

City Council Regular Minutes
April 28, 2025

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

Roll Call was taken with the following City Council Members present: Mayor, Kim Pexton; Council Member, Ron McNare; Council Member, Perry Hershberger; Council Member, Matt Schmidt; Council Member, Joel Weeks. Also present: City Attorney, Michael Armstrong; City Clerk, Sonya Ortega; Human Resources Director, Kendal Detwiler; Chief of Police, Todd Byerly; Parks Superintendent, Brandon Frye; Administrative Services Director/Treasurer, Mary Nicol. Superintendent Frye introduced the volleyball players after they led the council meeting with the Pledge of Allegiance.

2. Disclosures by City Council Members

None.

3. Approval of General Agenda (Corrections or Additions)

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

4. Public Comments

None.

5. Approval of Consent Docket

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

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

Douglas Youth Volleyball led the Council Meeting with the Pledge of Allegiance. Superintendent Frye presented the statistics on the volleyball team to council.

b. Proclamation: 2025 Arbor Day

Councilperson Schmidt proclaimed Arbor Day 2025 by reading aloud a proclamation.

c. Proclamation: Nurses Week

Councilperson Hershberger proclaimed Nurses Week to be May 6-12, 2025 and read aloud the Nurses Week Proclamation. Multiple nurses in the audience stood with council for a picture at the end of the reading.

7. Discussion Items

a. Trees in Boulevards

Superintendent Frye presented updates on tree management, including Arbor Day plans to plant a boulevard tree near a preschool. A 2023 tree inventory showed around 1,300 boulevard trees, with 300 in poor condition—requiring an estimated \$600,000 to address. Options discussed included designating a forestry staff (2 full-time and 2 seasonal workers), outsourcing high-level tree work, and expanding the cost-share program (currently capped at \$1,000). Without new staff, catching up on tree maintenance could take several years. Concerns were raised about landfill capacity, equipment shortages, insurance, and the need for proper training.

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).

Mayor Pexton opened the Public Hearing at: 4:55pm.
Director Chaffin provided a staff report on the short-term rental.
Public Comment in Favor or Opposition: None.
Close Public Hearing at: 4:58pm.
Discussion: None.

Councilperson Perry Hershberger moved to approve Resolution No. 2025-10 as presented. Seconded by Councilperson Matthew Schmidt. Motion carried 5-0.

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

Mayor Pexton opened the Public Hearing at: 4:59pm.

Director Chaffin provided a staff report on the Foster Subdivision.

Public Comment in Favor or Opposition: None

Close Public Hearing at: 5:02pm.

Discussion: None.

Councilperson Ron McNare moved to approve Resolution No. 2025-11 as presented. Seconded by Councilperson Joel Weeks. Motion carried 5-0.

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

Mayor Pexton opened the Public Hearing at: 5:03pm.

Director Chaffin provided a staff report on the Roberts No. 2 Subdivision.

Public Comment in Favor or Opposition: None.

Close Public Hearing at: 5:04pm.

Discussion: None.

Councilperson Matthew Schmidt moved to approve Resolution No. 2025-12 as presented. Seconded by Councilperson Ron McNare. Motion carried 5-0.

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

Mayor Pexton opened the Public Hearing at: 5:05pm.

Director Chaffin provided a staff report on the Roberts Subdivision.

Public Comment in Favor or Opposition: None.

Close Public Hearing at: 5:06pm.

Discussion: None.

Councilperson Ron McNare moved to approve Resolution No. 2025-13 as presented. Seconded by Councilperson Perry Hershberger. Motion carried 5-0.

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

Mayor Pexton opened the Public Hearing at: 5:07pm

Director Chaffin provided a staff report on Ordinance 1054.

Public Comment in Favor or Opposition: None.

Close Public Hearing at: 5:09pm.

Discussion: None.

Councilperson Perry Hershberger moved to approve Ordinance 1054 as presented on first reading. Seconded by Councilperson Ron McNare. Motion

carried 5-0.

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

City Attorney Armstrong presented Ordinance 1052 and stated there would be no significant changes coinciding with Ordinance 1050.

Councilperson Joel Weeks moved to remove Ordinance No. 1052 from the table. Seconded by Councilperson Ron McNare. Motion carried 5-0.

Councilperson Ron McNare moved to approve Ordinance 1052 as presented on first reading. Seconded by Councilperson Joel Weeks. Motion carried 5-0.

10. Council Action Items

a. Alternate Landscape Agreement: Big Country Storage

Director Chaffin presented a landscaping ordinance. Councilperson McNare raised concerns about discrepancies between the original 2021 plot and current plans and requested to see the 2021 agreement. Director Chaffin will provide the requested documentation. Councilperson McNare suggested tabling the item until more information is available.

Councilperson Ron McNare moved to move to table the Alternate Landscape Agreement: Big Country Storage. Seconded by Councilperson Joel Weeks. Motion carried 5-0.

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, First Reading

Director Chaffin reported that Section 3, Chapter 12.20 has been removed and is now a standalone ordinance. Numbering within the document has been corrected and verified. Chief Byerly noted changes made to this ordinance. Abatement & Cost Relief: The city may waive abatement costs for residents who meet income-based criteria. This may be tied to existing property tax relief programs. Changes to forms will reflect these new enforcement and relief procedures. Property Cleanup Support: Chief Byerly stated a plan is in place to target properties in disrepair with volunteer assistance. Request made to allocate \$10,000–\$15,000 annually for contracting cleanup services. A Vehicle Ordinance Discussion was had. This centered on unlicensed and/or inoperable vehicles on private property. Council raised concerns. Director Chaffin amended the ordinance as follows: for use and refurbishing and restoring vehicles as a hobby, a property owner may keep on his or her property no more than one unlicensed or inoperative vehicle and materials involved with the repair and restoration of said vehicle on any portion of the property in

compliance with city 16.5.8.3. F. Parking In Residential Zone Districts, provided the materials are effectively concealed from view. Councilperson Perry Hershberger moved to approved the amendment to Ordinance No. 1050. Seconded by Councilperson Matthew Schmidt. Motion carried 5-0.

Councilperson Ron McNare moved to approve Ordinance No. 1050 with the amendment as presented on first reading. Seconded by Councilperson Joel Weeks. Motion carried 5-0.

11. Public Comments

None.

12. Financial Report

a. March 2025

Director Nicol provided a financial report to council.

13. City Manager's Report

Chief Byerly provided the city manager report and updated proactive enforcement of the Community Officer Position.

14. Council Information

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

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

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

16. Good People Doing Good Things

None.

17. Presentations

a. Discover Douglas: Easter Egg Hunt Presentation

Public Relations Officer Litzsinger presented the 5 winners of the Discover Douglas Virtual Easter Egg Hunt. Winners were: Amanda Hammock, Marie Cowardin, Tiffany Blackburn, Abbie Phipps, and Christa Alexander.

18. Community Update

a. Event Calendar

19. Executive Session

20. Adjourn

Mayor Pexton adjourned the Regular City Council Meeting of April 28, 2025, at approximately 6:04pm
Councilperson Ron McNare moved to Adjourn. Seconded by Councilperson Matthew Schmidt. Motion carried 4-0.

Kim Pexton, Mayor

ATTEST:

Sonya Ortega, City Clerk

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