

City Council Meeting Minutes

April 8, 2019

The regular meeting of the Douglas City Council was held on Monday, April 8, 2019, at 5:30 p.m. in the Council Chambers of City Hall at 101 N. 4th 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 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.

Consent Agenda: Councilmember Bartling moved to approve the Consent Agenda as presented: **Item 2.I. Corrections, Additions, and Approval of Agenda for April 8, 2019; Item 2.II. Consideration of Resolutions and Ordinance by Title Only; Item 2.III. Warrant Register, March FY 2019 in the amount of \$610,353.39; Item 2.IV. Minutes, Regular City Council Meeting, March 25, 2019.** Councilmember Pexton seconded; no discussion and motion approved 5-0.

Proclamations/Special Recognitions: **Item 3.I. Proclamation, National Service Recognition Day 2019:** Councilmember Gilbreath read the proclamation proclaiming April 2nd, 2019, as Service Recognition Day within the City of Douglas. Lisa Thalken, Director of the Converse Hope Center, and Samantha Bishop, AmeriCorps Volunteer for the Converse Hope Center, approached Council and provided an overview of their volunteer efforts and thanked Council for their support. **Item 3.II. Proclamation, National Telecommunicators Week 2019:** Councilmember Bartling read the proclamation extending gratitude and appreciation of all our telecommunicators, and further proclaiming the week of April 14 - 20, 2019 as Telecommunicator's Week in the City of Douglas. **Item 3. III. Proclamation, Earth Day 2019:** Councilmember Hertz read the proclamation urging citizens to join in the celebration and promotion of Earth Day, April 22,

48 2019. **Item 3.IV. Proclamation, Municipal Clerk's Week 2019:**
49 Councilmember Pexton read the proclamation recognizing the week
50 of May 5 - 11, 2019 as Municipal Clerk's Week within the City of
51 Douglas, and Council thanked the City Clerk for her efforts.

52 **Public Comments:** Mr. Pat Nelson approached Council offering
53 ideas of how to improve the condition of the bike path and
54 offered to walk the path with members of Council to show them
55 specific areas. Ms. Stacey Poppinga approached Council to voice
56 concerns regarding the N. 3rd Street Improvements Project,
57 specifically pertaining to parking. Staff answered some
58 questions and stated that there will be a public meeting in the
59 near future.

60 **Council Items: Item 6.I. Bid Recommendation, Heavy Duty Utility**
61 **Vehicle, Douglas Community Club:** Councilmember Gilbreath moved
62 to accept the bid from Stotz Equipment in the amount of
63 \$27,800.00 as recommended and further authorize the City
64 Administrator to sign all associated documentation; seconded by
65 Councilmember Pexton; no discussion and motion approved 4-0.

66 **Council Appointments: Item 5.I. 2020 Census Count Committee**
67 **Appointments:** Councilmember Gilbreath moved to appoint
68 Councilmember Pexton to the 2020 Census Count Committee until
69 the completion of the 2020 Census; seconded by Councilmember
70 Bartling; no discussion and motion approved 5-0. Councilmember
71 Pexton moved to appoint Councilmember Hertz to the Census Count
72 Committee until the completion of the 2020 Census; Councilmember
73 Gilbreath seconded; no discussion and motion approved 5-0.

74 **Department Reports: Item 6.I. Administrative Services Dept./City**
75 **Treasurer:** Mary Nicol, Administrative Services Director,
76 provided Council with an overview of tasks her department is
77 currently working on, including: finalizing year-end and audit
78 items; sewer averaging (each March); increased grant processing;
79 and preparing for the FY2020 Budget which is in process now.

80 **Item 6.II. City Clerk:** Karen Rimmer, City Clerk, provided an
81 update on upcoming items in progress including: liquor ordinance
82 changes to reflect 2019 Legislative Session changes; volunteer
83 outreach; work progressing with the 2020 Census; and information
84 regarding a tour of David Street Station in Casper. **Item 6.III.**

85 **Community Development Department:** Clara Chaffin, Community
86 Development Director, provided an update on her department's
87 activities including: additional information about the
88 Brownfield Assessment Grant and how they will have a presence at
89 community events beginning in June; increased single family home
90 construction; new developers and contractors working in Douglas;
91 an increase of 30% for building permits and the number of
92 licensed contractors compared to this time last year; updates on
93 various Type B and commercial projects in town; and upcoming
94 code updates for the United Land Development Code and the

95 International Building Code. **Item 6.IV. Police Department:** Ron
96 Casalenda, Chief of Police, updated Council on his department
97 including: newly-hired staff; the potential for a full staff by
98 early May, meaning new officers fully trained by October;
99 updates on impacts of increased activity; updates on audible
100 crossing signal project, which should be completed in May; and
101 that they are expecting two new vehicles in mid-May. Council had
102 questions regarding the challenges with filling positions; Chief
103 Casalenda stated that the biggest challenges are finding
104 qualified applicants and competing with energy-industry jobs;
105 offering incentives such as reimbursed moving expenses has
106 proven to be beneficial in securing qualified applicants. **Item**
107 **6.V. Public Works Department:** John Harbarger, Public Works
108 Director, provided an update on their major projects including
109 upcoming bid openings for the Douglas Park Cemetery expansion
110 project, Washington Park pump replacement project, and the TAP
111 Grant Pathway project. They are working on N. 3rd Street
112 improvements as well as a sewer on Center Street. The Little
113 Boxelder Spring Transmission Line project is progressing with
114 completed bores and pipe/materials placed at different locations
115 along the route; he anticipates pipe will begin to be laid in
116 mid-May. **Item 6.VI. City Administrator:** Jonathan Teichert, City
117 Administrator, provided updates on the Cedar Springs Wind Energy
118 Project: the impact area includes Converse and Natrona County
119 and eight communities therein. Meetings among those impacted did
120 not result in consensus. Douglas, which is identified as 75% of
121 the impacted area, submitted three projects totaling \$2.66
122 million to include N. 4th St reconstruction from Center to
123 Antelope Creek bridge; increased cost of services for the Police
124 and Fire Departments, and additional water capacity and
125 transmission line for the Level II Water Study. A contested case
126 hearing will be held on May 16 and 17, 2019 at the Converse
127 County Library with a pre-conference hearing on May 2 at the
128 library. One application was submitted for Converse County and
129 all municipalities within the county. The Converse County Oil
130 and Gas EIS from the BLM had one amendment regarding an
131 amendment to address waivers for seasonal stipulations for non-
132 eagle raptors; this report is in Washington DC now awaiting
133 approval. He and the members of the County Commissioners will be
134 meeting with the State Director of the BLM in Cheyenne soon with
135 more updates to follow. Mayor Kemper thanked everyone for the
136 updates.

137 **Council Information: Item 7.I. Minutes, Converse County Tourism**
138 **Board, March 21, 2019 Meeting:** Brief discussion of activities of
139 the Tourism Board; no further discussion and no action taken.

140 **Adjourn:** Councilmember Gilbreath moved to adjourn the regular
141 Council meeting; Councilmember Hertz seconded; no discussion and
142 motion approved 5-0. Regular meeting adjourned at 6:17 p.m.

143 **ATTEST:**

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Karen Rimmer, City Clerk

148 Published: April 17, 2019

Rene' Kemper, Mayor