

City Council Regular Minutes
July 14, 2025

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

Roll call was taken with the following City Council members present: Council President McNare, Council member Hershberger, Council member Schmidt, and Council member Weeks.

Also present: JD Cox, City Manager; Mike Armstrong, City Attorney; Devon Litzsinger, City Clerk; Michele Carter, Human Resources Director; Todd Byerly, Chief of Police; Brandon Frye, Parks Superintendent; and Mary Nicol, Administrative Services Director/Treasurer. John Harbarger, Public Works Director attended via Teams.

Council President McNare led the assembly in the Pledge of Allegiance.

2. Disclosures by City Council Members

Council member Schmidt disclosed a conflict with item 10B: Aid to Others.

3. Approval of General Agenda (Corrections or Additions)

Council member Hershberger moved to amend the agenda to add "Consideration of purchase agreement with Stephen K Gregersen at item 10D". Seconded by Council member Weeks. Motion carries 4-0.

4. Public Comments

None.

5. Approval of Consent Docket

Council member Hershberger requested to discuss Ramshorn Construction from the warrant register separately. Council member Weeks moved to approve the consent docket as presented with the exception of Ramshorn Construction. Seconded by Council member Schmidt. Motion carries 4-0.

a. Minutes

Regular City Council Meeting: June 23, 2025

Special City Council Meeting: July 7, 2025

b. Bills & Claims

Warrant Register: June 2025

c. Other – Consent

6. Presentations

a. Promotion: Devon Litzsinger, City Clerk

City Manager Cox introduced Devon Litzsinger as the new City Clerk for the City of Douglas and provided information on her background and qualifications for the position. City Manager Cox briefly introduced Michele Carter as the Human Resources Director with a full introduction occurring in August.

7. Discussion Items

a. Policy Update: Current Status

Council member Weeks requested a status update on the policy manual revisions. He stated the importance of a policy manual for City employees. Dates were provided as to when the revisions should be completed and presented to council for consideration.

b. Liquor Commission

Council member Weeks questioned if staff had met with 5 Rivers Inc regarding their request to transfer a Retail Liquor License. City Manager Cox answered questions regarding the meeting. Owner and employees of 5 Rivers Inc provided their perspective on the meeting.

c. Recording: Council Meetings

Council member Weeks requested all meetings of the City Council take place in the Council Chambers and are recorded. Council member Weeks also directed staff to obtain information on how many citizens are watching the council meetings.

d. Pickle Ball Courts: Maintenance

Council member Weeks requested staff address the maintenance of the Pickleball courts. Discussion of adding a water spigot at the courts was had.

e. Land Use & Water Matters: Riverbend, Lot 62, Block 2

Council member Hershberger discussed land north of Sweetwater Rd and possible uses for the land. Discussion was had concerning the water pressure at the location.

f. Xeriscape Riverside Park: South of South Park, North of North Sidewalk, POW to CCB

Park superintendent Frye provided an overview and the challenges of xeriscape. Discussion was had regarding different ideas for the location. Council directed staff to obtain estimates regarding the engineering of xeriscape.

g. Expenditure Consideration

Director Nicol provided information regarding items missed in final budget. Items missed include sidewalk rehabilitation 50/50 cost share program in the amount of \$35,000, street pans in the amount of \$35,000, and increasing the allocated funds for the Community Service Officer truck from \$25,000 to \$40-50,000. Council directed the items be listed as separate items on the budget amendment.

h. Fireworks

Council member Hershberger congratulated the Police department for a job well done on July 4. Council member Hershberger requested work begin on an ordinance making fireworks legal within city limits on July 4th during set hours and listing the types of fireworks allowed. Council member Schmidt recommended contacting firework distributors in the surrounding area and requesting a "city-safe firework box" be created for sale to alleviate confusion about which fireworks would be legal.

i. Ord. Campaign Advertising

City attorney Armstrong provided information regarding signage in the right-of-way. Discussion was had regarding political signage in parks during events. Council directed staff to revise the ordinance and present next meeting as a discussion item.

j. Warrant Register: Ramshorn Construction

Council member Hershberger requested clarification regarding the scheduled payment to Ramshorn Construction. Discussion was had regarding poor quality repair job of brick facade on City Hall. Council member Weeks requested the tree on the southwest corner of City Hall be relocated as to not block the electronic message board upon growth. Council member Hershberger moved to approve the invoices for Ramshorn Construction on the warrant register. Seconded by Council member Weeks. Motion carries 4-0.

8. Public Hearing

a. Liquor License Consideration: Application to transfer from H 4 U INC to 5 Rivers Inc.

Council President McNare opened the public hearing at 5:00 pm. City Clerk Litzsinger provided an overview. No public comments in favor or opposition. Public hearing closed at 5:02 pm. Council member Weeks moved to approve the transfer of the retail liquor license from H4U Inc to 5 Rivers Inc as presented. Seconded by Council member Schmidt. Discussion was had regarding the differences between a restaurant and a retail liquor license. Motion carries 4-0.

9. Tabled Items

a. Charter Ordinance No. 1060: Liquor, Bar&Grill

Council President McNare requested to take no action and leave the item on the table.

10. Council Action Items

a. Resolution 2025-18: A Resolution Authorizing the Sale of Real Property Owned by the City Of Douglas, Wyoming and More Particularly Described as Capitol Hill Subdivision, Lot 8, Block 1

City Manager Cox provided an overview. Discussion was had regarding the property. Council member Weeks moved to approve Resolution 2025-18 as presented and furthermore authorize the City Manager to sign all associated documents. Seconded by Council member Hershberger. City Attorney Armstrong advised there are no documents to sign. Motion carries 4-0.

b. Aid to Others: American Legion Samuel Mares Post 8, Boys & Girls Club of Douglas, CANDO dba The Enterprise, Community Action Partnership of Natrona County, Converse County School District #1 Recreation Board, Children's Advocacy Project Inc, Converse Hope Center, Douglas Community Club, Douglas Youth Hockey Association, Fire Suppression Authority, Gathering Inc dba The Gathering Place, Helping Hands Ministries Inc., High Country Behavioral Health, Laramie Peak Humane Society, Main Street Douglas Inc, Outdoor Enthusiasts of Converse County, Saving Grace Food Pantry, Wyoming Child & Family Development, Wyoming State Fair Foundation, Youth Development Services

City Clerk Litzsinger provided an overview. Council member Weeks recognized an error on the funding amount allocated for Converse Hope Center. The amount listed was \$20,000 and the agreed-upon amount was \$15,000. Council member Hershberger moved to approve the FY2526 Community Service Funding agreements with the amendment of making the Hope Center \$15,000 and furthermore authorize the City Manager to sign all associated documents. Council member Weeks seconded. Motion carries 3-1, with Council member Schmidt abstaining.

c. Washington Park Property Lease: Agreement with Helping Hands Ministries Inc.

City Clerk Litzsinger provided an overview and answered questions from council. Council member Weeks moved to approve the Lease Agreement for the City Property in Washington Park where Helping Hands Ministry Inc building is located as presented. Seconded by Council member Hershberger. Motion carries 4-0.

d. Consideration of Purchase Agreement: Stephen K Gregersen

City Manager Cox provided an overview. Brief discussion was had and council questions answered. Council member Weeks moved to approve the Consideration of Purchase Agreement with Stephen K Gregersen with the exception that the money won't be paid until we know that the City is actually going to own the property. Council member Schmidt seconded. Council President McNare stated how beneficial this property will be for the growth of Douglas Mountain. Council member Weeks thanked the Outdoor Enthusiasts of Converse County for their hard work on this project. Motion carries 4-0.

11. City Manager's Report

City Manager Cox provided an update on current projects happening throughout the City.

12. Council Information

a. Converse County Tourism Promotion Board Minutes: April 2025

b. Converse County Tourism Promotion Board Minutes: May 2025

c. Arts & Culture Board of Trustees Unapproved Minutes: June 2025

d. Notice of Possible Quorum: Ribbon Cutting, July 28, 2025, City Hall, 3:30 pm

Council President confirmed the date and time of the ribbon cutting will work for all council members.

e. Community Service Officers: Provide Ordinance Numbers

Council member Hershberger requested the Community Service Officers reference the ordinance they are enforcing and confirm the type of animal being addressed, as some animals are protected.

f. Community Service Officers: Statistics

Council member Weeks requested the statistics of code compliance calls completed by the Police Department. Police Chief Byerly provided the statistics. Council member Weeks commended them on a job well done.

g. Public Comments: Followup

Council member Weeks addressed the lack of follow-up from the public comment section of City Council meetings. Council member Hershberger suggest the City Clerk provide follow-up emails to citizens.

h. Business Aid: City Projects

Council member Weeks questioned if the City has a reimbursement process for businesses losing business due to a City project. Advised staff to research options.

i. Compensation Strategy

Council member Weeks commented on the proposed compensation change during evaluations for City employees.

j. City Emergency: Employee Meals

Council member Weeks questioned who provides meals for City employees when dealing with an emergency. Referred to the water main break, public works employees worked 30+ hours overnight to repair. Director Harbarger confirmed he paid for meals for his staff out of his own pocket. Council member Weeks requested staff look into a meal fund for city employees working during emergencies.

k. Parking: North 2nd St

Council member Weeks discussed parking problems on North 2nd St.

l. Condemned Property: 219 S 3rd St

Council member Weeks discussed the condemned house and the condition of the lot.

13. CircleBack Recap

City Clerk Litzsinger provided a listing of the Circle Back requests from Council.

a. Advertising: 1 Cent Projects

Council member Schmidt questioned what 1 cent projects are currently happening and if signage was displayed. Director Harbarger confirmed signage for the pool. Council member Hershberger requested use of the electronic message board to advertise the 1 cent projects. City Clerk Litzsinger confirmed the projects are being rotated on the electronic message display. Council member Weeks requested social media postings as well.

14. Good People Doing Good Things

Council member Hershberger provided kudos to the police department for their 3rd successful year of Cops & Bobbers. Council member Weeks agreed. Council member Weeks applauded an employee who stepped out of her truck to clean up trash blowing in the wind this early spring. Council member Weeks also recognized Eric Harmon for cleaning up garbage on a brutally windy day in April. Eric was walking down Yellowstone and noticed a piece of cardboard on the school fence. Eric proceeded to fight the wind and the cardboard the whole way to the nearest dumpster. Council member Hershberger recognized a city employee on a city tractor who stopped at the intersection of Richards

and 4th St to pick up trash.

15. Community Update

a. Event Calendar

A video highlighting upcoming events was played. Council member Hershberger expressed interest in hosting events similar to Rock the Glen at the new community center. Council member Weeks commented that he hears positive about the events and the splashpad in Glenrock.

16. Executive Session

Council member Weeks moved to recess/adjourn into executive session for the purpose of considering the appointment, employment, right to practice, dismissal, complaints or charges against a public officer, professional person or employee, in accordance with W.S. §16-4-405(a)(ii). Council president McNare confirmed there was not a need to come back, the meeting could adjourn into executive session. Council member Hershberger seconded. Motion carried 4-0.

17. Adjourn

Regular City Council Meeting of July 14, 2025 adjourned at approximately 6:10 pm.

Kim Pexton, Mayor

ATTEST:

Devon Litzsinger, City Clerk
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