

**City Council Meeting Minutes  
January 28, 2019**

The regular meeting of the Douglas City Council was held on Monday, January 28, 2019, at 5:30 p.m. in the Council Chambers of City Hall at 101 N. 4<sup>th</sup> Street, Douglas, Wyoming.

**CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL:** Mayor Kemper called the meeting to order and led the assembly in the Pledge of Allegiance. Upon roll call the following were present:

Mayor:	Rene' Kemper
Council Members:	John Bartling
	Monty Gilbreath
	Kim Pexton
	Karl E. Hertz

**Others Present:**

City Administrator	Jonathan Teichert
City Attorney	Heather Duncan-Malone
City Clerk	Karen Rimmer
City Treasurer	Mary Nicol
Chief of Police	Ron Casalenda
Public Works Director	John Harbarger
Community Dev. Director	Clara Chaffin
IT Director	Gary Schwarz

**Disclosures by City Councilmembers:** Mayor Kemper asked for disclosures of any conflicts of interest for Council members; there were none. Mayor Kemper stated that **Item 6.V., Bid Recommendation, Sealed Bids for Purchase of Dual Purpose K-9 Police Dog**, would be acted upon first. Councilmember Bartling moved to accept the sealed bid from Amber Peterson in the amount of \$1,000.00 as recommended, and further authorize the City Attorney to draft a release of liability form to be signed by Ms. Peterson upon possession of the K-9 animal, and authorize the City Administrator to sign all other associated documentation; seconded by Councilmember Pexton. Ms. Peterson thanked Council; no further discussion and motion approved 5-0.

**Consent Agenda:** Councilmember Gilbreath moved to approve the Consent Agenda as presented: **Item 2.I. Corrections, Additions, and Approval of Agenda for January 28, 2019; Item 2.II. Consideration of Resolutions and Ordinance by Title Only; Item 2.III. Minutes, Regular City Council Meeting, January 14, 2019; Item 2.IV. Minutes, Planning and Zoning Commission Meeting, January 21, 2019; Item 2.V. Acceptance of Audited Financial Statements FY2018.** Councilmember Hertz seconded; no discussion and motion approved 5-0.

**Presentations to Council/Public Hearings:** **Item 3.I. Resolution 1987, Authorizing a Conditional Use Permit to Allow the Use of Two Existing Above-Ground Fuel Storage Tanks in an I-Industrial**

48 **Zone at 114 South Riverbend Drive (Bloedorn Subdivision, Lot 1),**  
49 **City of Douglas:** Mayor Kemper opened the public hearing;  
50 Director Chaffin provided the staff report, including the  
51 location; applicant; history; zoning; surrounding and existing  
52 land use; staff analysis and recommended approval; and purpose,  
53 which is to continue using two above-ground clear diesel fuel  
54 tanks in an I-Industrial zoned area; one of the existing tanks  
55 previously used for dyed diesel will be removed. The Planning  
56 and Zoning Commission also recommended approval at their January  
57 21, 2019 regular meeting. There were no questions from Council,  
58 no comments from the applicant, and no comments in favor or  
59 opposition of the application. Public hearing closed.  
60 Councilmember Hertz moved to approve Resolution 1987 as  
61 recommended; seconded by Councilmember Bartling; no discussion  
62 and motion approved 5-0. **Item 3.II. Resolution 1988, Authorizing**  
63 **a Conditional Use Permit for the Operation of a Professional**  
64 **Office in an R-3 Limited Mixed Residential Zone at 239 North 4th**  
65 **Street (North Twenty (20) Feet of Lot 13 and all of Lot 14,**  
66 **Block 7, Town of Douglas):** Mayor Kemper opened the public  
67 hearing; Director Chaffin provided the staff report, including  
68 the location; applicant; history; zoning; surrounding and  
69 existing land use; staff analysis and recommended approval; and  
70 purpose, which is to continue operating a professional office  
71 building in an R-3 limited use zone. The Planning and Zoning  
72 Commission also recommended approval at their January 21, 2019  
73 regular meeting. There were no questions from Council, no  
74 comments from the applicant, and no comments in favor or  
75 opposition of the application. Public hearing closed.  
76 Councilmember Gilbreath moved to approve Resolution 1988 as  
77 recommended; seconded by Councilmember Pexton; no discussion  
78 and motion approved 5-0. **Item 3.III. Resolution 1989, Approving the**  
79 **PRB Minor Subdivision, Being a Portion of the E<sup>1</sup>/<sub>2</sub>, SE<sup>1</sup>/<sub>4</sub>, SE<sup>1</sup>/<sub>4</sub> of**  
80 **Section 32, Township 33 North, Range 71 West and Part of Lot 6,**  
81 **Section 5, Township 32 North and Range 71 West, Converse County,**  
82 **Wyoming:** Mayor Kemper opened the public hearing; Director  
83 Chaffin provided the staff report, including the location, which  
84 is in the county; applicant; history; zoning; surrounding and  
85 existing land use; staff analysis and recommended approval; and  
86 purpose, which is to create a county subdivision in an area  
87 within one mile of the corporate city limits of Douglas.  
88 Director Chaffin explained that as of January 1, 2019, the City  
89 no longer acts upon county subdivisions, but this application  
90 began prior to that date and therefore required approval from  
91 the Council. The Planning and Zoning Commission also recommended  
92 approval at their January 21, 2019 regular meeting. There were  
93 no comments from the applicant, and no comments in favor or  
94 opposition of the application. Following Council questions and

95 staff explanations, public hearing closed. Councilmember  
96 Bartling moved to approve Resolution 1989 as recommended;  
97 seconded by Councilmember Gilbreath; no discussion and motion  
98 approved 5-0.

99 **Public Comments:** None.

100 **Council Appointments: Item 5.I. Converse County Joint Powers**  
101 **Board Appointments, Correction of Terms:** Mayor Kemper provided  
102 an overview; Councilmember Pexton moved to adjust the terms for  
103 the Justice Center Joint Powers Board appointments for Mayor  
104 Kemper and Councilmember Hertz to reflect terms from January 14,  
105 2019 to December 31, 2021 as recommended; Councilmember Bartling  
106 seconded; no discussion and motion approved 5-0. **Item 5.II. City**  
107 **of Douglas Finance Committee Appointment:** Councilmember Bartling  
108 moved to appoint Councilmember Gilbreath to the Finance  
109 Committee until the end of his term; Councilmember Hertz  
110 seconded. Director Nicol provided an overview of this board; no  
111 further discussion and motion approved 5-0.

112 **Council Items: Item 6.I. Resolution 1986, Designating Authorized**  
113 **Signers for all City of Douglas Bank and Investment Accounts:**  
114 Councilmember Hertz moved to approve Resolution 1986 as  
115 presented; seconded by Councilmember Gilbreath; no discussion  
116 and motion approved 5-0. **Item 6.II. Resolution 1990, Ratifying**  
117 **the Revised Bylaws of the Douglas Planning and Zoning**  
118 **Commission:** Councilmember Gilbreath moved to approve Resolution  
119 1990 as presented; Councilmember Pexton seconded. Director  
120 Chaffin clarified for Council that this is "housekeeping" item  
121 and that the bylaws were reviewed to ensure compliance with  
122 State Statutes and City processes. No further discussion and  
123 motion approved 5-0. **Item 6.III. Easement Agreement for a**  
124 **Portion of Tschetter Addition, City of Douglas, Converse County,**  
125 **for a Portion of the Bike Path:** Councilmember Bartling moved to  
126 approve the easement as presented; Councilmember Hertz seconded.  
127 Director Harbarger provided an overview of this item, which is  
128 to address a portion of the bike path at Pearson Drive that is  
129 located on private property; this section will be moved in the  
130 spring to the new location on property owned by Century Link. No  
131 further discussion and motion approved 5-0. **Item 6.IV.**  
132 **Pawnbroker License, Douglas Pawn:** Councilmember Pexton moved to  
133 approve the pawnbroker license for Douglas Pawn for a term from  
134 March 1, 2019, to February 28, 2020 as presented; seconded by  
135 Councilmember Bartling; no discussion and motion approved 5-0.  
136 **Item 6.VI. Funding Request for Additional Housing Study Funds:**  
137 Councilmember Hertz moved to approve an additional amount not to  
138 exceed \$3,500.00 for the remainder of the City's proportionate  
139 share of a regional housing study should a USDA grant not be an  
140 option; seconded by Councilmember Gilbreath. Brief discussion  
141 followed, including that the extra costs are due in part to the

142 inclusion of Glenrock and Rolling Hills and that these  
143 communities have also paid their proportionate share. No further  
144 discussion and motion approved 5-0.

145 **Council Information:** Item 7.I. Sales Tax Report, January 2019;  
146 Item 7.II. Treasurer's Report, December 2018; Item 7.III.  
147 Dashboards, December 2018; Item 7.IV. Minutes, Douglas Historic  
148 Preservation Commission, January 16, 2019 Meeting: Councilmember  
149 Gilbreath stated for the record the amount of sales taxes  
150 received in December, which was approximately \$1.5 million, or  
151 150% of the City's budget for fiscal year 2019. No further  
152 discussion.

153 **Adjourn:** Councilmember Bartling moved to adjourn the regular  
154 Council meeting; Councilmember Hertz seconded; no discussion and  
155 motion approved 5-0. Regular meeting adjourned at 5:55 p.m.

156 **ATTEST:**

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161 Karen Rimmer, City Clerk  
Published: February 6, 2019

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Rene' Kemper, Mayor