

City Council Regular Meeting Minutes  
January 8, 2024

**CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL:** Mayor 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 Perry Hershberger; and Councilperson Matt Schmidt. City of Douglas employees Steve Miller, Heidi McCullough, Heather Kahler and Devon Litzsinger led the assembly in the Pledge of Allegiance.

Also present: Mike Armstrong, City Attorney; Todd Byerly, Police Chief; Clara Chaffin, Community Development Director; John Harbarger; Public Works Director; Mary Nicol, Administrative Services Director/Treasurer.

**Disclosures by City Council Members:** Councilperson McNare declared a conflict of interest on item 8-b, Bid Acceptance: Washington Park Shelter Replacement.

**General Agenda (Corrections/Additions):** Councilperson Hershberger moved to approve the general agenda as presented. Councilperson Schmidt seconded. Motion carried 4-0.

**Public Comments:** None.

**Consent Docket: Minutes: City Council Work Session: December 11, 2023; City Council Meeting: December 11, 2023; Ordinance No. 1036,** An Ordinance Amending Title 15 of the Douglas Municipal Code by Amending the 2021 Edition of the International Building Code as Published by the International Code Council and Adopting the 2023 Edition of the National Electrical Code as Published by the National Fire Protection Association, second reading; and **Warrant Register:** December 2023. Councilperson Schmidt moved to approve the Consent Docket as presented. Councilperson McNare seconded. Motion carried 4-0.

**Presentation:**

**Introduction of Deputy HR Manager/Treasurer:** City Manager Cox introduced the promotion of Heather Kahler to Deputy HR Manager/Treasurer.

**Introduction of Deputy Clerk:** City Manager introduced the promotion of Devon Litzsinger to Deputy Clerk.

**Introduction of New Employee:** City Manager introduced Steven Miller as the City of Douglas's new Patrol Officer.

**Public Hearing:**

**Resolution No. 2024-01:** a Resolution Amending the Budget of the City of Douglas, Wyoming for the Fiscal Year 2024. Mayor Pexton opened the public hearing at 5:40 p.m. Director Nicol provided an overview. No public comments. Public hearing closed at 5:41. Councilperson Hershberger moved to approve Resolution No. 2024-01 as presented. Councilperson McNare seconded. Motion carried 4-0.

**Council Action Items:**

**Request for Proposals:** Douglas City Hall Façade. Director Chaffin provided a brief overview. Councilperson Schmidt moved to accept the proposal from Plan One Architects in the amount of \$40,000 for the Douglas City Hall Remodel Project and further authorize the City Manager to sign all associated documents. Councilperson McNare seconded. Motion carried 4-0

**Bid Award – Washington Park Shelter Replacement:** Director Harbarger provided a brief overview. Councilperson Hershberger moved to accept the bid from K&R Construction in the amount of \$119,000 and further authorize the City Manager to sign all associated documents. Councilperson Schmidt seconded. Motion carried 4-0.

**Council Information:**

Department Reports: Public Works, Police Department and Community Development. Treasurer’s Report: November 2023. Financial Report: November 2023. CLG Report.

**City Manager’s Report:**

City Manager Cox provided an update on multiple recent and current items.

**Good People Doing Good Things:**

Councilperson Hershberger recognized the Police Department for an amazing shop with a cop event.

Director Chaffin recognized Heidi McCullough for People Saving Places and the work she puts in for Historic Preservation.

**Community Updates:**

A video presentation of upcoming events was played.

**Adjourn:** Councilperson McNare moved to adjourn the regular City Council meeting of January 8, 2024. Councilperson Schmidt seconded. Motion carried 4-0. Meeting adjourned at approximately 5:55 p.m.

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Kim Pexton, Mayor

ATTEST:

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Mary Nicol, City Clerk  
Published: January 17, 2024