

City Council Meeting Minutes
May 13, 2019

The regular meeting of the Douglas City Council was held on Monday, May 13, 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:

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| Mayor: | Rene' Kemper |
| Council Members: | John Bartling |
| | Monty Gilbreath |
| | Kim Pexton |

Others Present:

| | |
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| 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 May 13, 2019; Item 2.II. Consideration of Resolutions and Ordinance by Title Only; Item 2.III. Warrant Register, April FY2020; Item 2.IV. Minutes, Regular City Council Meeting, April 22, 2019; Item 2.V. Minutes, City Council Work Session, April 22, 2019; Item 2.VI. Corrected Minutes, Regular City Council Meeting, May 26, 2015.** Councilmember Gilbreath seconded; no discussion and motion approved 4-0.

Proclamations/Special Recognitions: **Item 3.I. Douglas Historic Preservation Commission, Presentation of Preservation Month Award and Council Update:** Heidi McCullough, Historic Preservation Commission President, approached Council and provided an update of the Commission's completed projects and activities; current projects, including working towards creating a South Douglas Historic District; and other events and collaborative activities such the annual Cemetery Tour; Sir Barton Centennial celebration; grand re-opening of Camp Douglas; and historic downtown tours with Douglas 3rd graders. The Commission nominated the College Inn for the Alliance for Historic Wyoming award, and the College Inn will be spotlighted on Friday, May 17, 2019. Ms. McCullough then presented the 2019 Preservation Award in honor of Preservation Month to lifelong

48 Douglas resident, Ms. Betty Alberts, for her extensive work
 49 preserving the history of the people of Douglas. Ms. Albert's
 50 work archiving obituaries via the "Find a Grave" website and
 51 assistance with many other history-preserving endeavors has
 52 spanned many years and has greatly impacted our community in a
 53 positive way. **Item 3.II. Proclamation, Kids to Parks Day 2019:**
 54 Councilmember Gilbreath read the proclamation declaring
 55 Saturday, May 18, 2019 as "Kids to Parks Day" and urging
 56 citizens to take the children in their lives to a state or
 57 national park. **Item 3.III. Proclamation, Peace Officers Memorial**
 58 **Day and Police Week:** Councilmember Bartling read the
 59 proclamation declaring Friday, May 15, 2019, as Peace Officer's
 60 Memorial Day, and further proclaiming the week of May 12 - 18,
 61 2019 as National Police Week, and urging citizens to support
 62 peace officers locally and nationally.

63 **Presentations to Council/Public Hearings: Item 4.I. I. Public**
 64 **Hearing, Ordinance 999, Amending Title 15 of Douglas Municipal**
 65 **Code by Adopting the 2018 Editions of the International Building**
 66 **Code, the International Fuel Gas Code, the International**
 67 **Mechanical Code, the International Plumbing Code, the**
 68 **International Residential Code, the International Existing**
 69 **Building Code, the International Fire Code, as Published by the**
 70 **International Code Council; the 2017 Edition of the National**
 71 **Electrical Code, as Published by the National Fire Protection**
 72 **Association; and Providing for Certain Amendments Thereof. First**
 73 **Reading:** Mayor Kemper opened the public hearing; Director
 74 Chaffin provided an overview of this ordinance and explained the
 75 process of review and drafting of the ordinance including
 76 monitoring other Wyoming communities' exceptions and
 77 modifications. She further explained that per the Douglas Master
 78 Plan, the adopted Douglas Strategic Plan, and Wyoming State
 79 Statute, the City is required to adopt a building code. No
 80 comments have received from any contractors or citizens, and she
 81 answered questions from Council; this ordinance will not
 82 significantly change procedures and requirements now in place.
 83 There were no further comments from Council and no comments in
 84 favor or opposition of the ordinance. Mayor Kemper closed the
 85 public hearing. Councilmember Gilbreath moved to approve
 86 Ordinance 999 as presented on first reading; seconded by
 87 Councilmember Bartling; no discussion and motion approved 4-0.

88 **Item 4.II. Public Hearing, Ordinance 1000, Creating Sections**
 89 **16.6.18 and 16.6.31 and Amending Sections 16.3.2.6(A)(ii),**
 90 **16.3.3.6(A)(ii), 16.3.4.6(A)(ii), 16.3.5.6(A)(ii),**
 91 **16.3.6.6(A)(ii), 16.3.7.6(A)(ii), 16.3.9.8(A)(ii),**
 92 **16.3.14.6(A)(ii), 16.3.15.5(A)(ii), 16.3.17.4(F)(ii),**
 93 **16.3.17.5(H)(ii), 16.3.20.2.8(A)(ii), 16.3.20.2.8(B)(ii),**
 94 **16.3.13.5(A)(ii), 16.3.16.5(A), 16.3.20.1.7(D), 16.4.6.5(L)(ii),**

95 16.4.2.1, Table 16.4-2, 16.4.7, 16.5.4.2, 16.5.5.3(G)(iii),
96 16.5.8.3(F), 16.5.9.3(I)(i), Table 16.5.9-1, 16.6.15.3(A),
97 16.6.15.8, 16.6.23.3(vi), 16.6.9.1 of the Douglas Municipal Code
98 - **Unified Land Development Code, First Reading:** Mayor Kemper
99 opened the public hearing; Director Chaffin provided the staff
100 report, including an overview of specific additions and changes
101 which center around BBQ/fire pits; use of sidewalks;
102 notification boundaries; the keeping of fowl; and corrections of
103 language and tables. She explained that this is the third
104 amendment to the ULDC since its adoption in 2015. There were no
105 comments from the applicant and no additional comments in favor
106 or opposition of the ordinance. Mayor Kemper closed the public
107 hearing. Councilmember Bartling moved to approve Ordinance 1000
108 as presented on first reading; seconded by Councilmember Pexton;
109 no discussion and motion approved 4-0.

110 **Public Comments:** Aundy Luckenbihl, Douglas Youth Hockey (DYH)
111 Board President, approached Council and provided a packet of
112 information regarding economic impact of hockey tournaments in
113 Douglas and other information. She stated she is requesting
114 \$250,00 from the City of Douglas for construction costs of a new
115 ice rink, a request DYH also made to the County, which the
116 County will provide if the City agrees to match the funding they
117 provide to Douglas Youth Hockey. She provided information
118 regarding a team of volunteers to complete certain components of
119 this project such as dirt work, septic system, etc. Ms.
120 Luckenbihl explained the benefits that would result from their
121 own ice rink, both to their organization and to the community.
122 She answered Council questions regarding setup at their current
123 location; indoor and outdoor rinks; ice rental by other
124 communities; and the amount of their building fund, which is
125 approximately \$112,000. Council stated they will discuss this
126 request. Charles Randolph, retired BNSF train dispatcher,
127 approached Council to speak in favor of Resolution 1999. He
128 provided Council with a detailed overview of how railroad
129 dispatching operations occur and why having no people or even
130 one person operating a train could be dangerous; this area is
131 considered "dark territory". Mr. Randolph explained the idea of
132 a "Master Conductor" to check trains versus manned trains. He
133 also provided a list of the types of trains that come through
134 this area and the hazardous materials that are carried on those
135 trains (e.g. molten sulfur). He further explained that they have
136 no way of knowing what is on a container train. Mr. Randolph
137 answered questions from Council, including how trains are
138 getting longer and heavier; all concur that this movement by
139 BNSF to operate unmanned freight trains is very concerning.
140 Mayor and Council thanked all speakers for their comments.

141 **Council Appointments: Item 6.I. Voting Delegate and Alternate**
142 **Voting Delegate, Wyoming Association of Municipalities (WAM)**
143 **Summer Conference, Sheridan, Wyoming, June 12 -14, 2019:**
144 Councilmember Gilbreath moved to appoint Mayor Rene' Kemper as
145 the voting delegate for the 2019 WAM Conference; seconded by
146 Councilmember Bartling; no discussion and motion approved 4-0.
147 Councilmember Gilbreath moved to appoint Councilmember Hertz as
148 the alternate voting delegate for the 2019 WAM Conference;
149 seconded by Councilmember Pexton; no discussion and motion
150 approved 4-0.

151 **Council Items: Item 7.I. Resolution 1999, Supporting Legislation**
152 **Pertaining to Safety Requirements for Freight Train Operations**
153 **Throughout the State of Wyoming:** Councilmember Bartling moved to
154 approve Resolution 1999 as presented; Councilmember Pexton
155 seconded; no discussion and motion approved 4-0. **Item 7.II.**
156 **Memorandum of Understanding Between the Board of Commissioners**
157 **of the County of Converse, Wyoming, the City of Douglas,**
158 **Wyoming, The Town of Glenrock, Wyoming, The Board of**
159 **Commissioners of the County of Natrona, Wyoming; The City of**
160 **Casper, Wyoming, the Town of Evansville, Wyoming, the Town of**
161 **Bar Nunn Wyoming the Town of Mills, Wyoming, for Impact**
162 **Assistance Funds:** Councilmember Pexton moved to approve the
163 Memorandum of Understanding for Impact Assistance Funds as
164 presented; seconded by Councilmember Bartling; no discussion and
165 motion approve 4-0. **Item 7.III. Cooperative Agreement for State**
166 **Project ARSCT B152A01 Between the Wyoming Department of**
167 **Transportation and the City of Douglas for Sewer Line**
168 **Replacement at Brownfield Road and Robin Lane:** Councilmember
169 Gilbreath moved to approve the cooperative agreement between the
170 City and WYDOT for this sewer line replacement project as
171 presented; seconded by Councilmember Pexton; no discussion and
172 motion approved 4-0. **Item 7.IV. Agreement Between the City of**
173 **Douglas and The Enterprise, Grant Funding for Operation of a**
174 **Building Façade Beautification Program:** Councilmember Bartling
175 moved to approve the agreement between the City and The
176 Enterprise as presented and further authorize the City
177 Administrator to sign all associated documentation;
178 Councilmember Gilbreath seconded. Council members stated support
179 of this program and provided an overview of the program for the
180 record. No further discussion and motion approved 4-0. **Item 7.V.**
181 **Reconsider Motion for Bid Recommendation and Approve Bid for New**
182 **Specified Tee Mower:** Councilmember Bartling moved to reconsider
183 the motion made at the April 22, 2019 Council meeting approving
184 a bid recommendation for a new tee mower; seconded by
185 Councilmember Pexton; no discussion and motion approved 4-0.
186 Councilmember Gilbreath moved to accept the bid from Midland
187 Equipment in the amount of \$36,784.00 as recommended and further

188 moved to authorize the City Administrator to approve all
189 associated documentation; seconded by Councilmember Bartling; no
190 discussion and motion approved 4-0.

191 **Department Reports: Item 8.I. Administrative Services Dept./City**

192 **Treasurer:** Mary Nicol, Administrative Services Director,
193 provided Council with an overview of tasks her department is
194 currently working on including the FY2020 budget; FY2019 budget
195 year-end and budget amendments; new employees (seasonal
196 positions and filling vacancies); sewer averages; additional
197 payables and grant administration due to construction season
198 gearing up; and dealing with a billing printout error. **Item**

199 **8.II. City Clerk:** Karen Rimmer, City Clerk, provided an update
200 on upcoming items in progress including a liquor ordinance
201 coming forth at the next Council meeting; signing the City up
202 with Serve Wyoming and creating a volunteer needs profile; and
203 an overview of upcoming events for the next few months based
204 upon special event permits received. **Item 8.III. Community**

205 **Development Department:** Clara Chaffin, Community Development
206 Director, provided an update on her department's activities and
207 explained that the completion of Ordinances 999 and 1000 will
208 free up some of their time. Brownfield Grant activities are now
209 ramping up, and her department has been reaching out to property
210 owners who may want to become involved. She provided an overview
211 of ongoing building projects; number of licensed contractors and
212 building permits; public outreach campaigns regarding use of
213 licensed contractors and upcoming noxious weed season; upcoming
214 FEMA meetings and data review; and an update on the City Hall
215 Remodel project for which a final site plan has been completed
216 and the City is awaiting cost estimates. **Item 8.IV. Police**

217 **Department:** Ron Casalenda, Chief of Police, updated Council on
218 his department including additional newly-hired staff and the
219 progress of other recent hires; the resignation of another
220 officer; the status of the two new patrol cars, which are being
221 outfitted now; completed officer trainings; and updates on
222 audible crossing signals project, which WYDOT has begun to
223 install. **Item 8.V. Public Works Department:** John Harbarger,

224 Public Works Director, provided an update on his departments
225 major projects, including the Little Boxelder Spring
226 Transmission Line Project, which is breaking ground on May 20,
227 2019; Douglas Park Cemetery Expansion Project, which is
228 anticipated for completion mid-July; the Municipal Water Park
229 open date of May 31, 2019 and a new feature at the pool; and a
230 sewer line replacement project between N. 5th and N. 6th Streets,
231 which should be completed in October. He answered Council
232 questions about the upcoming Dog Park; a Committee was formed to
233 help design the park, and the City will budget for construction
234 of the park due its size and the limited staff available to

235 build it. Mayor Kemper, a committee member, also stated that
236 there are plans to do some community fundraising as well. **Item**
237 **8.VI. City Administrator:** Jonathan Teichert, City Administrator,
238 stated that he recently testified before the Joint Corporations
239 Committee regarding elections, surface water drainage, and
240 municipal participation in the state health program; he provided
241 an overview of additional topics being reviewed by this
242 Legislative Committee that he will keep abreast of. Other items
243 he is currently working through include review of the draft
244 Housing Study; upcoming FY2020 Budget Work Session(s); and the
245 approaching Contested Case Hearing before the Industrial Siting
246 Council. Mayor Kemper thanked everyone for the updates.

247 **Council Information: Item 9.I. Minutes, Converse County Tourism**
248 **Board Regular Meeting, April 18, 2019; Item 9.II. Minutes,**
249 **Douglas Historic Preservation Commission, April 17, 2019:** Mayor
250 Kemper stated that both of these boards are very busy and doing
251 a lot of good work; no further discussion and no action taken.

252 **Adjourn:** Councilmember Bartling moved to adjourn the regular
253 Council meeting; Councilmember Gilbreath seconded; no discussion
254 and motion approved 4-0. Regular meeting adjourned at 6:42 p.m.

255 **ATTEST:**

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Karen Rimmer, City Clerk

260 Published: May 22, 2019

Rene' Kemper, Mayor