

City Council Regular Minutes
May 12, 2025

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

Roll Call was taken with the following City Council Members present: Mayor, Kim Pexton; Council Member, Ron McNare; Council Member, Perry Hershberger; Council Member, Matt Schmidt; Council Member, Joel Weeks, by Teams Meeting.

Also present: City Attorney, Michael Armstrong; City Clerk, Sonya Ortega; Lieutenant, Todd Matthews; Public Works Director, John Harbarger; Administrative Services Director/Treasurer, Mary Nicol.

2. Disclosures by City Council Members

None.

3. Approval of General Agenda (Corrections or Additions)

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

4. Public Comments

None.

5. Approval of Consent Docket

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

a. Minutes

Regular City Council Meeting: April 14, 2025

Work Session - Aid to Others: April 21, 2025

Regular City Council Meeting: April 28, 2025

b. Bills & Claims

Warrant Register: April 2025

c. Other – Consent-Second/Third Reading

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

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

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, 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. Third Reading.

6. Presentations

a. New Employee Introduction: Eric Winslow-Community Service Officer

City Manager Cox introduced Douglas Police Department's newest employee, Community Service Officer, Eric Winslow.

b. Proclamation: Public Works Week

Councilperson McNare proclaimed Public Works Week by reading aloud a proclamation.

7. Discussion Items

None.

8. Public Hearing

None.

9. Council Action Items

a. Liquor License Award: Retail

City Clerk Ortega gave a staff report identifying both entities that applied for

the one available Retail Liquor License. Jason Allen from Wyoming Liquor Division attended by Teams Meeting to answer council questions, explaining the Club License and how it is structured. Both Hollnheid Taproom and Homewood Suites presented their business plans involving the Retail Liquor License. Council had many discussion points and then awarded the liquor license.

Councilperson Ron McNare moved to award the Retail Liquor License to Homewood Suites by Hilton. Seconded by Councilperson Matthew Schmidt. Motion carried 3-2.

b. Resolution No. 2025-9: A Resolution Establishing An Open Container District Within The Local Downtown Historic District And Guidelines For Enforcement Within Said District

City Manager Cox provided a staff report on the updates and changes to this resolution. These changes include allowing the DORA District to be in effect year round on the same days; Thursday, Friday, and Saturday, 4pm to 11pm, and the removal of specific-colored wristbands pertaining to their associated liquor establishment. Council would like a resolution for all other liquor establishments not inside the DORA District to have the same rules for their perceived property boundaries.

Councilperson Perry Hershberger moved to approve Resolution No. 2025-9 as presented. Seconded by Councilperson Ron McNare. Motion carried 4-1.

c. Economic Development Week & Foundational Economic Development Measures

City Manager Cox provided a report on the Economic Development measures. Blight studies are in the work to bring infrastructure to the city. City Manager Cox took a moment to recognize the local leadership and vision that has been driving this effort. The property owners of Wagonhound, through their substantial and deeply personal investment, have demonstrated a level of commitment, not only financially, but through consistent collaboration with City Staff, with planners and with consultants. This partnership is believed to be genuine and great as we move forward with economic development within our community. He complimented their willingness to persevere and navigate some very complex issues. Douglas will become the third city to implement an Urban Renewal Agency (URA), following Cheyenne and Laramie, who established their URA but have not yet activated it.

1. Proclamation: Economic Development Week

Council Member Hershberger proclaimed Economic Development Week by reading aloud a proclamation.

2. 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. Third Reading.

Councilperson Ron McNare moved to approve Ordinance No. 1056 as presented on third reading. Seconded by Councilperson Perry Hershberger. Motion carried 5-0.

3. Adopt Bylaws: Urban Renewal Agency

City Manager Cox provided staff report of the bylaws and that the entire item is grounded in state statute.

Councilperson Ron McNare moved to adopt Bylaws: Urban Renewal Agency as presented. Seconded by Councilperson Joel Weeks. Motion carried 3-1.

4. Appointment: Urban Renewal Board of Commissioners

City Manager Cox provided a staff report and that the submission for applications for the Douglas Urban Renewal Agency was advertised 2 times in the local paper. Applications submitted include Jim Willox, Breck Wagstaff, Kim Pexton, Morryah McCurdy, and Shane Stinson. Following further discussion, Mayor Kim Pexton is ineligible for the position as she is a paid council member and Jim Willox is ineligible as he lives outside city limits.

Councilperson Perry Hershberger moved to appoint no one to the 1 year term ending May 11, 2026; Morryah McCurdy to the 2 year term ending May 11, 2027; Breck Wagstaff to the 3 year term ending May 11, 2028; Shane Stinson to the 4 year term, ending May 11, 2029 and no one to the 5 year term ending May 11, 2025. Seconded by Councilperson Matthew Schmidt. Motion carried 5-0.

d. Ordinance No. 1057: An Ordinance Amending Chapter 6.080.160 Pertaining to Dog or Other Animal Bite Examination, First Reading

Lieutenant Matthews provided a staff report on the changes to this ordinance. One of the main changes include decreasing the 14-day quarantine to 10 days per state statute.

Councilperson Matthew Schmidt moved to approve Ordinance No. 1057 as presented on first reading. Seconded by Councilperson Ron McNare. Motion carried 5-0.

e. Deed/Easement: Otherside of the Tracks

Director Chaffin provided a staff report.

Councilperson Ron McNare moved to approve Deed/Easement: Otherside of the Tracks as presented. Seconded by Councilperson Matthew Schmidt. Motion carried 5-0.

10. Tabled Items

a. Alternate Landscape Agreement: Big Country Storage

Director Chaffin provided a staff report finding only the agreement that was signed by the party involved. Director Chaffin is currently working on an ordinance to reduce the percentage of landscaping that needs to be done in an industrial area. After discussion with council, they moved to approve the

agreement with an amendment and confirmed that the rocks that are currently there can remain in place.

Councilperson Perry Hershberger moved to approve and amend the landscaping agreement with Big Country Storage that their current landscaping meets the requirements for industrial areas and to not utilize the right of way as part of their agreement, but they will still have to maintain the right of way. Seconded by Councilperson None. Motion carried 5-0.

11. Public Comments

Citizen Steve Burnett spoke in front of council regarding his concerns for landscaping.

12. City Manager's Report

City Manager Cox provided current doings within the city and announced that the Rec Center will have the indoor pool open starting June 1st and that all equipment and toys have been bought and delivered.

13. Council Information

- a. Converse County Tourism Promotion Board Minutes: March 2025**
- b. Aid to Others Quarterly Reports: 1st, 2nd, and 3rd Quarter-Douglas Community Club**
- c. Arts & Culture Board of Trustees: Unapproved April Minutes**

14. CircleBack Recap

a. CircleBacks from April 28, 2025 Council Meeting

City Clerk Ortega updated council regarding their follow up requests from previous council meetings and recapped the requests from the current meeting. City Manager Cox requested an executive session for purchase of land.

15. Good People Doing Good Things

Councilperson Hershberger wanted to say "thank you" to the bystanders who jump in and help during a time of need or when they see something go wrong.

16. Community Update

a. Event Calendar

17. Executive Session

Councilperson McNare adjourned into executive session for the purpose of considering the site selection or purchase of real estate, in accordance with W.S. ss16-4-405(a)(vii). Seconded by Councilperson Schmidt. Motion carried 4-0.

18. Adjourn

Regular City Council Meeting of May 12, 2025, adjourned into executive session at approximately 6:02 PM.

Kim Pexton, Mayor

ATTEST:

Sonya Ortega, City Clerk
Published: May 21, 2025