

City Council Regular Minutes
November 10, 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; Michele Carter, Human Resources Director; Linda Doane, Deputy City Clerk; and Josh Oberlander, Chief Water/Wastewater Supervisor.

2. Disclosures by City Council Members

Mayor Pexton abstained from item 8A.

3. Approval of General Agenda (Corrections or Additions)

Councilmember Hershberger moved to Approve General Agenda as presented. Seconded by Councilmember McNare. Motion carries 5-0.

4. Leadership Moment

Mayor Pexton provided an inspirational speech.

5. Public Comments

None.

6. Approval of Consent Docket

Councilmember Schmidt moved to approve the consent docket as presented. Seconded by Councilmember Weeks. Motion carried 5-0.

a. Minutes

Regular City Council Meeting: October 27, 2025

b. Bills & Claims

Warrant Register: October 2025

c. Other – Consent

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, 3rd

Reading

7. New Employee Introduction

a. Community Service Officer: Chelsea Romo

City Manager Cox introduced Chelsea Romo as the new Community Service Officer.

8. Tabled Items

a. Appointment to Vacancy: Converse County Tourism & Promotions Board

Councilmember Hershberger moved to remove appointment to vacancy: Converse County Tourism & Promotions Board from the table. Councilmember Weeks seconded. Motion carried 4-0. Councilmembers interviewed the three (3) candidates. Councilmember Hershberger moved to appoint Carly Horr to the Converse County Tourism & Promotion Board for the term expiring June 30, 2027. Seconded by Councilmember Schmidt. Motion carried 4-0. Mayor Pexton abstained.

b. Ordinance 1060: A Charter Ordinance of the City of Douglas, Wyoming, Repealing the Application of Wyoming Statutes §§ 12-4-201(d) and § 12-4-413(v) and (vi), and Related Statutory Limitations Within the Corporate Limits of the City, and Authorizing the Governing Body to Determine the Number of Retail and Bar & Grill Liquor Licenses to Be Issued Based on Local Conditions and Policy

Councilmember Hershberger moved to remove Ordinance No. 1060 from the table. Seconded by Councilmember Schmidt. Motion carried 5-0. Discussion was had. Citizen Jen Pollock requested to see the market survey. Citizen Zach Heidelbauer spoke in favor of the charter ordinance. Citizen Margie Taggart questioned the method regarding issuing licenses and expressed concern about challenging the State. Citizen Scott Bauman questioned the extent of the charter ordinance. Citizen Deanna Chaney questioned changing the parameters within each license. Senator Boner & Representative Strock spoke. Citizen Sara Borton questioned the repercussions of challenging the State. City Attorney Armstrong provided insight into limiting the charter ordinance. Councilmember McNare moved to approve Ordinance 1060 on 1st reading. Seconded by Councilmember Hershberger. Discussion was had. Motion Failed 0-5.

9. Presentations

a. Safety Committee: Update

Director Carter gave an update on the Safety Committee. Citizen Cody Stewart provided insight on safety.

b. Water Report: Ben Jordan

Ben Jordan provided a report. Mr. Jordan & Josh Oberlander, Chief Water/Wastewater Operator answered questions from council.

10. Discussion Items

a. Fees: Community Development Department

Director Chaffin provided an overview and answered questions from council.

b. Meeting: December 22nd

Meeting will not occur on December 22, 2025.

c. Employment of Former Councilmembers: Possible Minimum Waiting Period

Discussion was had.

11. Council Action Items

a. Bid Award: Richards St Improvements

Director Harbarger provided an overview. Councilmember Ron McNare moved to accept the bid from Knife River in the amount of \$1,833,790 and authorize the City Manager to sign all associated documents and Change Orders up to \$15,000. Seconded by Councilmember Matthew Schmidt. Motion carried 5-0.

b. Change Order: Municipal Pool

Director Harbarger provided overview. Councilmember Perry Hershberger moved to approve Change Order No. 2 of the Douglas Municipal Pool Renovations Project and authorize the City Manager to sign all associated documents. Seconded by Councilmember Joel Weeks. Motion carried 5-0.

12. City Manager's Report

Report: City Manager Cox gave a report.

13. Council Information

a. Minutes: Converse County Tourism & Promotion Board, September 2025

b. Aid To Others Quarterly Report: CCSD#1 Rec Center, Main Street Douglas

14. CircleBack Recap

15. Good People Doing Good Things

Councilmember Schmidt gave a shout-out to Saving Grace Food Pantry and mentioned the Legion breakfast for Veterans' Day at 7am. Councilmember McNare read a Facebook post thanking a friend who graciously went shopping then personally delivered food for 4 families who've been impacted by EBT benefits being frozen.

16. Community Update

a. Event Calendar

17. Executive Session

18. Adjourn

Councilmember Perry Hershberger moved to adjourn the Regular City Council Meeting of November 10, 2025, at 8:01 pm. Seconded by Councilmember Ron McNare. Motion carried 5-0.

Kim Pexton, Mayor

ATTEST:

Devon Litzsinger, City Clerk
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