

City Council Regular Minutes
September 22, 2025

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

Roll call was taken with the following City Council members present: Kim Pexton, Ron McNare, Perry Hershberger, Matthew Schmidt, Joel Weeks. Also present: JD Cox, City Manager; Mike Armstrong, City Attorney; Clara Chaffin, Community Development Director; Devon Litzsinger, City Clerk; Todd Byerly, Chief of Police; John Harbarger, Public Works Director; Mary Nicol, Administrative Services Director/Treasurer; and Michele Carter, Human Resources Director. Mayor Pexton led the assembly in the Pledge of Allegiance.

2. Disclosures by City Council Members

None.

3. Approval of General Agenda (Corrections or Additions)

Councilmember Hershberger moved to approve the general agenda as presented. Seconded by Councilmember Schmidt. Motion carries 5-0.

4. Leadership Moment

Councilmember Hershberger provided an inspirational speech.

5. Public Comments

Citizen Mike Hollenback spoke regarding Ordinance no. 1062 - Recreational Vehicles. Citizens Zach Heidelberg and Nick Holland spoke on liquor licenses and in support of the Charter Ordinance 1060.

6. Approval of Consent Docket

Councilmember Hershberger moved to move Ordinance 1062 from the consent docket to council action items. Seconded by Councilmember Schmidt. Motion carries 5-0. Councilmember Schmidt moved to approve the consent docket as presented. Seconded by Councilmember McNare. Motion carries 5-0.

a. Minutes

City Council Regular Meeting: September 8, 2025

City Council Special Call Meeting: September 15, 2025

b. Other – Consent

Ordinance 1061: An Ordinance Amending Title 15 of Douglas Municipal

Code by Adopting the 2024 Editions of the International Building Code, the International Fuel Gas Code, the International Mechanical Code, the International Plumbing Code, the International Residential Code, the International Existing Building Code, and the International Fire Code, as Published by the International Code Council; and Providing for Certain Amendments Thereof

7. Presentations

a. Proclamation: Hunger Awareness Month

Councilmember Schmidt read a proclamation declaring September as Hunger Awareness Month.

b. City Works Presentation by Community Development Staff (Clara & Heidi)

Director Chaffin and Planning Technician McCullough provided an overview.

c. Main Street Douglas: Update (Jen Goodwin, Director)

Jacey Bauman & Jen Goodwin provided an update.

d. City of Douglas Arts & Culture Board of Trustees: Update (Jenna Rose, Chairperson)

Jenna Rose & Shea Burke provided a report.

8. Discussion Items

a. Ordinance 1064: An Ordinance Amending Section 10.92.050 of the Douglas Municipal Code Pertaining to Truck Routes

Director Chaffin provided an overview. Discussion was had. Several citizens expressed their opinions regarding the possible truck route modification.

b. NLC Conference

Mayor Pexton informed council of her intent to attend the NLC Conference.

c. Capitol Hill Property: Minimum Bid Amount

Director Chaffin provided an overview. Discussion was had.

d. Benefits: Retirement Health Insurance

Director Carter provided an overview. Discussion was had.

9. Public Hearing

a. Resolution 2025-30: A Resolution Vacating and Replating Sunrise

Addition, Lot 1 and Detmer Addition, Lot 7 into the Gettert Addition

Mayor Pexton opened the public hearing at 5:30 pm. Director Chaffin provided an overview and answered questions from council. Public comment in favor or opposition: none. Closed public hearing at 5:33 pm. Councilmember Hershberger moved to approve resolution no. 2025-30 as presented. Seconded by Councilmember Weeks. Motion carries 5-0.

b. Ordinance 1063: An Ordinance Amending Section 16.5.4.2(A) of the Douglas Municipal Code Pertaining to Residential Fences

Mayor Pexton opened the public hearing at 5:33 pm. Director Chaffin provided an overview and answered questions. Public comment in favor or opposition: Citizen Mike Hollenback questioned if there is a difference between chain link and wood fence. Closed public hearing at 5:46 pm. Councilmember McNare moved to approve ordinance no. 1063 on first reading. Seconded by Councilmember Schmidt. Motion carries 5-0.

10. Tabled Items

a. Ordinance 1053: An Ordinance Amending Sections 16.5.9.1, 16.5.9.2(B), 16.5.9.3(A-D), Table 5.9-1, 16.5.9.4(B)(i), 16.5.9.4(C, H, J, & K), 16.5.9.5(A)(ii) of the Douglas Municipal Code Pertaining to Signs

Councilmember Hershberger moved to remove ordinance 1053 from the table. Seconded by Councilmember Weeks. Motion carries 5-0. Director Chaffin provided an overview and answered questions from council. Councilmember McNare moved to table ordinance no. 1053. Seconded by Councilmember Weeks. Motion carries 5-0.

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

City Manager Cox provided an overview. Discussion was had. Item remains tabled.

11. Council Action Items

a. Resolution 2025-29: Adopting minor changes to PD Policy PAT 57, Cell Phone Forensics

Chief Byerly provided an overview. Councilmember McNare moved to approve resolution 2025-29 as presented. Seconded by Councilmember Hershberger. Motion carries 5-0.

b. Resolution 2025-28: Findings of Fact Population

City Manager Cox provided an overview. Councilmember Hershberger moved to approve resolution no. 2025-28 as presented. Seconded by Councilmember Schmidt. Motion carries 5-0.

c. Bid Award: One New 2025 Steel Refuse Trailer

Fleet Manager Nystul provided an overview. Councilmember McNare moved to accept the bid from Ameritech Equipment of Casper for a 2026 Wilkins Walking Floor Refuse Trailer in the amount of \$137,275.00 and authorize the City Manager to sign all associated documents. Seconded by Councilmember Weeks. Motion carries 5-0.

d. Bid Award: 112 N 2nd St

City Manager Cox, along with Katelyn Wager, the representative from EV Studios, provided an overview and answered questions from council. Councilmember Hershberger moved to table bid award 112 N 2nd St. Councilmember Schmidt seconded. Motion carries 5-0.

e. Bid Award: Washington Park Shelter

Director Harbarger provided an overview and answered questions from council. Councilmember Weeks moved to accept the bid from Mountain Peak Builders for the Washington Park Shelter Replacement in the amount of \$184,211.20 and authorize the City Manager to sign all associated documents. Seconded by Councilmember Hershberger. Motion carries 5-0.

f. Appointments: Planning & Zoning Commission

Director Chaffin provided an overview. Councilmember McNare moved to appoint Jay Hancock and Robin Velasquez for a term beginning October 24, 2025 and ending October 24, 2028. Seconded by Councilmember Schmidt. Motion carries 5-0.

g. Ordinance 1062: An Ordinance Amending Table 4-6, Table 4-7, and Section 16.6.7.1 of the Douglas Municipal Code Pertaining to Travel Trailers and Recreational Vehicles (RVs)

Councilmember Hershberger asked clarifying questions. Director Chaffin provided answers. Councilmember Hershberger moved to approve ordinance 1062 on the second reading. Councilmember McNare seconded. Motion carries 5-0.

12. Financial Report

a. Financial Report: August 2025

Director Nicol provided an overview and answered questions from council.

13. Public Comments

Citizen Aaron Lore spoke about several items.

14. City Manager's Report

City Manager Cox provided a report on current happenings.

15. Council Information

Mayor Pexton corrected the Notice of Possible Quorum: City/County Breakfast, October 8, 7 am, MHCC Board Room to Joint Powers Board, October 8, 7 am, Glenrock. Councilmember McNare brought forth concerns about Fetterman Street & LaBonte Road conditions. Mayor Pexton gave kudos to City Manager Cox and Director Chaffin for quick solving of a citizen problem. Councilmember Weeks clarified the truck route on Cedar St is no longer being considered.

- a. Planning & Zoning Commission Minutes: September 15, 2025**
- b. Notice of Possible Quorum: City/County Breakfast, October 8, 2025, 7:00 AM, MHCC Board Room**
- c. Notice of Possible Quorum: One Douglas Meeting, October 9, 2025, 7:00 AM, LaBonte Hotel**

16. CircleBack Recap

City Clerk Litzsinger provided the recap.

17. Good People Doing Good Things

Director Chaffin recognized Planning Technician Heidi McCullough for receiving two awards through the Wyoming Historical Society. Mayor Pexton congratulated Planning Technician McCullough and Director Chaffin on the Appointed Commission of the Year award.

18. Community Update

a. Event Calendar

A video highlighting upcoming events was played.

19. Executive Session

20. Adjourn

Councilmember Hershberger moved to adjourn the regular city council meeting of September 22, 2025. Seconded by Councilmember Schmidt. Motion carries 5-0. Mayor Pexton moved to adjourn the Regular City Council Meeting at approximately 7:06 pm.

Kim Pexton, Mayor

ATTEST:

Devon Litzsinger, City Clerk
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