

City Council Minutes
August 28, 2023

CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL: Mayor Pexton called the meeting to order at approximately 5:30 p.m. Jacob Schmidt led the assembly in the Pledge of Allegiance.

Roll Call was taken with the following City Council members present: Mayor Kim Pexton; Councilperson Ron McNare; Councilperson Perry Hershberger; Councilperson Matt Schmidt and Councilperson John Bartling.

Also present: J.D. Cox, City Administrator; Todd Byerly, PD Chief; Mary Nicol, Administrative Services Director/Treasurer; Clara Chaffin, Community Development Director; John Harbarger; Public Works Director, Kristen Shaw, Team & Community Liaison.

Disclosures by City Council Members: None.

Consent Agenda:

Corrections, Additions, and Approval of Agenda – August 28, 2023; Minutes, Regular City Council Meeting: July 24, 2023; Minutes, Regular City Council Meeting: August 14, 2023

Councilperson Schmidt moved to approve the Consent Agenda as presented. Councilperson Hershberger seconded. No discussion. Motion carried 5-0.

Public Comments: None.

Presentations/Proclamations:

Mayor Pexton presented a plaque to Fire Chief Rick Andrews in recognition of his 40 Years of Service to the Douglas Fire Department.

Administrator Cox introduced our newest team member Jacob Schmidt joining us as a Utility Maintenance Worker in Training.

John Rabun, Chairperson of Community Facility Task Force addressed Council regarding the Jackalope Family Complex.

PUBLIC HEARINGS:

Resolution No. 2023-24. A Resolution Authorizing a Conditional Use Permit to Michael Gillio to Allow the Short-Term Rental of a Dwelling in an R-2 Medium Residential Zoning District at 201 Monterey Way, Sandford Addition, Block 3, Lot 11. Mayor Pexton opened a public hearing at 5:45 p.m. Director Chaffin provided an overview of the application. No public comments. Public hearing closed at 5:47 p.m. Councilperson Hershberger moved to approve Resolution No. 2023-24 as presented with two (2) conditions noted in report. Councilperson McNare seconded. No discussion. Motion carried 5-0.

Resolution No. 2023-25, a Resolution Authorizing a Conditional Use Permit to Douglas Seat Covers for the Installation of an Electronic Message Board Sign in a B-2 General Business Zone at 830 East

Richards Street (Pleasantview Addition, Block 12, Lots 5-8). Mayor Pexton opened a public hearing at 5:48 p.m. Director Chaffin provided an overview of the application. No public comments. Public hearing closed at 5:51 p.m. Councilperson Schmidt moved to approve Resolution No. 2023-25 as presented. Councilperson McNare seconded. No discussion. Motion carried 5-0.

Resolution No. 2023-26, A Resolutions Authorizing a Conditional Use Permit for the City of Douglas for the installation of Two (2) Electronic Message Board Signs in a CB-1 Central Business Zone at 101 North 4th Street (Original Town of Douglas, Block 10, Lots 8-11 inclusive). Mayor Pexton opened a public hearing at 5:52 p.m. Director Chaffin provided an overview of the application. No public comments. Public hearing closed at 5:55 p.m. Councilperson Hershberger moved to approve Resolution No. 2023-26 as presented. Councilperson McNare seconded. No discussion. Motion carried 5-0.

Resolution No. 2023-27, a Resolution Authorizing a Conditional Use Permit to Lightning Creek Enterprises LLC to allow the Short-Term Rental of a Dwelling in an R-1 Neighborhood Residential Zoning District at 320 South 5th Street (Original Town of Douglas, Block 26, Lot 4). Mayor Pexton opened a public hearing at 5:56 p.m. Director Chaffin provided an overview of the application. No public comments. Public hearing closed at 5:58 p.m. Councilperson Bartling moved to approve Resolution 2023-27 as presented. Councilperson McNare seconded. No discussion. Motion carried 5-0.

Resolution No. 2023-28, a Resolution Vacating and Replating of Original Town of Douglas, Block 28, Lots 5-10 into Lots 15, 16, 17. Mayor Pexton opened a public hearing at 5:59 p.m. Director Chaffin provided an overview of the application and answered questions from Council. No public comments. Public hearing closed at 6:04 p.m. Councilperson McNare moved to table the resolution. Councilperson Hershberger seconded. No discussion. Motion carried 4-1.

Resolution No. 2023-29, a Resolution Changing the Zoning of Original Town of Douglas, Block 28, Lots 15 and 16 from R-3 Limited Mixed Residential Zone to R-1 Neighborhood Residential Zone. Mayor Pexton opened a public hearing at 6:04 p.m. Director Chaffin advised this resolution could not be approved prior to the previous tabled resolution. Public hearing closed at 6:04 p.m. Councilperson Hershberger moved to table the resolution. Councilperson Schmidt seconded. No discussion. Motion carried 4-1.

Resolution No. 2023-32, a Resolution Amending the Budget of the City of Douglas, Wyoming, for the Fiscal Year 2023. Mayor Pexton opened a public hearing at 6:05 p.m. Director Nicol provided an overview of the amendments. No public comments. Public hearing closed at 6:06 p.m. Councilperson Hershberger moved to approve Resolution No. 2023-32 as presented. Councilperson Schmidt seconded. No discussion. Motion carried 5-0.

Council Action Items:

Ordinance No. 1023, an Ordinance Amending Chapter 5.16 of Douglas Municipal Code Concerning the Process for Regulation and Issuance of Alcoholic Liquor or Malt Beverages as it Relates to Sales Tax Delinquency or Compliance Violations and to Furthermore Amend the Chapter in Order to Comply with Actions Taken During the 2023 Legislative Session, Second Reading. Administrator Cox provided a

staff report. Councilperson Bartling moved to approve Ordinance No. 1023 as presented on its second reading. Councilperson Schmidt seconded. No discussion. Motion carried 5-0.

Ordinance No. 1025, an Ordinance Amending Section 2.24.030 of the Douglas Municipal Code for the City of Douglas, Wyoming, Regarding the Disposal of Found Property, First Reading. Chief Byerly provided a staff report. Councilperson Schmidt moved to approved Ordinance No. 1025 as presented on its first reading. Councilperson Bartling seconded. No discussion. Motion carried 5-0.

Ordinance No. 1027, an Ordinance Creating Section 10.48.080 Pertaining to Curb Markings, Final Reading. Director Chaffin provided a staff report. Councilperson McNare moved to approve Ordinance No. 1027 as presented on its final reading. Councilperson Hershberger seconded. No discussion. Motion carried 5-0.

Ordinance No. 1028, an Ordinance Establishing the Overlay Zoning District of the South Douglas Residential Historic District to Recognize the Significance of the Neighborhood in Representing the History of the Growth of Douglas and the Architectural Trends of our Early History Creating Section 16.4.4.7(F) and Amending Table 4-1 of the Douglas Municipal Code, Final Reading. Director Chaffin provided a staff report. Councilperson Bartling moved to approve Ordinance No. 1028 as presented on its final reading. Councilperson McNare seconded. No discussion. Motion carried 5-0.

Ordinance No. 1030, an Ordinance Amending Section 13.04.110 of the Douglas Municipal Code for the City of Douglas, Wyoming, Regarding Curb Stop Installation and Access, Second Reading. Director Harbarger provided a staff report. Councilperson Hershberger moved to approve Ordinance No. 1030 as presented on its second reading. Councilperson Schmidt seconded. No discussion. Motion carried 5-0.

Resolution No. 2023-33, a Resolution Adopting Changes to Policy and Procedure for the Police Department of the City of Douglas, Wyoming. Chief Byerly provided a staff report. Councilperson McNare moved to approve Resolution No. 2023-33 as presented. Councilperson Bartling seconded. No discussion. Motion carried 5-0.

Resolution No. 2023-34, a Resolution Adopting Policy and Procedures for the Police Department of the City of Douglas, Wyoming. Chief Byerly provided a staff report. Councilperson Hershberger moved to approve Resolution No. 2023-34 as presented. Councilperson Schmidt seconded. No discussion. Motion carried 5-0.

Resolution No. 2023-35, a Resolution Adopting Changes to the Human Resources Policies and Procedures for the Employees of the City of Douglas, Wyoming and Declare December 24, 2023, a Holiday and Set Observation Date. Director Nicol provided a staff report and answered questions from Council. Councilperson Schmidt moved to approve Resolutions No. 2023-35 as presented. Councilperson McNare seconded. No discussion. Motion carried 5-0.

Aid to Others Agreement: The Gathering. Director Nicol provided a staff report. Councilperson Bartling moved to approve the Aid to Others Agreement as presented for the Gathering Inc to operate

the Blessings in a Backpack program for Fiscal Year 2024 in the amount of \$25,000 for food and operating costs. Councilperson McNare seconded. No discussion. Motion carried 5-0.

December 26, 2023, Regular City Council Meeting, Cancellation. Councilman McNare moved to approve the cancellation of the December 26, 2023, Regular City Council Meeting. Councilman Bartling seconded. No discussion. Motion carried 5-0.

Council Discussion and Non-Action Items:

Minutes: Planning & Zoning Commission – August 21, 2023

Administrators Report:

Administrator Cox provided an update on multiple recent and current items.

Good People Doing Good Things:

Councilperson Hershberger recognized Ann Rex for assistance provided to a family returning to Indonesia.

Councilperson Hershberger thanked all the companies that went together to provide Converse County first responders with meat packages.

Mayor Pexton thanked staff for the great job on the State Fair Parade float.

Councilman Bartling acknowledged Converse County School District staff for work during first week of school.

Chief Byerly commended Sandy Quick and Amber Goossen for their excellent customer service during his recent visits to the landfill with his family.

Community Updates:

Liaison Shaw provided an update on upcoming events.

Executive Session: None.

Adjourn:

Councilperson McNare moved to adjourn the Regular City Council meeting of August 28, 2023. Councilperson Hershberger seconded. No discussion. Motion carried 5-0. Meeting adjourned at approximately 6:35 p.m.

Kim Pexton, Mayor

ATTEST:

Mary Nicol, Deputy City Clerk
Published September 13, 2023