

City Council Regular Minutes
May 27, 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, Matt Schmidt; Council Member, Joel Weeks. Absent: Council Member Perry Hershberger
Also present: City Attorney, Michael Armstrong; City Clerk, Sonya Ortega; Lieutenant, Todd Matthews; Public Works Director, John Harbarger; Planning Technician, Heidi McCullough.

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 Joel Weeks. Motion carried 4-0.

4. Public Comments

None.

5. Approval of Consent Docket

Councilperson Weeks stated he voted for Homewood Suites by Hilton to be awarded the liquor license at the May 12, 2025 council meeting and with the lag of the Teams call, his vote was counted as an opposed vote.

Councilperson Joel Weeks moved to that the Minutes removed and make that its own item to be voted on. Seconded by Councilperson Ron McNare. Motion carried 4-0.

Councilperson Ron McNare moved to approve the Consent Docket as presented with the exception of the Minutes. Seconded by Councilperson Matthew Schmidt. Motion carried 4-0.

Councilperson Joel Weeks moved that his vote was heard incorrectly. The vote went from 3-2 to 4-1. Seconded by Councilperson Matthew Schmidt. 4-0

a. Minutes

City Council Regular Meeting: May 12, 2025

b. Bills & Claims

c. Other – Consent

Ordinance No. 1057: An Ordinance Amending Chapter 6.080.160

Pertaining to Dog or Other Animal Bite Examination, Second 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, Third Reading

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

6. Presentations

a. Just Serve Proclamation and Presentation: Jen Goodwin & Lindsay Holm

Councilperson McNare proclaimed that the City of Douglas commits to promoting volunteerism, leveraging JustServe.org by reading aloud the proclamation. Jen Goodwin along with Lindsay Holm, Chairperson for Just Serve, spoke in front of council on the Just Serve program that was launched this year. Main Street Douglas has program matching volunteers around the community based on if they needing volunteers or wanting to volunteer. Douglas is the first city in Wyoming to become a "Just Serve City".

7. Discussion Items

None.

8. Public Hearing

a. Resolution No. 2025-15: A Resolution Authorizing a Conditional Use Permit to First Northern Bank for the Installation of an Electronic Message Board Sign in a B-1 Local Business Zone at 800 S. 4th Street (Original Town Of Douglas, Block 63, Lot 15).

Mayor Pexton opened the Public Hearing at 4:20pm.
Planning Technician, Heidi McCullough provided a staff report on Resolution No. 2025-15, authorizing a Conditional Use Permit to First Northern Bank,

allowing them the installation of an electronic message board sign.

Public Comment in Favor or Opposition: None.

Close Public Hearing at 4:25pm

Councilperson Matthew Schmidt moved to approve Resolution No. 2025-15 as presented. Seconded by Councilperson Joel Weeks. Motion carried 4-0.

9. Council Action Items

a. Resolution No. 2025-16: A Resolution Of The City Council Of The City Of Douglas, Wyoming, Formally Establishing And Naming "Douglas Mountain Park" As A Natural City Park For Outdoor Recreation At 901 Center Street, Generally Situated Directly East Of The Intersection Of Center Street And North 9th Street

City Manager Cox provided a staff report. Outdoor Enthusiasts of Converse County presented a video showing what the current trail system looks like. On March 31, 2025 OECC is planning an opening of Douglas Mountain. OECC plans on further reaching out to youth programs within the city to get people out and enjoying the new park.

Councilperson Joel Weeks moved to approve Resolution No. 2025-16 naming and designating Douglas Mountain Park as a City Park and authorize follow-up actions, including a zoning review for land use consistency, public signage, and coordination with Outdoor Enthusiasts of Converse County and community partners on both near-term events and long-term park development. Seconded by Councilperson Matthew Schmidt. Motion carried 4-0.

b. Bid Award: Wastewater Treatment Plant Air Header Replacement Project

Director Harbarger provided the staff report.

Councilperson Ron McNare moved to accept the bid from WyoDak Energy Services LLC, for the Wastewater Treatment Plant Air Header Replacement Project in the amount of \$769,370.67 and authorize the City Manager to sign all associated documents. Seconded by Councilperson Matthew Schmidt. Motion carried 4-0.

c. Memorandum of Understanding: City of Douglas Police Department and Converse County School District #1 For School Resource Officer Program

LT Matthews provided staff report stating this is an updated MOU between City of Douglas and CCSD#1.

Councilperson Joel Weeks moved to approve Memorandum of Understanding between City of Douglas Police Department and Converse County School District as presented. Seconded by Councilperson Matthew Schmidt. Motion carried 4-0.

d. Board Appointments - Urban Renewal Agency: Melinda Trabing, Jay Hancock, Josh Moore

City Manager Cox provided a staff report providing information on 3 Douglas residents that have applied for the URA board.

Councilperson Ron McNare moved to appoint Melinda Trabling to a 1-year term expiring May 11, 2026, Jay Hancock to a 4-year term expiring May 11, 2029, and Josh Moore to a 5-year term expiring May 11, 2030. Seconded by Councilperson Joel Weeks. Motion carried 4-0.

e. Board Appointment Arts & Culture: Sharon Tuckey

Heidi McCullough provided staff report of the vacancy on the Arts & Culture Board and that an application had been received and reviewed. Applicant is a local artist on fiber and wool arts.

Councilperson Joel Weeks moved to appoint Sharon Tuckey to the 3-year term ending June 30, 2028. Seconded by Councilperson Ron McNare. Motion carried 4-0.

f. Remote Meter Read for Golf Course

Director Harbarger provided a staff report with Supervisor Oberlander providing additional information. Council produced many questions and would like to table this item and come back with further quotes on the price including SCADA.

Councilperson Matthew Schmidt moved to table Remote Meter Read for Golf course. Seconded by Councilperson Ron McNare. Motion carried 4-0.

10. Financial Report

a. Financial Report: April 2025

11. City Manager's Report

City Manager Cox provided report and updates of the City's doings.

12. Council Information

a. Notice of Possible Quorum: City/County Breakfast Meeting June 4, 2025 at 7:00am in the MHCC Boardroom

b. Planning & Zoning Commission Unapproved Minutes May 19, 2025

13. CircleBack Recap

City Clerk provided circlebacks from the budget work session

14. Good People Doing Good Things

Councilperson Schmidt would like to recognize Cemetery staff and any Public

Works employees that helped out with the cemetery on Memorial Day.
Councilperson Schmidt received compliments that it looked great!

15. Community Update

a. Event Calendar

16. 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.

17. Adjourn

Regular City Council Meeting of May 27, 2025, adjourned into executive session at approximately 5:26pm.

Kim Pexton, Mayor

ATTEST:

Sonya Ortega, City Clerk
Published: June 4, 2025