at this time.

ANALYSIS: This application is being considered per Wyoming Statute 18-5-308, which states any part of a subdivision within one mile of the boundaries of an incorporated city must obtain the approval of its governing body.

This minor subdivision was part of the CCSUB 03-24 Roberts No. 2 Subdivision submitted and approved by this commission and City Council in October of 2024. Changes were made to the submittal before it went before the County Commissioners, therefore, it is being resubmitted to the City.

Both lots would be accessed from Highway 59 via Powder River Road, J Road, and Red Horse Road. Water and sewage disposal would be provided by private wells and septic systems.

The location is in the Planning Area, as designated in the City of Douglas Master Plan, adopted in 2014. Land included in this area is anticipated to be a possible site of annexation within a 20–30-year period, making long range impacts to the property important to future City growth needs. The site is visible from Highway 59, influencing the perceptions of travelers of the community. The city’s strong preference would be for any activity to be developed in a manner similar to City of Douglas Commercial (B-2, PLI) and Rural Residential zoning standards.

STAFF RECOMMENDATION: The Planning & Community Development staff recommends approval of the Roberts No. 2 County Subdivision with reservations as to future development of the property given the lack of county zoning regulations.

PLANNING & ZONING COMMISSION RECOMMENDATION: The Douglas Planning & Zoning Commission, at their regular meeting on April 21, 2025, voted unanimously to recommend approval of the Roberts No. 2 County Subdivision with reservations as to future development of the property given the lack of county zoning regulations.

RESOLUTION NO. 2025-12

A RESOLUTION APPROVING THE ROBERTS NO. 2 SUBDIVISION, CONVERSE COUNTY, WYOMING

WHEREAS, Mark and Katherine Roberts have submitted a proposed minor subdivision plat creating the Roberts No. 2 Subdivision, Converse County, Wyoming; and

WHEREAS, the proposal is to subdivide the property into four (4) lots in Converse County, Wyoming, totaling 20.38 acres; and

WHEREAS, the proposed subdivision lies within Converse County, and is within one mile of the City of Douglas; and

WHEREAS, at the April 21, 2025, Douglas Planning and Zoning Commission meeting, the Commission considered the request for the subdivision, and voted unanimously to recommend approval with reservations due to the absence of county zoning regulations; and

WHEREAS, the City recommends that future development be constructed in a manner similar to that required in City of Douglas Planned Light Industrial, General Business and Rural Residential Zones.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DOUGLAS, WYOMING, that pursuant to Wyoming State Statutes 15-3-202, 18-5-308(b) and 34-12-103, the Roberts No. 2 Subdivision, Converse County, Wyoming, is hereby approved, contingent upon any future development being consistent with the City of Douglas Master Plan.

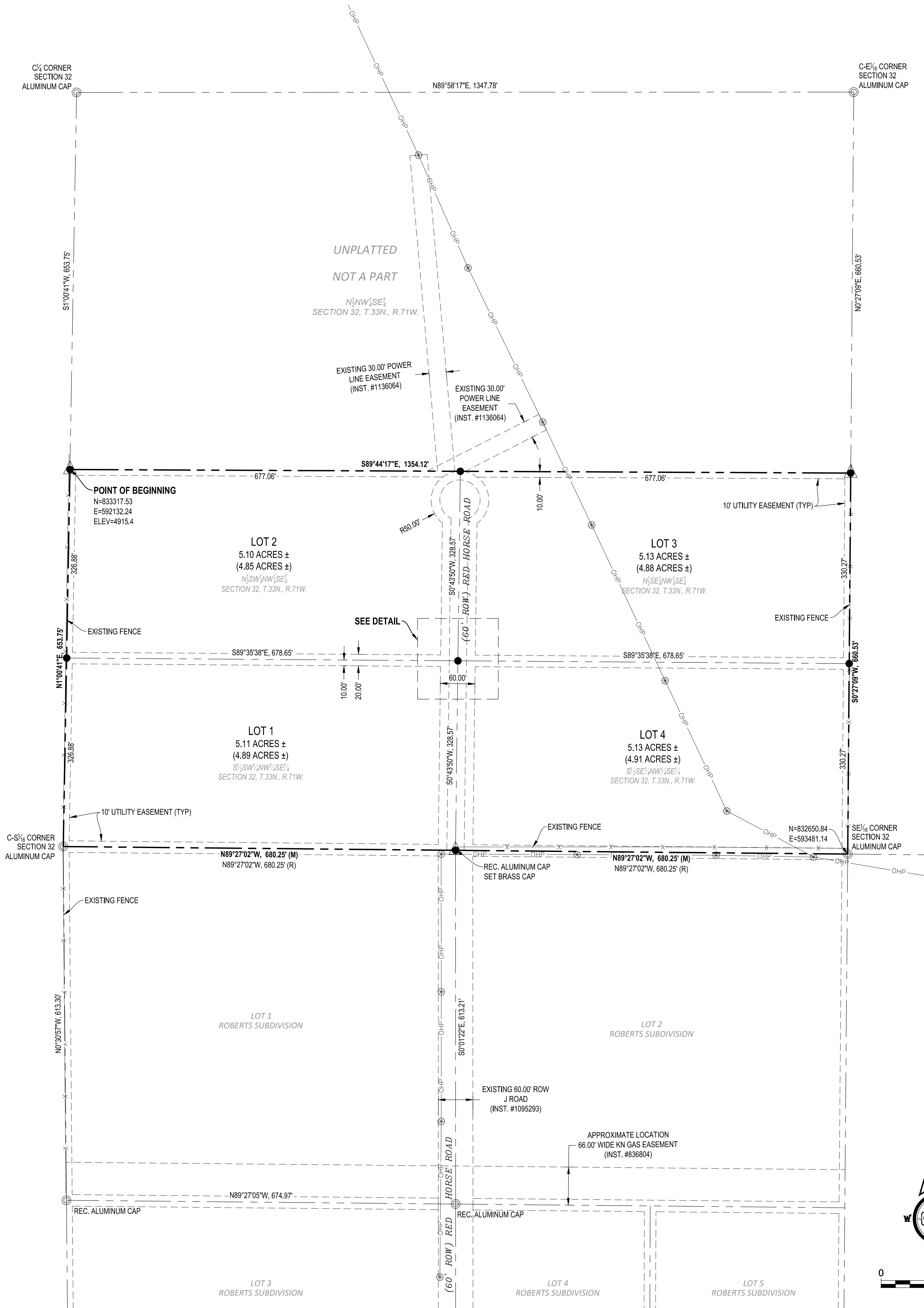
PASSED, APPROVED, AND ADOPTED this 28th day of April 2025.

Kim Pexton, Mayor

Attest:

Sonya Ortega, City Clerk

M:\Land 2024\Survey\24-192_Roberts Subdivision\Drawings\Survey\Plats\24-192_Roberts Subdivision NO.2.dwg, 2/20/2025, Shannon Garrison



APPROVALS

APPROVED BY THE CONVERSE COUNTY PLANNING AND ZONING COMMISSION,
THIS _____ DAY OF _____, 2025.

CHAIRMAN OF THE CONVERSE COUNTY
PLANNING & ZONING COMMISSION

APPROVED BY THE CONVERSE COUNTY COMMISSIONERS,
THIS _____ DAY OF _____, 2025.

ATTEST:
COUNTY CLERK

CHAIRMAN OF THE BOARD OF
COUNTY COMMISSIONERS

APPROVED BY THE CITY OF DOUGLAS, WYOMING THIS _____ DAY OF _____, 2025.

ATTEST:
CITY CLERK MAYOR

NOTES

- ERROR OF CLOSURE = 1:875,848.
- BASIS OF BEARINGS IS THE WYOMING STATE PLANE COORDINATE SYSTEM, EAST ZONE, NAD 1983/86.
- NO PUBLIC MAINTENANCE OF ROADS - CONVERSE COUNTY NOT RESPONSIBLE FOR MAINTENANCE OF SUBDIVISION ROADS.
- THE SURFACE ESTATE OF THE LAND TO BE SUBDIVIDED IS SUBJECT TO FULL AND EFFECTIVE DEVELOPMENT OF THE MINERAL ESTATE.
- THERE IS NO CENTRALIZED SEWAGE SYSTEM PROPOSED.
- THERE IS NO CENTRALIZED WATER SYSTEM FROM THE CITY OF DOUGLAS.
- SUBJECT PROPERTY IS LOCATED IN FLOOD ZONE "X", AS PER FIRM 56009C1400D, EFFECTIVE 11/4/2009.
- PERMITTED SEPTIC SYSTEMS AS SHOWN AND LABELED. ALL OTHERS HAVE NOT BEEN PERMITTED AT THE TIME OF THIS PLAT.
- PER CONVERSE COUNTY SUBDIVISION REGULATIONS, CHAPTER 4, SECTION VII, THE SUBDIVIDER(S) ARE RESPONSIBLE FOR THE CONSTRUCTION OF PERIMETER FENCING.
- PURSUANT TO RESOLUTION 2024-39, PASSED AND APPROVED BY THE DOUGLAS CITY COUNCIL ON 10/28/2024, ANY FUTURE DEVELOPMENT SHALL BE DONE IN ACCORDANCE WITH THE CITY OF DOUGLAS MASTER PLAN.

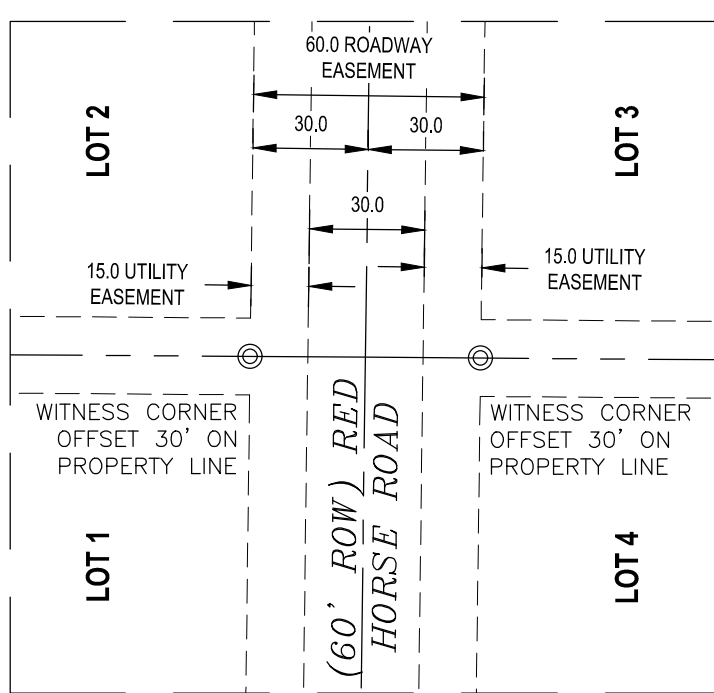
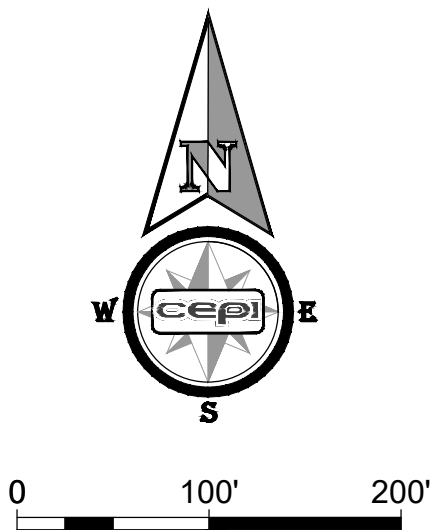
CERTIFICATE OF SURVEYOR

STATE OF WYOMING
COUNTY OF NATRONA }SS

I, WILLIAM R. FEHRINGER, A REGISTERED PROFESSIONAL LAND SURVEYOR, LICENSE NO. 5528, DO HEREBY CERTIFY THAT THIS PLAT WAS MADE FROM NOTES TAKEN DURING AN ACTUAL SURVEY MADE UNDER MY DIRECT SUPERVISION IN JULY, 2019, AND THAT THIS PLAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, CORRECTLY AND ACCURATELY REPRESENTS SAID SURVEY. ALL BEING TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME BY WILLIAM R. FEHRINGER
THIS _____ DAY OF _____, 2025.
WITNESS MY HAND AND OFFICIAL SEAL.
MY COMMISSION EXPIRES _____

NOTARY PUBLIC



TYPICAL DETAIL
ROAD / UTILITY EASEMENT
SCALE: 1" = 50'

- LEGEND
- SET BRASS CAP
 - SET MONUMENT 5/8" REBAR & ALUMINUM CAP
 - FOUND MONUMENT AS NOTED
 - DENOTES ACREAGE EXCLUDING ROADWAY ROW



CERTIFICATE OF DEDICATION

STATE OF WYOMING
COUNTY OF CONVERSE }SS

THE UNDERSIGNED, MARK E. AND KATHERINE L. ROBERTS, TRUSTEES OF THE MARK E. AND KATHERINE L. ROBERTS FAMILY TRUST, DATED OCTOBER 19, 2018, DO HEREBY CERTIFY THAT THEY ARE THE OWNERS AND PROPRIETORS OF THE FOLLOWING DESCRIBED PARCEL OF LAND BEING THE S1/2NW1/4 AND THE NW1/4 OF SECTION 32, T.33N., R.71W., 6TH P.M., CONVERSE COUNTY, WYOMING, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE CENTER 1/4 CORNER OF SAID SECTION 32 MONUMENTED BY AN ALUMINUM CAP;

THENCE S1'00'41"W, ALONG THE WEST LINE OF THE NW1/4, A DISTANCE OF 653.75 FEET TO THE POINT OF BEGINNING;

THENCE S89'44'17"E, ALONG THE NORTH LINE OF SAID S1/2NW1/4 OF SECTION 32, A DISTANCE OF 1354.12 FEET TO THE NORTHEAST CORNER OF THE PARCEL, FROM WHICH THE C-E 1/8 CORNER OF SAID SECTION 32 BEARS N07'27'09"E, A DISTANCE OF 660.53 FEET, MONUMENTED BY AN ALUMINUM CAP;

THENCE S07'27'09"W, ALONG THE EAST LINE OF SAID NW1/4 OF SECTION 32, A DISTANCE OF 660.53 FEET TO THE SOUTHEAST CORNER OF THE PARCEL, BEING THE SE 1/4 CORNER OF SAID SECTION 32, ALSO BEING THE NORTHEAST CORNER OF LOT 2, ROBERTS SUBDIVISION, MONUMENTED BY AN ALUMINUM CAP;

THENCE N89'27'02"W, ALONG THE SOUTH LINE OF SAID NW1/4 OF SECTION 32 ALSO BEING THE NORTH LINE OF LOT 2, ROBERTS SUBDIVISION, A DISTANCE OF 680.25 FEET TO THE NORTHWEST CORNER OF LOT 2, ROBERTS SUBDIVISION AND THE NORTHEAST CORNER OF LOT 7, ROBERTS SUBDIVISION, MONUMENTED BY AN ALUMINUM CAP;

THENCE N89'27'02"W, ALONG THE SOUTH LINE OF SAID NW1/4 OF SECTION 32 ALSO BEING THE NORTH LINE OF LOT 7, ROBERTS SUBDIVISION, A DISTANCE OF 680.25 FEET TO THE NORTHWEST CORNER OF LOT 7, ROBERTS SUBDIVISION AND THE CENTER-SOUTH 1/8 CORNER OF SAID SECTION 32, MONUMENTED BY AN ALUMINUM CAP;

THENCE N1'00'41"E, ALONG THE WEST LINE OF SAID NW1/4 OF SECTION 32, A DISTANCE OF 653.75 FEET TO THE POINT OF BEGINNING.

THE ABOVE DESCRIBED PARCEL CONTAINS 20.47 ACRES, (891,917 S.F.) MORE OR LESS, AND IS SUBJECT TO ANY RIGHTS-OF-WAY AND/OR EASEMENTS, RESERVATIONS, AND ENCUMBRANCES WHICH HAVE BEEN LEGALLY ACQUIRED.

THE TRACT OF LAND, AS IT APPEARS ON THIS PLAT, IS DEDICATED WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNERS AND PROPRIETORS. THE NAME OF THE SUBDIVISION SHALL BE "ROBERTS SUBDIVISION NO. 2" AND THE OWNERS HEREBY GRANT TO THE PUBLIC AND PRIVATE UTILITY COMPANIES AN EASEMENT AND LICENSE TO LOCATE, CONSTRUCT, USE AND MAINTAIN CONDUITS, LINES, WIRES AND PIPES, ANY OR ALL OF THEM, UNDER AND ALONG THE STRIPS OF LAND MARKED "UTILITY EASEMENT" AS SHOWN ON THIS PLAT. ALL ROADS AND STREETS AS SHOWN HEREON HAVE BEEN PREVIOUSLY DEDICATED TO THE USE OF THE PUBLIC. J ROAD AS INDICATED IN INSTRUMENT NO. 1095293 HAS BEEN PREVIOUSLY DEDICATED AND THE ROAD NAME WILL CHANGE TO RED HORSE ROAD, RED HORSE ROAD AS SHOWN ON THIS PLAT IS HEREBY DEDICATED TO THE PUBLIC.

MARK E. & KATHERINE L. ROBERTS FAMILY TRUST
P.O. BOX 934
DOUGLAS, WYOMING 82633

MARK E. ROBERTS - TRUSTEE

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME BY MARK E. ROBERTS, TRUSTEE OF THE MARK E. AND KATHERINE L. ROBERTS FAMILY TRUST, DATED OCTOBER 19, 2018, THIS _____ DAY OF _____, 2025.

WITNESS MY HAND AND OFFICIAL SEAL.
MY COMMISSION EXPIRES _____

NOTARY PUBLIC

KATHERINE L. ROBERTS - TRUSTEE

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME BY KATHERINE L. ROBERTS, TRUSTEE OF THE MARK E. AND KATHERINE L. ROBERTS FAMILY TRUST, DATED OCTOBER 19, 2018, THIS _____ DAY OF _____, 2025.

WITNESS MY HAND AND OFFICIAL SEAL.
MY COMMISSION EXPIRES _____

NOTARY PUBLIC

PLAT OF THE S1/2NW1/4SE1/4 OF SECTION 32, T.33N., R.71W. AS ROBERTS SUBDIVISION No. 2

BEING ALL OF THE S1/2NW1/4SE1/4 OF SECTION 32
T.33N., R.71W., 6TH P.M.
CONVERSE COUNTY, WYOMING

W.O. 24-192



Agenda Item Report

City Council – April 28, 2025

Item

Resolution No. 2025-13: A Resolution Approving the Roberts Subdivision, Lots 6 & 7, Converse County, Wyoming

Responsible Staff Contact

Clara Chaffin

Recommendation

Recommend approval of Resolution 2025-13 as presented.

Executive Summary

An application from Mark and Katherine Roberts to create the Roberts Subdivision, Lots 6 & 7, in Converse County, Wyoming. The purpose is the divide a lot into 2 lots for commercial and residential purposes, total 9.54 Acres.

Background

This minor subdivision was part of the CCSUB 03-24 Roberts No. 2 Subdivision submitted and approved by this commission and City Council in October 2024.

Changes were made to the submittal before it went before the County Commissioners. Therefore, it is being resubmitted to the City. The Roberts No. 2 Subdivision and the Roberts Subdivision Lots 6 & 7, were originally submitted as a Major Subdivision on one plat.

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

Motion to approve Resolution 2025-13 as presented.

Attachments

1. CNCL Staff Report_CCSUB 04-25 Roberts Subdivision, Lots 6 & 7
2. Resolution 2025-13 Roberts Subdivision, Lots 6 & 7
3. 24-192_ROBERTS SUBDIVISION-LOTS 6 & 7

**DOUGLAS CITY COUNCIL
STAFF REPORT
APRIL 28, 2025**

Proposed Roberts Subdivision, Lots 6 & 7

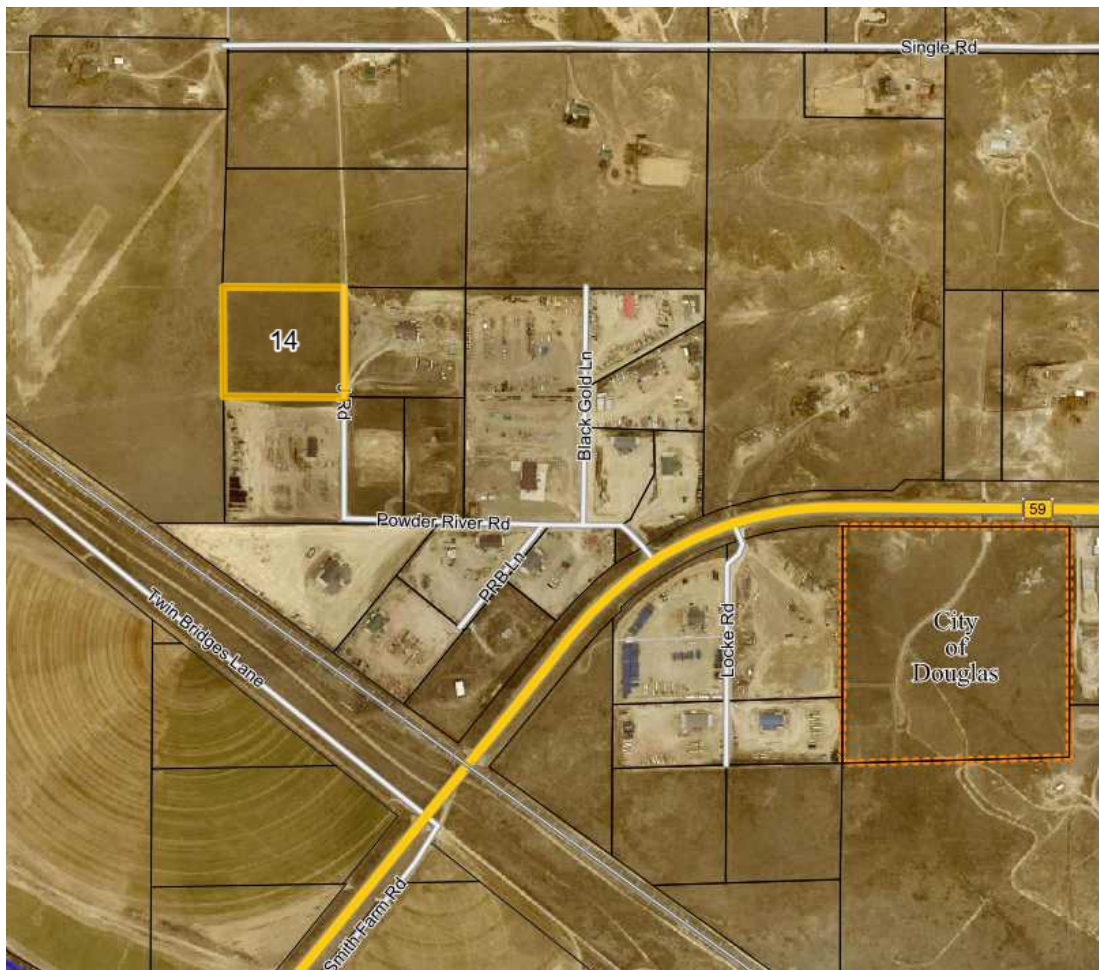
CASE NUMBER: CCSUB 04-25

PREPARED BY: Heidi McCullough, Planning Technician

MEETING DATES: April 21, 2024 – Planning and Zoning Commission
April 28, 2024 – Douglas City Council

RECOMMENDATION: The Community Development staff recommends approval of the Roberts Subdivision, Lots 6 & 7 Converse County, Wyoming, with reservations as to the future development of the property given the absence of county zoning regulations.

VICINITY MAP:



OWNERS: Mark & Katherine Roberts
P.O. Box 934
Douglas, WY 82633

PURPOSE: To divide a lot into 2 lots for commercial and residential purposes.

LOCATION: The subject property is located at 14 J Road on the north side of Highway 59.

SIZE: Area: 9.54 Acres

ZONING: N/A

EXISTING LAND USE: Vacant

PROPOSED USE: Two lots with road access to allow for future development of property.

RECOMMENDED LAND USE PER ADOPTED PLAN: N/A

PLAT DATA: Lot 6: 4.76 acres
Lot 7: 4.78 acres

SUBDIVISION STANDARDS: N/A

ADDITIONAL INFRASTRUCTURE REQUIRED: No additional infrastructure required at this time.

ANALYSIS: This application is being considered per Wyoming Statute 18-5-308, which states any part of a subdivision within one mile of the boundaries of an incorporated city must obtain the approval of its governing body.

This minor subdivision was part of the CCSUB 03-24 Roberts No. 2 Subdivision submitted and approved by this commission and City Council in October of 2024. Changes were made to the submittal before it went before the County Commissioners, therefore, it is being resubmitted to the City.

Both lots would be accessed from Highway 59 via Powder River Road, J Road, and Red Horse Road. Water and sewage disposal would be provided by private wells and septic systems.

The location is in the Planning Area, as designated in the City of Douglas Master Plan, adopted in 2014. Land included in this area is anticipated to be a possible site of annexation within a 20–30-year period, making long range impacts to the property important to future City growth needs. The site is visible from Highway 59, influencing the perceptions of travelers of the community. The city’s strong preference would be for any activity to be developed in a manner similar to City of Douglas Commercial (B-2, PLI) and Rural Residential standards.

STAFF RECOMMENDATION: The Planning & Community Development staff recommends approval of the Roberts Subdivision, Lots 6 & 7 with reservations as to future development of the property given the lack of county zoning regulations.

PLANNING & ZONING COMMISSION RECOMMENDATION: The Douglas Planning & Zoning Commission, at their regular meeting on April 21, 2025, voted unanimously to recommend approval of the Roberts Subdivision, Lots 6 & 7 with reservations as to future development of the property given the lack of county zoning regulations.

RESOLUTION NO. 2025-13

A RESOLUTION APPROVING THE ROBERTS SUBDIVISION, LOTS 6 & 7, CONVERSE COUNTY, WYOMING

WHEREAS, Mark and Katherine Roberts have submitted a proposed minor subdivision plat creating the Roberts Subdivision, Lots 6 & 7, Converse County, Wyoming; and

WHEREAS, the proposal is to subdivide the property into two (2) lots in Converse County, Wyoming, totaling 9.54 acres; and

WHEREAS, the proposed subdivision lies within Converse County, and is within one mile of the City of Douglas; and

WHEREAS, at the April 21, 2025, Douglas Planning and Zoning Commission meeting, the Commission considered the request for the subdivision, and voted unanimously to recommend approval with reservations due to the absence of county zoning regulations; and

WHEREAS, the City recommends that future development be constructed in a manner similar to that required in City of Douglas Planned Light Industrial, General Business and Rural Residential Zones.

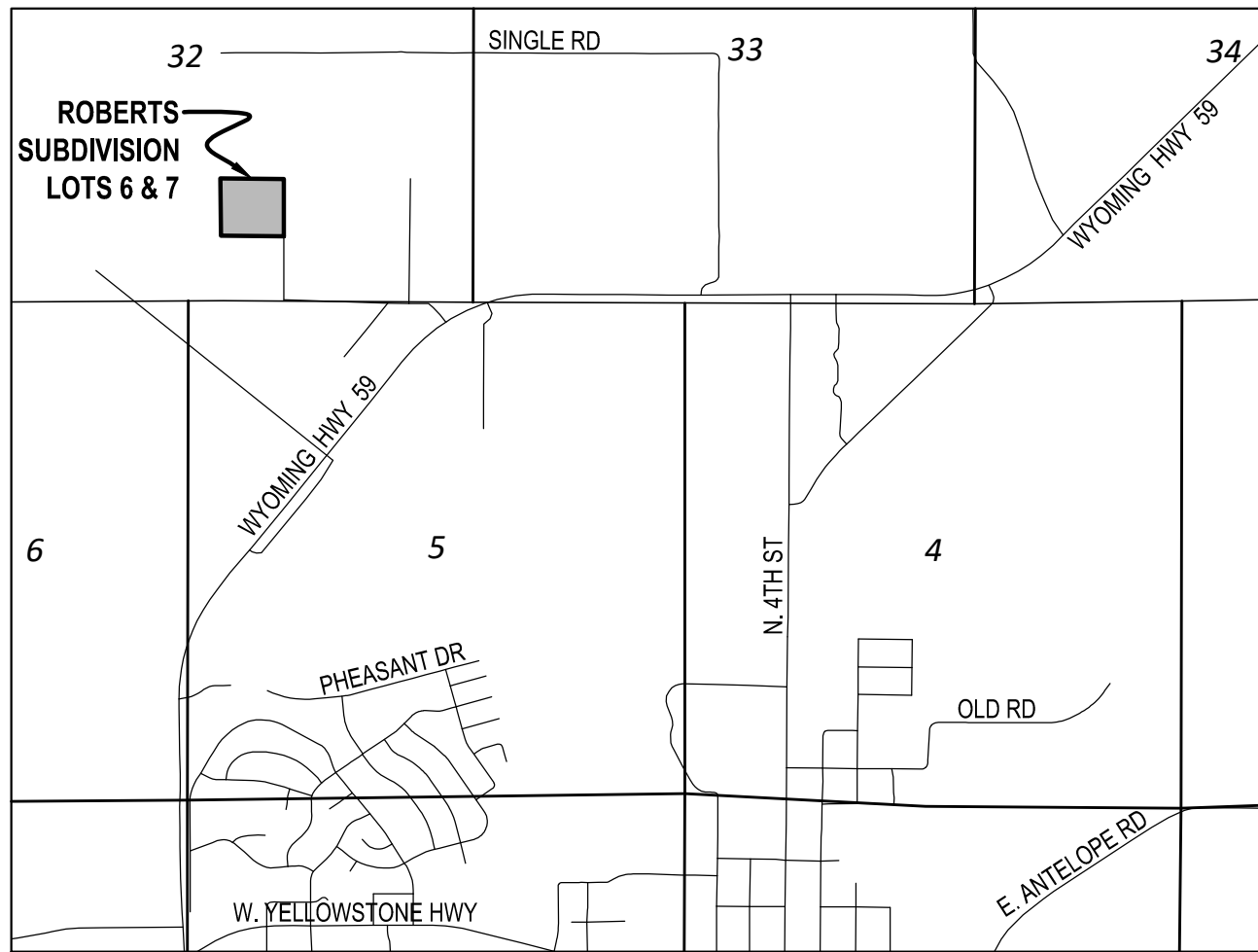
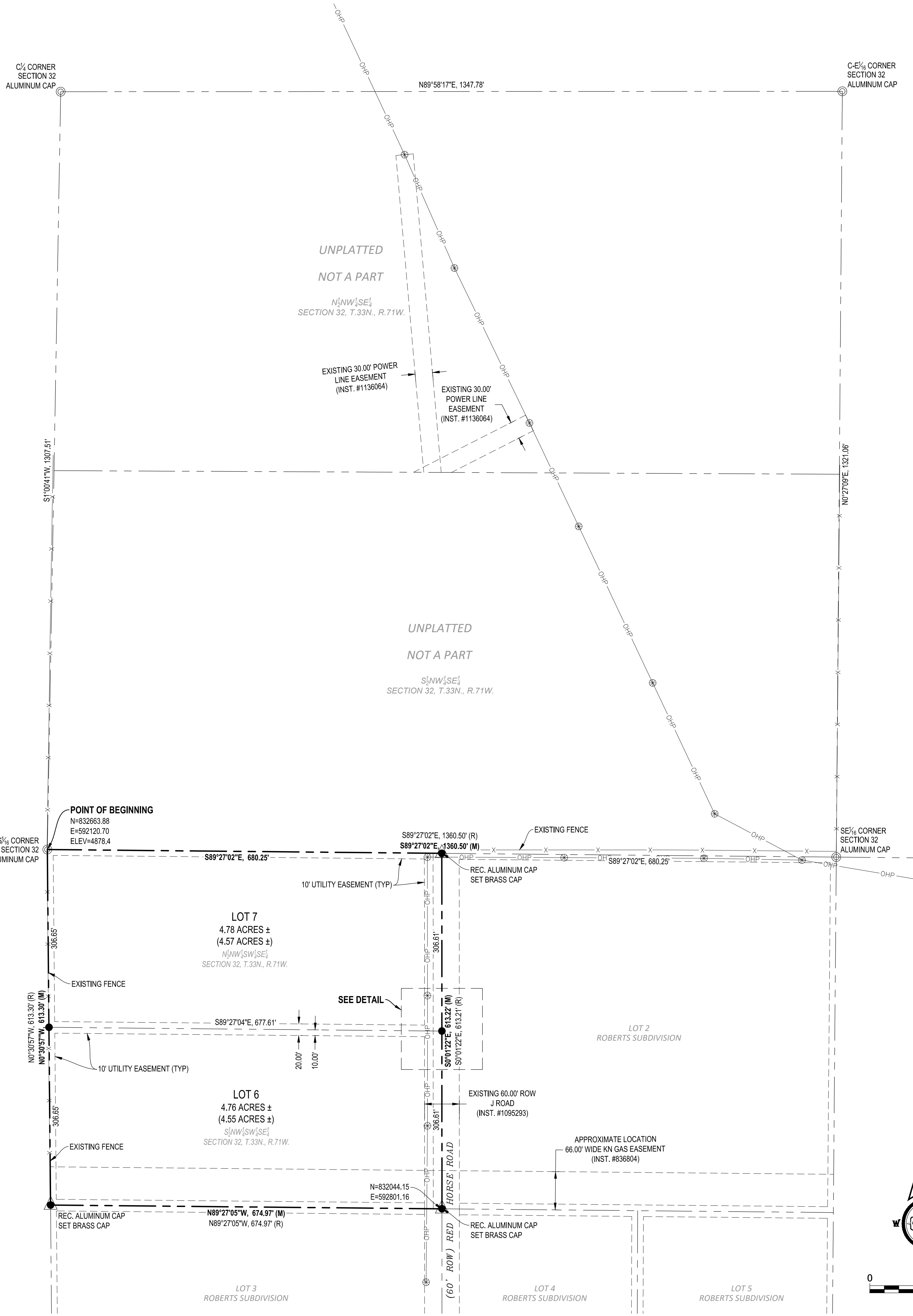
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DOUGLAS, WYOMING, that pursuant to Wyoming State Statutes 15-3-202, 18-5-308(b) and 34-12-103, the Roberts Subdivision, Lots 6 & 7, Converse County, Wyoming, is hereby approved, contingent upon any future development being consistent with the City of Douglas Master Plan.

PASSED, APPROVED, AND ADOPTED this 28th day of April 2025.

Kim Pexton, Mayor

Attest:

Sonya Ortega, City Clerk



VICINITY MAP
1" = 2000'

APPROVALS

APPROVED BY THE CONVERSE COUNTY PLANNING AND ZONING COMMISSION,
THIS _____ DAY OF _____, 2025.

CHAIRMAN OF THE CONVERSE COUNTY
PLANNING & ZONING COMMISSION

APPROVED BY THE CONVERSE COUNTY COMMISSIONERS,
THIS _____ DAY OF _____, 2025.

ATTEST:
COUNTY CLERK

CHAIRMAN OF THE BOARD OF
COUNTY COMMISSIONERS

APPROVED BY THE CITY OF DOUGLAS, WYOMING THIS _____ DAY OF _____, 2025.

ATTEST: _____
CITY CLERK MAYOR

NOTES

- ERROR OF CLOSURE = 1:1,229,392.
- BASIS OF BEARINGS IS THE WYOMING STATE PLANE COORDINATE SYSTEM, EAST ZONE, NAD 1983/86.
- NO PUBLIC MAINTENANCE OF ROADS - CONVERSE COUNTY NOT RESPONSIBLE FOR MAINTENANCE OF SUBDIVISION ROADS.
- THE SURFACE ESTATE OF THE LAND TO BE SUBDIVIDED IS SUBJECT TO FULL AND EFFECTIVE DEVELOPMENT OF THE MINERAL ESTATE.
- THERE IS NO CENTRALIZED SEWAGE SYSTEM PROPOSED.
- THERE IS NO CENTRALIZED WATER SYSTEM FROM THE CITY OF DOUGLAS.
- SUBJECT PROPERTY IS LOCATED IN FLOOD ZONE "X", AS PER FIRM 56009C1400D, EFFECTIVE 11/4/2009.
- PERMITTED SEPTIC SYSTEMS AS SHOWN AND LABELED. ALL OTHERS HAVE NOT BEEN PERMITTED AT THE TIME OF THIS PLAT.
- PER CONVERSE COUNTY SUBDIVISION REGULATIONS, CHAPTER 4, SECTION VII, THE SUBDIVIDER(S) ARE RESPONSIBLE FOR THE CONSTRUCTION OF PERIMETER FENCING.
- PURSUANT TO RESOLUTION 2024-39, PASSED AND APPROVED BY THE DOUGLAS CITY COUNCIL ON 10/28/2024, ANY FUTURE DEVELOPMENT SHALL BE DONE IN ACCORDANCE WITH THE CITY OF DOUGLAS MASTER PLAN.

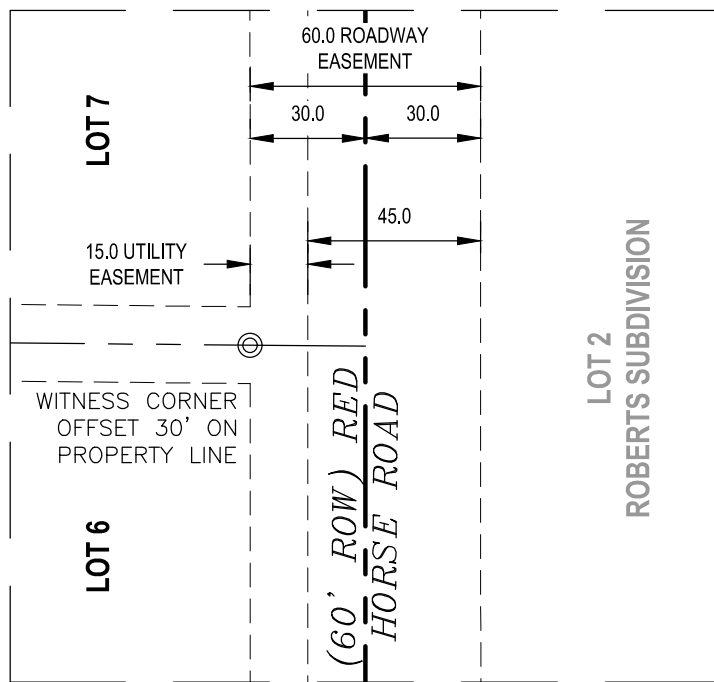
CERTIFICATE OF SURVEYOR

STATE OF WYOMING
COUNTY OF NATRONA }SS

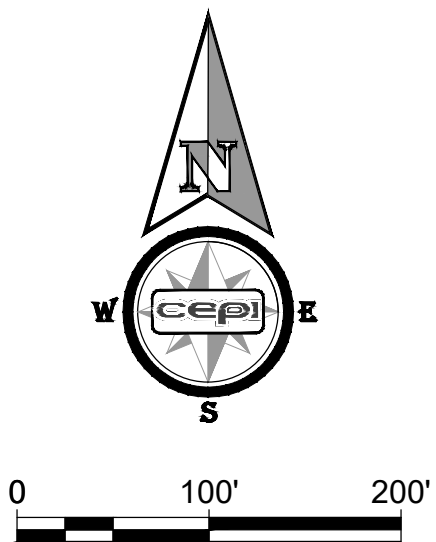
I, WILLIAM R. FEHRINGER, A REGISTERED PROFESSIONAL LAND SURVEYOR, LICENSE NO. 5528, DO HEREBY CERTIFY THAT THIS PLAT WAS MADE FROM NOTES TAKEN DURING AN ACTUAL SURVEY MADE UNDER MY DIRECT SUPERVISION IN JULY, 2019, AND THAT THIS PLAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, CORRECTLY AND ACCURATELY REPRESENTS SAID SURVEY. ALL BEING TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME BY WILLIAM R. FEHRINGER
THIS _____ DAY OF _____, 2025.
WITNESS MY HAND AND OFFICIAL SEAL.
MY COMMISSION EXPIRES _____

NOTARY PUBLIC



TYPICAL DETAIL
ROAD / UTILITY EASEMENT
SCALE: 1" = 50'



CERTIFICATE OF DEDICATION

STATE OF WYOMING
COUNTY OF CONVERSE }SS

THE UNDERSIGNED, MARK E. AND KATHERINE L. ROBERTS, TRUSTEES OF THE MARK E. AND KATHERINE L. ROBERTS FAMILY TRUST, DATED OCTOBER 19, 2018, DO HEREBY CERTIFY THAT THEY ARE THE OWNERS AND PROPRIETORS OF THE FOLLOWING DESCRIBED PARCEL OF LAND BEING THE NW1/4SW1/4 OF SECTION 32, T.33N., R.71W., 6TH P.M., CONVERSE COUNTY, WYOMING, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE CENTER-SOUTH 1/8 CORNER OF SAID SECTION 32 MONUMENTED BY AN ALUMINUM CAP;

THENCE S89°27'02"E, ALONG THE NORTH LINE OF SAID NW1/4SW1/4 OF SECTION 32, A DISTANCE OF 680.25 FEET TO THE NORTHEAST CORNER OF THE PARCEL, ALSO BEING THE NORTHWEST CORNER OF LOT 2, ROBERTS SUBDIVISION, FROM WHICH THE SE 1/8 CORNER OF SAID SECTION 32 BEARS S89°27'02"E, A DISTANCE OF 680.25 FEET, MONUMENTED BY AN ALUMINUM CAP;

THENCE S0°01'22"E, ALONG THE WEST LINE OF SAID LOT 2, ROBERTS SUBDIVISION, A DISTANCE OF 613.21 FEET TO THE SOUTHEAST CORNER OF THE PARCEL, ALSO BEING THE SOUTHWEST CORNER OF LOT 2, ROBERTS SUBDIVISION AND THE NORTHEAST CORNER OF LOT 3, ROBERTS SUBDIVISION, MONUMENTED BY AN ALUMINUM CAP;

THENCE N89°27'02"W, ALONG THE SOUTH LINE OF THE PARCEL ALSO BEING THE NORTH LINE OF SAID LOT 3, ROBERTS SUBDIVISION, A DISTANCE OF 674.97 FEET TO THE NORTHWEST CORNER OF SAID LOT 3 AND A POINT ON THE EAST LINE OF THE SE1/4SW1/4 OF SECTION 32, MONUMENTED BY AN ALUMINUM CAP;

THENCE N0°30'57"W, ALONG THE EAST LINE OF SAID SE1/4SW1/4 OF SECTION 32, A DISTANCE OF 613.30 FEET TO THE POINT OF BEGINNING.

THE ABOVE DESCRIBED PARCEL CONTAINS 9.54 ACRES, (415,500 S.F.) MORE OR LESS, AND IS SUBJECT TO ANY RIGHTS-OF-WAY AND/OR EASEMENTS, RESERVATIONS, AND ENCUMBRANCES WHICH HAVE BEEN LEGALLY ACQUIRED.

THE TRACT OF LAND, AS IT APPEARS ON THIS PLAT, IS DEDICATED WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNERS AND PROPRIETORS. THE NAME OF THE SUBDIVISION SHALL BE "ROBERTS SUBDIVISION, LOTS 6 & 7" AND THE OWNERS HEREBY GRANT TO THE PUBLIC AND PRIVATE UTILITY COMPANIES AN EASEMENT AND LICENSE TO LOCATE, CONSTRUCT, USE AND MAINTAIN CONDUITS, LINES, WIRES AND PIPES, ANY OR ALL OF THEM, UNDER AND ALONG THE STRIPS OF LAND MARKED "UTILITY EASEMENT" AS SHOWN ON THIS PLAT. ALL ROADS AND STREETS AS SHOWN HEREON HAVE BEEN PREVIOUSLY DEDICATED TO THE USE OF THE PUBLIC. J ROAD AS INDICATED IN INSTRUMENT NO. 1095293 HAS BEEN PREVIOUSLY DEDICATED AND THE ROAD NAME WILL CHANGE TO RED HORSE ROAD. RED HORSE ROAD AS SHOWN ON THIS PLAT IS HEREBY DEDICATED TO THE PUBLIC.

MARK E. & KATHERINE L. ROBERTS FAMILY TRUST
P.O. BOX 934
DOUGLAS, WYOMING 82633

MARK E. ROBERTS - TRUSTEE

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME BY MARK E. ROBERTS, TRUSTEE OF THE MARK E. AND KATHERINE L. ROBERTS FAMILY TRUST, DATED OCTOBER 19, 2018, THIS _____ DAY OF _____, 2025.

WITNESS MY HAND AND OFFICIAL SEAL.

MY COMMISSION EXPIRES _____

NOTARY PUBLIC

KATHERINE L. ROBERTS - TRUSTEE

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME BY KATHERINE L. ROBERTS, TRUSTEE OF THE MARK E. AND KATHERINE L. ROBERTS FAMILY TRUST, DATED OCTOBER 19, 2018, THIS _____ DAY OF _____, 2025.

WITNESS MY HAND AND OFFICIAL SEAL.

MY COMMISSION EXPIRES _____

NOTARY PUBLIC

A VACATION AND REPLAT OF LOT 1, ROBERTS SUBDIVISION

AS

ROBERTS SUBDIVISION, LOTS 6 & 7

BEING ALL OF THE NW1/4SW1/4SE1/4 OF SECTION 32
T.33N., R.71W., 6TH P.M.
CONVERSE COUNTY, WYOMING

W.O. 24-192





Agenda Item Report

City Council – April 28, 2025

Item

Ordinance 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, First Reading

Responsible Staff Contact

Clara Chaffin

Recommendation

Approve Ordinance 1054 on first reading as presented.

Executive Summary

Community Development Staff received a request to modify the Municipal Code to allow for shipping containers to be used as a mini-warehouse (commercial self-storage facility). At the regular City Council meeting on April 14, the Council held a discussion regarding the proposal and draft ordinance for discussion. Staff made two changes to the draft ordinance:

1. **6.26.3 Approvals:** Created a requirement to be approved as a Type B Development for a shipping container mini-warehouse facility when adjacent to residential zones. This would enable notifications and public comments from the surrounding neighborhoods. For a shipping container mini-warehouse facility adjacent to any other zone, the development would be approved as a Type A Development, which is administrative.
2. **6.26.7(G) Placement:** Shortened the language regarding the stacking of the shipping containers.

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

Approve Ordinance 1054 on first reading as presented.

Attachments

1. ORD 1054 Shipping Containers as Storage Facilities DRAFT - First Reading

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. Adjacent to Residential Zone - 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. Not Adjacent to Residential Zone - Approved as a Type B Development:** Shipping containers used as a mini-warehouse (commercial self-storage facility) not adjacent to any residential zone shall be approved as a Type A Development.
- C. 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.
- 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 28, 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

Remove Ordinance 1052 and approve on first reading, as presented.

Executive Summary

April 28 Update: Ensured all references were correct per Ordinance 1050.

Background

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

Budget/Fiscal Impact

Action Requested/Recommended Motion

Remove Ordinance 1052 and approve on first reading, as presented.

Attachments

1. ORD 1052 Nuisance Penalties DRAFT - First Reading

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 28, 2025

Item

Alternate Landscape Agreement: Big Country Storage

Responsible Staff Contact

Recommendation

Recommend approval of the Alternate Landscape Agreement as presented.

Executive Summary

In 2021, a Type B Development application for the expansion of the existing Big Country Storage facility was approved. In early 2025, Big Country Storage brought in landscape materials (boulders) and placed them in the Commerce Drive and Updike right-of-way. This triggered a discussion at City Council in February 2025, which included landscaping, landscaping in industrial zones, and landscaping in the right-of-way. Due to the 2021 Type B misunderstanding, Staff recommended putting an Alternate Landscape Agreement in place with Big Country Storage so they could continue with their landscape in the rights-of-way.

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 the Alternate Landscape Agreement as presented.

Attachments

1. ALTERNATE LANDSCAPE AGREEMENT - Big Country Storage - 20250401
Owner Signature

ALTERNATE LANDSCAPE AGREEMENT

AGREEMENT RELATING TO THE COMPLETION OF LANDSCAPE IMPROVEMENTS FOR THE BIG COUNTRY STORAGE DEVELOPMENT ON WEST RICHARDS STREET.

THIS LANDSCAPE AGREEMENT is made in Douglas, Wyoming, by and between the City of Douglas, hereinafter referred to as the CITY, and Big Country Storage, LLC, a Wyoming limited liability company, hereinafter referred to as DEVELOPERS, for the purpose of completing improvements on the below listed property:

Lots 1, 6, 7, and 8, Riverside Industrial Park #2 to the City of Douglas, Converse County, Wyoming (addressed as 1533 West Richards Street, 1300 Commerce Drive, 1400 Commerce Drive, and 1500 Commerce Drive, Douglas, Wyoming 82633).

RECITALS

This LANDSCAPE AGREEMENT allows the DEVELOPERS to obtain City Council approval for an Alternate Landscape Plan for a Type B Project, on the above stated property under the following agreement.

AGREEMENT

In consideration of the approval of an Alternate Landscape Plan for the above development, it is mutually agreed and understood by and between the DEVELOPERS and the CITY:

- 1) That the DEVELOPERS have submitted to the CITY for approval, an application for a Commercial Development Project described as the Big Country Storage Project, (hereinafter called PROJECT); with the above stated address; and
- 2) That certain improvements are required by the City of Douglas Unified Land Development Code, hereinafter referred to as the CODE, to be installed by the DEVELOPERS; and
- 3) That the DEVELOPERS are required by the CODE to install or guarantee the installation of all required improvements, according to plans and specifications submitted for approval by the CITY; and
- 4) That the City Council has approved an Alternate Landscaping Plan allowing the following:
 - a. DEVELOPER permitted to reduce the required percentage of landscaping from 20% to 12%;
 - b. DEVELOPER permitted to install landscaping in the Right-of-Way along Commerce Drive and Urdike Street adjacent to the above-described lots as part of the landscaping percentage so long as the improvements do not negatively impact the drainage or traffic flow;
 - c. DEVELOPER to install a mixture of ornamental boulders, rocks, and low-density low-height vegetation; and
 - d. DEVELOPER (or successor/assigns) to maintain said landscaping in perpetuity.
- 5) That the amount of the guarantee is based on a bona fide contract to complete the improvements and is an amount not less than one hundred twenty-five percent (125%) of the estimated cost of all required improvements to be installed and approved; and
- 6) That the DEVELOPERS have furnished to the CITY a guarantee of the proper installation of improvements in the following form: performance bond, in the amount of five thousand dollars and zero cents (\$5,000.00). That the expiration date of the guarantee is not less than twelve (12) months after the effective date of this Alternate Landscape Agreement, as specified herein. Other types of Financial Guarantees approved by the City Attorney may be provided in-lieu of the guarantees mentioned above; and
- 7) All improvements designated on Addendum "A" shall be installed, constructed and completed by the DEVELOPERS no later than June 1, 2026. All construction shall be performed in a good and

workmanlike manner, in accordance acceptable to the City, County and State standards, rules and regulations governing such construction; and

- 8) The DEVELOPERS shall inform the Community Development Department at least once a month as to the progress of construction, shall give written notice to the Community Development Director of completion of the improvements or categories thereof, and shall cooperate in the reasonable inspection of the improvements by the Community Development Director and/or his or her designee; and
- 9) Within five (5) business days after receipt of the above notice of completion, the Community Development Department shall inspect the improvements to which notice of completion applies, and within five (5) business days after receipt, give the DEVELOPERS either written notice of approval or written denial including corrective action required. Upon completion of any required corrective action, notice, inspection and approval or denial shall be required in like manner as cited above; and
- 10) With this agreement the DEVELOPERS grant the CITY permission to enter upon the PROJECT site to cause the installation of the required improvements if it has not been completed by June 1, 2026.

11) **General Provisions.**

- a. **Amendments.** Any changes, modifications, revisions, or amendments to this Agreement which are mutually agreed upon by the parties to this Agreement shall be incorporated by written instrument, executed by all parties to this Agreement.
- b. **Applicable Law, Rules of Construction, and Venue.** The construction, interpretation, and enforcement of this Agreement shall be governed by the laws of the State of Wyoming, without regard to conflicts of law principles. The terms "hereof," "hereunder," "herein," and words of similar import, are intended to refer to this Agreement as a whole and not to any particular provision or part. The Courts of the State of Wyoming shall have exclusive jurisdiction over this Agreement and the parties. The venue shall exclusively be the Eighth Judicial District, Converse County, Wyoming.
- c. **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. In the event of a conflict or inconsistency between the language of this Agreement and the language of any attachment or document incorporated by reference, the language of this Agreement shall control.
- d. **Extensions.** Nothing in this Agreement shall be interpreted or deemed to create an expectation that this Agreement will be extended beyond the term described herein.
- e. **Severability.** Should any portion of this Agreement be judicially determined to be illegal or unenforceable, the remainder of the Agreement shall continue in full force and effect, and the parties may renegotiate the terms affected by the severance.
- f. **Governmental Immunity.** CITY does not waive governmental immunity by entering into this Agreement, and specifically retains immunity and all defenses available to it pursuant to the Wyoming Governmental Claims Act, Wyoming Statute § 1-39-101 et seq. and all other applicable state law.
- g. **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 so as to create such status. The rights, duties, and obligations contained in this Agreement shall operate only between the parties to this Agreement and shall inure solely to the benefit of the parties to this Agreement. The provisions of this Agreement are intended only to assist the parties in determining and performing their obligations under this Agreement.
- h. **Time is of the Essence.** Time is of the essence in all provisions of this Agreement.
- i. **Titles Not Controlling.** Titles of sections and subsections are for reference only and shall not be used to construe the language in this Agreement.

- j. **Waiver.** The waiver of any breach of any term or condition in this Agreement shall not be deemed a waiver of any prior or subsequent breach. Failure to object to a breach shall not constitute a waiver.
- k. **Counterparts.** This Agreement may be executed in counterparts. Each counterpart, when executed and delivered, shall be deemed an original and all counterparts together shall constitute one and the same Agreement. Delivery by the DEVELOPERS of an originally signed counterpart of this Agreement by facsimile or PDF shall be followed up immediately by delivery of the originally signed counterpart to the CITY.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT in duplicate, each of which is deemed an original, as of the date first above written.

Dated this 17 day of April, 2025.

BIG COUNTRY STORAGE, LLC

Merry Kathryn Burnett

CITY OF DOUGLAS

JD Cox, City Manager

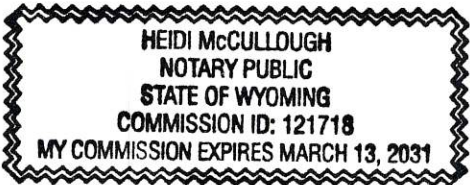
STATE OF Wyoming)
Converse)
COUNTY OF Converse) SS.

On this 17 day of April, 2025 the foregoing instrument was acknowledged before me by Merry Kathryn Burnett, who acknowledges himself to be the Authorized Agent for BIG COUNTRY STORAGE, LLC, a Wyoming limited liability company, and that said instrument was signed and sealed on behalf of said entity by proper authority for the purposes therein contained, and said signee acknowledges said instrument to be the free act of said entity.

Witness my hand and official seal.


Notary Public

My Commission expires: March 13, 2031



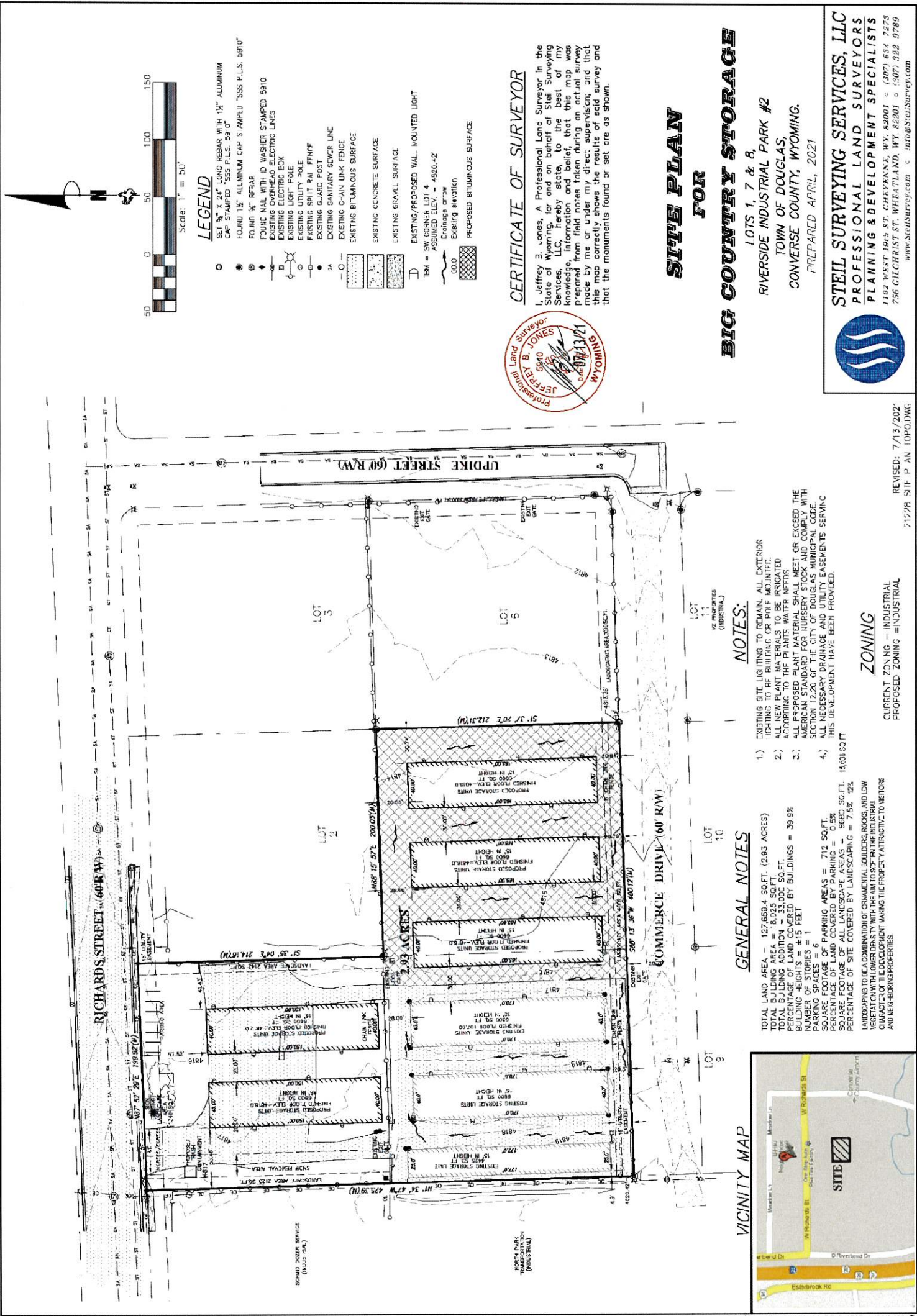
STATE OF WYOMING)
) SS.
COUNTY OF CONVERSE)

The foregoing instrument was acknowledged before me by City Manager, JD Cox, on behalf of the City of Douglas, Wyoming, this _____ day of _____, 2025.

Witness my hand and official seal.

Notary Public

My Commission expires: _____





Agenda Item Report

City Council – April 28, 2025

Item

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, First Reading

Responsible Staff Contact

Recommendation

Approve Ordinance 1050 on Second Reading as presented.

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. (A letter was provided from State Forestry.)

April 28 Update

Per Council discussion on April 14, the following items have been modified in Ordinance

1050:

- Section 3 which included the revised Chapter 12.20 pertaining to Trees and Shrubs, was removed to be evaluated in a separate ordinance.
- Numbering was corrected and verified.

Background

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

Budget/Fiscal Impact

Action Requested/Recommended Motion

Approve Ordinance 1050 on Second Reading as presented.

Attachments

1. ORD 1050 Code Compliance DRAFT WORD DOC

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

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. "~~Written Warning~~Notice of violation" shall mean that written ~~notice warning~~ 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" or "occupant" 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(l) 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 NoticesWritten Warning 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 a~~ written ~~notice~~warning 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~~written warning shall include substantially the following information:

- A. The name of the person who is the owner as disclosed in the tax records of Converse County, Wyoming, or otherwise recorded; the name of the person who is the occupier-occupant of the property if known, or the name of the person/entity 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~~written warning 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~~written warning;
- 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~~issued a written warning 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~~issued a written warning and may immediately be cited into Municipal Court.

8.20.060 Method of service – written warnings.

- A. If, after inspection of the premises, the~~code compliance officer~~Community Service Officer determines that a public nuisance exists, a ~~notice~~written warning 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~~The written warning 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~~written warning in some conspicuous place on the offending property. In the case of vehicles, where practical, the ~~notice~~written warning shall also be affixed to the windshield or some other part of the vehicle where it can be easily seen. Where affixing

the ~~notice~~written warning to a vehicle is impractical, and in the case of other nuisances, the ~~notice~~written warning shall be posted at the site or on the premises where the nuisance exists; or

4. ~~If a violator is a business entity, the citation may be served either at the violator's usual place of business with an employee of the violator then in charge of such place of business or by delivering a copy of the citation to an agent authorized by appointment or by law to receive service of process. 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~~service shall be made naming the person to whom ~~notice~~the written warning 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~~the written warning was given and specifying the time, place and manner thereof. Proof of ~~notice~~service 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~~the written warning has been given.
- C. Receipt of service of the ~~notice~~written warning 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~~issued a written warning 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~~issued a written warning and may immediately be cited into Municipal Court.

8.20.062 Owner to abate.

- A. Upon receipt of the ~~notice~~written warning 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~~written warning 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. ~~a~~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~~statement. 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)~~thirty (30) 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. [Interest on the lien shall accrue at the maximum statutory rate.](#)

8.20.080 Penalty for noncompliance – citations.

- A. It shall be the duty of any person receiving a [notice written warning](#) of a public nuisance as provided in this chapter to comply with the provisions of the [notice written warning](#) and to respond to such [notice written warning](#) within ten (10) days from the date on the [notice written warning](#), and if such person shall fail or refuse to abate such nuisance within ten (10) days from the date on the [notice written warning](#) without just cause or within an extension of time given by the [city code compliance officerCommunity 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 written warning](#), 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.
- D. [Citations issued to violators shall be personally served on the violator. If a violator is a business entity, the citation may be served either at the violator's usual place of business with an employee of the violator then in charge of such place of business or by delivering a copy of the citation to an agent authorized by appointment or by law to receive service of process. If a violator fails to appear for any court appearance without good cause, a warrant for their arrest may be issued.](#)

8.20.090 Reserved.

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 on~~ 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 [statement as required under Section 8.20.070](#). 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.

Commented [CC1]: 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.

8.20.099 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 (or is eligible for a waiver of abatement costs under Section 8.20.095); and that reimbursement will be made to the city within thirty (30) days of removal (unless eligible for a waiver of abatement costs under Section 8.20.095). 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~~ written warning 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 inoperative 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~~written warning 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, unimproved, ~~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 sidewalk, driveways and parking lots need to be noticed cited for this section 8.20.211 and the Community Service Officer shall enforce this section 8.20.211.

- 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.

8.20.100-212 Vacant and occupied structures and land.

The Building Official/Inspector under the supervision of the Community Development Director shall enforce this section 8.20.212.

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.

PASSED AND APPROVED ON FIRST READING this 14th day of April, 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: _____

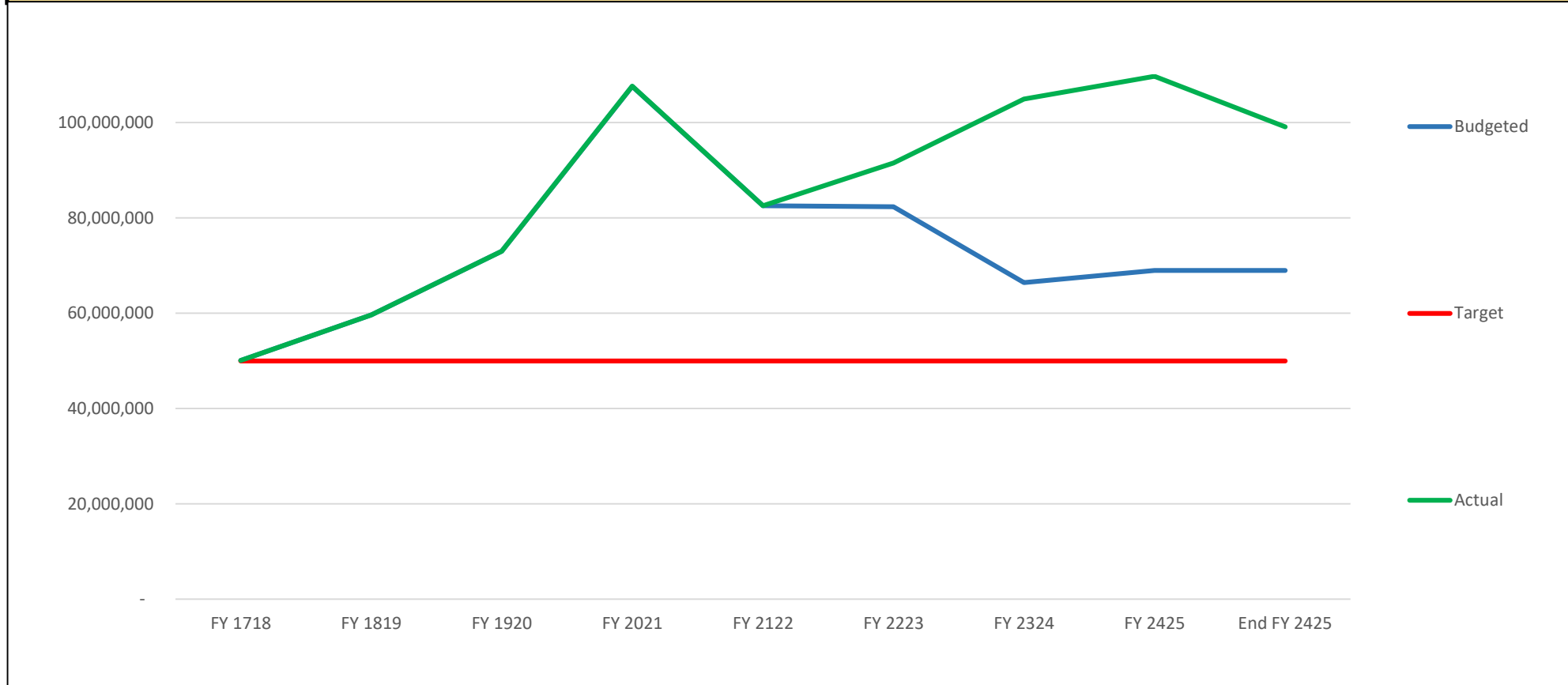
ATTESTATION

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

City of Douglas Overall Reserves & Targets FY 2425

RESERVES	Ending FY 1718	Ending FY 1819	Ending FY 1920	Ending FY 2021	Ending FY 2122	Ending FY 2223	Ending FY 2324	As of March FY 2425	Projection End FY 2425
Actual	50,110,452	59,637,255	72,981,953	107,631,740	82,548,368	91,512,751	104,950,707	109,717,827	99,091,659
Budgeted	50,110,452	59,637,255	72,981,953	107,631,740	82,548,368	82,304,017	66,421,873	68,967,055	68,967,055
Target	50,000,000	50,000,000	50,000,000	50,000,000	50,000,000	50,000,000	50,000,000	50,000,000	50,000,000



TREASURER'S REPORT



To the City Council:

The following is a General Statement of Accountability from the City Treasurer for the funds of the City of Douglas for the fiscal month to date ended and at. **March 31, 2025**

FUND	Fund #	BALANCE AT BEGINNING OF MONTH	CASH RECEIPTS FOR PERIOD	CASH DISBURSEMENTS FOR PERIOD	TRANSFERS AND ADJUSTMENTS	BALANCE AT March 31, 2025
GOVERNMENTAL FUNDS						
GENERAL	10	\$ 49,191,685.36	\$ 1,639,835.76	\$ 856,499.99	\$ (8,118,531.21)	\$ 41,856,489.92
SPECIAL REVENUE FUNDS						
-IMPACT ASSISTANCE	11	2,036,202.35	35,892.34	-		2,072,094.69
-POLICE SPECIAL PROJECTS	13	(6,195.50)	1,304.11	12,034.44	7,952.25	(8,973.58)
TOTAL SPECIAL REVENUE FUNDS		\$ 2,030,006.85	\$ 37,196.45	\$ 12,034.44	\$ 7,952.25	\$ 2,063,121.11
TOTAL GOVERNMENTAL		\$ 51,221,692.21	\$ 1,677,032.21	\$ 868,534.43	\$ (8,110,578.96)	\$ 43,919,611.03
PROPRIETARY FUNDS						
ENTERPRISE FUNDS						
- WATER	31	13,247,267.88	269,651.85	851,422.04		12,665,497.69
-SEWER	32	719,443.59	114,625.92	(468,017.79)		1,302,087.30
-SANITATION	33	1,287,619.69	128,418.88	129,929.92		1,286,108.65
-LANDFILL	34	2,237,232.57	71,286.36	292,872.93		2,015,646.00
TOTAL ENTERPRISE		\$ 17,491,563.73	\$ 583,983.01	\$ 806,207.10	\$ -	\$ 17,269,339.64
INTERNAL SERVICE FUNDS						
- EMPLOYEE HEALTH CARE	39	88,905.46	297,606.12	265,072.35	125,000.00	246,439.23
TOTAL PROPRIETARY		\$ 17,580,469.19	\$ 881,589.13	\$ 1,071,279.45	\$ 125,000.00	\$ 17,515,778.87
CAPITAL PROJECT FUNDS						
-CAPITAL IMPROVEMENT RESERVE	40	380,073.83	645.09	-		380,718.92
-ECONOMIC DEVELOPMENT	41	2,166,619.92	8,232.69	18,296.00	17,925.00	2,174,481.61
-BROWNFIELD GRANT	42	0.00	-	-		(0.00)
-CAPITAL EQUIPMENT RESERVE	47	1,237,418.13	4,229.42	236,419.86	750,000.00	1,755,227.69
-FIRE EQUIPMENT	50	637,470.85	3,595.98	60,558.60		580,508.23
-CLG - PROJECTS	53	7,321.66	-	-		7,321.66
-TRAIN CAR RESTORATION	54	68,653.90	-	-	5,000.00	73,653.90
-POOL IMPROVEMENTS	55	2,301,104.77	10,901.43	1,417.50	962,500.00	3,273,088.70
-STREET IMPROVEMENTS	56	14,841,860.20	97,750.52	13,034.61		14,926,576.11
-PUBLIC FACILITIES	57	14,985,033.43	41,447.85	108,561.25	6,250,000.00	21,167,920.03
-PARK IMPROVEMENTS	65	3,601,193.74	20,956.36	(408.35)		3,622,558.45
TOTAL CAPITAL PROJECT		\$ 40,226,750.43	\$ 187,759.34	\$ 437,879.47	\$ 7,985,425.00	\$ 47,962,055.30
TRUST AND AGENCY FUNDS						
-PERPETUAL CARE FUND	90	192,162.64	756.85	-	(1,846.04)	191,073.45
-VISIBLE MEMORIALS FUND	91	1,018.60	1.35	-		1,019.95
-HISTORIC PRESERVATION	92	19,305.32	25.53	-	2,000.00	21,330.85
-UTILITY DEPOSITS	96	106,477.12	1,168.49	727.76		106,917.85
-DEFERRED COMP PAYABLE	97	39.61	-	-		39.61
TOTAL TRUST AND AGENCY		\$ 319,003.29	\$ 1,952.22	\$ 727.76	\$ 153.96	\$ 320,381.71
TOTAL ALL FUNDS		\$ 109,347,915.12	\$ 2,748,332.90	\$ 2,378,421.11	\$ -	\$ 109,717,826.91

CERTIFICATION

I hereby certify that the foregoing is a true statement of my accountability to the City of Douglas for the total of the funds of the various accounts thereof as of the date of this report, and that said foregoing statement is materially correct, and that to cover the amount accountable to the City of Douglas stated in the foregoing statement, I hold the following:

Cash on hand.....	\$ 575.00
Cash and Investments at First Northern Bank	\$ 13,267,324.58
Cash and Investments at Points West Community Bank	5,718,787.68
Cash and Investments at Converse County Bank.....	67,876,075.16
Securities, Security Pools, and Interfund Advances.....	22,855,064.49
Total	\$ 109,717,826.91

Mary Nicol
 Mary Nicol, Treasurer
 March 31, 2025

CASH AND INVESTMENT SUMMARY
CITY OF DOUGLAS
March 31, 2025

FUND	#	COMBINED CASH FUND	MONEY MARKETS	TIME DEPOSITS	SECURITY POOLS	TOTAL
GOVERNMENTAL FUNDS						
GENERAL	10	\$ (7,182,007.09)		\$32,633,431.98	\$ 16,405,065.03	\$ 41,856,489.92
SPECIAL REVENUE FUNDS						
-IMPACT ASSISTANCE	11	144,475.47		1,927,619.22	-	2,072,094.69
-POLICE SPECIAL PROJECTS	13	(8,973.58)		-	-	(8,973.58)
TOTAL SPECIAL REVENUE		135,501.89		1,927,619.22	-	2,063,121.11
		-		-	-	-
TOTAL GOVERNMENTAL		(7,046,505.20)		34,561,051.20	16,405,065.03	43,919,611.03
PROPRIETARY FUNDS						
ENTERPRISE FUNDS						
- WATER	31	(204,917.18)	125,946.96	8,349,202.56	4,395,265.35	12,665,497.69
-SEWER	32	(718,778.63)	125,946.95	587,041.33	1,307,877.65	1,302,087.30
-SANITATION	33	572,244.55	0.00	713,864.10		1,286,108.65
-LANDFILL	34	36,424.50		1,979,221.50		2,015,646.00
TOTAL ENTERPRISE		(315,026.76)	251,893.91	11,629,329.49	5,703,143.00	17,269,339.64
INTERNAL SERVICE FUNDS						
- EMPLOYEE HEALTH CARE	39	246,439.23		-	-	246,439.23
TOTAL PROPRIETARY		(68,587.53)	251,893.91	11,629,329.49	5,703,143.00	17,515,778.87
CAPITAL PROJECT FUNDS						
-CAPITAL IMPROVEMENT RESERVE	40	63,096.33		317,622.59		380,718.92
-ECONOMIC DEVELOPMENT	41	49,839.12		2,124,642.49		2,174,481.61
-BROWNFIELD GRANT	42					-
-CAPITAL EQUIPMENT RESERVE	47	1,246,771.35		508,456.34		1,755,227.69
-FIRE EQUIPMENT	50	(131,019.21)		711,527.44		580,508.23
-CLG - PROJECTS	53	7,321.66				7,321.66
-TRAIN CAR RESTORATION	54	73,653.90				73,653.90
-POOL IMPROVEMENTS	55	1,995,793.18		1,277,295.52		3,273,088.70
-STREET IMPROVEMENTS	56	(224,912.06)		15,151,488.17		14,926,576.11
-PUBLIC FACILITIES	57	12,298,700.94		8,869,219.09		21,167,920.03
-PARK IMPROVEMENTS	65	94,472.26		2,900,245.74	627,840.45	3,622,558.45
TOTAL CAPITAL PROJECT		15,473,717.47		31,860,497.38	627,840.45	47,962,055.30
TRUST AND AGENCY FUNDS						
-PERPETUAL CARE FUND	90	4,971.36		67,086.08	119,016.01	191,073.45
-VISIBLE MEMORIALS FUND	91	1,019.95		-		1,019.95
- HISTORIC PRESERVATION	92	21,330.85		-		21,330.85
-UTILITY DEPOSITS	96	11,803.75		95,114.10		106,917.85
	97	39.61				39.61
TOTAL TRUST AND AGENCY		39,165.52		162,200.18	119,016.01	320,381.71
TOTAL ALL FUNDS		\$ 8,397,790.26	\$ 251,893.91	\$ 78,213,078.25	\$ 22,855,064.49	\$ 109,717,826.91

CITY OF DOUGLAS
POOLED TIME DEPOSITS and MONEY MARKET ACCOUNT SUMMARY AND ALLOCATION

March 31, 2025

CD's/TDOA's	TOTAL	10 General Fund	11 Impact Assistance Fund	31 Water Fund	32 Sewer Fund	33 Sanitation Fund	34 Landfill Fund	39 Health Ins. Fund	40 Cap. Imp. Reserve
CONVERSE COUNTY BANK									
TDOA #1290 - \$5,367,075.58 - 4.04% APY	5,643,488.73	4,796,965.42							
MATURES 12/18/2028 - 60 Months									
TDOA #1295 - \$1,528,242.58 - 4.2% APY	1,644,138.69	109,609.25		876,873.95	116,970.79	54,804.62	328,827.75		54,804.62
MATURES 9/21/2025 - 12 Months									
TDOA #1291 - \$1,124,582.87 - 4.10% APY	1,171,534.76	421,752.41				292,883.71	292,883.71		
MATURES 2/28/2029 - 60 Months									
TDOA #1292 - \$204,656.15 - 4.55% APY	2,117,100.00	1,114,263.17		557,131.58	35,816.47				
MATURES 6/25/2025 - 12 Months									
TDOA #1294 - \$5,566,503.86 - 3.80% APY	5,674,948.42	4,539,958.73		851,242.26	-		283,747.43		
MATURES 8/28/2027 - 36 Months									
TDOA #1296 - \$6,500,000 - 3.50% APY	7,318,007.10	2,161,626.69		281,461.81	29,918.73				
MATURES 9/26/2027 - 36 Months									
TDOA #1299 - \$21,000,228.24 - 4.06% APY	21,207,353.78	10,603,676.87		4,771,654.60		265,091.93			
MATURES 12/5/2027 - 36 Months									
TDOA #1297 - \$2,000,000 - 4.12% APY	2,041,070.07	2,041,070.07							
MATURES 9/30/2025 - 12 Months									
TDOA #1298 - \$5,000,000 - 4.30% APY	5,054,191.78	1,480,878.19		1,010,838.36	404,335.34	101,083.84	808,670.68	-	262,817.97
MATURES 11/18/2029 - 60 Months									
TDOA #1300 - \$5,000,000 - 4.21% APY	5,051,904.11								
MATURES 12/13/2025 - 12 Months									
TDOA #1293 - \$2,500,000 - 4.26% APY	2,555,122.46	2,555,122.46							
MATURES 8/15/2025 - 12 Months									
TOTAL - CONVERSE CO BANK	\$ 59,478,859.90	\$ 29,824,923.26	\$ -	\$ 8,349,202.56	\$ 587,041.33	\$ 713,864.10	\$ 1,979,221.50	\$ -	\$ 317,622.59
FIRST NORTHERN BANK									
CD #101016574 - \$1,000,000 - 4.25% APY	1,043,337.63								
MATURES 3/1/2029 - 60 Months									
CD #101019669 - \$10,000,000 - 4.35% APY	10,255,409.32	\$ 566,586.39	\$ 1,927,619.22						
MATURES 8/15/2025 - 12 Months									
CD #101018802 - \$1,900,000 - 4.75% APY	1,968,577.63	\$ 1,968,577.63							
MATURES 6/25/2025 - 12 Months									
Total - First Northern Bank	\$ 13,267,324.58	\$ 2,535,164.02	\$ 1,927,619.22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
POINTS WEST COMMUNITY BANK									
CD #40020351 - \$5,466,893.77 - 4.18% APY	\$ 5,466,893.77	273,344.70							
MATURES - 2/27/2026 - 12 months									
TOTAL - POINTS WEST	\$ 5,466,893.77	\$ 273,344.70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL CD's/TDOA's	\$ 78,213,078.25	\$ 32,633,431.98	\$ 1,927,619.22	\$ 8,349,202.56	\$ 587,041.33	\$ 713,864.10	\$ 1,979,221.50	\$ -	\$ 317,622.59

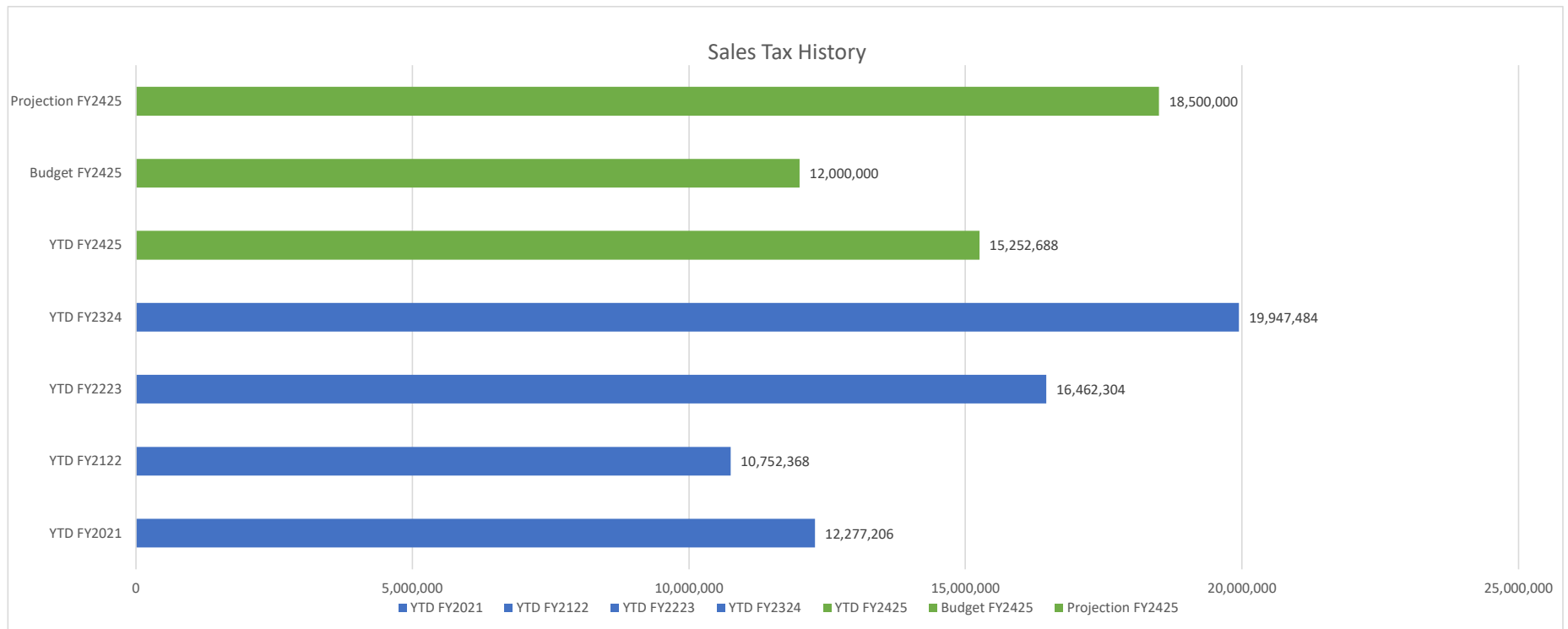
Money Market Accounts									
POINTS WEST COMMUNITY BANK									
MMA #400101192 - \$200,000	251,893.91	0.00		125,946.96	125,946.95	0.00	0.00	0.00	0.00
TOTAL - POINTS WEST	\$ 251,893.91	0.00	0.00	125,946.96	125,946.95	0.00	0.00	0.00	0.00
TOTAL MMA's	\$ 251,893.91	0.00	0.00	125,946.96	125,946.95	0.00	0.00	0.00	0.00
GRAND TOTAL	\$ 78,464,972.16	\$ 32,633,431.98	\$ 1,927,619.22	\$ 8,475,149.52	\$ 712,988.28	\$ 713,864.10	\$ 1,979,221.50	\$ -	\$ 317,622.59

CITY OF DOUGLAS POOLED TIME DEPOSITS and MONEY MARKET ACCOUNT SUMMARY AND ALLOCATION March 31, 2025									
CD's/TDOA's	41 Economic Development	47 Cap. Equip. Reserve	50 Cap. Fire Equip. Reserve	55 Pool Improvements	56 Cap. Street Imp. Reserve	57 Cap. Public Fac. Imp. Reserve	65 Cap. Park Imp. Reserve	90 Perpetual Care Fund	96 Utility Dep. Fund
CONVERSE COUNTY BANK					846,523.31				
TDOA #1290 - \$5,367,075.58 - 4.04%APY									
MATURES 12/18/2028 - 60 Months									
TDOA #1295 - \$1,528,242.58 - 4.2%APY			102,247.71	117,153.50				17573.04	29288.39
MATURES 9/21/2025 - 12 Months									
TDOA #1291 - \$1,124,582.87 - 4.10% APY									
MATURES 2/28/2029 - 60 Months									
TDOA #1292 - \$204,665.15 - 4.55% APY			204,944.39	204,944.39					
MATURES 6/25/2025 - 12 Months									
TDOA #1294 - \$5,566,503.86 - 3.80% APY									
MATURES 8/28/2027 - 36 Months									
TDOA #1296 - \$6,500,000 - 3.50% APY	197,023.27	254,822.23		955,197.63	2,103,430.57	225,169.44	1,019,288.94	39,404.66	50,663.13
MATURES 9/26/2027 - 36 Months					5,301,838.45				
TDOA #1298 - \$5,000,000 - 4.30%			404,335.34		505,419.18		50,541.92	10,108.38	15,162.58
MATURES 11/18/2029 - 60 Months						2,020,761.64	1,010,380.82		
TDOA #1300 - \$5,000,000 - 4.21%					2,020,761.65				
MATURES 12/13/2025 - 12 Months									
TDOA #1293 - \$2,500,000 - 4.26%									
MATURES 8/15/2025 - 12 Months									
TOTAL - CONVERSE CO BANK	\$ 197,023.27	\$ 254,822.23	\$ 711,527.44	\$ 1,277,295.52	\$ 10,777,973.16	\$ 2,245,931.08	\$ 2,080,211.68	\$ 67,086.08	\$ 95,114.10
FIRST NORTHERN BANK									
CD #101016574 - \$1,000,000 - 4.25%									
MATURES 3/1/2029 - 60 Months									
CD #101019669 - \$10,000,000 - 4.35%	\$ 1,927,619.22	\$ 253,634.11				\$ 1,043,337.63			
MATURES 8/15/2025 - 12 Months									
CD #101018802 - \$1,900,000 - 4.75%									
MATURES 6/25/2025 - 12 Months									
POINTS WEST COMMUNITY BANK	\$ 1,927,619.22	\$ 253,634.11	\$ -	\$ -	\$ -	\$ 6,623,288.01	\$ -	\$ -	\$ -
CD #40020351 - \$5,466,893.77 - 4.18%							820,034.06		
MATURES - 2/27/2026 - 12 months					4,373,515.01				
TOTAL - POINTS WEST	\$ -	\$ -	\$ -	\$ -	\$ 4,373,515.01	\$ -	\$ 820,034.06	\$ -	\$ -
TOTAL CD's/TDOA's	\$ 2,124,642.49	\$ 508,456.34	\$ 711,527.44	\$ 1,277,295.52	\$ 15,151,488.17	\$ 8,869,219.09	\$ 2,900,245.74	\$ 67,086.08	\$ 95,114.10
Money Market Accounts									
POINTS WEST COMMUNITY BANK									
MMA #400101192 - \$200,000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL - POINTS WEST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL MMA's	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GRAND TOTAL	\$ 2,124,642.49	\$ 508,456.34	\$ 711,527.44	\$ 1,277,295.52	\$ 15,151,488.17	\$ 8,869,219.09	\$ 2,900,245.74	\$ 67,086.08	\$ 95,114.10

CITY OF DOUGLAS
SECURITY POOLS SUMMARY AND ALLOCATION
March 31, 2025

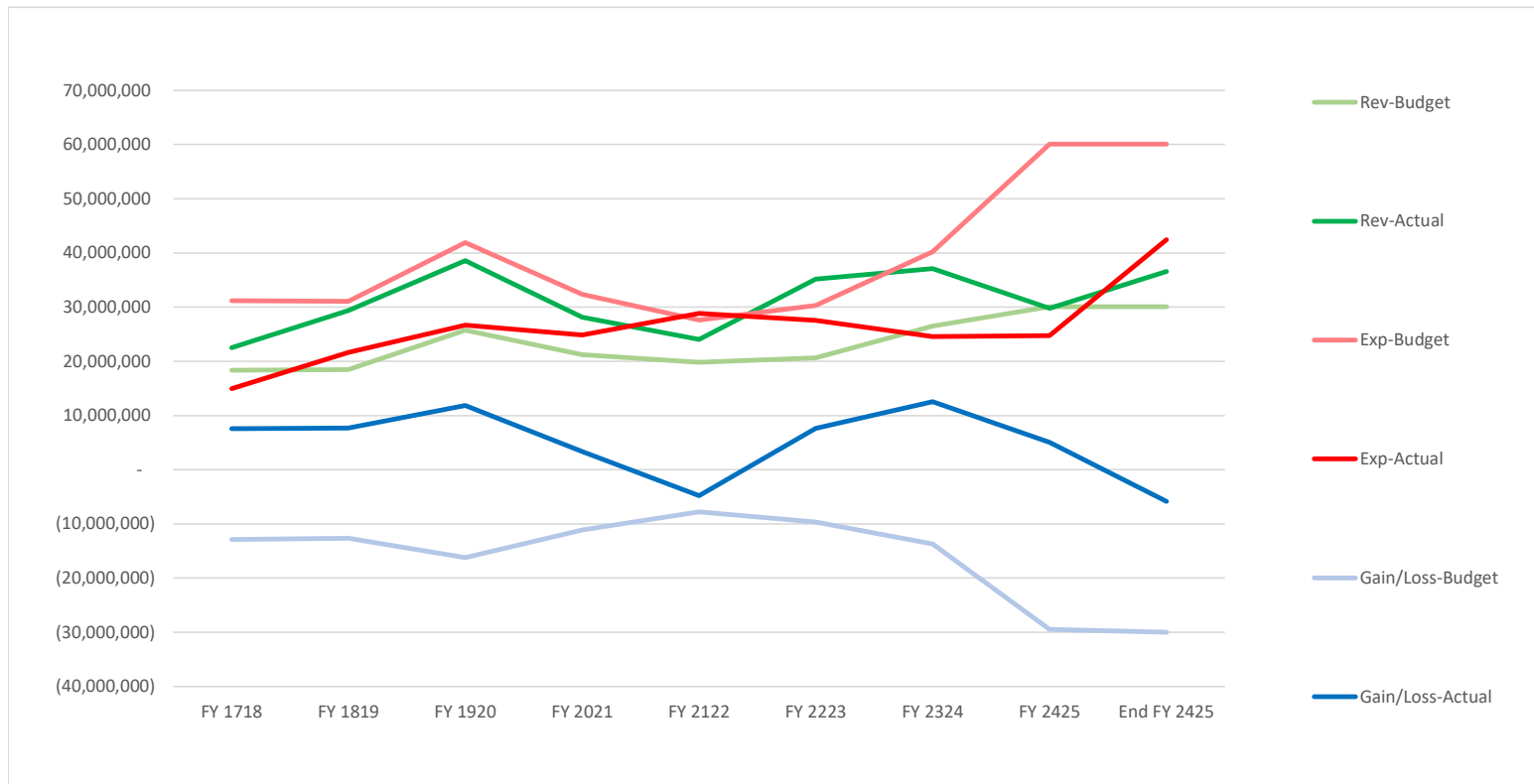
INSTITUTION	TOTAL	10 GENERAL FUND	31 WATER FUND	32 SEWER FUND	65 PARK IMP FUND	90 Perpetual Care FUND
<u>Wyoming State Treasurer - WYOSTAR</u>	\$ 551,441.64	\$ 432,425.63		\$ -	\$ -	\$ 119,016.01
<u>Wyo. Government Investment Fund - WG</u>	265,439.41	-		265,439.41	-	-
<u>Peak Investments</u>	12,644,374.04	6,578,829.99	4,395,265.35	1,042,438.25	627,840.44	
<u>WyoClass</u>	9,393,809.39	9,393,809.39				
TOTAL	\$ 22,855,064.48	\$ 16,405,065.03	\$ 4,395,265.35	\$ 1,307,877.65	\$ 627,840.45	\$ 119,016.01

Sales Tax							Using Average % of Previous Years				Using Equal Monthly Budget		
	Average %	FY 2021	FY 2122	FY 2223	FY 2324	FY 2425	% Collected	Budget	FY 25 Variance	Total Variance	FY 25 Budget	FY 25 Variance	Total Variance
July	6.86%	721,591	688,361	1,180,151	1,593,239	1,659,312	13.83%	823,062	836,250	836,250	1,000,000	659,312	659,312
August	7.11%	678,770	621,431	1,477,386	1,626,656	1,255,674	10.46%	853,117	402,557	1,238,807	1,000,000	255,674	914,986
September	8.09%	1,170,188	669,516	1,420,424	1,593,741	1,287,925	10.73%	971,283	316,642	1,555,448	1,000,000	287,925	1,202,911
October	10.08%	1,806,775	733,755	1,832,154	1,524,683	2,059,904	17.17%	1,209,405	850,499	2,405,947	1,000,000	1,059,904	2,262,814
November	8.69%	1,102,858	944,700	1,539,437	1,521,004	1,685,775	14.05%	1,042,358	643,417	3,049,364	1,000,000	685,775	2,948,590
December	6.91%	543,590	858,551	1,272,109	1,499,682	1,685,090	14.04%	829,739	855,351	3,904,715	1,000,000	685,090	3,633,679
January	9.16%	1,457,143	839,002	1,210,210	1,914,457	1,722,773	14.36%	1,098,616	624,157	4,528,873	1,000,000	722,773	4,356,452
February	10.47%	1,801,333	1,092,275	1,498,053	1,584,696	1,688,343	14.07%	1,256,246	432,097	4,960,969	1,000,000	688,343	5,044,795
March	7.35%	885,536	945,710	953,719	1,512,571	1,274,371	10.62%	881,530	392,841	5,353,810	1,000,000	274,371	5,319,166
April	6.90%	581,268	940,150	1,244,896	1,304,870	933,522	7.78%						
May	9.59%	973,485	1,159,826	1,379,561	2,243,612								
June	8.81%	554,668	1,259,090	1,454,204	2,028,274								
Revenue		12,277,206	10,752,368	16,462,304	19,947,484	15,252,688	127.11%	12,000,000	5,353,810	5,353,810	12,000,000	5,319,166	5,319,166
Budget		7,500,000	7,500,000	8,500,000	10,000,000	12,000,000							
Monthly Average		1,023,100	896,031	1,371,859	1,662,290	1,525,269							



City of Douglas Overall Budget-Projected FY 2425

OVERALL TRENDS								As of March FY 2425	Projection End FY 2425
	FY 1718	FY 1819	FY 1920	FY 2021	FY 2122	FY 2223	FY 2324		
Rev-Budget	18,357,558	18,455,712	25,727,819	21,213,655	19,848,238	20,636,557	26,483,898	30,102,005	30,102,005
Rev-Actual	22,505,521	29,376,308	38,550,967	28,183,299	24,018,421	35,191,787	37,150,744	29,760,719	36,602,005
Exp-Budget	31,208,596	31,072,790	41,946,674	32,358,571	27,643,909	30,291,041	40,205,060	60,071,977	60,071,977
Exp-Actual	14,963,958	21,667,745	26,676,029	24,848,172	28,812,865	27,528,699	24,611,879	24,739,889	42,461,053
Gain/Loss-Budget	(12,851,038)	(12,617,078)	(16,218,855)	(11,144,916)	(7,795,671)	(9,654,484)	(13,721,162)	(29,490,824)	(29,969,972)
Gain/Loss-Actual	7,541,563	7,708,563	11,874,938	3,335,127	(4,794,444)	7,663,088	12,538,865	5,020,830	(5,859,048)



Account Number	Account Title	2024-25 Current year Actual	2024-25 Current year Budget
GENERAL FUND			
GENERAL GOVT - NON DEPARTMENTL			
10-5100-1021	EMPLOYEE BENEFITS - SCL SCRTY	63	55
10-5100-1023	EMPLOYEE BENEFITS - HEALTH INS	24,911	18,150
10-5100-1025	EMPLOYEE BENEFITS - WRKRS COMP	14	0
10-5100-1032	EMPLOYEE BENEFITS - MDCL SRVC	1,848	3,000
10-5100-2101	POSTAGE/FREIGHT	6,398	7,000
10-5100-2115	PUBLISHING/ADVERTISING	30,638	40,000
10-5100-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	8,586	200
10-5100-2122	TRAINING/DEVELOPMENT	35	20,000
10-5100-2123	MEALS/LODGING/TRAVEL	1,378	0
10-5100-2131	UTILITY SERVICES - ELECTRICITY	65,825	80,000
10-5100-2132	UTILITY SERVICES - WTR/SWR/GRB	1,829	2,750
10-5100-2133	UTILITY SERVICES - NATURAL GAS	2,166	5,500
10-5100-2134	TELECOMMUNICATIONS	10,559	11,000
10-5100-2141	EQUIPMENT - RENT	513	225
10-5100-2151	LEGAL	26,966	47,000
10-5100-2152	ACCOUNTING/AUDITING	43,000	75,000
10-5100-2155	REPAIRS/MAINTENANCE	14,051	25,000
10-5100-2156	MAINTENANCE AGREEMENT	7,801	6,980
10-5100-2157	INSURANCE	134,457	115,500
10-5100-2158	MISC CONTRACTUAL SERVICES	489,798	324,435
10-5100-2166	COLLECTION FEES	0	75
10-5100-2175	REFUNDS/REIMBURSEMENT EXPENSE	454	600
10-5100-3201	OFFICE SUPPLIES	9,641	15,000
10-5100-3202	BAD DEBTS EXPENSE	10,418	0
10-5100-3210	OPERATING SUPPLIES	18,847	22,000
10-5100-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	2,188	0
10-5100-3230	REFRESHMENT SUPPLIES	6,328	15,000
10-5100-3235	FUEL	576	1,500
10-5100-7601	CLAIMS AGAINST CITY	5,920	5,000
10-5100-7606	UNEMPLOYMENT CLAIMS	4,246	1,000
Total GENERAL GOVT - NON DEPARTMENTL:		929,456	841,970
GENERAL GOVT - NON DEPARTMENTL			
10-5101-1001	SALARIES/WAGES - REGULAR	18,750	25,500
10-5101-1021	EMPLOYEE BENEFITS - SCL SCRTY	1,435	1,951

Account Number	Account Title	2024-25 Current year Actual	2024-25 Current year Budget
10-5101-1025	EMPLOYEE BENEFITS - WRKRS COMP	258	365
10-5101-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	0	8,275
10-5101-2122	TRAINING/DEVELOPMENT	1,135	7,500
10-5101-2123	MEALS/LODGING/TRAVEL	3,118	6,000
10-5101-3210	OPERATING SUPPLIES	160	500

Total GENERAL GOVT - NON DEPARTMENTL:	24,856	50,091
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GENERAL GOVT - NON DEPARTMENTL

10-5102-1001	SALARIES/WAGES - REGULAR	449,433	601,215
10-5102-1002	SALARIES/WAGES - OVERTIME	2,426	1,500
10-5102-1005	SALARIES/WAGES - LONGEVITY	1,343	1,343
10-5102-1006	SALARIES/WAGES - ALLOWANCES	1,750	2,100
10-5102-1021	EMPLOYEE BENEFITS - SCL SCRTY	37,235	47,017
10-5102-1023	EMPLOYEE BENEFITS - HEALTH INS	134,882	167,920
10-5102-1025	EMPLOYEE BENEFITS - WRKRS COMP	8,690	13,639
10-5102-1026	EMPLOYEE BENEFITS - DFRRD COMP	6,489	8,449
10-5102-1029	EMPLOYEE BENEFITS - WY RTRMNT	84,367	112,226
10-5102-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	2,158	3,310
10-5102-2122	TRAINING/DEVELOPMENT	2,672	12,000
10-5102-2123	MEALS/LODGING/TRAVEL	6,876	14,000
10-5102-2134	TELECOMMUNICATIONS	453	0
10-5102-3210	OPERATING SUPPLIES	163	500
10-5102-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	2,839	7,500

Total GENERAL GOVT - NON DEPARTMENTL:	741,777	992,719
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GENERAL GOVT - NON DEPARTMENTL

10-5103-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	11,177	0
10-5103-2155	REPAIRS/MAINTENANCE	0	6,800
10-5103-2156	MAINTENANCE AGREEMENT	41,580	45,100
10-5103-2158	MISC CONTRACTUAL SERVICES	59,999	216,980
10-5103-3210	OPERATING SUPPLIES	0	2,400
10-5103-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	78,844	242,600

Total GENERAL GOVT - NON DEPARTMENTL:	191,600	513,880
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GENERAL GOVT - NON DEPARTMENTL

Account Number	Account Title	2024-25 Current year Actual	2024-25 Current year Budget
10-5105-1001	SALARIES/WAGES - REGULAR	46,364	60,125
10-5105-1005	SALARIES/WAGES - LONGEVITY	517	517
10-5105-1021	EMPLOYEE BENEFITS - SCL SCRTY	3,688	4,772
10-5105-1023	EMPLOYEE BENEFITS - HEALTH INS	6,343	7,650
10-5105-1025	EMPLOYEE BENEFITS - WRKRS COMP	895	1,353
10-5105-1026	EMPLOYEE BENEFITS - DFRRD COMP	1,335	1,741
10-5105-1029	EMPLOYEE BENEFITS - WY RTRMNT	6,212	8,104
10-5105-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	0	195
10-5105-2122	TRAINING/DEVELOPMENT	150	420
10-5105-2123	MEALS/LODGING/TRAVEL	36	540
10-5105-2151	LEGAL	11,440	26,000
10-5105-2156	MAINTENANCE AGREEMENT	0	2,580
10-5105-2175	REFUNDS/REIMBURSEMENT EXPENSE	0	250
10-5105-3210	OPERATING SUPPLIES	150	500
10-5105-3233	UNIFORMS/CARE	0	150
Total GENERAL GOVT - NON DEPARTMENTL:		77,130	114,897

GENERAL GOVT - NON DEPARTMENTL

10-5106-1001	SALARIES/WAGES - REGULAR	229,983	299,271
10-5106-1005	SALARIES/WAGES - LONGEVITY	1,041	1,041
10-5106-1006	SALARIES/WAGES - ALLOWANCES	750	900
10-5106-1021	EMPLOYEE BENEFITS - SCL SCRTY	18,245	23,750
10-5106-1023	EMPLOYEE BENEFITS - HEALTH INS	25,434	37,180
10-5106-1025	EMPLOYEE BENEFITS - WRKRS COMP	4,427	6,777
10-5106-1026	EMPLOYEE BENEFITS - DFRRD COMP	7,101	9,249
10-5106-1029	EMPLOYEE BENEFITS - WY RTRMNT	35,722	46,475
10-5106-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	2,158	1,955
10-5106-2122	TRAINING/DEVELOPMENT	2,340	3,620
10-5106-2123	MEALS/LODGING/TRAVEL	3,154	5,580
10-5106-2134	TELECOMMUNICATIONS	900	1,250
10-5106-2153	ARCHITECT/ENGINEERING/SURVEY	450	8,939
10-5106-2155	REPAIRS/MAINTENANCE	0	1,000
10-5106-2156	MAINTENANCE AGREEMENT	1,247	5,050
10-5106-2158	MISC CONTRACTUAL SERVICES	17,671	57,000
10-5106-2175	REFUNDS/REIMBURSEMENT EXPENSE	0	750
10-5106-3210	OPERATING SUPPLIES	1,647	7,575
10-5106-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	0	1,000

Account Number	Account Title	2024-25 Current year Actual	2024-25 Current year Budget
10-5106-3235	FUEL	615	2,000
Total GENERAL GOVT - NON DEPARTMENTL:		352,886	520,362

GENERAL GOVT - NON DEPARTMENTL

10-5110-8702	COMM SERV-CNTRCT-COMM CLUB/GE	0	60,000
10-5110-8703	COMM SERV-CNTRCT-YOUTH RCREAT	35,000	35,000
10-5110-8705	COMM SERV-CNTRCT-HIGH COUNTRY	0	30,000
10-5110-8707	COMM SERV-CNTRCT-CHLD/FMLY DVL	3,750	5,000
10-5110-8709	COMM SERV-CNTRCT-YOUTH DVLPMN	15,000	20,000
10-5110-8714	COMM SERV-CNTRCT-THE ENTERPRIS	66,667	100,000
10-5110-8723	COMM SERV-CNTRCT-DGLS HOCKEY	0	24,000
10-5110-8730	COMM SERV-CNTRCT-GATHERING INC	19,750	42,500
10-5110-8734	COMM SERV-CNTRC-LARAMIE PEAK	69,545	110,000
10-5110-8746	COMM SERV-CNTRCT-BOYS & GIRLS	20,000	30,000
10-5110-8750	COMM SERV-CNTRCT-CHLDRNS ADVO	4,000	8,000
10-5110-8753	COMM SERV-CNTRCT-COMM SRVC BL	2,102	7,500
10-5110-8755	COMM SERV-CNTRCT-HELPING HAND	0	8,600
10-5110-8759	COMM SRVC CNTRCT-HOPE CENTER	10,976	25,000
10-5110-8763	COMM SRVC CNTRCT-OUTDR ENTHST	10,000	25,000
Total GENERAL GOVT - NON DEPARTMENTL:		256,789	530,600

GENERAL GOVT - NON DEPARTMENTL

10-5111-8744	COMM SERV-CNTRCT-FIRE SPPRSN	214,256	1,205,445
10-5111-8760	COMM SRVC CNTRCT-JOINT JUSTICE	567,108	1,100,000
Total GENERAL GOVT - NON DEPARTMENTL:		781,364	2,305,445

POLICE DEPT - ADMINISTRATION

10-5201-1001	SALARIES/WAGES - REGULAR	143,023	186,794
10-5201-1002	SALARIES/WAGES - OVERTIME	266	250
10-5201-1005	SALARIES/WAGES - LONGEVITY	281	281
10-5201-1006	SALARIES/WAGES - ALLOWANCES	750	900
10-5201-1021	EMPLOYEE BENEFITS - SCL SCRTY	11,075	14,444
10-5201-1023	EMPLOYEE BENEFITS - HEALTH INS	32,273	39,415
10-5201-1025	EMPLOYEE BENEFITS - WRKRS COMP	3,171	4,527
10-5201-1026	EMPLOYEE BENEFITS - DFRRD COMP	445	580

Account Number	Account Title	2024-25 Current year Actual	2024-25 Current year Budget
10-5201-1029	EMPLOYEE BENEFITS - WY RTRMNT	26,503	34,682
10-5201-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	203	655
10-5201-2122	TRAINING/DEVELOPMENT	920	1,400
10-5201-2123	MEALS/LODGING/TRAVEL	683	2,050
10-5201-2131	UTILITY SERVICES - ELECTRICITY	1,427	2,000
10-5201-2134	TELECOMMUNICATIONS	360	481
10-5201-2155	REPAIRS/MAINTENANCE	0	250
10-5201-2156	MAINTENANCE AGREEMENT	828	1,200
10-5201-2158	MISC CONTRACTUAL SERVICES	700	4,550
10-5201-2161	INCARCERATION CONTRACT	1,005	2,500
10-5201-3210	OPERATING SUPPLIES	2,740	5,300
10-5201-3233	UNIFORMS/CARE	396	500
10-5201-3235	FUEL	719	813
Total POLICE DEPT - ADMINISTRATION:		227,767	303,572

POLICE DEPT - ADMINISTRATION

10-5202-1001	SALARIES/WAGES - REGULAR	984,046	1,366,407
10-5202-1002	SALARIES/WAGES - OVERTIME	59,422	65,000
10-5202-1005	SALARIES/WAGES - LONGEVITY	2,406	2,610
10-5202-1006	SALARIES/WAGES - ALLOWANCES	500	600
10-5202-1021	EMPLOYEE BENEFITS - SCL SCRTY	80,581	110,441
10-5202-1023	EMPLOYEE BENEFITS - HEALTH INS	298,598	290,298
10-5202-1025	EMPLOYEE BENEFITS - WRKRS COMP	19,986	32,279
10-5202-1026	EMPLOYEE BENEFITS - DFRRD COMP	6,930	9,055
10-5202-1029	EMPLOYEE BENEFITS - WY RTRMNT	190,955	262,067
10-5202-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	724	1,154
10-5202-2122	TRAINING/DEVELOPMENT	11,726	20,598
10-5202-2123	MEALS/LODGING/TRAVEL	10,471	17,200
10-5202-2134	TELECOMMUNICATIONS	13,892	18,390
10-5202-2155	REPAIRS/MAINTENANCE	1,879	10,592
10-5202-2156	MAINTENANCE AGREEMENT	15,213	11,940
10-5202-2158	MISC CONTRACTUAL SERVICES	0	2,500
10-5202-3201	OFFICE SUPPLIES	0	300
10-5202-3210	OPERATING SUPPLIES	30,321	56,788
10-5202-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	20,642	24,271
10-5202-3233	UNIFORMS/CARE	14,042	20,000
10-5202-3235	FUEL	21,523	27,000

Account Number	Account Title	2024-25 Current year Actual	2024-25 Current year Budget
Total POLICE DEPT - ADMINISTRATION:		1,783,856	2,349,490
PUBLIC WORKS - ADMINISTRATION			
10-5301-1001	SALARIES/WAGES - REGULAR	147,220	192,501
10-5301-1005	SALARIES/WAGES - LONGEVITY	1,450	1,450
10-5301-1006	SALARIES/WAGES - ALLOWANCES	750	900
10-5301-1021	EMPLOYEE BENEFITS - SCL SCRTY	11,459	14,966
10-5301-1023	EMPLOYEE BENEFITS - HEALTH INS	30,487	37,003
10-5301-1025	EMPLOYEE BENEFITS - WRKRS COMP	2,854	4,402
10-5301-1029	EMPLOYEE BENEFITS - WY RTRMNT	27,412	35,844
10-5301-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	248	240
10-5301-2122	TRAINING/DEVELOPMENT	1,300	640
10-5301-2123	MEALS/LODGING/TRAVEL	0	650
10-5301-2131	UTILITY SERVICES - ELECTRICITY	7,518	10,700
10-5301-2132	UTILITY SERVICES - WTR/SWR/GRB	3,395	5,000
10-5301-2133	UTILITY SERVICES - NATURAL GAS	8,923	10,000
10-5301-2134	TELECOMMUNICATIONS	721	800
10-5301-2153	ARCHITECT/ENGINEERING/SURVEING	0	2,000
10-5301-2155	REPAIRS/MAINTENANCE	553	1,500
10-5301-2156	MAINTENANCE AGREEMENT	339	400
10-5301-3210	OPERATING SUPPLIES	2,610	4,000
10-5301-3230	REFRESHMENT SUPPLIES	294	1,250
10-5301-3235	FUEL	572	1,500
Total PUBLIC WORKS - ADMINISTRATION:		248,104	325,746

PUBLIC WORKS - ADMINISTRATION

10-5302-1001	SALARIES/WAGES - REGULAR	180,435	235,201
10-5302-1002	SALARIES/WAGES - OVERTIME	214	500
10-5302-1005	SALARIES/WAGES - LONGEVITY	813	813
10-5302-1006	SALARIES/WAGES-ALLOWANCE	500	600
10-5302-1021	EMPLOYEE BENEFITS - SCL SCRTY	13,966	18,199
10-5302-1023	EMPLOYEE BENEFITS - HEALTH INS	86,438	103,935
10-5302-1025	EMPLOYEE BENEFITS - WRKRS COMP	3,475	5,353
10-5302-1029	EMPLOYEE BENEFITS - WY RTRMNT	33,637	43,888
10-5302-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	6,408	6,549
10-5302-2122	TRAINING/DEVELOPMENT	125	2,400

Account Number	Account Title	2024-25 Current year Actual	2024-25 Current year Budget
10-5302-2141	EQUIPMENT RENT	0	200
10-5302-2155	REPAIRS/MAINTENANCE	2,342	2,500
10-5302-3210	OPERATING SUPPLIES	17,831	18,000
10-5302-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	3,383	3,964
10-5302-3235	FUEL	1,103	2,500
10-5302-3237	OIL/LUBE/FLUIDS	8,509	14,000
Total PUBLIC WORKS - ADMINISTRATION:		359,178	458,602

PUBLIC WORKS - ADMINISTRATION

10-5304-1001	SALARIES/WAGES - REGULAR	194,613	266,522
10-5304-1002	SALARIES/WAGES - OVERTIME	510	5,500
10-5304-1004	SALARIES/WAGES - TEMPORARY	29,145	86,968
10-5304-1005	SALARIES/WAGES - LONGEVITY	980	1,219
10-5304-1006	SALARIES/WAGES - ALLOWANCES	250	300
10-5304-1021	EMPLOYEE BENEFITS - SCL SCRTY	17,274	27,609
10-5304-1023	EMPLOYEE BENEFITS - HEALTH INS	92,908	116,936
10-5304-1025	EMPLOYEE BENEFITS - WRKRS COMP	4,307	8,120
10-5304-1029	EMPLOYEE BENEFITS - WY RTRMNT	36,332	50,650
10-5304-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	392	800
10-5304-2122	TRAINING/DEVELOPMENT	0	2,350
10-5304-2123	MEALS/LODGING/TRAVEL	0	500
10-5304-2131	UTILITY SERVICES - ELECTRICITY	16,107	22,000
10-5304-2132	UTILITY SERVICES - WTR/SWR/GRB	58,509	95,000
10-5304-2133	NATURAL GAS, PROPANE	347	500
10-5304-2141	EQUIPMENT - RENT	0	1,000
10-5304-2155	REPAIRS/MAINTENANCE	2,704	5,000
10-5304-2156	MAINTENANCE AGREEMENT	1,689	1,650
10-5304-2158	MISC CONTRACTUAL SERVICES	47,875	61,000
10-5304-3210	OPERATING SUPPLIES	25,433	57,000
10-5304-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	0	2,500
10-5304-3235	FUEL	7,494	10,000
Total PUBLIC WORKS - ADMINISTRATION:		536,868	823,124

PUBLIC WORKS - ADMINISTRATION

10-5305-1001	SALARIES/WAGES - REGULAR	246,533	324,891
10-5305-1002	SALARIES/WAGES - OVERTIME	3,532	4,000

Account Number	Account Title	2024-25 Current year Actual	2024-25 Current year Budget
10-5305-1004	SALARIES/WAGES - TEMPORARY	8,122	20,500
10-5305-1005	SALARIES/WAGES - LONGEVITY	1,393	1,393
10-5305-1006	SALARIES/WAGES - ALLOWANCES	250	300
10-5305-1021	EMPLOYEE BENEFITS - SCL SCRTY	19,900	26,888
10-5305-1023	EMPLOYEE BENEFITS - HEALTH INS	82,184	101,407
10-5305-1025	EMPLOYEE BENEFITS - WRKRS COMP	4,962	7,908
10-5305-1029	EMPLOYEE BENEFITS - WY RTRMNT	46,562	61,240
10-5305-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	0	240
10-5305-2122	TRAINING/DEVELOPMENT	1,427	3,900
10-5305-2123	MEALS/LODGING/TRAVEL	1,694	1,700
10-5305-2155	REPAIRS/MAINTENANCE	13,967	60,000
10-5305-2158	MISC CONTRACTUAL SERVICES	51,414	73,200
10-5305-3210	OPERATING SUPPLIES	48,065	76,000
10-5305-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	2,503	3,000
10-5305-3235	FUEL	16,128	28,000
Total PUBLIC WORKS - ADMINISTRATION:		548,636	794,567

PUBLIC WORKS - ADMINISTRATION

10-5306-1001	SALARIES/WAGES - REGULAR	150,120	166,612
10-5306-1002	SALARIES/WAGES - OVERTIME	1,401	1,500
10-5306-1004	SALARIES/WAGES - TEMPORARY	0	17,394
10-5306-1005	SALARIES/WAGES - LONGEVITY	384	1,281
10-5306-1006	SALARIES/WAGES - ALLOWANCES	250	300
10-5306-1021	EMPLOYEE BENEFITS - SCL SCRTY	11,657	14,342
10-5306-1023	EMPLOYEE BENEFITS - HEALTH INS	43,395	65,044
10-5306-1025	EMPLOYEE BENEFITS - WRKRS COMP	2,906	4,218
10-5306-1029	EMPLOYEE BENEFITS - WY RTRMNT	22,651	31,302
10-5306-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	0	100
10-5306-2122	TRAINING/DEVELOPMENT	400	650
10-5306-2131	UTILITY SERVICES - ELECTRICITY	2,720	3,500
10-5306-2132	UTILITY SERVICES - WTR/SWR/GRB	43,210	60,000
10-5306-2133	UTILITY SERVICES - NATURAL GAS	1,145	2,000
10-5306-2134	TELECOMMUNICATIONS	581	1,000
10-5306-2141	EQUIPMENT - RENT	0	200
10-5306-2155	REPAIRS/MAINTENANCE	1,082	1,500
10-5306-2156	MAINTENANCE AGREEMENT	967	1,000
10-5306-2158	MISC CONTRACTUAL SERVICES	8,390	10,000

Account Number	Account Title	2024-25 Current year Actual	2024-25 Current year Budget
10-5306-3210	OPERATING SUPPLIES	9,171	13,000
10-5306-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	402	1,000
10-5306-3235	FUEL	2,434	2,750
10-5306-6540	LAND	1,250	0
Total PUBLIC WORKS - ADMINISTRATION:		304,517	398,693

PUBLIC WORKS - ADMINISTRATION

10-5307-2131	UTILITY SERVICES - ELECTRICITY	3,595	7,000
10-5307-2132	UTILITY SERVICES - WTR/SWR/GRB	1,042	13,000
10-5307-2133	UTILITY SERVICES - NATURAL GAS	363	10,000
10-5307-2134	TELECOMMUNICATIONS	974	1,500
10-5307-2155	REPAIRS/MAINTENANCE	0	5,000
10-5307-2158	MISC CONTRACTUAL SERVICES	87,876	148,612
10-5307-3210	OPERATING SUPPLIES	739	14,000
10-5307-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	1,053	2,500
Total PUBLIC WORKS - ADMINISTRATION:		95,642	201,612

POLICE SPECIAL PROJECTS FUND**K9 PROGRAM**

13-5820-1001	SALARIES/WAGES - REGULAR	0	14,333
13-5820-1002	SALARIES/WAGES - OVERTIME	2,642	0
13-5820-1021	EMPLOYEES BENEFITS - SCL SCRTY	202	1,096
13-5820-1023	EMPLOYEE BENEFITS - HEALTH INS	450	373
13-5820-1025	EMPLOYEE BENEFITS - WRKSR COMP	50	322
13-5820-1029	EMPLOYEE BENEFITS - WY RTRMNT	495	2,669
13-5820-2158	MISC CONTRACTUAL SERVICES	6,302	8,162
13-5820-3220	EQUIPMENT/TOOLS NON CAPITALIZE	15,000	15,000
Total K9 PROGRAM:		25,141	41,955

K9 PROGRAM

13-5821-1001	SALARIES/WAGES - REGULAR	3,319	6,095
13-5821-1021	EMPLOYEE BENEFITS - SCL SCRTY	254	466
13-5821-1023	EMPLOYEE BENEFITS - HEALTH INS	674	0
13-5821-1025	EMPLOYEE BENEFITS - WRKRS COMP	63	137

Account Number	Account Title	2024-25 Current year Actual	2024-25 Current year Budget
13-5821-1029	EMPLOYEE BENEFITS - WY RTRMNT	618	1,135
Total K9 PROGRAM:		4,929	7,833

K9 PROGRAM

13-5830-1001	SALARIES/WAGES - REGULAR	52,049	70,914
13-5830-1002	SALARIES/WAGES - OVERTIME	1,952	2,500
13-5830-1005	SALARIES/WAGES - LONGEVITY	155	155
13-5830-1021	EMPLOYEE BENEFITS - SCL SCRTY	4,143	5,628
13-5830-1023	EMPLOYEE BENEFITS - HEALTH INS	21,400	25,731
13-5830-1025	EMPLOYEE BENEFITS - WRKRS COMP	1,034	1,655
13-5830-1029	EMPLOYEE BENEFITS - WY RTRMNT	10,055	13,204
Total K9 PROGRAM:		90,789	119,787

K9 PROGRAM

13-5831-1001	SALARIES/WAGES - REGULAR	455	6,750
13-5831-1021	EMPLOYEE BENEFITS - SCL SCRTY	35	419
13-5831-1023	EMPLOYEE BENEFITS - HEALTH INS	96	0
13-5831-1025	EMPLOYEE BENEFITS - WRKRS COMP	9	152
13-5831-1029	EMPLOYEE BENEFITS - WY RTRMNT	85	1,257
13-5831-3210	OPERATING SUPPLIES	580	0
Total K9 PROGRAM:		1,260	8,578

K9 PROGRAM

13-5838-3233	UNIFORMS/CARE	0	5,376
Total K9 PROGRAM:		0	5,376

WATER FUND**WATER - ADMINISTRATION**

31-5400-1150	DEPRECIATION	637,500	850,000
31-5400-2158	MISC CONTRACTUAL SERVICES	11,592	15,000
31-5400-2166	COLLECTION FEES	330	500
31-5400-2175	REFUNDS/REIMBURSEMENT EXPENSE	16,947	16,717
31-5400-4347	MANAGEMENT FEES	212,174	282,899

Account Number	Account Title	2024-25 Current year Actual	2024-25 Current year Budget
Total WATER - ADMINISTRATION:		878,543	1,165,116
WATER - ADMINISTRATION			
31-5401-1001	SALARIES/WAGES - REGULAR	99,872	130,541
31-5401-1002	SALARIES/WAGES - OVERTIME	4,752	6,000
31-5401-1005	SALARIES/WAGES - LONGEVITY	715	715
31-5401-1006	SALARIES/WAGES - ALLOWANCES	250	300
31-5401-1021	EMPLOYEE BENEFITS - SCL SCRTY	8,101	10,553
31-5401-1023	EMPLOYEE BENEFITS - HEALTH INS	32,186	39,158
31-5401-1025	EMPLOYEE BENEFITS - WRKRS COMP	2,017	3,104
31-5401-1029	EMPLOYEE BENEFITS - WY RTRMNT	19,481	25,424
31-5401-2122	TRAINING/DEVELOPMENT	478	2,570
31-5401-2123	MEALS/LODGING/TRAVEL	0	800
31-5401-2131	UTILITY SERVICES - ELECTRICITY	42,660	60,000
31-5401-2132	UTILITY SERVICES - WTR/SWR/GRB	2,492	12,000
31-5401-2133	UTILITY SERVICES - NATURAL GAS	4,729	7,500
31-5401-2134	TELECOMMUNICATIONS	208	1,600
31-5401-2140	RENT - LAND/BUILDINGS	12,264	12,000
31-5401-2153	ARCHITECT, ENG, SURVEY	419	4,000
31-5401-2155	REPAIRS/MAINTENANCE	2,493	45,000
31-5401-2156	MAINTENANCE AGREEMENT	0	10,000
31-5401-2158	MISC CONTRACTUAL SERVICES	17,022	35,000
31-5401-3210	OPERATING SUPPLIES	29,088	45,000
31-5401-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	8,252	18,000
31-5401-3235	FUEL	948	1,400
31-5401-6542	IMPRVMNTS TO BLDG	74,969	74,969
31-5401-6544	IMPRVMNTS OTHER THAN BLDG	9,199	25,000
Total WATER - ADMINISTRATION:		372,595	570,634

WATER - ADMINISTRATION

31-5402-1001	SALARIES/WAGES - REGULAR	191,082	244,742
31-5402-1002	SALARIES/WAGES - OVERTIME	9,421	7,500
31-5402-1004	SALARIES/WAGES - TEMPORARY	0	4,348
31-5402-1005	SALARIES/WAGES - LONGEVITY	964	964
31-5402-1006	SALARIES & WAGES - ALLOWANCES	250	300
31-5402-1021	EMPLOYEE BENEFITS - SCL SCRTY	15,454	19,756

Account Number	Account Title	2024-25 Current year Actual	2024-25 Current year Budget
31-5402-1023	EMPLOYEE BENEFITS - HEALTH INS	75,744	91,111
31-5402-1025	EMPLOYEE BENEFITS - WRKRS COMP	3,853	5,810
31-5402-1029	EMPLOYEE BENEFITS - WY RTRMNT	37,334	46,967
31-5402-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	1,031	1,800
31-5402-2122	TRAINING/DEVELOPMENT	542	2,400
31-5402-2131	UTILITY SERVICES - ELECTRICITY	12,341	17,000
31-5402-2132	UTILITY SERVICES - WTR/SWR/GRB	31,761	25,000
31-5402-2133	UTILITY SERVICES - NATURAL GAS	1,336	1,300
31-5402-2134	TELECOMMUNICATIONS	152	200
31-5402-2141	EQUIPMENT - RENT	0	400
31-5402-2153	ARCHITECT/ENGINEERING/SURVEY	5,702	2,000
31-5402-2155	REPAIRS/MAINTENANCE	4,307	30,000
31-5402-2156	MAINTENANCE AGREEMENT	1,095	1,100
31-5402-2158	MISC CONTRACTUAL SERVICES	13,000	13,000
31-5402-3210	OPERATING SUPPLIES	43,274	50,000
31-5402-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	2,639	0
31-5402-3235	FUEL	5,700	7,000
31-5402-4310	LEASE PAYMENTS - OPERATING	417	350
31-5402-6542	IMPRVMNTS TO BLDG	0	25,000
31-5402-6544	IMPRVMNTS OTHER THAN BLDG	100,559	650,000
31-5402-6547	EQUIPMENT/FURNITURE	0	4,500
31-5402-6548	VEHICLES	0	300,000
Total WATER - ADMINISTRATION:		557,956	1,552,548

WATER - ADMINISTRATION

31-5403-1001	SALARIES/WAGES - REGULAR	46,559	60,646
31-5403-1005	SALARIES/WAGES - LONGEVITY	593	593
31-5403-1021	EMPLOYEE BENEFITS - SCL SCRTY	3,487	4,685
31-5403-1023	EMPLOYEE BENEFITS - HEALTH INS	261	261
31-5403-1025	EMPLOYEE BENEFITS - WRKRS COMP	901	1,378
31-5403-1029	EMPLOYEE BENEFITS - WY RTRMNT	8,669	11,292
31-5403-2134	TELECOMMUNICATIONS	104	200
31-5403-2155	REPAIRS/MAINTENANCE	0	1,500
31-5403-2156	MAINTENANCE AGREEMENT	0	2,500
31-5403-3210	OPERATING SUPPLIES	1,159	2,000
31-5403-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	10,269	40,000
31-5403-3235	FUEL	713	2,000

Account Number	Account Title	2024-25 Current year Actual	2024-25 Current year Budget
Total WATER - ADMINISTRATION:		72,715	127,055
WATER MAIN REPLACEMENT - FY 96			
31-5840-2153	ARCHITECT/ENGINEERING/SURVEY	261,516	953,000
31-5840-6544	IMPRVMNTS OTHER THAN BLDG	799,927	3,027,000
Total WATER MAIN REPLACEMENT - FY 96:		1,061,443	3,980,000
WATER MAIN REPLACEMENT - FY 96			
31-5856-2153	ARCHITECT/ENGINEERING/SURVEY	38,291	192,000
31-5856-2158	MISC CONTRACTUAL	20,853	395,000
31-5856-6544	IMPRVMNTS OTHER THAN BLDG	265,495	557,000
Total WATER MAIN REPLACEMENT - FY 96:		324,639	1,144,000
SEWER FUND			
SEWER - ADMINISTRATION			
32-5500-1150	DEPRECIATION	328,500	438,000
32-5500-2158	MISC CONTRACTUAL SERVICES	7,486	9,700
32-5500-4347	MANAGEMENT FEES	121,558	162,077
Total SEWER - ADMINISTRATION:		457,544	609,777
SEWER - ADMINISTRATION			
32-5501-1001	SALARIES/WAGES - REGULAR	91,828	120,103
32-5501-1002	SALARIES/WAGES - OVERTIME	668	5,000
32-5501-1005	SALARIES/WAGES - LONGEVITY	464	464
32-5501-1006	SALARIES/WAGES - ALLOWANCES	250	300
32-5501-1021	EMPLOYEE BENEFITS - SCL SCRTY	7,153	9,659
32-5501-1023	EMPLOYEE BENEFITS - HEALTH INS	32,485	39,113
32-5501-1025	EMPLOYEE BENEFITS - WRKRS COMP	1,780	2,841
32-5501-1029	EMPLOYEE BENEFITS - WY RTRMNT	17,223	23,294
32-5501-2122	TRAINING/DEVELOPMENT	239	2,570
32-5501-2123	MEALS/LODGING/TRAVEL	0	800
32-5501-2131	UTILITY SERVICES - ELECTRICITY	55,622	80,000
32-5501-2132	UTILITY SERVICES - WTR/SWR/GRB	3,011	45,000

Account Number	Account Title	2024-25 Current year Actual	2024-25 Current year Budget
32-5501-2134	TELECOMMUNICATIONS	1,679	2,000
32-5501-2153	ARCHITECT/ENGINEERING/SURVEY	0	4,000
32-5501-2155	REPAIRS/MAINTENANCE	549	30,000
32-5501-2158	MISC CONTRACTUAL SERVICES	6,900	20,000
32-5501-3210	OPERATING SUPPLIES	33,208	40,000
32-5501-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	5,475	24,000
32-5501-3235	FUEL	948	1,500
32-5501-6544	IMPRVMNTS OTHER THAN BLDG	13,415	17,000
Total SEWER - ADMINISTRATION:		272,897	467,644

SEWER - ADMINISTRATION

32-5502-1001	SALARIES/WAGES - REGULAR	171,443	222,619
32-5502-1002	SALARIES/WAGES - OVERTIME	6,104	4,500
32-5502-1004	SALARIES/WAGES - TEMPORARY	0	4,348
32-5502-1005	SALARIES/WAGES - LONGEVITY	642	642
32-5502-1006	SALARIES & WAGES - ALLOWANCES	250	300
32-5502-1021	EMPLOYEE BENEFITS - SCL SCRTY	13,673	17,477
32-5502-1023	EMPLOYEE BENEFITS - HEALTH INS	62,527	75,236
32-5502-1025	EMPLOYEE BENEFITS - WRKRS COMP	3,408	5,140
32-5502-1029	EMPLOYEE BENEFITS - WY RTRMNT	33,059	42,290
32-5502-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	1,031	1,700
32-5502-2122	TRAINING/DEVELOPMENT	310	1,825
32-5502-2131	UTILITY SERVICES - ELECTRICITY	8,025	10,000
32-5502-2132	UTILITY SERVICES - WTR/SWR/GRB	214	350
32-5502-2133	UTILITY SERVICES - NATURAL GAS	2,485	2,500
32-5502-2134	TELECOMMUNICATIONS	800	1,000
32-5502-2153	ARCHITECT/ENGINEERING/SURVEY	1,234	2,500
32-5502-2155	REPAIRS/MAINTENANCE	24,254	20,000
32-5502-2158	MISC CONTRACTUAL SERVICES	13,000	13,000
32-5502-3210	OPERATING SUPPLIES	12,133	40,000
32-5502-3235	FUEL	5,699	6,000
32-5502-4310	LEASE PAYMENTS - OPERATING	379	350
32-5502-6547	EQUIPMENT/FURNITURE	0	4,500
32-5502-6548	VEHICLES	0	300,000

Account Number	Account Title	2024-25 Current year Actual	2024-25 Current year Budget
Total SEWER - ADMINISTRATION:		360,671	776,277
SEWER MAIN REPLACEMENT - FY 96			
32-5850-2153	ARCHITECT/ENGINEERING/SURVEY	57,509	133,000
32-5850-6544	IMPRVMNTS OTHER THAN BLDG	0	1,314,390
Total SEWER MAIN REPLACEMENT - FY 96:		57,509	1,447,390
SEWER MAIN REPLACEMENT - FY 96			
32-5852-2153	ARCHITECT/ENGINEERING/SURVEY	207,286	822,000
32-5852-6544	IMPRVMNTS OTHER THAN BLDG	2,441,396	3,400,000
Total SEWER MAIN REPLACEMENT - FY 96:		2,648,682	4,222,000
SANITATION FUND			
SANITATION			
33-5600-1001	SALARIES/WAGES - REGULAR	125,862	162,074
33-5600-1002	SALARIES/WAGES - OVERTIME	0	600
33-5600-1005	SALARIES/WAGES - LONGEVITY	1,027	1,027
33-5600-1006	SALARIES/WAGES - ALLOWANCES	250	300
33-5600-1021	EMPLOYEE BENEFITS - SCL SCRTY	9,749	12,576
33-5600-1023	EMPLOYEE BENEFITS - HEALTH INS	56,226	65,024
33-5600-1025	EMPLOYEE BENEFITS - WRKRS COMP	2,428	3,699
33-5600-1029	EMPLOYEE BENEFITS - WY RTRMNT	23,436	30,290
33-5600-1150	DEPRECIATION	45,525	60,700
33-5600-2155	REPAIRS/MAINTENANCE	0	4,200
33-5600-2158	MISC CONTRACTUAL SERVICES	557,920	1,006,400
33-5600-3210	OPERATING SUPPLIES	71,088	34,000
33-5600-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	1,642	3,700
33-5600-3235	FUEL	14,919	26,000
33-5600-4347	MANAGEMENT FEES	128,189	170,918
33-5600-6548	VEHICLES	0	270,000
Total SANITATION:		1,038,261	1,851,508

SANITATION

Account Number	Account Title	2024-25 Current year Actual	2024-25 Current year Budget
33-5609-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	29,626	30,000
Total SANITATION:		29,626	30,000

LANDFILL FUND**LANDFILL**

34-5340-1001	SALARIES/WAGES - REGULAR	238,283	319,922
34-5340-1002	SALARIES/WAGES - OVERTIME	3,248	1,500
34-5340-1005	SALARIES/WAGES - LONGEVITY	841	1,302
34-5340-1006	SALARIES/WAGES - ALLOWANCES	500	600
34-5340-1021	EMPLOYEE BENEFITS - SCL SCRTY	19,323	25,633
34-5340-1023	EMPLOYEE BENEFITS - HEALTH INS	61,592	104,046
34-5340-1025	EMPLOYEE BENEFITS - WRKRS COMP	4,639	7,292
34-5340-1026	EMPLOYEE BENEFITS - DFRRD COMP	10,303	10,963
34-5340-1029	EMPLOYEE BENEFITS - WY RTRMNT	33,560	48,885
34-5340-1150	DEPRECIATION	100,500	134,000
34-5340-2122	TRAINING/DEVELOPMENT	0	1,100
34-5340-2131	UTILITY SERVICES - ELECTRICITY	6,819	10,000
34-5340-2133	UTILITY SERVICES - NATURAL GAS	4,850	10,500
34-5340-2153	ARCHITECT/ENGINEERING/SURVEY	165	1,000
34-5340-2155	REPAIRS/MAINTENANCE	18,404	15,000
34-5340-2156	MAINTENANCE AGREEMENT	4,454	11,500
34-5340-2158	MISC CONTRACTUAL SERVICES	452,992	711,000
34-5340-3210	OPERATING SUPPLIES	55,661	82,000
34-5340-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	371	2,500
34-5340-3235	FUEL	24,135	73,000
34-5340-4343	DEBT PAYMENT - PRINCIPAL	13,141	13,142
34-5340-4347	MANAGEMENT FEES	97,247	129,662
34-5340-6547	EQUIPMENT/FURNITURE	1,773	5,000
Total LANDFILL:		1,152,800	1,719,547

LANDFILL - CAPITAL

34-5895-2153	ARCHITECT/ENGINEERING/SURVEY	12,567	40,000
34-5895-6547	EQUIPMENT/FURNITURE	9,418	20,800
34-5895-6548	VEHICLES	186,949	240,000

Account Number	Account Title	2024-25 Current year Actual	2024-25 Current year Budget
Total LANDFILL - CAPITAL:		208,934	300,800
EMPLOYEE HEALTH CARE FUND			
EMPLOYEE HEALTH CARE			
39-5390-1023	EMPLOYEE BNFTS - HLTH INS PREM	602,428	452,800
39-5390-1032	EMPLOYEE BENEFITS - CLAIMS	1,871,773	1,275,000
39-5390-1058	HEALTH CARE - ADMINISTR TN FEE	69,320	100,000
Total EMPLOYEE HEALTH CARE:		2,543,521	1,827,800
ECONOMIC DEVELOPMENT			
ECONOMIC DEVELOPMENT			
41-5410-2158	MISC CONTRACTUAL SERVICES	65,147	12,192
41-5410-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	3,336	0
Total ECONOMIC DEVELOPMENT:		68,484	12,192
THE 112			
41-5411-2158	MISC CONTRACTUAL SERVICES	9,967	1,433,300
Total THE 112:		9,967	1,433,300
GENERAL FUND EQUIPMENT RESERVE			
GENERAL FUND EQUIPMENT RESERVE			
47-5470-6547	EQUIPMENT/FURNITURE	220,143	487,630
47-5470-6548	VEHICLES	488,701	52,288
Total GENERAL FUND EQUIPMENT RESERVE:		708,844	539,918
CAPITAL PROJ FIRE EQUIP FUND			
FIRE EQUIPMENT			
50-5500-6548	BUILDINGS	146,343	0

Account Number	Account Title	2024-25 Current year Actual	2024-25 Current year Budget
Total FIRE EQUIPMENT:		146,343	0
TRAIN CAR RESTORATION			
TRAIN CAR RESTORATION			
54-5540-2155	REPAIRS/MAINTENANCE	13,861	20,000
Total TRAIN CAR RESTORATION:		13,861	20,000
POOL IMPROVEMENTS FUND			
POOL IMPROVEMENTS			
55-5550-2153	ARCHITECT/ENGINEERING/SURVEY	101,354	100,000
55-5550-6544	IMPRVMNTS OTHER THAN BLDG	324,998	3,750,000
Total POOL IMPROVEMENTS:		426,352	3,850,000
STREET IMPROVEMENT FUND			
STREET IMPROVEMENTS			
56-5560-2153	ARCHITECT/ENGINEERING/SURVEY	199,935	1,747,900
56-5560-2158	MISC CONTRACTUAL SERVICES	26,750	70,000
56-5560-6544	IMPRVMNTS OTHER THAN BLDG	2,388,992	6,570,000
Total STREET IMPROVEMENTS:		2,615,677	8,387,900
CAPITAL IMP -PUBLIC FACILITIES			
CAPITAL IMP -FACILITIES			
57-5570-2153	ARCHITECT/ENGINEERING/SURVEY	64,421	95,000
57-5570-6542	BUILDINGS/IMPROVEMENTS	429,083	7,079
57-5570-6544	IMPRVMNTS OTHER THAN BLDG	151,049	536,500
Total CAPITAL IMP -FACILITIES:		644,553	638,579
COMMUNITY FACILITY			
57-5571-2153	ARCHITECT/ENGINEERING/SURVEY	442,135	15,063

Account Number	Account Title	2024-25 Current year Actual	2024-25 Current year Budget
57-5571-6542	BUILDINGS/IMPROVEMENTS	0	9,398,425
Total COMMUNITY FACILITY:		442,135	9,413,488
CAPTL PROJ-PARK IMPRVMNT FUND			
PARK IMPROVEMENTS			
65-5650-6542	BUILDINGS/IMPROVEMENTS	8,760	10,000
65-5650-6544	IMPRVMNTS OTHER THAN BLDG	26,443	155,000
Total PARK IMPROVEMENTS:		35,203	165,000
HISTORIC PRSRVTN CMSN FUND			
HISTORIC PRESERVATION CMMSSN			
92-5920-2158	MISC CONTRACTUAL SERVICES	7,590	8,000
Total HISTORIC PRESERVATION CMMSSN:		7,590	8,000
ARTS & CULTURE BOARD OF TRUSTE			
ARTS & CULTURE BOARD OF TRUSTE			
93-5930-2158	MISC CONTRACTUAL SERVICES	0	18,000
Total ARTS & CULTURE BOARD OF TRUSTE:		0	18,000
Total Asset:		0	0
Total Liability:		0	0
Total Equity:		0	0
Total Revenue:		0	0
Total Expenditure:		24,739,889	57,987,372
Grand Totals:		-24,739,889	-57,987,372

Arts & Culture Board of Trustees:

Board Members

Chair: Jennifer Rasmussen
Vice Chair: Richard Burk
Secretary: Shea Burke

Betsy Varland
Michele Carter
City Staff: Clara Chaffin

Meeting Called To Order at 5:05pm

Attendees

- **Board:** Michele, Betsy, Richard, Shea, Jennifer
- **Absent Board:**
- **City:** Clara Chaffin, JD Cox
- **Guests:** Baylea Senger (Boys and Girls Club)

Introductions

Baylea attended the meeting to be introduced to the Board see the Board's function and work processes.

Presentation from JD Cox

The Board invited JD to the meeting to review the Board's current standing, reason for existence and current expectations of the Board. JD reiterated that the Board exists to provide input for various City projects, aesthetics and other efforts with regard to arts/culture-related projects.

The Board asked for feedback regarding current perceptions and expressed desires of the Board at this juncture, now that we are almost 2 years in. JD expressed that the Board should consider pivoting some planned projects in order to facilitate expedited turnaround and to not hold out for larger projects.

The Board should be prepared to discuss with City Council the importance of the arts and the Board's varied projects- their timelines and intended outcomes. JD had to leave the meeting after this presentation.

Approval of Agenda

- **Motion:** Richard
- **Second:** Betsy
- **Discussion:** None
- **Vote:** 5 Yay/ 1 Nay, # of members absent 0

Approval of January 22, 2025 Meeting Minutes

- **Motion:** Michelle
- **Second:** Richard
- **Discussion:** None
- **Vote:** 5 Yay/ 1 Nay, # of members absent 0

Financial Report

No update, no monies spent

Invoices needed from Matt Carlson for student art project

Action item: Michelle to reach out to Matt Carlson to ask for current invoices to be forwarded to Clara Chaffin as soon as feasible.

Discussion Bullet Points

A. Project Updates and Project Action Items

a. Action items update from previous board meeting

b. FY25 projects updates (total cost/city funded) –

i. Public Art/Railroad Graffiti Class (\$1,000/\$1,000)

1. Jen has met with EWC and the Converse County Library to explore the idea of hosting a class at either site. Both are excited for this prospect. For EWC, classes must be fully planned months in advance in order to be placed in the school's class schedules publication. Look into coordinating with EWC next year. There may be a possibility to bring back Library classes that were previously terminated due to lack of funding and/or introduce new classes/events. The Board will reach back out to the Library to solidify some ideas. The general idea would be for a class/event to be organized by the Library, and sponsored by the ACB. Library classes must meet the Arts & Culture Board standards for promotion of Arts & Culture in the City of Douglas.

Action Item: Betsy to coordinate with CCL for event planning. The event should take place by June 30, 2025.

2. Jen proposed possibly splitting this sponsorship with an event during Jackalope Days which integrates the idea of a Children's Entrepreneur Market/Arts in the Park to be hosted during Jackalope Days at the Railroad Museum
 - a. The Children's Entrepreneur Market is a booth event in which youth entrepreneurs (ages 5-17) host a sales booth of any kind.
 - b. This event will be hosted alongside the Arts in the Park event at the RR museum during Jackalope days.
 - c. Michelle proposed for next FY to develop space in the budget space to create a local grant for Children's Art Education Projects, benefitting local child-led programs/ projects.

ii. Mural Festival / Art on the Green (\$100,000/\$5,000)

This project is pivoting away from a large festival due to time and personnel constraints. The Board explored the idea of splitting the funds for this project into multiple other projects for community engagement with the arts.

See below for reallocation plan for this funding.

~~1. February 2025- Selection of Businesses for Mural~~

~~2. February 2025 - Requests for Qualifications from Artists~~

~~3. March/aPRIL 2025 - Review artist applications and make award to 2 artists~~

~~4. May/June 2025 - Mural projects start~~

~~5. June 2025 - Mural unveiling~~

iii. Student Art Project (\$15,000/\$10,000)

1. The last update the Board had was that the materials cost was coming in well below budget, but the cost of mounting is unknown.
2. There is no known permanent placement for the sculpture, the hope is to have this eventually be permanently placed at the new Community Center. Until that

time, the sculpture will be mobile, moving around town, with the Parks Department's consent and assistance.

3. The Board decided to reallocate \$4000 of this budget to other projects. See below for the reallocation plan for this funding.

iv. Brand Book (\$0/\$2,000)

1. The Board is pivoting this back to be a visual guide for how the City should look and feel, similar to the original concept.
2. Clara reports there was \$2000 budgeted for this project under Arts & Culture in the City's Budget. However, the City has now received a SS4A grant that can cover this cost.
3. This will free-up \$2000 for more visual public arts projects.
4. See below for the reallocation plan for this funding.

Reallocation plan for FY25 City funds:

Library arts/culture education/event \$500

Assigned champion: Betsy

RR Days Children's Entrepreneurship Market \$500

Assigned champion: Jen

Jackalope Square Restroom art installation \$1000

Assigned champions: Clara and Baylea

Action item: Clara to reach out Brandon for restroom project approval

Railroad Museum Mural \$10,000

Assigned champion: Jen

Student Art Project Mammoth \$6000

Assigned champion: Michelle

B. Old Business

a. Board application

- i. Baylea Senger applied. The City Council will vote on this application on March 10. The Board recommends approval, and Clara will forward this recommendation to the City Council.
- ii. Besty will solicit Miranda Hinton, a local wool spinner, for an application.

C. New Business

a. Children's Entrepreneur Market/ Arts in the Park

- i. This will be held during Jackalope Days at the RR park. See above for additional info.

b. Electrical box beautification

- i. This will be revisited at the next meeting when the Board votes on the next FY budget.

c. Added during meeting: FY25-26 project draft

List of proposed projects discussed in the meeting, champions should research cost and report in at the next regular Board meeting.

- i. Building Murals - Champion: Michele
- ii. Bronze creatures, possible scavenger hunt - Champion: Richard
- iii. Children's arts education sponsorships - Champion: All
- iv. Bridge art- Champion: Michele
- v. Electric box wraps - Champion: Shea

**Next Meeting Date: March 10 Presentation to City Council
March 26 @ 5:30 pm City Hall**

Adjourn:

- **Motion: Shea**
- **Second: Mchele**
- **Discussion: None**
- **Vote: Yay/Nay, # of members absent**

Meeting Adjourned at 6:40pm

Action Items from today's meeting

- **Assignee: Action Item from previous meeting**
- **Update (for current meeting)**

Action item: Michelle to reach out to Matt Carlson to ask for current invoices to be forwarded to Clara Chaffin as soon as feasible

Action Item: Betsy to coordinate with CCL for event planning. The event should take place by June 2025.

Action item: Clara to reach out Brandon for restroom project approval

Updates from January 22 meeting Action Items:

Action Item: Clara is going to speak with Finance about the legalities of sponsorship and/or material purchases and report back at the next meeting. Done.

Action Item: Besty to begin interest gathering from businesses on N 2nd Street for 2025 Mural Project Done.

No longer relevant d/t reallocation of projects/ funding done in today's meeting

Action Item: Josh will make inquiries for the possible Fire Department Mural Funding. This is pended for future project development

Action Item: Clara will procure Thank You cards for the ACB In progress. These are designed, pending print. Awaiting approval to purchase

Action Item: Clara will send Boys & Girls Club art dimensions to Josh Clara reports Devon is working on this project. Materials procurement is underway.

Action Item:osh will send list of materials needed to Clara See line item above

Arts & Culture Board of Trustees:

Board Members

Chair: Jennifer Rasmussen
Vice Chair: Richard Burk
Secretary: Shea Burke
Betsy Varland

Michele Carter
Baylea Senger
City Staff: Heidi McCullough

Meeting Called To Order at 5:35pm

Attendees

- **Board:** Michele, Betsy, Shea, Jennifer, Baylea
- **Absent Board:** Richard
- **City:** Heidi McCullough
- **Guests:** Matt Carlson

Introductions

Approval of Agenda

- **Motion:**Michelle
- **Second:** Betsy
- **Discussion:** None
- **Vote:** 4 Yay/ 0 Nay, # of members absent 2 (Baylea absent during this vote)

Approval of February 26, 2025 Meeting Minutes

- **Motion:** Approve, with removal of Amanda as attending Board member
- **Second:** Michelle
- **Discussion:** Betsy
- **Vote:**4 Yay/0Nay, # of members absent 2 (Baylea absent during this vote)

Financial Report

No monies spent

Discussion Bullet Points

A. FY25 projects updates –(\$18,000)-Champion

a. Library arts/culture education/event (\$500)-Betsy

- i. Betsy spoke w/ Tamara and Tamara made 2 suggestions: Offset costs of existing class (Ukrainian egg decorating) or pay for a musical act at Jackalope Days
- ii. Michelle heard back from Matt Carlson re: student art project, and it is coming in at roughly \$2,500. Recommended reallocating the difference to this project
- iii. Betsy with get with Tamara again to review options.

Action Item: Betsy to follow-up with Tamara re: Library projects to complete this FY

b. RR Days Children's Entrepreneurship Market (\$500)-Jenn

- i. Jen advised there are some programs in place and others pending. May have opportunity to have some art supplies left over for future use.
- c. Jackalope Square Restroom art installation (\$1000)-Clara, Baylea
 - i. Baylae reports that she's been brainstorming ideas and supplies needed. Current idea is to depict downtown Douglas in its historical construction and/or humanoid Jackalope/other animal-themed art.
 - ii. Heidi reports there are multiple photos of historical Downtown Douglas for inspiration/reference, including the building which used to be in Jackalope Square
 - iii. Materials needed: Wood/plywood backing/canvas.
 - iv. Baylea reports that the bulk of the supplies needed are on-hand, either in her personal stores or at the Boys & Girls Club
- d. Railroad Museum Mural (\$10,000)-Jen
 - i. Jen reports no response from grant application
 - ii. Jen got with Brandon today and will get with Clara upon her return on Monday to follow-up on this project.
 - iii. Everything is on track at this time.
- e. Student Art Project(\$6,000)
 - i. Matt Carlson update
 - 1. Matt reports the structural part of the piece is done and is ready to be moved outdoors. It will be moved to the outside of the Middle School soon (outside storage space), at which point the head can be reattached and the 3D welding can be attached to the structural frame.
 - 2. Matt reports he thinks the bulk of the body will be done in the next couple of weeks, and the head will follow. He recommended that the Board members swing by the Middle School on their way to the next Board meeting to check it out.
 - 3. Michelle confirmed that the Board will be working with Brandon (Parks & Rec) for both temporary placement and permanent placement.
 - 4. Matt reports he will send invoice for future purchases to Michelle. Michelle will forward to Clara, and Clara will have the City pay directly. Matt reports no purchasing has occurred yet, as he has been using spare metal that was already in stock at the Middle School and High school.

B. Old Business

- a. Board Application
 - i. Heidi reports no new applications have been submitted.
 - 1. Jen has completed her contacts, Betsy's contact is pending

C. New Business

- a. Budget 2026
 - i. Heidi reports the budget is actually due today. Submits to the City are due by EOW and a vote is needed tonight
 - The Board worked through the budget line-by-line to develop the budget proposal.
- b. Adult Book Fair-Jackalope Days - This is the Book Crawl during Jackalope Days
 - i. Heidi reports last year's event had approx 200-300 participants
 - ii. The City sponsored this event last year, but this line item was not added to the budget this year due to being overlooked

- iii. Teya (CCL) is asking for \$3000 for this event. Sponsorships are being procured from several areas. This funding is for printed materials and author sponsorships.
- iv. The deadline for fundraising for this event is unknown. This Board will put this on the next meeting agenda, as we will know more about the current student art project cost, pending library sponsorships and RR museum grant by then.

Action item: Jen to add Book Crawl sponsorship to April ACB meeting agenda

c. Meeting Time

- i. Discussed changing the meeting time. After some discussion, the Board opted to leave the time at 5:30.

Next Meeting Date: April 23, 2025 @ 5:30pm, City Hall

Adjourn:

- Motion: Shea
- Second: Michelle
- Discussion: None
- Vote: 4 Yay/ 0 Nay, # of members absent 1

Meeting Adjourned at 6:42pm

Action Items from (previous meeting date)

- **Assignee: Action Item from previous meeting**
- **Update (for current meeting)**

Action Items:

Action Item: Betsy to follow-up with Tamara re: Library projects to complete this FY

Action item: Jen to add Book Crawl sponsorship to April ACB meeting agenda

Arts & Culture Board of Trustees:

Board Members

Chair: Jennifer Rasmussen
Vice Chair: Richard Burk
Secretary: Shea Burke
Betsy Varland

Michele Carter
Josh Butts
City Staff: Clara Chaffin

Meeting Called To Order at 5:30pm

Attendees

- **Board:** Michele, Betsy, Richard, Shea, Josh, Jennifer
- **Absent Board:**
- **City:** Clara Chaffin
- **Guests:** Matt Carlson

Introductions

Approval of Agenda

- **Motion:** Josh
- **Second:** Michelle
- **Discussion:** None
- **Vote:** 6 Yay/0 Nay, # of members absent 0

Approval of (previous) Meeting Minutes

- **Motion:** Michelle
- **Second:** Betsy
- **Discussion:** None
- **Vote:** 7 Yay/0 Nay, # of members absent 0

Financial Report

None to report - no expenditures

- **Motion:** N/A
- **Second:** N/A
- **Discussion:** N/A
- **Vote:** Yay/Nay, # of members absent

Discussion Bullet Points

A. Project Updates and Project Action Items

a. FY25 Project Updates (total cost/city funded) –

i. Public Art (\$1,000/\$1,000)

1. Railroad Graffiti was removed from this line item, as this project has moved into other class ideas.

2. Jen is meeting with Tamara at the Library to discuss potential class(es) sponsored by the ACB for this project.
 - a. Jen asked the Board what asks they might have. There was no response to this inquiry.
 - b. Jen expressed that there is some concern around low attendance. Shea and Josh recommended targeting a key market of interested/invested citizens.
 - c. Michelle recommended developing a direct sponsorship of a course/class. Clara reports this may be able to be done through the City. Clara will check on this idea with the Finance Department and repost on viability. Action Item: Clara is going to speak with Finance about the legalities of sponsorship and/or material purchases and report back at the next meeting.

ii. Mural Festival / Art on the Green (\$100,000/\$5,000)

1. Michelle has sent the grant application for this project.
2. Michelle previously emailed the ACB members a rough timeline for this project:
 - a. Feb 2025: Business/wall selection and RFQ for artists
 - b. March/ April 2025: Review artist applications and make award to 1-2 artists
 - c. May/June 2025: Mural Projects Start
 - d. June 2025: Mural unveiling
3. Clara reviewed the list of businesses which previously expressed interest in having a mural done on their building.
 - a. The Board discussed the possibility of approaching the businesses on the West side of N 2nd Street to place murals on the back of those buildings (adjacent to the City parking lot), in order to act as an entrance mural(s) to Downtown. Betsy volunteered to reach out to Jen of Jen's Books to determine interest.
 - i. With regard to The 112: Clara reports the City has hired a company to begin making construction/restoration plans for the front wall. The current 3-phase plan is: stabilization > install concrete pad for the floor space (possibly w/ a foundation sufficient for possible future building) > possible new building in future years.

Action Item: Besty to begin interest gathering from businesses on N 2nd Street for 2025 Mural Project.

iii. Student Art Project (\$15,000/\$10,000)

1. Matt Carlson Update

- a. Matt reports some unforeseen delays due to weather and building restrictions, but all-in-all is on schedule. The project is not yet to the point of purchasing needed materials, but Matt will reach out when the project is about to reach that point. Matt reports the project should be less than 1,000 pounds. Projected dimensions: 6 feet to the shoulders, head is approx 7ft, approx length 7ft (sans tusks). Color scheme is raw metal. Current working name: "LaPrele Mammoth" has been floated as an idea. The school staff are working together to pursue various educational opportunities for various student groups/classes with regard to the project. Matt plans to attend future ACB meetings with updates.

2. Placement options discussed

- a. The ACB previously discussed possibly placing in the site of the future Community Center. Clara recommended against this d/t the inability to ensure any oversight at this time. However, Clara advised that the new CC would be a great place once the CC is built, possibly in the future open space along South Wind River Drive.
- b. The group discussed the possibility of temporarily placing it in any of the existing Parks that currently have security/oversight, possibly even as a mobile display (being moved periodically around town). Clara will discuss this with the Parks Department.

Action Item: Clara is going to speak with Brandon from the Parks Department.

iv. Brand Book (\$0/\$2,000)

- 1. Josh is still working on his end of this document.
- 2. Clara is working on getting a meeting scheduled with Josh Butts and Josh with Ayres for project completion.

B. Old Business

a. Board Applications

- i. None have been received to date.
- ii. Board members will work to actively encourage possibly interested parties to apply.

b. Thank You Note

- i. Not yet purchased.

Action Item: Clara will procure Thank You cards for the ACB.

Other Old Business Discussed in the meeting:

- c. **Preservation of Mural donated by Boys & Girls Club-** Clara will email dimensions to Josh. He will get supplies list sent to Clara.

Action Item: Clara will send Boys & Girls Club art dimensions to Josh

Action Item: Josh will send list of materials needed to Clara

- d. Community Center possible art for exterior of building

C. New Business

a. Photo Show (March 28) - Collaboration with The Enterprise

- i. Jen Goodwin approached Jen to collaborate w/ this event, and possibly take it over.
- ii. The Board members all agreed that it would not be feasible for the ACB to fully take ownership of this project, but collaboration would be feasible and appropriate.

b. Committees for projects

- i. Jen reports it would be advantageous for the ACB to join/establish organizing committees for varied projects with other groups, including the Photography Show event organized by The Enterprise, to support and facilitate collaboration among groups.
- ii. The ACB also discussed forming subcommittees for ACB projects, and inviting other groups to collaborate. The end goal being to enhance community collaboration.

Other New Business Discussed in the meeting:

- c. Betsy advised the quincennial is coming up, and identified a grant opportunity which may provide funding for the ACB to integrate future projects into that grant funding. Betsy will forward the email she has on this matter to the ACB for review.

Action Item: Betsy will forward the email she has for the quincennial grant.

- d. Betsy also advised that there is an event/happening on Saturday, June 21, Make Music event/day, which the ACB might want to participate in.

- e. Re: ACB bank account: Clara reports it's really easy to set-up a general trust account through the City. There is a mechanism to allow donors to earmark donations for specific projects/ uses. Donors still obtain tax write-offs for donating to a non-profit entity. To date: No bank account has been opened for the ACB at this time. This was discussed at one time for the use of possible grant fund management. However, no bank account has been opened for ACB use.
- f. Re: City Council meeting attendance - Clara recommends the Board consider attending more City Council meetings for the sake of advancing Council involvement and education. City Council meetings are held the 2nd and 3rd Monday of each month, beginning at 4:00, typically running about 2 hours
- g. Josh reports his family will be moving out of Douglas in June 2025. Josh resigned from the Board, with this meeting being his last meeting with the ACB.
- h. Clara reports the Fire Department has expressed interest in getting a mural painted in their facility. Depending on project timelines and funding needs, the ACB might be able to help get this project completed for this building. Josh will make the necessary inquiries for the project and related funding.
Action Item: Josh will make inquiries for the possible Fire Department Mural Funding.
- i. Michelle reports the Devon Energy Company has an Arts & Culture grant closing February 28. Michelle forwarded this info to the Board during the meeting today. This will be evaluated for all currently proposed mural projects.

Next Meeting Date: February 26, 2025 at 5:30pm, City Hall

Clara reports she may not be available for this meeting.

Adjourn:

- **Motion: Shea**
- **Second: Betsy**
- **Discussion: None**
- **Vote: 6 Yay/0 Nay, # of members absent 0**

Meeting Adjourned at 7:58pm

Action Items from (previous meeting date)

- **Assignee: Action Item from previous meeting**
- **Update (for current meeting)**

Action Item: Clara is going to speak with Finance about the legalities of sponsorship and/or material purchases and report back at the next meeting.

Action Item: Besty to begin interest gathering from businesses on N 2nd Street for 2025 Mural Project

Action Item: Josh will make inquiries for the possible Fire Department Mural Funding.

Action Item: Clara will procure Thank You cards for the ACB

Action Item: Clara will send Boys & Girls Club art dimensions to Josh

Action Item: Josh will send list of materials needed to Clara

Arts & Culture Board of Trustees:

Board Members

Chair: Jennifer Rasmussen
Vice Chair: Richard Burk
Secretary: Shea Burke
Betsy Varland

Michele Carter
Josh Butts
City Staff: Clara Chaffin

Meeting Called To Order at 5:43

Attendees

- **Board:** Betsy, Shea, Jennifer, Michele
- **Absent Board:** Richard, Josh
- **City:** Clara Chaffin
- **Guests:** None

Introductions

None

Approval of Agenda

- **Motion:** Shea
- **Second:** Michelle
- **Discussion:** None
- **Vote:** 4 Yay/0Nay, # of members absent 2

Approval of Meeting Minutes

No formal meeting minutes for November 12 meeting due to no quorum present on November 12

- **Motion:** n/a
- **Second:** n/a
- **Discussion:** n/a
- **Vote:** Yay/Nay, # of members absent

Financial Report

Clara reports no funds expended

- **Motion:** none needed
- **Second:**
- **Discussion:**
- **Vote:** Yay/Nay, # of members absent

Discussion Bullet Points

A. Old Business

- a. Action items update from previous board meeting
 - i. No updates for
- b. FY25 projects updates (total cost/city funded) –
 - i. Public Art/Railroad Graffiti Class (\$1,000/\$1,000)
 1. Deadline has passed for getting class added to EWC roster

2. Discussed possibly reaching out to the library to collaborate
- ii. **Mural Festival / Art on the Green (\$100,000/\$5,000)**
 1. Grant application for Tmobile Hometown Grant due end of December.
 2. RFQ should be done soon so that selections can be done and monies requested for budgeting by April 2025
 3. Explored the idea of scaling the festival back to a level of simply utilizing existing list of willing businesses + seeing if those businesses would like to contribute financially for the project.
 4. Explored the idea of doing a paint-by-number mural to encourage community collaboration and potentially reduce costs. Discussed possibly collaborating with Boys & Girls Club
 5. Clara advised that the Tmobile Hometown grant can actually be run through the City. Proposed the submission can be run through the ABC email address, so that all Board members can be looped in.
 6. **Action Item: Michelle will draft a narrative for the Tmobile Hometown Grant and send to Josh and Jennifer**
- iii. **Student Art Project (\$15,000/\$10,000)**
 1. No update on this line item
 2. **Action item: Michelle will check-in with Matt, CCSD1 representative, for an update**
 3. **Action item: Clara will reach out to Brandon to discuss potential placement opportunities, either permanent or temporary**
- iv. **Brand Book (\$0/\$2,000)**
 1. Clara reports Josh from Ayers is planning to reach out to Josh Butts to touch base on this project
 2. Discussed collaborating with various other entities (The Enterprise, Main Street, Tourism Board) to ensure all are on the same page with regard to branding for the City

c. Sketch Book

- i. This is being considered as part of the Brand Book
- ii. This item will be removed from future agendas

B. New Business

a. Baker & Baker Recap

- i. Betsy indicated that some community collaborators, Jen Pollock with Grasslands and Annette with Cooper's, were great about pushing the event through their channels
- ii. Clara reports that at least one vendor advised that the vendors should have been charged for the booth space
- iii. For next year: Discussed expanding promotion of the event and actively recruiting artists from local events (ie Nicolaysen and other Casper events)
- iv. Friday events were fairly full, Saturday was much lower community participation
- v. **Action Item: Clara to get some Thank You cards for the Board to use**

b. Amanda Resignation

c. Amanda has resigned from the Board via email to

d. Action item: Clara to post notice for open Board position

Next Meeting Date: January 22, 2025 at 5:30pm City Hall

Adjourn:

- **Motion: Michelle**
- **Second: Besty**
- **Discussion: None**
- **Vote: 4 Yay/0Nay, # of members absent 2**

Meeting Adjourned at 6:17

Action Items from (previous meeting date)

- **Assignee: Action Item from previous meeting**
- **Update (for current meeting)**

Action Item: Jen and Josh will collaborate to get the Tmobile Hometown grant submitted in the next couple of weeks

Update: no update at this time

Action Item: Michelle will draft a narrative for the Tmobile Hometown Grant and send to Josh and Jennifer

Action item: Michelle will check-in with Matt, CCSD1 representative, for an update

Action item: Clara will reach out to Brandon to discuss potential placement opportunities, either permanent or temporary

Action Item: Clara to get some Thank You cards for the Board to use

Action item: Clara to post notice for open Board position

Arts & Culture Board of Trustees:

Board Members

Chair: Jennifer Rasmussen

Vice Chair: Richard Burk

Secretary: Shea Burke

Betsy Varland

Michele Carter

Amanda Smylie

Josh Butts

City Staff: Clara Chaffin

Meeting Called To Order at

No quorum present for this meeting, so no formal meeting held.

Board members present had informal conversation. Notes below reflect that conversation.

Attendees

- **Board:** Michele, Betsy, Shea,
- **Absent Board:** Josh, Jennifer, Richard, Amanda
- **City:** JD Cox
- **Guests:** None

Introductions

None

Approval of Agenda

- **Motion:** No quorum
- **Second:**
- **Discussion:**
- **Vote:** Yay/Nay, # of members absent

Approval of October 23, 2024 Meeting Minutes

- **Motion:** No quorum
- **Second:**
- **Discussion:**
- **Vote:** Yay/Nay, # of members absent

Financial Report

****Insert treasurer report graph****

- **Motion:** No quorum
- **Second:**
- **Discussion:**
- **Vote:** Yay/Nay, # of members absent

Discussion Bullet Points

A. Old Business

- a. Action items update from previous board meeting

b. FY25 projects updates (total cost/city funded) –

i. Public Art/Railroad Graffiti Class (\$1,000/\$1,000)

1. There was a deadline of Dec 1 to confirm class info and date w/ EWC.
2. Shea sent an email to Josh for an update during today's meeting to see if this was already scheduled.

ii. Mural Festival / Art on the Green (\$100,000/\$5,000)

1. Jen expressed to Shea via phone prior to this meeting that there may be no need to create a bank account for the purpose of navigating the purchasing needs for this project.
2. From JD: The idea of the bank account was forwarded to the city attorney. This is pending review to ensure there are no issues with the ACB creating a bank account, as previously discussed at last week's meeting.
3. JD suggested looking into the Black Hills Energy grant as a possible funding source. Michelle and JD identified Lori Farkas as the contact for this resource (laurie.farkas@blackhillscorp.com)

iii. Student Art Project (\$15,000/\$10,000)

1. **Action item: Michele will reach out to Matt (CCSD1) to ensure he was made aware of the decision made around the funding component of this project.**

iv. Brand Book (\$0/\$2,000)

1. The Board met informally last week to discuss this project. Josh is slated to turn this in to the City by mid-December.

c. Sketch Book

- i. No updates, no current asks of the Board.

B. New Business

a. None

Next Meeting Date: December 11, 2024 at 5:30pm, City Hall

Adjourn:

- Motion: No quorum
- Second:
- Discussion:
- Vote:

Meeting Adjourned at 6:12

Action Items from October 23, 2024

- Assignee: Action Item from previous meeting
- Update (for current meeting)

Action Items from Today's Meeting

Action Item: Jen and Josh will collaborate to get the Tmobile Hometown grant submitted in the next couple of weeks

Update: No update for this item

Action Item: Jen is making a form for the mailing list for the Mingle and Jingle event and response compilation. She will also develop a QR code to link to contact info and/or form.

Update: QR code is created, letter is developed. So far, Cooper's Arena is the only business that has responded. Others are still pending. The Board will need to develop a plan for clean-up for the space.

Jen created a generic Gmail and Survey Monkey address for the purpose of managing the artisan feedback.

Michele reminded us that the City has already made an email for the ACB for this purpose:

Arts@cityofdouglas.org

Michele, Shea, JD and Clara have access to this.

Shea sent an email to Clara to ask that all ACB members be granted access to this email.

1. **Action item: Michele will reach out to Matt (CCSD1) to ensure he was made aware of the decision made around the funding component of this project.**

Arts & Culture Board of Trustees:

Board Members

Chair: Jennifer Rasmussen
Vice Chair: Richard Burk
Secretary: Shea Burke
Betsy Varland

Michele Carter
Amanda Smylie
Josh Butts
City Staff: Clara Chaffin

Meeting Called To Order at 5:35pm

Attendees

- **Board:**, Betsy, Shea, Josh, Jennifer, Amanda (arrived after first 2 votes taken)
- **Absent Board:** Michele, Richard,
- **City:** Clara
- **Guests:** None

Introductions

None

Approval of Agenda

- **Motion:** Josh
- **Second:** Betsy
- **Discussion:** None
- **Vote:** 4 Yay/0 Nay, # of members absent 3

Approval of (previous) Meeting Minutes

- **Motion:** Josh
- **Second:** Betsy
- **Discussion:** None
- **Vote:** 4 Yay/ 0 Nay, # of members absent 3

Treasurer Report (Richard Burk)

Treasurer report provided by Clara. No expenditures reported.

- **Motion:** Shea
- **Second:** Amanda
- **Discussion:** None
- **Vote:** 5 Yay/ 0Nay, # of members absent 2

Discussion Bullet Points

A. Old Business

- a. Action items update from previous board meeting
 - i. See below under “Action Items from September 25, 2024”
- b. FY25 projects updates (total cost/city funded) –

- i. **Public Art/Railroad Graffiti Class (\$1,000/\$1,000)**
 - 1. The Board rough drafted an idea for a class for a 4-class acrylic painting class to be hosted by Josh. The budget would be used for purchasing supplies, and participants would be charged a nominal fee.
 - 2. This event could be used as a data collection point to gain additional info on interest, demographics, etc.
 - 3. See below under “Action Items from September 25, 2024” for information on scheduling and facility use at EWCC
- ii. **Mural Festival / Art on the Green (\$100,000/\$5,000)**
 - 1. See below under “Action Items from September 25, 2024” for information on collaboration with The Enterprise for grant funding applications
 - 2. Now that the ACB has figured out how to work with The Enterprise to facilitate grant applications, the group identified that the ACB will need to vote on which officers will be on the CCB account. It was proposed that the Chair, Vice Chair and Secretary be on this 2-signer account. This will need to be formally voted in.

The Board voted to create an account at CCB in conjunction with Main Street with the Chair, Vice Chair and Secretary as the account signatories.

Motion: Josh

Second: Amanda

Discussion: None

Vote: 5 Yay/ 0 Nay, # of members absent 2

Action Item: Jen and Josh will collaborate to get the Tmobile Hometown grant submitted in the next couple of weeks

- iii. **Student Art Project (\$15,000/\$10,000)**
 - 1. See below under “Action Items from September 25, 2024”
- iv. **Brand Book (\$0/\$2,000)**
 - 1. The ACB has scheduled a workshop on November 6 for the Board to collaborate on the “ask” that was made of the Board for the Brand Book introduction.
 - 2. After the last Board meeting, Shea shared a brainstorming Google Doc with Josh for the purpose of drafting a mechanism to obtain team input from Board members prior to the workshop meeting on November 6. Josh indicated this could be helpful for this process, and recommended pushing the document to the Board alongside the MAP Summary Report, which was generated earlier this year. Shea will push this Google Doc to the Board along with the MAP document when sending the meeting minutes from today’s meeting.
- c. **Strategic Doing FY2425 KPI Update**
 - i. Clara updated the KPI tracking spreadsheet during the meeting
 - ii. Josh gave a rundown of the proposed community art showcase under S1:UPI-01, which is a art display/pop-up shop hosted during Mingle & Jingle
 - 1. The “ask” of the Board would be to reach out to potential vendors to investigate interest and develop an invitation list.

Action Item: Jen will develop an interest form and push that out to the existing artist mailing list, as well as other potential artistic vendors. Jen will also compile responses and forward those to the organizing entity for final invitations and/or event arrangements to be made. Jen will also develop a QR code to link to the contact info and/or interest form.

B. New Business

- a. **Wyoming Community Gas Funding**
 - i. Clara reports the City gets roughly \$10-15k per year for use of arts development within the community. This is the same grant that funded the ACB and funded the mural that was placed in the community during Jackalope Days.
 1. An idea was brought forward to place an art installation on the West or South exterior wall of City Hall. The Board provided feedback that this may be an effective use of these funds. It was suggested to diversify the art to possibly integrate metal arts and/or other forms of artwork, rather than another painted mural, in an effort toward diversification.
- b. **Select meeting dates for 2025**
 - i. Meeting dates selected for 2025. No change was made to the current 4th Wednesday meeting schedule.

Next Meeting Date: Brand Book Workshop Wednesday, November 6 at 5:30pm. This is an informal workshop for Board members to collaborate on a specific project, as described above and in the previous meeting minutes.

Next Regular meeting date: November 13, 2024 @ 5:30 at City Hall

Adjourn:

- **Motion: Josh**
- **Second: Betsy**
- **Discussion: None**
- **Vote: 5 Yay/ 0 Nay, # of members absent 2**

Meeting Adjourned at 6:54

Action Items from September 25, 2024

- **Assignee: Action Item from previous meeting**
- **Update (for current meeting)**

Action item: Jen will talk to Kari at EWCC to explore ideas for hosting site(s)

Update: Jen reports there is a room specifically for arts, rental fee is \$5 per hour. If done through Community Ed in collaboration with EWCC, it is advertised through class booklets. Fees remitted are split 75% for the instructor, 25% for EWCC. December 1 is the deadline for getting class advertised in the Spring class catalog.

Action item: Jen and/or Josh will reach out to Moriah to explore this idea and invite her to the next regular ACB meeting

Update: An invitation was extended, but scheduling conflicts prohibited attendance in today's meeting. The feedback obtained was that the ACB could create their own account at CCB for use of funds, or the accounting could be shared and accounted for separately.

Jen has this information in a write-up from Jen Goodwin at The Enterprise.

ACB members advised that the preferred method would be for a separate account to be created for ACB use.

Action item: Michelle will talk with Clara to report the vote taken by the Board re: PO payment to explore the viability of the vote.

Update: Michelle reported to the Board via email that she reached out to Clara, and Clara said if Matt would get the items he needs ready to be purchased, we can just use the City of Douglas credit card to make the purchases.

Action Items from Today's Meeting

Action Item: Jen and Josh will collaborate to get the Tmobile Hometown grant submitted in the next couple of weeks

Action Item: Jen is making a form for the mailing list for the Mingle and Jingle event and response compilation. She will also develop a QR code to link to contact info and/or form.

Arts & Culture Board of Trustees:

Board Members

Chair: Jennifer Rasmussen
Vice Chair: Richard Burk
Secretary: Shea Burke
Betsy Varland

Michele Carter
Amanda Smylie
Josh Butts
City Staff: Clara Chaffin

Meeting Called To Order at 5:34pm

Attendees

- **Board:** Michele, Richard, Shea, Josh, Jennifer
- **Absent Board:** Betsy, Amanda
- **City:** None
- **Guests:** Matt Carlson (CCSD1 Douglas Middle School)

Introductions

Approval of Agenda

- **Motion:** Josh
- **Second:** Richard
- **Discussion:** None
- **Vote:** 5 Yay/ 0 Nay, # of members absent 2

Approval of August 28 Meeting Minutes

- **Motion:** Michelle
- **Second:** Josh
- **Discussion:** None
- **Vote:** 5 Yay/0 Nay, # of members absent 2

Treasurer Report

None

- **Motion:** N/A
- **Second:** N/A
- **Discussion:** N/A
- **Vote:** Yay/Nay, # of members absent

Discussion Bullet Points

A. Old Business

a. Action items update from previous board meeting

i. FY25 projects updates (total cost/city funded) –

1. Public Art/Railroad Graffiti Class (\$1,000/\$1,000)

Jen reports this project may pivot to a Community Ed style program/class.

Michelle proposed introducing an award/ competition aspect to this project.

Discussed possibly having a contest of sorts in which art pieces from this class(es) would be selected for featured artwork/marketing art for community events, such as Jackalope Days. This may open an avenue for additional funding via grant funding applied with The Enterprise.

Discussed possibly slating classes for January/February 2025.

Action item: Jen will talk to Kari at EWCC to explore ideas for hosting site(s)

2. Mural Festival / Art on the Green (\$100,000/\$5,000)

Josh reports that he was recently made aware that many of the funding pieces can be filtered through/work with Main Street.

This raises the question of whether or not there is a need to open an account with WCF for ACB projects.

The Board recognizes that many details would have to be laid-out with Main Street and would require advanced collaborative efforts within a relatively short timeline for the currently slated projects in FY25.

The Board discussed the possibility of asking the City of Douglas if the ACB can obtain 501(c)3 status in the future.

Ultimately, the Board decided to reach out to Moriah at The Enterprise to invite her to the next regular ACB meeting.

Action item: Jen and/or Josh will reach out to Moriah to explore this idea and invite her to the next regular ACB meeting

3. Student Art Project (\$15,000/\$10,000)

Matt provided an update on the project. Projected materials cost is currently quoted at \$2126.93. The installation cost is not presently quoted, but estimated to come in under budget. The students have already started on this project.

There are lingering questions about the funding mechanism. Matt reports that the Business Office for CCSD1 has explored ideas. The Board is going to check in with Clara and/or JD and next month's ACB meeting to attempt to finalize these plans.

Site location was discussed. The Board desires to place the art in a highly visible place in town. Discussed possibly placing it in the site of the new Community Center, on the land that is not currently slated for development. Matt advised that he would be able to store the artwork outside the Middle School until placement.

Josh made a motion that, contingent upon any unknown prohibitive factors from the City, the Board would like to ask the City to pay the PO to Pacific Steele and any other suppliers designated by Matt for the purposes of funding the project.

- **Motion:** Josh
- **Second:** Richard
- **Discussion:** None
- **Vote:** 5 Yay/0 Nay, # of members absent 2

Action item: Michelle will talk with Clara to report the vote taken by the Board re: PO payment to explore the viability of the vote.

b. Brand Book (\$0/\$2,000)

There have been some roadblocks with developing the narrative piece. The Board revisited the narrative, intent and audience of the Brand Book. The Board decided to have a workshop for Board members to work out the details of this project.

This workshop meeting will be held at the Butt's residence on Wednesday, November 6 at 5:30pm.

c. Sketch Book

The Board to pinboard this line item for this week, pending the above-referenced workshop being held November 6.

B. New Business

a. The 112

The Board discussed the “ask” and determined there is some confusion around whether the City is asking the Board to come to a consensus on this project, or is rather asking for feedback from individuals, as individuals, with regard to the proposed ideas.

The Board is unsure how this sort of request for feedback fits into the mission and/or KPI's/UPI's.

The Board will revisit this idea with City Staff, upon request, at a later meeting.

Next Meeting Date: Wednesday, October 23 @ 5:30 at City Hall

Adjourn:

- **Motion: Michelle**
- **Second: Richard**
- **Discussion: None**
- **Vote: 5 Yay/0 Nay, # of members absent 2**

Meeting Adjourned at 7:27pm

Action Items from (previous meeting date)

- **Assignee: Action Item from previous meeting**
- **Update (for current meeting)**

Action items from August 28 meeting:

Action item: Establish account with WCF. Josh will complete this task, but requested support with regard to ensuring task completion.

Update: Josh reports that he was recently made aware that many of the funding pieces can be filtered through/work with Main Street, making the WCF account superfluous.

Action item: Apply for T-mobile community grant. Josh offered to write the narrative with regard to community impact.

Update: The grant is due at the end of September, but runs quarterly. The next grant application would be due in December. This is pinboarded until after a suitable 501(c)3 partner is identified.

Action item: Jen, Josh and Michelle will work together to write the grant application and will present it at the next Board meeting

Update: See line item above.

Action Item: Josh will draft the introductory narrative, “the why”, for the Brand Book.

Update: This is pending ACB workshop, as noted above.

Action Item: Clara will email Josh a reminder about the Brand Book narrative draft when this is coming due

Update: This is pending ACB workshop, as noted above.

Action Items from September 25 meeting:

Action item: Jen will talk to Kari at EWCC to explore ideas for hosting site(s)

Action item: Jen and/or Josh will reach out to Moriah to explore this idea and invite her to the next regular ACB meeting

Action item: Michelle will talk with Clara to report the vote taken by the Board re: PO payment to explore the viability of the vote.



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: Boys & Girls Club of Douglas		2. Phone Number: (307) 358-4100
3. Complete Address: 802 Riverbend Drive		
4. Email Address: joeyb@bgcdouglas.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:	7. Total Income: \$162,958.02	8. Total Expenditures: \$228,697.71
9. Please list activities, events, completed goals, or other such information for the quarter you are reporting on (attach additional page(s) if necessary): Please see attached document.		
10. Please list any other information you would like Douglas City Council to be aware of. N/A		

CERTIFICATION AND SIGNATURE

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

Joey Burke
AUTHORIZED SIGNATURE

4/15/2025
DATE OF REPORT

Joey Burke
PRINTED NAME

TO BE COMPLETED BY CITY

Date Received: 4.17.2025	Reviewed By: <u>Betsy Adams</u> Report Complete? YES ☒ NO ☐
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Mission:

To inspire and enable all young people, especially those who need us most, to realize their full potential as productive, responsible and caring citizens.



**BOYS & GIRLS CLUB
OF DOUGLAS**

#9. Please list activities, events, completed goals, or other such information for this quarter you are reporting on.

During the 3rd quarter, from January 1, 2025, to March 31, 2025, the Boys & Girls Club of Douglas served 144 unduplicated youth in our 2024/2025 after school and homeschool programs.

We remained open for 12 full days during this period to provide extra support for youth when school was not in session, including Winter Break and Spring Break. During the breaks, we averaged 69 youth per day. On regular afterschool days, our daily attendance ranged from 70 to 90 youth.

We continued offering our enrichment programs for homeschool students, including PE, STEM, Garden, Dance, BookNook, and Art classes. In total, we hosted 30 homeschool classes for 28 students and kicked off our spring session in January 2025.

Throughout this quarter, the Club was open for 60 days, during which we served 695 meals and 4,076 snacks and facilitated 140 academic success sessions. Our team remains dedicated to supporting academic growth by mentoring youth in reading, writing, homework, and math each afternoon. Partnering with our local school district continues to be a key priority in helping students thrive.

Additionally, we provided weekly food bags to families facing food insecurity. During this quarter we provided 173 totes. We are incredibly grateful for the ongoing support that allows us to continue serving our mission and meeting the needs of our community.

Sincerely,

Joey Burke, CEO

**Boys & Girls Club of
Douglas**
802 Riverbend Dr.
Douglas, WY 82633

Club
Tel 307-358-4100

Business Office
Tel. 307-358-1784
office@bgcdouglas.com
www.bgcdouglas.com

Officers

Travis Wells
Chairman

Carl Kusters
Vice-Chair

Kyle Petersen
Secretary

Catherine Nicholas
Treasurer

Board of Directors

Joel Schell
Lindsey Hanks
Paige Rider
Todd Moore
Jay Butler
Brandon Cornelio
Molly Paige

Chief Executive Officer

Joey Burke
joeyb@bgcdouglas.com

Chief Operating Officer

Whitney Tomlinson
whitneyt@bgcdouglas.com

Director of Finance

Melinda Trabing
finance@bgcdouglas.com

Unit Director

Mary Groskopf
maryg@bgcdouglas.com

GREAT FUTURES START HERE.





CITY OF DOUGLAS

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1. Organization/Company Name: <u>Converse Hope Center</u>		2. Phone Number: <u>307-358-6148</u>
3. Complete Address: <u>126 W 5th Street Douglas, WY 82633</u>		
4. Email Address: <u>richelle@conversehope.org</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>69 (Plus 4 in Lusk)</u>	7. Total Income: <u>\$79,869.89</u>	8. Total Expenditures: <u>\$83,440.76</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>An advocate presented at the Citizen's Academy hosted by DPD in February. We also had advocates present at the March ART meeting. We have several events scheduled from late spring through early fall.</u>		
10. Please list any other information you would like Douglas City Council to be aware of. <u>Clients served this quarter shows a 21% increase from the same quarter last year. So far, we have served more people in every quarter this Fiscal year. This quarter we have sheltered 10 clients with a total of 246 shelter nights.</u>		

CERTIFICATION AND SIGNATURE

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


AUTHORIZED SIGNATURE

04-15-2025
DATE OF REPORT

Richelle Balcarar
PRINTED NAME

TO BE COMPLETED BY CITY

Date Received: <u> 4.17.2025</u>	Reviewed By: <u>Smya Ortega</u> Report Complete? YES ☒ NO ☐
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Statement of Activity
Converse Hope Center
January-March, 2025

Distribution account	Total
Income	
4510 WyoGives, Net	0.00
4511 WyoGives Expenses	-240.93
Total for 4510 WyoGives, Net	-\$240.93
4100 Interest Income	42.97
4000 Contributed Income	64,508.04
4040 Individual Contributions/Misc	1,473.35
4020 Local Government Grants	1,536.59
4030 Corporate & Foundation Grants	1,750.00
4010 Division Grants	10,799.87
Total for 4000 Contributed Income	\$80,067.85
Total for Income	\$79,869.89
Cost of Goods Sold	
Gross Profit	\$79,869.89
Expenses	
6400 Other Expenses	0.00
6410 Pub/Adv/Outreach/Engagement	115.00
Total for 6400 Other Expenses	\$115.00
6300 Training Expenses	0.00
6310 Registration/Fees	438.00
Total for 6300 Training Expenses	\$438.00
6200 Emergency Assistance/Barrier Reduction	0.00
6220 Transitional Housing	400.00
6210 Emergency Financial	7,690.86
Total for 6200 Emergency Assistance/Barrier Reduction	\$8,090.86
6000 Operating Expenses	0.00
6160 Late Fees	
6120 Annual Dues/Fees/Subscriptions	252.25
6050 Shelter Supplies	631.29
6020 Utilities	0.00
6023 Shelter Utilities	845.84
Total for 6020 Utilities	\$845.84
6070 Bookkeeping	0.00
6072 Payroll Service Fee	920.40
Total for 6070 Bookkeeping	\$920.40
6110 Professional Fees	0.00
6114 Misc Fees	52.85
6111 Accounting fees	1,115.00

Total for 6110 Professional Fees	\$1,167.85
6040 Office Supplies	1,175.01
6090 Repairs/Maintenance	1,553.78
6030 Communication/Email/Internet	2,880.12
6060 Travel/Mileage	0.00
6063 Vehicle registration	267.69
6064 Vehicle repairs/maint.	382.63
6061 Vehicle Fuel	909.97
6062 Vehicle insurance	3,652.00
Total for 6060 Travel/Mileage	\$5,212.29
Total for 6000 Operating Expenses	\$14,638.83
6500 Payroll expenses	0.00
6505 Unemployment/Worker's Comp	847.36
6507 Health Insurance	1,500.00
6502 Taxes	3,247.37
6508 Retirement	7,305.17
6501 Salaries & wages	47,258.17
Total for 6500 Payroll expenses	\$60,158.07
Total for Expenses	\$83,440.76
Net Operating Income	-\$3,570.87
Other Income	
Other Expenses	
Net Other Income	0.00
Net Income	-\$3,570.87

Accrual Basis Tuesday, April 15, 2025 05:58 PM GMTZ



CITY OF DOUGLAS

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

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1. Organization/Company Name: CANDO dba The Enterprise		2. Phone Number: 307-358-2000
3. Complete Address: 130 S 3 rd St., Douglas, WY 82633		
4. Email Address: rvelasquez@candowyoming.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: 8,400	7. Total Income: \$156,219.44	8. Total Expenditures: \$131,168.11
9. Please list activities, events, completed goals, or other such information for the quarter you are reporting on (attach additional page(s) if necessary): Please see attached		
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

4-15-2025
DATE OF REPORT

Robin Velasquez
PRINTED NAME

TO BE COMPLETED BY CITY

Date Received: 4.17.2025	Reviewed By: Sonya Ortega Report Complete? YES ☒ NO ☐
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Statement of Activity
CONVERSE AREA NEW DEVELOPMENT ORGANIZATION
January 1-March 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Income	
4000 INCOME	0
4010 City of Douglas Funding	41,666.65
4020 Converse County Funding	47,774.32
4021 ACT Funding	14,165.65
Total for 4000 INCOME	\$103,606.62
4100 SPECIAL EVENTS INCOME - ENTERPRISE	0
4110.11 Jackalope Days	0
4110.11.A Jackalope Days - Bed Races	375.00
4110.11.B Jackalope Days - Chalk Fest	375.00
4110.11.C Jackalope Days - Railroad Day	1,000.00
Total for 4110.11 Jackalope Days	\$1,750.00
4110.12 Park It	400.00
4110.13 Car Show	4,689.44
4110.1 Freedom Fest (July 4th Event)	500.00
4110.2 WSF Parade	\$250.00
4110.10 Community Awards	300.00
Total for 4110.2 WSF Parade	\$550.00
4110.4 Scarecrow Contest	250.00
4110.7 Christmas at the	1,300.00
4110.8 Platte River Photo Show	1,923.80
4110.9 Platte River Photo Workshop	1,513.63
Total for 4100 SPECIAL EVENTS INCOME - ENTERPRISE	\$12,876.87
4120 SPECIAL EVENTS INCOME - MAINSTREET	0
4120.3 Octoberfest	5,000.00
4120.4 Haunted Tours	700.00
4120.6 Chili Cook-Off	1,280.00
4120.7 Mingle & Jingle	390.00
4120.8 Cookie Hop	50.00
Total for 4120 SPECIAL EVENTS INCOME - MAINSTREET	\$7,420.00
4167.0 Downtown Flowers	250.00
4300 Membership Dues	27,427.95
4400 Rent/Lease	4,500.00
4415 Billboard Income	978.00
4420 Billboard -Expense	-840.00
Total for Income	\$156,219.44
Cost of Goods Sold	
Gross Profit	\$156,219.44

Statement of Activity
CONVERSE AREA NEW DEVELOPMENT ORGANIZATION
January 1-March 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Expenses	
4115 SPECIAL EVENTS - EXPENSES - ENTERPRISE	\$130.60
4115.11 Jackalope Days	750.00
4115.12 Park It	83.17
4115.13 Car Show	1,849.94
4115.5 FBLA Haunted House	700.00
4115.6 Cowboy Christmas	6,138.00
4115.7 Christmas at the Depot	1,730.00
4115.8 Platte River Photo Show	5,710.01
4115.9 Platte River Photo Workshop	9,291.66
Total for 4115 SPECIAL EVENTS - EXPENSES - ENTERPRISE	\$26,383.38
4125 SECIAL EVENT EXPENSES - MAINSTREET	0
4125.6 Chili Cook-Off	390.00
4125.7 Mingle & Jingle	390.00
Total for 4125 SECIAL EVENT EXPENSES - MAINSTREET	\$780.00
5000 PAYROLL	0
5010 Salary & Wages	78,117.63
5013 Reimbursements	704.60
Total for 5000 PAYROLL	\$78,822.23
5015 Payroll Wage Expenses	0
5016 Life Insurance	345.09
5018 Processing Fees - Quickbooks	582.96
Total for 5015 Payroll Wage Expenses	\$928.05
5022 Company Simple IRA Match	
5025 Payroll Taxes	0
5026 Employer Portion Fica	4,843.30
5027 Employer Portion of Medicare	1,132.72
5029 Wyoming Unemployment	-1,306.32
5030 WY Worker's Comp	1,387.66
Total for 5025 Payroll Taxes	\$6,057.36
7500 Professional Fees	0
7530 Contract Services	2,400.00
7535 Software	1,979.46
7536 QuickBooks Payments Fees	594.00
Total for 7500 Professional Fees	\$4,973.46
8010 Advertising & Marketing	1,099.00
8015R Clover Fees	47.10
8030 Office Supplies	553.28
8031.R Office Supplies	797.19
8035 Dues & Subscriptions	354.13
8040 Postage/Mailings	30.05

Statement of Activity
CONVERSE AREA NEW DEVELOPMENT ORGANIZATION
January 1-March 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
8055 Equipment Asset	304.50
8056 Copier Lease	207.27
8061 Sundries	209.95
8066 Misc	55.00
8070 Insurance	2,041.00
8100 UTILITIES	0
8151 Electric	1,989.91
8151.R Electric (RRM)	255.06
8152 Gas/Propane	393.15
8152.R Gas/ Propane	831.28
8153 Phone/Intenet	579.44
8153R Phone/Internet	580.76
8155R Water/Sewer/ Trash	176.97
8155 Water/Sewer/Trash	202.48
Total for 8100 UTILITIES	\$5,009.05
8200 TRAVEL & MEETING EXPENSES	0
8205 Conference, Meetings & Registrations	200.00
8207 Lodging	1,264.38
8209 Airfare	639.33
8210 Meals & Entertainment	302.64
8211 Parking/Transportation/Uber	233.08
Total for 8200 TRAVEL & MEETING EXPENSES	\$2,639.43
Payroll Expenses	0
Taxes	0
WY Unemployment Tax	-295.29
Total for Taxes	-\$295.29
Total for Payroll Expenses	-\$295.29
Unapplied Cash Bill Payment Expense	171.97
Total for Expenses	\$131,168.11
Net Operating Income	\$25,051.33
Other Income	
Other Expenses	
9500 PASSTHROUGH PROGRAMS	0
9510 ACT Work Ready	4,166.00
9520 Jackalope Bucks	-650.00
9530 Gift Shop	480.38
Total for 9500 PASSTHROUGH PROGRAMS	\$3,996.38
Total for Other Expenses	\$3,996.38
Net Other Income	-\$3,996.38
Net Income	\$21,054.95

Enterprise Report Q1 2025

Community Development:

- **In Site Site Selectors** We are welcoming back site selectors from the InSite Consultants group on Wednesday, March 19th. From 1p-4:30p.
- **Platte River Photography Show & Reception**
This year marks the 16th Annual Platte River Photography Show. Be sure to save the date: March 28th, we will host the reception at EWC from 5pm-7pm. We are accepting entries until March 22nd, and as always there are great cash prizes.
- **Platte River Photography Workshop**
On March 29th & 30th, join us at the 6th Annual Platte River Photography Workshop! This exceptional workshop led by industry professionals, such as Ron Hayes, Erin Schwartzkopf, Chris Luse, Andy Zavodny, and Kim Pezeshki.
- **2025 Wyoming Legislative Session**
The Wyoming Economic Development Association (WEDA) has done a great job keeping us updated on issues they've identified. WEDA advocates for legislation and policies that enable Wyoming communities to drive economic development and direct and protect adequate funding to Wyoming's cities, towns, and counties.
- **Serve Douglas Volunteer Program**
Are you a local organization that seeks volunteers throughout the year? Serve Douglas is a new program by Main Street Douglas that connects passionate volunteers with local organizations in need. Whether you're looking to give back or need volunteer support, we help bring the community together through service!
- **We want your business represented at the Converse County Career Fair, April 22nd, 2025 from 1-4pm at the DHS Rec Center.**
Career fairs are not just another recruitment tool, they allow you to engage openly, provide information about your business, explain processes, and bring candidates directly to you!

New Members:

- First Northern Bank
- Eastern Wyoming College Foundation

Workforce Development:

The Enterprise offers training programs designed to elevate your team's skills? To better serve our businesses, we've created an Employer Engagement Survey. It only takes about 10 minutes to complete and will help us tailor our training offerings to meet your needs. Your input is invaluable!

Railroad Museum:

See attached report

DRRM & VC Monthly Managers Report

Month of: January 2025

What major accomplishments were achieved this month? (beyond daily/weekly duties, major projects, new displays, etc.)

- We've been doing a lot of organizing, rearranging and preparing for the start of tourist season. The closets have almost all been reorganized and the previous storage room is set up as an office. Display cabinets all have lights and we have a refreshment (coffee/water) area.

Events-

- None

List any conflicts or issues with staff/customers/merchants/vendors. Has it been resolved?

- None

What compliments, positive comments, or any highlights to share from this month that stand out:

- Glad we are open since a lot of other places are closed.
- Very awesome!

Converse County Tourism Information:

Visitor:	217 (See Sheets attached locations/times)
Phone Calls Received:	18
Mail sent: Visitor Information	1
Extra Weekend Hours:	32
Event Hours:	

Table Tents: Will no longer be completed by the Museum Staff, tourism board admin taking over.

Visitor Information

Tourist Information 67%	Jackalope 17	Trains 17%	State Stickers
Visitors-How did you hear about us:			
Billboard 54%	Websearch 31%	Been through Before 15%	Word of Mouth %

Gift Shop

New Facebook followers	3
Donations:	\$54
Gift Shop Sales:	\$597.16

Spotlight of the Month:	Wild Visions
New Vendors:	
Trending Items, suggested items to be added, etc.? • Working on getting maps printed of the transcontinental RR-many requests for copies of ours. • Looking into some different Jackalope products • Stocking for tourist season • Getting new shelves & displays for products	

Supplies: What supplies are needed/requested from Enterprise, City of Douglas, CCTPB, etc?

- The pellet stove fan has been squeaking, the request was sent to the City on Dec. 7th. Brandon contacted Magic City Stoves on 1/29/25, no repair has been done.

Building/Grounds Repair and maintenance items.

- No leaking or immediate repairs are needed on the trains.
- No repairs have been made on the cars this month.

Volunteers:

- Met with Jim to come in and make some wood items for displays and visitor information. He will be working on that during February.

Meetings:

Arts and Culture Board - Matt Carlson gave an update on the student project, the mammoth will be finished this spring. The board is discussing the possibility of a mobile display until it can be moved to the new community center. Josh Butts resigned, looking for 2 new board members.
Next meeting-February 26th, 5:30, November 13, City Hall

Tourism Board - Short discussion about table tents and the admin will be taking over the table tent delivery. Night Cruisers grant approved. Wyoming State Fair \$12,000 TV ad approved. WSF is looking for photos and stories of past fairs for its 120th anniversary.
Next meeting-February 25th, 5:00, Ruthe James.

Museum Display Items or Items purchased:

- Purchased new shelving and display items to help organize the visitor information and gift shop.

Museum Donation Items:

-

****Please make necessary adjustments to the report above to include other pertinent information we should be collecting. *Report due by the 10th of the following month. Send to Jen G saved as "RRM Monthly Report {MO-YEAR}"**

DRRM & VC Monthly Managers Report

Month of: February 2025

What major accomplishments were achieved this month? (beyond daily/weekly duties, major projects, new displays, etc.)

- We've been doing a lot of organizing, rearranging and preparing for the start of tourist season.
- We have hot water and a new pellet stove!
- Applied for a grant through Burlington Northern for the train mural. If that funding does not come through the Arts & Culture board will fund the mural. Josh Butts is set to start the mural as soon as we can in April or May.
- Children's EntrepreneurMarket will be hosting an event during Railroad Days 2025. We are looking to have 30-50 Children's booths. The Arts & Culture Board will be helping to start a small Arts in the Park with art demonstrations.

Events-

- None

List any conflicts or issues with staff/customers/merchants/vendors. Has it been resolved?

- None

What compliments, positive comments, or any highlights to share from this month that stand out:

- Glad we are open since a lot of other places are closed.
- Very awesome!

Converse County Tourism Information:

Visitor:	225 (See Sheets attached locations/times)
Phone Calls Received:	25
Mail sent: Visitor Information	2
Extra Weekend Hours:	32
Event Hours:	

Visitor Information

Tourist Information 80%	Gift Shop %20	Trains	State Stickers
Visitors-How did you hear about us:			
Billboard 50%	Websearch 29%	Been through Before 7%	Word of Mouth %
			Roadtrippers 14%

Gift Shop

New Facebook followers	0
------------------------	---

Donations:	\$33
Gift Shop Sales:	\$488.89
Spotlight of the Month:	Dugan
Vendors Left/New Vendors:	At the beginning of March, Deborah Dugan moved to Worland and removed all her items. Jen Womack removed her few items left due to being too busy to keep up with multiple stores.
Trending Items, suggested items to be added, etc.? - Working on getting maps printed of the transcontinental RR-many requests for copies of ours. - Looking into some different Jackalope products, coffee, jerky, added metal signs - Stocking for tourist season - New Shelving and display have arrived and are being put up. Moved the T-shirts outside the gift shop to add more space.	

Supplies: What supplies are needed/requested from Enterprise, City of Douglas, CCTPB, etc?

-

Building/Grounds Repair and maintenance items.

- The City had the hot water heater replaced and also replaced the pellet stove and pipe.
- No leaking or immediate repairs are needed on the trains.
- No repairs have been made on the cars this month.

Volunteers:

- Jim is working on some map holders, plate rack and a couple items for the gift shop displays.

Meetings:

Arts and Culture Board - Due to not receiving the T-Mobile grant the funding for 2025FY has changed a bit and will include a small mural done by the Boys and Girls Club and helping to fund the RR Museum Mural. The mammoth project with welding class is on schedule to be completed this spring.

Next meeting- March 26th, 5:30, City Hall (Subject to Change)

Tourism Board - The state is working with the board toon a new roll out of the Partner Portal on the Wyoming Tourism website. All businesses are encouraged to include their information on the website. The board may be looking into a new Marketing Agent in July. The board is looking to hire a part time assistant to the part time admin.

Next meeting-March 25th, 5:00, College Inn

Museum Display Items or Items purchased:

-

Museum Donation Items:

- China for the dining Car

**Please make necessary adjustments to the report above to include other pertinent information we should be collecting. *Report due by the 10th of the following month. Send to Jen G saved as "RRM Monthly Report {MO-YEAR}"

DRRM & VC Monthly Managers Report

Month of: March 2025

What major accomplishments were achieved this month? (beyond daily/weekly duties, major projects, new displays, etc.)

- Boys and Girls Club from Glendrock visited.
- A tour bus from Canada with 43 tourists visited.
- The City has prepped the area on the hill in the front to display the grader.
- Model Railroad Club changed out some items on display in the Museum.
- A building permit has been issued for the Mural. Just waiting on permission from Twin Peak to access their property to put up the mural. Josh Butts is set to start the mural as soon as we can in April or May.
- Children's Entrepreneur Market will be hosting an event during Railroad Days 2025. We are looking to have 30-50 Children's booths. The Arts & Culture Board will be helping to start a small Arts in the Park with art demonstrations. The wool spinner club and a couple of people will be demonstrating and working with kids to create chalk art.

Events-

- None

List any conflicts or issues with staff/customers/merchants/vendors. Has it been resolved?

- None

What compliments, positive comments, or any highlights to share from this month that stand out:

- Wait, seriously, jackalopes aren't real, super cool, and interesting

Converse County Tourism Information:

Visitor:	225 (See Sheets attached locations/times)
Phone Calls Received:	33
Mail sent: Visitor Information	1
Extra Weekend Hours:	40
Event Hours:	

Visitor Information

Tourist Information 83%	Jackalope 23%	Trains	State Stickers
Visitors-How did you hear about us:			
Billboard 50%	Web search 29%	Been through Before 7%	Word of Mouth %7
Roadtrippers			

Gift Shop

New Facebook followers	0
------------------------	---

Donations:	\$203 (\$86 from the bus)
Gift Shop Sales:	\$3075.94
Vendors Left/New Vendors:	
Trending Items, suggested items to be added, etc.? • Working with Cobb Coffee to create a couple of blends-Jackalope & Train. Possibly partnering with the tourism board to give out free samples of the Jackalope blend in the visitor bags. • Working on getting maps printed of the transcontinental RR-many requests for copies of ours.	

Supplies: What supplies are needed/requested from Enterprise, City of Douglas, CCTPB, etc?

-

Building/Grounds Repair and maintenance items.

- A window blew out of the caboose and some minor leaking in the baggage car. Michael and the City have been notified and repairs have been approved by Brandon. No other leaking or immediate repairs are needed on the trains.
- No repairs have been made on the cars this month.

Volunteers:

- Jim finished the map holders and was a huge help for the bus/boys and girls club visit.

Meetings:

Arts and Culture Board - 2025FY Budget has been requested. Depending on funding, projects will include a community paint-by-number mural, bronze Platte River Creaturs to include a scavenger hunt, electrical box beautification, and several small community art involvement projects.

Next meeting- April 23th, 5:30, City Hall

Tourism Board - The board gave the admin \$10,000 to do visitor bags. Many event grants were awarded.

Next meeting-April 22, 5:00, Golf Course

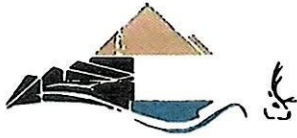
Museum Display Items or Items purchased:

-

Museum Donation Items:

- Glasses for the dining Car

****Please make necessary adjustments to the report above to include other pertinent information we should be collecting. *Report due by the 10th of the following month. Send to Jen G saved as "RRM Monthly Report {MO-YEAR}"**



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: Children's Advocacy Project, Inc.
2. Phone Number: 307-232-0159
3. Complete Address: 350 North Ash, Casper WY 82601
4. Email Address: stacy@childrensadvocacyproject.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: 69 forensic interviews; 26 therapy clients; 162 individual therapy sessions
7. Total Income: \$111,083.18
8. Total Expenditures: \$108,441.83
9. Please list activities, events, completed goals, or other such information for the quarter you are reporting on (attach additional page(s) if necessary):

CAP responded to 100% of cases referred, conducting 69 forensic interviews, ten of which were for children in Converse County.

10. Please list any other information you would like Douglas City Council to be aware of. The 2025 annual CAP Symposium was held in Casper in March 2025. The trainer, Dr. Jim Tanner, has presented at the Dallas Crimes Against Children conference over the last several years. (Registration cost alone for the Dallas Conference is \$895 per person.) Eight investigative members from Converse County attended the training in March 2025. Attendees included personnel from the prosecutor's office, Douglas Police Department and Converse County Sheriff's Office and Glenrock Police Department. This is free to attendees.

CERTIFICATION AND SIGNATURE

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

Stacy M Nelson

AUTHORIZED SIGNATURE

April 14, 2025

DATE OF REPORT

Stacy M Nelson

PRINTED NAME

TO BE COMPLETED BY CITY

Date Received:

4.17.2025

Reviewed By:

Senia O'Neil

Report Complete? YES ☒ NO ☐

Children's Advocacy Project, Inc.

Statements of Activities

January - February, 2025

	TOTAL	
	JAN - FEB, 2025	JAN - FEB, 2024 (PY)
Income		
4000 Contributed support	0.00	0.00
4550 Donations	25.00	2,075.00
Total 4000 Contributed support	25.00	2,075.00
4500 Grant Income	0.00	0.00
4520 Federal Grants	0.00	0.00
4520.1 Federal Grant	21,361.37	20,560.10
Total 4520 Federal Grants	21,361.37	20,560.10
4540 Local government grants	83,237.50	70,000.00
Total 4500 Grant Income	104,598.87	90,560.10
4560 Program Income	0.00	0.00
4560.4 Counseling Income	6,459.31	0.00
Total 4560 Program Income	6,459.31	0.00
Total Income	\$111,083.18	\$92,635.10
GROSS PROFIT	\$111,083.18	\$92,635.10
Expenses		
5000 Personnel Expenses	0.00	0.00
5775	14,673.64	13,974.90
5777	0.00	0.00
5777.2	9,958.81	9,484.60
5777.4	8,954.84	8,528.42
5777.5	8,111.24	7,725.02
Total 5777 Therapist/Forensic Interviewer	27,024.89	25,738.04
5783	7,967.06	7,587.68
5784	5,429.13	5,278.75
5811 SS/Medicare Expense	4,214.76	4,022.32
5813 SUTA Expense	77.13	0.00
5821 Health Insurance	8,944.82	8,236.18
5826 Worker's Comp Expense	562.92	574.31
5831 Pension	5,162.39	4,926.70
5835 Prof. Devel./Registr Fees	803.95	2,700.00
5845 Dues & Memberships - Personnel	450.00	800.00
5855 Meetings	227.74	0.00
5858 Professional Development	0.00	372.00
5860 Travel Expense	1,199.66	81.74
5861 Sheridan Satellite Mileage	0.00	195.19
Total 5860 Travel Expense	1,199.66	276.93
Total 5000 Personnel Expenses	76,738.09	74,487.81

Children's Advocacy Project, Inc.

Statements of Activities

January - February, 2025

	TOTAL	
	JAN - FEB, 2025	JAN - FEB, 2024 (PY)
6000 Administrative Expenses	0.00	0.00
6020 Bank Service Charges	0.00	2,187.40
6050 Depreciation Expense	851.54	180.02
6100 Dues & Memberships - Admin	1,125.00	0.00
6110 Equipment Rental	336.64	336.64
6115 Equipment Maintenance	1,200.00	482.50
6120 Telephone/Internet	619.86	619.86
6130 Postage	82.98	51.58
6160 Library/Books/Subscriptions	3,089.46	2,341.46
6304 Computer Hardware	6,924.75	199.99
6305 Computer Software	367.24	0.00
6310 Audit/Accounting Services	10,450.00	1,365.00
6400 Supplies	1,535.14	601.25
Total 6000 Administrative Expenses	26,582.61	8,365.70
6125 Fundraising Expenses	0.00	0.00
6125.04 Catering	0.00	1,140.00
6125.08 Entertainment	400.00	750.00
6125.20 Venue Rental	0.00	1,592.50
Total 6125 Fundraising Expenses	400.00	3,482.50
7000 Other Personnel Expenses	0.00	0.00
7070 Contractual Employee	0.00	0.00
7070.1 MH Supervisor and Billing	1,589.16	0.00
7070.2 Marketing & Development	1,593.00	3,186.00
7070.3 Education & Outreach	550.00	1,100.00
Total 7070 Contractual Employee	3,732.16	4,286.00
Total 7000 Other Personnel Expenses	3,732.16	4,286.00
7500 Occupancy Expenses	0.00	0.00
7541 Water	203.12	192.04
7542 Electricity	313.43	260.32
7544 Gas/Other Utilities	373.82	369.77
7560 Housekeeping/Maintenance	98.60	95.54
Total 7500 Occupancy Expenses	988.97	917.67
Total Expenses	\$108,441.83	\$91,539.68
NET OPERATING INCOME	\$2,641.35	\$1,095.42
Other Income		
9500 Interest Income	1,162.57	1,009.03
9550 Gain (Loss) on Investments	31,843.46	17,217.49
Total Other Income	\$33,006.03	\$18,226.52

Children's Advocacy Project, Inc.

Statements of Activities

January - February, 2025

	TOTAL	
	JAN - FEB, 2025	JAN - FEB, 2024 (PY)
Other Expenses		
9700 Investment Expense	2,531.37	0.00
Total Other Expenses	\$2,531.37	\$0.00
NET OTHER INCOME	\$30,474.66	\$18,226.52
NET INCOME	\$33,116.01	\$19,321.94



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: CCSD1/Douglas Rec Center		2. Phone Number: 307-358-4231
3. Complete Address: 1703 Hamilton Street, Douglas, Wyoming 82633		
4. Email Address: bdeweitt@ccsd1.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: 459	7. Total Income: \$21,842.34	8. Total Expenditures: \$43,947.10
9. Please list activities, events, completed goals, or other such information for the quarter you are reporting on (attach additional page(s) if necessary): Final registration number for Legion Baseball & Spring Soccer. Income Spring BJJ, Instructor fees have accounted for but not yet paid. Expenses for Legion and Spring Soccer are not yet final. T-ball, Machine Pitch, and Softball registrations is still on going. Tot Time numbers are strong. We have begun some small group programming. Strides has concluded. We had one session of swim lessons this spring.		
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.

Christine Sanderson

04/21/2028

AUTHORIZED SIGNATURE

DATE OF REPORT

Christine Sanderson

PRINTED NAME

TO BE COMPLETED BY CITY

Date Received: 4.21.2025	Reviewed By: <i>Sonya Ortega</i> Report Complete? YES ☒ NO ☐
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	Registration #	Income	Expenses
Legion Baseball	34	\$ 9,452.78	\$ 34,862.47
Spring Soccer	234	\$ 8,615.63	\$ 4,927.34
Eggstravaganza	150	Free Event	\$ 225.41
May Day Basket	5	\$ 28.10	\$ 189.80
BJJ	36	\$ 3,745.83	\$ 2,262.08
Strides		Free Event	\$ 1,480.00
	459	\$ 21,842.34	\$ 43,947.10

Spring Scholarhsip	7	\$705.00
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Tot Time Class notification number: 78



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: 52926.00	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
AUTHORIZED SIGNATURE
Jennifer Clowers
PRINTED NAME

04/09/25
DATE OF REPORT

TO BE COMPLETED BY CITY

Date Received: 4.03.2025	Reviewed By: <i>[Signature]</i> Report Complete? YES ☒ NO ☐
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Douglas Historic Preservation Commission

P.O. Box 1030
Douglas, WY 82633

Board Members present: Julia Evins, Betsy Varland, Sarah Russell,
Jacey Bauman, and Heidi McCullough.
Board Members absent: Lisa Patterson
City of Douglas Liaison: Heidi McCullough

MINUTES April 16, 2025

1. Call to Order
 - a. Called to order at 5:20pm by Chairman Evins
2. Approve minutes of the March 19, 2025, meeting.
 - a. Motion to approve minutes made by Commissioner Bauman, second by Commissioner Varland. Motion passed unanimously.
3. Old Business:
 - a. Training Updates –
 - i. Please submit all trainings to Commissioner McCullough.
 - ii. CAMP Training- There will be an NAPC CAMP Training in Laramie May 9th.
 - b. South Douglas Historic District
 - i. Commissioners Bauman and Varland requested copies of proposed tour route, they will walk route and report back.
 - c. KPI Updates
 - i. QR Codes
 1. Downtown – QR code stickers are printed, waiting for warmer weather to install.
 2. Park Cemetery - the original version of the brochure that was on the City website was scanned from the booklet, and the pages were out of order. It has been redone and now shows the pages sequentially. A QR Code has been created from this link and signs are being printed.
 3. Pioneer Cemetery – the original version of the brochure that was on the City website was scanned from the booklet, and the pages were out of order. It has been redone and now shows the pages sequentially. A QR Code has been created from this link and signs are being printed.
 - 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. Commissioners Bauman, McCullough and Chairperson Evins will attend.
 - e. Budget
 - i. Headstone Restoration and cleaning supplies \$315.00
 - ii. Downtown Historic District Pictures Signage \$1000
 - iii. Preserve Wyoming Conference (SHPO) \$1000.00
 - iv. NAPC Forum Registration \$500
 - v. Training \$200.00These budget requests have been submitted.
 - f. Preservation Month
 - i. Pioneer Cemetery Tour & Clean up May 18th
 1. Cleanup will start at 1:00pm, tour will start at 2:00pm
 2. Downtown Posters
4. New Business
5. The meeting was adjourned at 5:55pm. Next meeting will be May 21st, 2025, at 5:15pm at City Hall.

Planning Commission Regular Minutes
April 21, 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. Approval of the Agenda

Commissioner Kusters moved to approve the agenda . Seconded by Commissioner Bauman. Motion 4-0. Motion Passed

IV. Approval of the Minutes

Commissioner Robin Velasquez moved to Approve the Minutes from March 17, 2025. Seconded by Commissioner Scott Bauman. Motion carried 4-0.

V. Planning and Zoning Matters

- A. **CUP 01-25:** Application by Vance Kunz & Lauren Davenport for a Conditional Use Permit to operate a Short-Term Rental in an R-1 Neighborhood Residential Zone at 119 Feather Street (West Plains Addition, Block 2, Lot 27)

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 was not on hand to answer any questions. There were no public comments. Chairman Hancock closed the public hearing at 5:35 p.m. Commissioner Carl Kusters moved to recommend approval to the City Council with staff recommendations. Seconded by Commissioner Scott Bauman. Motion carried 4-0.

- B. **CCSUB 02-25:** An application by Frank Foster for the Foster Subdivision at 701 Clay Street in the County.

Chairman Hancock opened the public hearing at 5:36 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, Frank Foster, was on hand to answer any questions. During public comments, Scott Ware of 501 N 5th Street and an adjoining property owner, expressed concerns about drainage issues in the area and who would be responsible. Some of the drainage comes onto his property from the City 6.5 alley and Clay Street. He also expressed concerns about how the property from the vacated portion of Clay Street was being distributed, and how it would affect access to existing convenience fences and culverts. The applicant addressed the concerns of Mr. Ware and discussed working together and with the City to maintain drainage.

Chairman Hancock closed the public hearing at 6:12 p.m. Commissioner Carl Kusters moved to recommend approval to the City Council. Seconded by

Commissioner Robin Velasquez. Motion carried 4-0.

- C. **CCSUB 03-25:** An application by Mark and Katherine Roberts for the Roberts No. 2 Subdivision in the County.

Chairman Hancock opened the public hearing at 6:12 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 applicants, Mark and Katherine Roberts, were on hand to answer any questions. Mark Roberts clarified for the Commission the reasons for them seeing this application a second time. He explained that this and the next item on the agenda were submitted originally as a major plat amendment, and now they are being submitted as two separate minor plat amendments. There were no public comments. Chairman Hancock closed the public hearing at 5:35 p.m. Commissioner Scott Bauman moved to recommend approval to the City Council. Seconded by Commissioner Carl Kusters. Motion carried 4-0.

- D. **CCSUB 04-25:** An application by Mark and Katherine Roberts for Roberts Subdivision Lots 6 & 7 in the County.

Chairman Hancock opened the public hearing at 6:18 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 applicants, Mark and Katherine Roberts, were on hand to answer any questions. There were no public comments. Chairman Hancock closed the public hearing at 6:19 p.m. Commissioner Scott Bauman moved to recommend approval to the City Council. Seconded by Commissioner Carl Kusters. Motion 4-0.

VI. Code Considerations

A. Landscaping

Director Chaffin discussed upcoming code changes, including ways to implement and encourage water-wise landscaping for both residential and commercial properties, and an ordinance being considered by the City Council to change our shipping container code to allow multiple containers to be used as a storage unit facility.

VII. Staff Report – City Council Action on Forwarded Items

- 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.

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

- 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 ta PLI-

Planned Light Industrial Zone at Douglas Business Park, Lot 39 (800 S. Wind River Drive).

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

VIII. Appointment to Downtown Historic District Review Panel

Secretary McCullough informed the Commission that since the retirement of Commissioner Renstrom, there has been a vacancy on the Downtown Historic District Review panel. The panel is made up of two members of the Planning Commission, two members of the Douglas Historic Preservation Commission and one member of Main Street. The panel is tasked with reviewing site alteration applications from property owners within the Downtown Historic District who wish to do work to the exterior facade of their building. Rulings are based on the Design Guidelines and Rehabilitation Standards that were adopted when the District was established. Commissioner Kusters volunteered to fill the vacant position.

IX. Adjournment

There being no other business, Chairman Hancock called for a motion to adjourn the meeting. Commissioner Robin Velasquez moved to Adjourn. Seconded by Commissioner Scott Bauman. Motion 4-0. Chairman Hancock adjourned the meeting at 6:35 p.m.

Jay Hancock, Chairman

ATTEST:

Heidi McCullough, Secretary

A banner for May events. On the left, the word 'MAY' is written on three separate Polaroid-style photo cards hanging from a string. To the right, the word 'EVENTS' is displayed in large, bold, white capital letters, each letter contained within a different colored square (red, blue, orange, green, light blue, purple) that also hangs from a string.

MAY EVENTS

- Park It! Food Truck Fest
May 1, 5-8PM
Douglas Railroad Museum
- Downtown Douglas Sidewalk Sales
May 3
Downtown Douglas
- Artisan Alley Adult Paint & Sip
May 1, 6:30-8PM
Converse County Library - Douglas
- Camp Douglas Clean Up Day
May 3 & 4, 9AM-2PM
Camp Douglas
- Line Dancing
May 1, 7-9PM
Douglas Senior Center
- Line Dancing Lessons
May 4, 1PM
American Legion
- Adult Gaming Night
May 2, 6-10:30PM
Converse County Library - Douglas
- Book & Brew Club Meeting
May 7, 5-6:30PM
Converse County Library - Douglas



More information available at:

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

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



All Events Are Subject
To Change