

**City Council Minutes
May 22, 2023**

CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL: Mayor Kim Pexton called the meeting to order at approximately 5:30 p.m. **Roll Call was taken with the following City Council members present:** Mayor Kim Pexton; Councilperson Ron McNare; Councilperson Matt Schmidt; Councilperson Perry Hershberger; Councilperson John Bartling. **Also Present:** JD Cox, City Administrator (CA); Chaz Kokesh, City Clerk; Mary Nicol, Administrative Services Director/Treasurer (ASD); Todd Byerly, PD Chief (PC); Clara Chaffin, Community Development Director (CDD); John Harbarger, Public Works Director (PWD); Mike Armstrong, City Attorney.

Disclosures by City Council Members: None.

Consent Agenda:

Item 3a. Corrections, Additions, and Approval of Agenda – May 22, 2023

Item 3b. Minutes: City Council Work Session – April 24, 2023

Item 3c. Minutes: Regular City Council Meeting – April 24, 2023

Councilperson Bartling moved, seconded by Councilperson McNare to approve the consent agenda as presented. Motion carried 5-0.

Public Comments:

Jane France, Representative for Harry Washut – Ms. France expressed her clients desire to annex into the city, asking for the appeals process to move forward or for sewer services to be given while the annexation agreement is worked out, this is negatively impacting her client’s business profitability.

Aaron Lore, citizen – Mr. Lore requested the Council appoint someone to be the spokesperson for Douglas and Converse County, to advocate for our community to have the State’s proposed shooting range built here, they are establishing a task force in Cheyenne, and it would be good for our voice to be heard. Lore also asked if the City would write a letter of support for having the river restocked.

Presentations/Proclamations:

Item 5a. Introduction of New Staff/Promoted Staff Members

CA Cox introduced new staff member, Mark Porter, who has joined the landfill crew.

Item 5b. Douglas Historic Preservation

Julia Evins, Chairperson of the Douglas Historic Preservation Commission, thanked the Council for their support, they have welcomed three new members this last year, she reminded everyone that May is National Historic Preservation month. Evins gave an overview of the commission’s annual report, the anticipated approval of the South Douglas Residential Historic District and development of tour, and trainings members have attended. Evins presented Doug Fenton with the Historic Preservation Award for his work to register the Douglas Wyoming Army National Guard Armory on the National Register of Historic Places, without his many hours of dedication, it wouldn’t be possible. Council congratulated Mr. Fenton on his award and thanked him for work.

45 **Public Hearings:**46 ***Item 6a. Resolution No. 2023-12, a Resolution Authorizing a Conditional Use Permit for Helping Hands***
47 ***for an Accessory Storage Building (Under 200 Square Feet) and Site Improvements in a GRN***
48 ***Greenspace at 103 S. 8th Street (A Portion of the NW1/4 NE1/4 SE1/4, S9, T32N R71W)***

49 Mayor Pexton opened the public hearing at approximately 5:55 p.m. CDC Chaffin provided an overview
50 of the property and the request, no comments in favor or opposition to the project, and a
51 recommendation from the Planning & Zoning Commission to approve the permit. Brief discussion
52 followed. Pexton closed the public hearing at approximately 5:58 p.m. **Councilperson McNare moved,**
53 **seconded by Councilperson Schmidt to approve Resolution No. 2023-12 as presented. Motion carried**
54 **5-0.**

55

56 **Council Action Items:**57 ***Item 7a. Resolution No. 2023-13, a Resolution Authorizing Public Notice for the Sale of Public Property***
58 ***Owned by the City of Douglas, Wyoming***

59 PWD Harbarger provided an overview of the items that the city would receive bids for. **Councilperson**
60 **Hershberger moved, seconded by Councilperson McNare to approve Resolution No. 2023-13 as**
61 **presented. Motion carried 5-0.**

62

63 ***Item 7b. Appointment of Community Facility Task Force Members***

64 **Councilperson McNare moved, seconded by Councilperson Bartling to amend Resolution No. 2023-07**
65 **to change the number of task force members from 5 to 8 members, with the Chairperson being a non-**
66 **voting member, and to modify the final report due date to October 31, 2023, with the presentation to**
67 **the City Council at their November 13th meeting. Motion carried 5-0.**

68

69 **Councilperson Bartling moved, seconded by Councilperson Schmidt to appoint Lance Orner Jr., James**
70 **Shillenn, Mark Rinn, Robert Winney, Aaron Lore, Tanya Seeds, Pamela Graham, and John Rabun to the**
71 **Community Facility Task Force, and appoint John Rabun as the Chairperson and Lance Orner Jr. as the**
72 **Vice-Chairperson. Motion carried 5-0. Mayor Pexton thanked all the applicants for applying.**

73

74 ***Item 7c. Donation Acceptance: Converse County Shooting Fishing & Wildlife***

75 PDW Harbarger stated this would be for a \$5,000 donation to be used within 3 years for the installation
76 of a fishing platform on the North Platte River, and a plaque recognizing their donation. **Councilperson**
77 **Schmidt moved, seconded by Councilperson Hershberger to accept the donation from Converse**
78 **County Shooting Fishing and Wildlife and authorize the City Administrator to sign all associated**
79 **documents. Motion carried 5-0.**

80

81 ***Item 7d. Bid Award: PD SUV Vehicle***

82 PC Byerly provided an overview of the bids received and recommendation of award. Brief discussion
83 regarding purchasing a 2023 versus a 2024, outfitting costs. **Councilperson Schmidt moved, seconded**
84 **by Councilperson Hershberger to accept the bid proposal from Fremont Motor's of Casper, Wyoming**
85 **in the amount of \$45,122.00 and authorize the City Administrator to sign all associated documents**
86 **with outfitting costs to be budgeted in the next fiscal year. Motion carried 5-0.**

87

88 ***Item 7e. Change Order No. 1: Pearson Road***

89 PWD Harbarger provided an overview of the change order providing a 30-day extension on project
 90 completion. CA Cox will reach out to the property owner to let them know of the extended completion
 91 date. **Councilperson McNare moved, seconded by Councilperson Bartling to accept the zero-cost
 92 Change Order No. 1 for Pearson Road Dry Utilities Installation Project and authorize the City
 93 Administrator to sign all associated documents. Motion carried 5-0.**
 94

95 ***Item 7f. Ratification of Memorandum of Understanding: Cedar Springs IV Project***

96 CA Cox stated the deadline was May 19th for submittal, so this would ratify what was submitted.
 97 Attorney Armstrong noted that staff will be testifying as part of the request. **Councilperson Hershberger
 98 moved, seconded by Councilperson McNare to ratify the Memorandum of Understanding between
 99 various governmental entities as presented regarding the Cedar Springs IV Project. Motion carried 5-0.**
 100

101 ***Item 7g. Easement Agreement Amendment: CCSD#1***

102 CA Cox stated this is the commemoration of what has been discussed previously. **Councilperson Bartling
 103 moved, seconded by Councilperson Schmidt to approve the amended Easement between the City of
 104 Douglas and Converse County School District #1 and authorize the City Administrator to sign all
 105 associated documents. Motion carried 5-0.**
 106

107 ***Item 7h. Reappointment of Municipal Judge***

108 **Councilperson Schmidt moved, seconded by Councilperson McNare to approve the appointment of
 109 Rick Hollon as the City of Douglas Municipal Judge for the term of July 1, 2023 through June 30, 2025
 110 as presented. Motion carried 5-0.**
 111

112 **Council Discussion & Non-Action Items:**

113 ***Item 8a. Dashboards – April 2023***

114 ***Item 8b. Treasurer’s Report – April 2023***
 115

116 **Administrator’s Report:**

117 ***Item 9a.*** CA Cox provided an overview of upcoming agenda items; the request by Eastern Wyoming
 118 College (EWC) for increased commitment of funds as part of their grant application, consideration of
 119 requesting there be a county representative on their board, Council expressed desire to discuss further;
 120 preliminary cost share estimates for the Converse County Joint Justice Center, Council would like to
 121 discuss further as soon as possible; updates regarding current projects, community & team liaison
 122 position, use of Jackalope by other entities and how that relates to it being trademarked, delayed
 123 opening of the pool due to weather delaying repairs. Cox thanked the Council and City for bringing him
 124 on board and shared the Athenian Oath.
 125

126 **Good People Doing Good Things:**

127 ***Item 10a. 49th Annual EMS Week: May 21-27***

128 Mayor Pexton thanked all EMS workers for the work they do. PC Byerly announced that the City of
 129 Douglas was voted Safest City in Wyoming by SafeWise.
 130

131 **Community Updates/Events Calendar:**

132 ***Item 11a. Event Calendar***

133 **Item 11b. QUORUM NOTICE: Pioneer Cemetery & Child's Trail Ribbon Cutting: May 24, 2023, 4pm,**
134 **Douglas Pioneer Cemetery**

135 **Item 11c. QUORUM NOTICE: NEWY Committee Meeting: May 25, 2023, 6:30-8:30 pm, College Inn Bar**

136 Councilperson Schmidt inquired into the Riverside Trailer Court and what the status is. Attorney
137 Armstrong indicated staff is working on an annexation agreement, an agreement could not be reached
138 on an amendment to the original agreement.

139

140 **Executive Session: None.**

141

142 **Adjourn:**

143 **Councilperson Bartling moved, seconded by Councilperson Hershberger to adjourn the May 22, 2023**

144 **Regular City Council meeting at approximately 7: 16 p.m.**

145

146 **ATTEST:**

147

148

149

150 Chaz Kokesh, City Clerk

151 Published July 12, 2023

Kim Pexton, Mayor