

# City Council Meeting

Douglas City Hall, Council Chambers

101 N. 4th Street, Douglas, WY

April 8, 2019

Regular Meeting - 5:30 p.m.

1. Pledge Of Allegiance & Call To Order

**Mayor Rene' Kemper**

**Councilmember John Bartling**

**Councilmember Monty Gilbreath**

**Councilmember Kim Pexton**

**Councilmember Karl E. Hertz**

2. Consent Agenda

**All agenda items listed under the Consent Agenda are considered to be routine items by the governing body and will be enacted by one motion unless a Councilmember or member of the public requests that an individual item be taken up under consideration separately, in which case the item will be placed under Council Action Items**

- 2.I. Corrections, Additions, And Approval Of Agenda For April 8, 2019

- 2.II. Consideration Of Resolution(S)/Ordinance(S) By Title Only

- 2.III. Warrant Register, March 2019

Documents:

[WARRANT REGISTER - MARCH 2019.PDF](#)

- 2.IV. Minutes, Regular City Council Meeting, March 25, 2019

Documents:

[03-25-2019 MINS.PDF](#)

3. Proclamations/Special Recognitions

- 3.I. Proclamation, National Service Recognition Day 2019

Documents:

[PROCLAMATION, NATL SERVICE RECOGNITION DAY 2019.PDF](#)

- 3.II. Proclamation, National Telecommunicator's Week 2019

Documents:

[2019 NATIONAL TELECOMMUNICATORS WEEK PROCLAMATION.PDF](#)

- 3.III. Proclamation, Earth Day 2019

Documents:

PROCLAMATION EARTH DAY 2019.PDF

3.IV. Proclamation, Municipal Clerk's Week 2019

Documents:

PROCLAMATION, MUNICIPAL CLERKS WEEK 2019.PDF

4. Public Comments

**This section of the Agenda is reserved for comments from the General Public on matters relating to Douglas Municipal Government. In order to be heard, please approach the podium, speak into the microphone, state your name and affiliation and sign in. Council Meetings are broadcast live on TV (Cable Channel 61). If you have handouts to present to Council, please also provide a copy to the City Clerk.**

5. Department Reports

- I. Administrative Services Department/City Treasurer
- II. City Clerk
- III. Community Development Department
- IV. Police Department
- V. Public Works Department
- VI. City Administrator

6. Council Information

6.I. Unapproved Minutes, Converse County Tourism Board, March 21, 2019 Meeting

Documents:

CCTB 3-21-2019 MINUTES UNAPPROVED.PDF

7. Adjourn

Invoice Number	Description	Inv Date	Net Inv Amount	Amount Paid	Date Paid
<b>383 CONSTRUCTION LLC</b>					
4812	HAULING SOLID WASTE	02/28/19	1,148.00	.00	
4815	HAULING SOLID WASTE	03/04/19	574.00	.00	
4819	HAULING SOLID WASTE	03/06/19	861.00	.00	
4829	HAULING SOLID WASTE	03/12/19	1,435.00	.00	
4833	HAULING SOLID WASTE	03/18/19	574.00	.00	
4839	HAULING SOLID WASTE	03/19/19	861.00	.00	
4847	HAULING SOLID WASTE	03/20/19	574.00	.00	
4854	HAULING SOLID WASTE	03/25/19	861.00	.00	
Total 383 CONSTRUCTION LLC:			6,888.00	.00	
<b>AFLAC</b>					
031519	Payroll Deduction	03/15/19	617.92	617.92	03/15/19
Total AFLAC:			617.92	617.92	
<b>AMERIGAS/V1 PROPANE</b>					
3089282042	PROPANE	02/26/19	2,123.65	.00	
Total AMERIGAS/V1 PROPANE:			2,123.65	.00	
<b>AMUNDSEN ASSOCIATES LLC</b>					
2019-032	ARCHITECT SERVICES - CITY HALL REMODEL	03/04/19	1,766.25	.00	
Total AMUNDSEN ASSOCIATES LLC:			1,766.25	.00	
<b>ARROW ELECTRIC</b>					
43028	TROUBLESHOOT ALARM DIALERS	01/31/19	113.00	.00	
43198	LIGHTING REPAIR-CITY HALL	03/04/19	510.70	.00	
43247	LIGHTING REPAIR-ANNEX	03/04/19	1,680.69	.00	
Total ARROW ELECTRIC:			2,304.39	.00	
<b>AT &amp; T</b>					
032819	CELLULAR PHONE SERVICE	03/28/19	65.99	.00	
Total AT & T:			65.99	.00	
<b>ATLAS REPRODUCTION</b>					
AR5561	COPIER MAINTENANCE AGREEMENT	03/11/19	65.44	.00	
Total ATLAS REPRODUCTION:			65.44	.00	
<b>AYRES ASSOCIATES INC</b>					
179528	BROWNFIELD ASSESSMENT GRANT	03/08/19	9,485.17	.00	
Total AYRES ASSOCIATES INC:			9,485.17	.00	
<b>BCN TELECOM INC</b>					
031119	PHONE SERVICE	03/11/19	77.15	.00	
Total BCN TELECOM INC:			77.15	.00	
<b>BENNETT, SANDY</b>					
229971	HEM PANTS	03/12/19	10.00	.00	
229972	SEW PATCHES/HEM PANTS	03/25/19	58.50	.00	

Invoice Number	Description	Inv Date	Net Inv Amount	Amount Paid	Date Paid
Total BENNETT, SANDY:			68.50	.00	
<b>BIG COUNTRY REHAB</b>					
010	PROFESSIONAL SERVICES	03/21/19	100.00	.00	
Total BIG COUNTRY REHAB:			100.00	.00	
<b>BISON PUMP &amp; SUPPLY</b>					
43649	HOSE/FITTINGS/HOSE ASSEMBLY	03/22/19	41.49	.00	
43714	HOSE/CLAMPS/HOSE REPAIR	03/26/19	119.81	.00	
Total BISON PUMP & SUPPLY:			161.30	.00	
<b>BLACK HILLS ENERGY</b>					
031319	GAS SERVICE	03/13/19	4,937.87	.00	
031919	GAS SERVICE	03/19/19	397.92	.00	
Total BLACK HILLS ENERGY:			5,335.79	.00	
<b>BLOEDORN LUMBER - DOUGLAS</b>					
4795735	HASP	03/01/19	8.99	.00	
4800352	POINTED LATH/SLEDGE	03/05/19	47.53	.00	
4801041	HASP	03/06/19	8.99	.00	
4801479	WASHERS	03/06/19	18.74	.00	
4801849	WIRE WHEELS	03/06/19	27.98	.00	
4802099	SPRAY PAINT	03/06/19	4.99	.00	
4817144	PROPANE	03/18/19	19.95	.00	
4821410	PAINT/ROLLER FRAME/COVER/LINER/2X6	03/20/19	37.14	.00	
4828498	CONCRETE MIX	03/25/19	10.54	.00	
4836177	POINTED LATH	03/29/19	27.54	.00	
Total BLOEDORN LUMBER - DOUGLAS:			212.39	.00	
<b>BOYS &amp; GIRLS CLUB OF DOUGLAS</b>					
1360	FUNDING ALLOCATION AGREEMENT	03/12/19	1,250.00	.00	
Total BOYS & GIRLS CLUB OF DOUGLAS:			1,250.00	.00	
<b>BUSINESS CENTER</b>					
9000	OFFICE & DATA PROCESSING SUPPLIES	03/11/19	405.11	.00	
Total BUSINESS CENTER:			405.11	.00	
<b>BUSINESS MAILING SOLUTIONS INC</b>					
7090	INK CARTRIDGES	03/15/19	232.00	.00	
Total BUSINESS MAILING SOLUTIONS INC:			232.00	.00	
<b>CANDO - DBA THE ENTERPRISE</b>					
2019-3	FUNDING ALLOCATION AGREEMENT	03/01/19	6,250.00	.00	
Total CANDO - DBA THE ENTERPRISE:			6,250.00	.00	
<b>CASELLE INC</b>					
93535	SUPPORT FEES	03/01/19	802.33	.00	

Invoice Number	Description	Inv Date	Net Inv Amount	Amount Paid	Date Paid
Total CASELLE INC:			802.33	.00	
<b>CENTURYLINK</b>					
030719	TELEPHONE SERVICES	03/07/19	102.07	.00	
031319	TELEPHONE SERVICES	03/13/19	242.20	.00	
031919	TELEPHONE SERVICES	03/19/19	113.99	.00	
032919	TELEPHONE SERVICES	03/29/19	124.55	.00	
040119	TELEPHONE SERVICES	04/01/19	110.07	.00	
Total CENTURYLINK:			692.88	.00	
<b>CHAFFIN, CLARA</b>					
031119	MILEAGE REIMBURSEMENT	03/11/19	271.44	.00	
Total CHAFFIN, CLARA:			271.44	.00	
<b>CHILDRENS ADVOCACY PROJECT</b>					
141	FUNDING ALLOCATION AGREEMENT	03/12/19	166.66	.00	
Total CHILDRENS ADVOCACY PROJECT:			166.66	.00	
<b>CITY OF CASPER</b>					
172212	LANDFILL FEES	02/26/19	765.57	.00	
172233	LANDFILL FEES	02/27/19	624.39	.00	
172252	LANDFILL FEES	02/28/19	714.87	.00	
172290	LANDFILL FEES	03/01/19	748.41	.00	
172333	LANDFILL FEES	03/04/19	1,484.34	.00	
172368	LANDFILL FEES	03/05/19	1,411.80	.00	
172391	LANDFILL FEES	03/06/19	714.09	.00	
172426	LANDFILL FEES	03/07/19	713.70	.00	
172449	LANDFILL FEES	03/07/19	751.53	.00	
172478	LANDFILL FEES	03/11/19	774.54	.00	
172492	LANDFILL FEES	03/11/19	696.15	.00	
172507	LANDFILL FEES	03/12/19	754.65	.00	
172539	LANDFILL FEES	03/15/19	853.71	.00	
172576	LANDFILL FEES	03/18/19	975.39	.00	
172587	LANDFILL FEES	03/18/19	952.38	.00	
172648	LANDFILL FEES	03/19/19	1,073.28	.00	
172673	LANDFILL FEES	03/20/19	785.46	.00	
172703	LANDFILL FEES	03/21/19	1,593.93	.00	
172725	LANDFILL FEES	03/22/19	728.91	.00	
172758	LANDFILL FEES	03/22/19	776.88	.00	
172774	LANDFILL FEES	03/25/19	741.00	.00	
Total CITY OF CASPER:			18,634.98	.00	
<b>CITY OF DOUGLAS - PAYROLL</b>					
030119	Payroll Taxes	03/01/19	38,464.77	38,464.77	03/01/19
031519	Payroll Taxes	03/15/19	36,594.24	36,594.24	03/15/19
032919	Payroll Taxes	03/29/19	36,936.35	36,936.35	03/29/19
Total CITY OF DOUGLAS - PAYROLL:			111,995.36	111,995.36	
<b>CITY OF DOUGLAS-HLTH INS TRN</b>					
032119	HEALTH INSURANCE TRANSFER	03/21/19	73,502.62	73,502.62	03/25/19

Invoice Number	Description	Inv Date	Net Inv Amount	Amount Paid	Date Paid
Total CITY OF DOUGLAS-HLTH INS TRN:			73,502.62	73,502.62	
<b>CITY OF DOUGLAS-PETTY CASH</b>					
032019	TOBACCO COMPLIANCE CHECKS	03/20/19	25.00	25.00	03/25/19
032719	REPLENISH PETTY CASH	03/27/19	97.00	.00	
Total CITY OF DOUGLAS-PETTY CASH:			122.00	25.00	
<b>CITY OF DOUGLAS-UTILITY PMNT</b>					
031419	WATER/SEWER/GARBAGE/LANDFILL	03/14/19	10,679.89	.00	
13720	WATER TAP FEE-DOG PARK	02/22/19	2,850.00	.00	
13753	UTILITY SERVICE FEE	03/22/19	50.00	.00	
13754	BULK WATER	03/22/19	147.73	.00	
13756	FUEL	03/29/19	8,567.92	.00	
Total CITY OF DOUGLAS-UTILITY PMNT:			22,295.54	.00	
<b>CIVIL ENGINEERING PROFESSIONAL</b>					
18-148-01	ENGINEERING-PARK CEMETERY FIELD STUDY	03/05/19	6,200.00	.00	
Total CIVIL ENGINEERING PROFESSIONAL:			6,200.00	.00	
<b>CLERK OF DISTRICT COURT</b>					
030119	PAYROLL DEDUCTION	03/01/19	34.90	34.90	03/01/19
031519	PAYROLL DEDUCTION	03/15/19	34.90	34.90	03/15/19
032919	PAYROLL DEDUCTION	03/29/19	34.90	34.90	03/29/19
Total CLERK OF DISTRICT COURT:			104.70	104.70	
<b>CONVERSE CO JOINT JUSTICE CONST FUND</b>					
031519	JOINT JUSTICE CONSTRUCTION	03/15/19	370.87	.00	
Total CONVERSE CO JOINT JUSTICE CONST FUND:			370.87	.00	
<b>CONVERSE COUNTY AGING SERVICES</b>					
030119	FUNDING ALLOCATION AGREEMENT	03/01/19	8,333.33	.00	
Total CONVERSE COUNTY AGING SERVICES:			8,333.33	.00	
<b>CONVERSE COUNTY COURT</b>					
030119	Payroll Deduction	03/01/19	512.08	512.08	03/01/19
031519	Payroll Deduction	03/15/19	512.08	512.08	03/15/19
032919	Payroll Deduction	03/29/19	512.08	512.08	03/29/19
Total CONVERSE COUNTY COURT:			1,536.24	1,536.24	
<b>CONVERSE COUNTY SHERIFF</b>					
030719	BOOKING FEES	03/07/19	52.50	.00	
Total CONVERSE COUNTY SHERIFF:			52.50	.00	
<b>CONVERSE HOPE CENTER</b>					
032619	FUNDING ALLOCATION AGREEMENT	03/26/19	833.33	.00	
Total CONVERSE HOPE CENTER:			833.33	.00	

Invoice Number	Description	Inv Date	Net Inv Amount	Amount Paid	Date Paid
COY, DEBRA J 032719	JANITORIAL SERVICES	03/27/19	2,000.00	.00	
Total COY, DEBRA J:			2,000.00	.00	
<b>CUMMINS INC</b>					
41-53499	QUICKSERVE ONLINE SUBSCRIPTION	03/28/19	750.00	.00	
Total CUMMINS INC:			750.00	.00	
<b>DANA KEPNER COMPANY OF WY</b>					
2228331-00	REGISTER	03/20/19	325.00	.00	
Total DANA KEPNER COMPANY OF WY:			325.00	.00	
<b>DIGITAL PRINT LLC</b>					
1402	UNIT NUMBERS/DOOR EMBLEMS	03/07/19	56.50	.00	
Total DIGITAL PRINT LLC:			56.50	.00	
<b>DISPLAY SALES</b>					
018313	FLAGS	02/27/19	340.00	.00	
Total DISPLAY SALES:			340.00	.00	
<b>DOUGLAS COMMUNITY CLUB</b>					
032519	FUNDING ALLOCATION AGREEMENT	03/25/19	4,583.33	.00	
Total DOUGLAS COMMUNITY CLUB:			4,583.33	.00	
<b>DOUGLAS SIGN CO</b>					
3886	VEHICLE MAGNETS	03/29/19	100.00	.00	
Total DOUGLAS SIGN CO:			100.00	.00	
<b>DOUGLAS YOUTH HOCKEY ASSOC</b>					
100	FUNDING ALLOCATION AGREEMENT	03/18/19	10,548.51	.00	
Total DOUGLAS YOUTH HOCKEY ASSOC:			10,548.51	.00	
<b>DUNCAN-MALONE, HEATHER</b>					
130	LEGAL FEES	04/01/19	1,565.70	.00	
131	LEGAL FEES	04/01/19	3,383.00	.00	
Total DUNCAN-MALONE, HEATHER:			4,948.70	.00	
<b>ELLIOT, JACOB</b>					
032619	TOBACCO COMPLIANCE CHECKS	03/26/19	80.00	.00	
Total ELLIOT, JACOB:			80.00	.00	
<b>ENERGY LABORATORIES INC</b>					
218667	WATER SAMPLING	03/07/19	88.00	.00	
218668	WASTEWATER SAMPLING	03/07/19	52.00	.00	
219158	WASTEWATER SAMPLING	03/11/19	85.00	.00	
219327	WASTEWATER SAMPLING	03/12/19	260.00	.00	
219459	WASTEWATER SAMPLING	03/12/19	17.00	.00	
219899	WASTEWATER SAMPLING	03/15/19	52.00	.00	

Invoice Number	Description	Inv Date	Net Inv Amount	Amount Paid	Date Paid
220264	CONSUMER CONFIDENCE REPORT	03/18/19	75.00	.00	
221193	WASTEWATER SAMPLING	03/21/19	52.00	.00	
221194	WATER SAMPLING	03/21/19	66.00	.00	
222536	WASTEWATER SAMPLING	03/28/19	52.00	.00	
Total ENERGY LABORATORIES INC:			799.00	.00	
<b>FARIS MACHINERY CO</b>					
C41427	STRAPS	03/11/19	215.46	.00	
Total FARIS MACHINERY CO:			215.46	.00	
<b>FASTENAL - DOUGLAS BRANCH</b>					
54967	OIL	02/28/19	256.50	.00	
55297	SCREW	02/25/19	4.17	.00	
55322	BOTTOMING TAP	02/26/19	12.14	.00	
55409	MEASURING WHEEL	03/04/19	78.16	.00	
55447	THREADLOCKER	03/07/19	50.15	.00	
55525	BANDAGE/OINTMENT	03/13/19	18.28	.00	
55572	WASHERS/JOBBER DRILL/NUT/SCREW	03/18/19	27.87	.00	
55612	BRUSH/THREADED ROD/SCREWDRIVER SET/GRINDING WHEEL	03/20/19	151.64	.00	
55696	BANDAGES	03/22/19	11.97	.00	
Total FASTENAL - DOUGLAS BRANCH:			610.88	.00	
<b>FERGUSON ENTERPRISES</b>					
0965437-1	BOLTS	02/04/19	33.00	.00	
0975471	VALVE/VALVE BOX/ADAPTER/PLUG/BOLTS/GASKETS	03/20/19	2,785.20	.00	
971318	COMP BALL CORP STOP	03/06/19	165.63	.00	
Total FERGUSON ENTERPRISES:			2,983.83	.00	
<b>FIRE SUPPRESSION AUTHORITY</b>					
030619	FUNDING ALLOCATION AGREEMENT	03/06/19	23,333.33	.00	
Total FIRE SUPPRESSION AUTHORITY:			23,333.33	.00	
<b>FREEDOM MAILING SERVICE</b>					
35536	UTILITY BILLING MAILING SERVICE	03/07/19	926.83	.00	
Total FREEDOM MAILING SERVICE:			926.83	.00	
<b>FREMONT MOTORS CASPER</b>					
59592	PICKUP	03/25/19	30,382.00	.00	
Total FREMONT MOTORS CASPER:			30,382.00	.00	
<b>GOODYEAR TIRE &amp; RUBBER CO</b>					
177-1050731	TIRES	03/21/19	828.16	.00	
Total GOODYEAR TIRE & RUBBER CO:			828.16	.00	
<b>GREEN VALLEY CORPORATION</b>					
032919	ANNUAL PAYMENT FOR ACCESS ON RANCH ROADS	03/29/19	8,823.83	.00	
Total GREEN VALLEY CORPORATION:			8,823.83	.00	



Invoice Number	Description	Inv Date	Net Inv Amount	Amount Paid	Date Paid
<b>H &amp; H ELECTRIC LLC</b>					
031919-1	VFD REPLACEMENT	03/19/19	56,642.59	.00	
11979	ELECTRICAL REPAIR-CIRCUIT BREAKER	01/29/19	208.50	.00	
4	SCADA SYSTEM REPLACEMENT	03/19/19	72,478.17	.00	
Total H & H ELECTRIC LLC:			129,329.26	.00	
<b>HACH COMPANY</b>					
11363462	LABORATORY EQUIPMENT & SUPPLIES	03/14/19	343.81	.00	
11368405	LABORATORY EQUIPMENT & SUPPLIES	03/06/19	199.87	.00	
Total HACH COMPANY:			543.68	.00	
<b>HONNEN EQUIPMENT CO</b>					
1031907	AIR FILTER	02/26/19	68.15	.00	
1034255	HAND PRIMER	03/05/19	47.19	.00	
Total HONNEN EQUIPMENT CO:			115.34	.00	
<b>ICMA RETIREMENT</b>					
030119	Payroll Deduction	03/01/19	7,202.76	7,202.76	03/01/19
031519	Payroll Deduction	03/15/19	7,183.34	7,183.34	03/15/19
032919	Payroll Deduction	03/29/19	7,215.73	7,215.73	03/29/19
Total ICMA RETIREMENT:			21,601.83	21,601.83	
<b>INTL ASSN-PROPERTY &amp; EVIDENCE</b>					
L1646018	REGISTRATION-PROPERTY ROOM MANAGEMENT	03/11/19	375.00	.00	
M19-C184023	MEMBERSHIP	03/28/19	50.00	.00	
Total INTL ASSN-PROPERTY & EVIDENCE:			425.00	.00	
<b>JACKS HEAVY EQUIPMENT INC</b>					
V301000369	TRUCK WITH REFUSE BODY	03/06/19	174,239.00	.00	
X302016384:01	SURGE TANK	03/28/19	192.99	.00	
Total JACKS HEAVY EQUIPMENT INC:			174,431.99	.00	
<b>JERRYS WELDING SERVICE</b>					
14635	MISCELLANEOUS METAL/CUTTING	03/01/19	252.11	.00	
2593	NUT	03/22/19	13.06	.00	
Total JERRYS WELDING SERVICE:			265.17	.00	
<b>KUECKS, PAUL</b>					
032619	TREE TRIM REIMBURSEMENT	03/26/19	500.00	.00	
Total KUECKS, PAUL:			500.00	.00	
<b>LARAMIE PEAK HUMANE SOCIETY</b>					
031519	FUNDING ALLOCATION AGREEMENT	03/15/19	7,500.00	.00	
Total LARAMIE PEAK HUMANE SOCIETY:			7,500.00	.00	
<b>LITHIA OF CASPER LLC</b>					
165691	MIRROR	03/07/19	32.09	.00	

Invoice Number	Description	Inv Date	Net Inv Amount	Amount Paid	Date Paid
Total LITHIA OF CASPER LLC:			32.09	.00	
<b>MERITAIN HEALTH</b>					
032019	HEALTH INSURANCE PREMIUM/ADMINISTRATION FEES	03/20/19	28,948.72	28,948.72	03/22/19
Total MERITAIN HEALTH:			28,948.72	28,948.72	
<b>MIDLAND IMPLEMENT CO</b>					
985812001	REEL GRINDERS/BED KNIFE GRINDER	03/25/19	64,660.75	.00	
Total MIDLAND IMPLEMENT CO:			64,660.75	.00	
<b>MILLENNIAL VISION INC (MVI)</b>					
30024.1	MOVE LASER FICHE	02/13/19	750.00	.00	
30024.2	MOVE LASER FICHE	02/13/19	750.00	.00	
Total MILLENNIAL VISION INC (MVI):			1,500.00	.00	
<b>NORCO INC</b>					
25931670	ICE MELT	03/01/19	11.26	.00	
25942517	ICE MELT	03/04/19	11.26	.00	
25952577	ROLL TOWEL	03/05/19	51.38	.00	
25955396	ACETYLENE/OXYGEN	03/05/19	90.33	.00	
25970964	TRASH BAGS	03/07/19	177.26	.00	
26026760	SWITCH TRIGGER	03/15/19	27.02	.00	
26029735	ICE MELT	03/15/19	22.52	.00	
26042395	CLEANERS/GLOVES/MOP DISINFECTANT	03/18/19	130.11	.00	
26102771	BATH TISSUE/KITCHEN TOWELS	03/26/19	81.23	.00	
Total NORCO INC:			602.37	.00	
<b>NORMONT EQUIPMENT COMPANY</b>					
19521	EMULSION TOT	03/25/19	1,520.00	.00	
Total NORMONT EQUIPMENT COMPANY:			1,520.00	.00	
<b>NORTHEAST WY ECONOMIC DEV FOUNDATION</b>					
030119	CONGRESSIONAL FACT FINDING TOUR	03/01/19	5,000.00	.00	
Total NORTHEAST WY ECONOMIC DEV FOUNDATION:			5,000.00	.00	
<b>ONE CALL OF WYOMING</b>					
51036	UTILITY LOCATES	02/10/19	190.00	.00	
51311	UTILITY LOCATES	03/08/19	118.50	.00	
Total ONE CALL OF WYOMING:			308.50	.00	
<b>O'REILLY AUTOMOTIVE INC</b>					
385475	ROD CLIPS	02/28/19	5.72	.00	
386703	MIRROR HEAD	03/07/19	9.99	.00	
386707	TRUCK MIRROR	03/07/19	9.99	.00	
386842	HAND CLEANER	03/08/19	16.99	.00	
388714	BATTERY	03/19/19	99.71	.00	
388726	FUSE	03/19/19	4.29	.00	
390606	HEAD LIGHT BULB	03/29/19	6.63	.00	

Invoice Number	Description	Inv Date	Net Inv Amount	Amount Paid	Date Paid
Total O'REILLY AUTOMOTIVE INC:			153.32	.00	
<b>PRECISION RIFLE WORKSHOP LLC</b>					
1588	REGISTRATION-PRW SCOPED RIFLE COURSE	03/29/19	350.00	.00	
Total PRECISION RIFLE WORKSHOP LLC:			350.00	.00	
<b>RADDCO LLC</b>					
282226	FITTINGS	03/01/19	21.60	.00	
282232	WASHER/BOLTS	03/01/19	17.46	.00	
282253	GREASE/RETURN-GREASE	03/01/19	10.01-	.00	
282385	RAGS	03/04/19	31.99	.00	
282548	MOTOR OIL	03/05/19	6.20	.00	
282691	RESPIRATOR	03/06/19	27.19	.00	
282880	MOUNTS	03/07/19	16.20	.00	
282964	LOOM-SPLIT POLY	03/07/19	12.50	.00	
282982	SILICONE	03/07/19	18.04	.00	
283011	STROBE LIGHTS	03/08/19	169.98	.00	
283105	EMBLEM	03/08/19	15.52	.00	
283152	BEAM BLADES	03/08/19	19.98	.00	
283312	SPRAY PAINT	03/11/19	12.98	.00	
283384	TRANSMISSION FLUID	03/12/19	391.98	.00	
283417	TAPS	03/12/19	3.06	.00	
283452	V-BELT	03/12/19	26.64	.00	
283595	RETURN-VBELT	03/14/19	6.66-	.00	
284134	AIR LINE REGULATOR	03/20/19	64.99	.00	
284206	AIR HOSE	03/20/19	46.22	.00	
284306	DRY GRAPHITE	03/21/19	5.99	.00	
284407	DRY GRAPHITE	03/22/19	17.97	.00	
284430	FAN BELT	03/22/19	32.57	.00	
284592	HAND CLEANER	03/25/19	34.99	.00	
284970	SPRAY PAINT	03/27/19	12.98	.00	
285090	DRILL BITS	03/28/19	6.40	.00	
285163	RAGS	03/29/19	58.99	.00	
285227	SWITCHES	03/29/19	11.28	.00	
Total RADDCO LLC:			1,067.03	.00	
<b>ROCKY MOUNTAIN POWER</b>					
031919	ELECTRICITY SERVICES	03/19/19	770.93	.00	
032019	SERVICE-3RD ST PROJECT	03/20/19	446.00	.00	
040119	ELECTRICITY SERVICES	04/01/19	43.71	.00	
6654869	STREET LIGHT REMOVAL-3RD ST	03/11/19	2,990.00	.00	
Total ROCKY MOUNTAIN POWER:			4,250.64	.00	
<b>RONS SUPPLY LLC</b>					
311633	PROPANE	03/05/19	43.78	.00	
Total RONS SUPPLY LLC:			43.78	.00	
<b>RUSSELL CONSTRUCTION</b>					
4359	GRAVEL	03/04/19	1,077.15	.00	
Total RUSSELL CONSTRUCTION:			1,077.15	.00	

Invoice Number	Description	Inv Date	Net Inv Amount	Amount Paid	Date Paid
<b>SAFEWAY STORES</b>					
433823	CREAMER/COFFEE/KLEENEX/CLOROX/SPLENDA	03/08/19	103.98	.00	
729031	COFFEE	03/15/19	59.94	.00	
806622	KLEENEX/SUGAR	03/28/19	19.93	.00	
Total SAFEWAY STORES:			183.85	.00	
<b>SINTERFIRE INC</b>					
6802	AMMUNITION	03/14/19	381.00	.00	
Total SINTERFIRE INC:			381.00	.00	
<b>SOLUTIONS FOR LIFE</b>					
19-009	FUNDING ALLOCATION AGREEMENT	03/20/19	833.34	.00	
Total SOLUTIONS FOR LIFE:			833.34	.00	
<b>SUMMIT TITLE SERVICES</b>					
031119	RECORD OWNER GUARANTEE	03/11/19	137.50	137.50	03/12/19
Total SUMMIT TITLE SERVICES:			137.50	137.50	
<b>TARA KUIPERS CONSULTING LLC</b>					
2019-12	STRATEGIC PLANNING FACILITATION	03/12/19	3,350.00	.00	
Total TARA KUIPERS CONSULTING LLC:			3,350.00	.00	
<b>TEICHERT, JONATHAN</b>					
032419	REIMBURSEMENT-MEALS/LODGING/TRAVEL-MAIN ST TOUR	03/24/19	770.07	.00	
Total TEICHERT, JONATHAN:			770.07	.00	
<b>TEXAS PNEUDRAULIC INC</b>					
036777	REPAIR KIT	02/07/19	67.42	.00	
038494	UPPER LINK/PINS/BOOT	03/27/19	421.68	.00	
36874	CYLINDER/ACTIVATOR ASSEMBLY/SEALS	03/21/19	1,732.70	.00	
Total TEXAS PNEUDRAULIC INC:			2,221.80	.00	
<b>TRU-TECH PRODUCTS</b>					
032152	HOSE CONTRACTOR/RETURN-HOSE CONTRACTOR	03/20/19	25.00	.00	
032254	SHOVEL	03/22/19	26.99	.00	
301371	ROLLER COVERS	02/19/19	10.97	.00	
301664	HEDGE TRIMMER	03/01/19	46.99	.00	
301739	TORCH PENCIL/NIPPLE/VALVE/FURNACE	03/04/19	69.56	.00	
301743	PLIERS	03/04/19	25.98	.00	
301756	BINOCULAR	03/04/19	99.99	.00	
301774	DECK STAIN/PAINT THINNER	03/05/19	109.97	.00	
301800	SPRAY BOTTLE/ELBOW	03/05/19	3.98	.00	
301803	IMPACT SOCKET	03/05/19	11.59	.00	
301829	PAINT BRUSH/THINNER	03/06/19	14.98	.00	
301838	BOLT/WASHER/NUT	03/06/19	3.88	.00	
301928	BOLT	03/11/19	6.99	.00	
301951	SPRING EXTENSION	03/11/19	4.99	.00	
301955	SPRING EXTENSION	03/11/19	4.99	.00	
301957	FITTING	03/11/19	2.99	.00	
301971	FASTENERS	03/12/19	6.29	.00	
301972	DIGITAL CALIPER/SPACER	03/12/19	51.28	.00	

Invoice Number	Description	Inv Date	Net Inv Amount	Amount Paid	Date Paid
302008	VALVES/TAPE	03/13/19	21.47	.00	
302069	LOCK	03/16/19	19.99	.00	
302097	FLAGGING TAPE	03/18/19	2.49	.00	
302101	NUTS/WASHERS/TEFLON TAPE	03/18/19	8.48	.00	
302111	NUT/PLUMBING	03/18/19	10.19	.00	
302130	HOSE CONTRACTOR/NOZZLE	03/19/19	72.58	.00	
302153	CONDUIT	03/20/19	26.99	.00	
302179	SHOWER HEAD	03/20/19	8.99	.00	
302202	DRAIN VALVE/FITTING/TEE/NIPPLE/GAUGE/BUSHING	03/21/19	30.44	.00	
302222	ELBOW	03/21/19	9.99	.00	
302228	BOLT/NUT	03/21/19	2.74	.00	
302235	CLOCK/BATTERY	03/22/19	13.98	.00	
302236	BULB	03/22/19	29.99	.00	
302248	METAL HANDLE	03/22/19	4.59	.00	
302279	GARDEN HOSE/RAKE	03/25/19	52.17	.00	
302280	PINS	03/25/19	3.84	.00	
302294	CUT OFF WHEELS	03/25/19	24.43	.00	
302295	RESPIRATOR CARTRIDGE/EPOXY	03/25/19	31.98	.00	
302299	FASTENERS/HOOKLS/RESPIRATOR CARTRIDGES	03/25/19	37.31	.00	
302308	JIMMY BAR/FLASHLIGHT	03/26/19	42.98	.00	
302322	HASP/HINGE/UTILITY PULL/CLEANER	03/26/19	38.55	.00	
302325	BIT	03/26/19	26.99	.00	
302341	BULB/CLAMP	03/27/19	48.93	.00	
302343	FLASHLIGHT	03/27/19	26.99	.00	
302356	RECIP BLADE	03/27/19	14.99	.00	
302381	CUT OFF WHEELS	03/28/19	8.96	.00	
302385	WD-40/SPRAY BOTTLE	03/28/19	12.96	.00	
302409	FLASHLIGHT	03/28/19	26.99	.00	
302421	FREIGHT	03/29/19	30.30	.00	
302424	DUCT TAPE	03/29/19	2.99	.00	
302429	FASTENERS	03/29/19	7.68	.00	
302452	GFI COVER	03/29/19	17.99	.00	
Total TRU-TECH PRODUCTS:			1,197.35	.00	
<b>UNITED STATES POSTAL SERVICE</b>					
032719	POSTAGE	03/27/19	250.00	.00	
Total UNITED STATES POSTAL SERVICE:			250.00	.00	
<b>UPPER CASE PRINTING INC</b>					
14238	UTILITY BILL CARD STOCK	03/15/19	1,152.00	.00	
Total UPPER CASE PRINTING INC:			1,152.00	.00	
<b>VERIZON WIRELESS</b>					
031119	CELLULAR SERVICE	03/11/19	31.90	.00	
032819	CELLULAR SERVICE	03/28/19	1,471.91	.00	
Total VERIZON WIRELESS:			1,503.81	.00	
<b>VISA-CONVERSE COUNTY BANK</b>					
005892	MEALS-CITY STRATEGIC PLANNING SESSION	03/05/19	97.86	.00	
020119-1	MEALS-ADVANCED DIGITAL FORENSICS	02/01/19	8.44	.00	
028642	GIFT CARDS-TOBACCO COMPLIANCE CHECKS	03/28/19	80.00	.00	
030819	MEALS/LODGING/TRAVEL-COLORADO ICC CHAPTER	03/08/19	799.88	.00	
030819-1	MEALS/LODGING/TRAVEL-ROCKY MTN LAND USE CONF	03/08/19	568.22	.00	
032419	MEALS/LODGING/TRAVEL/REGISTRATION-MAIN ST TOUR	03/24/19	2,177.64	.00	

Invoice Number	Description	Inv Date	Net Inv Amount	Amount Paid	Date Paid
032719	MEALS/LODGING/TRAVEL/REGISTRATION-MAIN ST TOUR	03/27/19	35.68	.00	
142932	REGISTRATION-ASPHALT PAVEMENT MAINTENANCE	02/07/19	360.00	.00	
19568	FUEL	03/19/19	32.29	.00	
20-27113641	REGISTRATION-EXCEL BEYOND BASICS	02/07/19	99.00	.00	
4783	REGISTRATION-WAMCAT SPRING CONFERENCE	03/08/19	200.00	.00	
8597	TRAINING/DEVELOPMENT-IIMC CERTIFICATION	03/08/19	50.00	.00	
Total VISA-CONVERSE COUNTY BANK:			4,509.01	.00	
<b>WIRELESS ADVANCED COMM</b>					
2230408	CONVERT K9 VEHICLE	03/22/19	4,104.00	.00	
Total WIRELESS ADVANCED COMM:			4,104.00	.00	
<b>WW GRAINGER</b>					
9077679679-1	REPLACEMENT CLEATS	02/05/19	4.52	.00	
9081668296	VIBRATION PAD	02/08/19	44.92	.00	
9103641032	MOTOR	03/01/19	401.88	.00	
9107619901	AIR COMPRESSOR	03/07/19	1,599.95	.00	
9108569170	LIGHT BAR	03/07/19	333.72	.00	
9121330915	ELECTRIC HEATER	03/20/19	148.48	.00	
Total WW GRAINGER:			2,533.47	.00	
<b>WY ASSOC OF RURAL WATER USERS</b>					
15097	REGISTRATIONS-WAWRS CONFERENCE	03/08/19	790.00	.00	
15112	REGISTRATIONS-WAWRS CONFERENCE	03/20/19	1,975.00	.00	
Total WY ASSOC OF RURAL WATER USERS:			2,765.00	.00	
<b>WY CHILD &amp; FAMILY DEV INC</b>					
032719	FUNDING ALLOCATION AGREEMENT	03/27/19	416.67	.00	
Total WY CHILD & FAMILY DEV INC:			416.67	.00	
<b>WY CONF OF BUILDING OFFICIALS</b>					
031419	REGISTRATION-BUILDING OFFICIAL CONFERENCE	03/14/19	150.00	.00	
Total WY CONF OF BUILDING OFFICIALS:			150.00	.00	
<b>WY CONF OF MUNICIPAL COURTS</b>					
032819	MEMBERSHIP/REGISTRATION	03/28/19	150.00	.00	
Total WY CONF OF MUNICIPAL COURTS:			150.00	.00	
<b>WY MACHINERY COMPANY</b>					
PO5719418	BUSHING ASSEMBLY	03/02/19	258.54	.00	
PO5723119	PLUG/STOPPER/NUT/BOLT	03/06/19	13.84	.00	
PO5726497	FUEL FILTER	03/08/19	75.16	.00	
PO5743319	GAS SPRING ASSEMBLY	03/22/19	79.89	.00	
PO5752161	CUTTING EDGE/NUT/WASHER/BOLT	03/29/19	260.02	.00	
Total WY MACHINERY COMPANY:			687.45	.00	
<b>WY RETIREMENT SYSTEM</b>					
030719	Payroll Deduction	03/07/19	47,774.45	47,774.45	03/11/19

Invoice Number	Description	Inv Date	Net Inv Amount	Amount Paid	Date Paid
Total WY RETIREMENT SYSTEM:			47,774.45	47,774.45	
<b>WY STATE DISBURSEMENT CENTER</b>					
030119	Payroll Deduction	03/01/19	678.72	678.72	03/01/19
031519	Payroll Deduction	03/15/19	678.72	678.72	03/15/19
032919	Payroll Deduction	03/29/19	678.72	678.72	03/29/19
Total WY STATE DISBURSEMENT CENTER:			2,036.16	2,036.16	
<b>WYOMING DEPT OF AGRICULTURE</b>					
031519	CONCESSIONS PERMIT	03/15/19	50.00	.00	
Total WYOMING DEPT OF AGRICULTURE:			50.00	.00	
<b>WYOMING SIGNS LLC</b>					
11710	WAYFINDING SIGNS	02/28/19	457.82	.00	
Total WYOMING SIGNS LLC:			457.82	.00	
<b>YOUTH DEVELOPMENT SERVICES</b>					
032019	FUNDING ALLOCATION AGREEMENT	03/20/19	833.33	.00	
Total YOUTH DEVELOPMENT SERVICES:			833.33	.00	
Grand Totals:			898,633.89	288,280.50	

Approved By \_\_\_\_\_  
City Administrator

Date \_\_\_\_\_

**City Council Meeting Minutes**  
**March 25, 2019**

The regular meeting of the Douglas City Council was held on Monday, March 25, 2019, at 5:30 p.m. in the Council Chambers of City Hall at 101 N. 4<sup>th</sup> 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

**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 March 25, 2019; Item 2.II. Consideration of Resolutions and Ordinance by Title Only; Item 2.III. Minutes, Regular City Council Meeting, March 11, 2019.** Councilmember Gilbreath seconded; no discussion and motion approved 4-0.

**Proclamations/Special Recognitions:** **Item 3.I. Proclamation, April 2019 Sarcoidosis Awareness Month:** Councilmember Pexton read the proclamation proclaiming April as Sarcoidosis Awareness Month within the City of Douglas.

**Presentations to Council/Public Hearings:** **Item 4.I. Public Hearing, Transfer Retail Liquor License, 10 G Inc. DBA Chutes Restaurant and Bar to Gurwinder Singh Dhaliwal DBA Chutes Restaurant and Bar:** Mayor Kemper opened the public hearing; Clerk Rimmer provided the staff report, including an overview of attachments, fees, and additional required documentation; effective date; and approval contingencies. There were no comments from the applicant and no comments in favor or opposition of the application. Public hearing closed. Councilmember Gilbreath moved to approve the transfer of the retail liquor license from 10 G Inc. to Gurwinder Singh Dhaliwal effective April 1, 2019, contingent upon satisfactory criminal background report received by the Clerk; seconded by



48 Councilmember Bartling; no discussion and motion approved for 4-  
49 0.

50 **Public Comments:** None.

51 **Council Items: Item 6.I. Bid Recommendation, Heavy Duty Utility**  
52 **Vehicle, Douglas Community Club:** Councilmember Gilbreath moved  
53 to accept the bid from Stotz Equipment in the amount of  
54 \$27,800.00 as recommended and further authorize the City  
55 Administrator to sign all associated documentation; seconded by  
56 Councilmember Pexton; no discussion and motion approved 4-0.

57 **Council Information: Item 7.I. Sales Tax Report, March 2019;**  
58 **Item 7.II. Treasurer's Report, February 2019; Item 7.III.**  
59 **Dashboards, February 2019:** Discussion of sales taxes received to  
60 date and the favorable financial situation that the City is in  
61 due to energy activity in the area. Bulk water usage was  
62 discussed; high usage is due to oil field activity.  
63 Councilmember Gilbreath reminded the public that the City of  
64 Douglas is hiring for summer help, both parks and lifeguard  
65 positions, and provided information regarding who to contact.  
66 No further discussion and no action taken.

67 **Adjourn:** Councilmember Hertz moved to adjourn the regular  
68 Council meeting; Councilmember Pexton seconded; no discussion  
69 and motion approved 3-0. Regular meeting adjourned at 5:43 p.m.

70 **ATTEST:**

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74 \_\_\_\_\_  
Karen Rimmer, City Clerk

74 \_\_\_\_\_  
Rene' Kemper, Mayor

75 Published: April 3, 2019

**PROCLAMATION**

**WHEREAS**, service to others is a hallmark of the American character, and central to how we meet our challenges; and

**WHEREAS**, the nation’s local governments are increasingly turning to national service and volunteerism as a cost-effective strategy to meet their needs; and

**WHEREAS**, AmeriCorps and Senior Corps participants address the most pressing challenges facing our communities, from educating students for the jobs of the 21<sup>st</sup> century, to fighting the opioid epidemic, to responding to natural disasters, offering support to veterans and military families; and

**WHEREAS**, national service expands economic opportunity by creating more sustainable, resilient communities and providing education, career skills, and leadership abilities for those who serve; and

**WHEREAS**, AmeriCorps and Senior Corps participants serve in more than 50,000 locations across the country, bolstering the civic, neighborhood, and faith-based organizations that are so vital to our economic and social well-being; and

**WHEREAS**, national service participants increase the impact of the organizations they serve, both through their direct service and by managing millions of additional volunteers; and

**WHEREAS**, national service represents a unique public-private partnership that invests in community solutions and leverages non-federal resources to strengthen community impact and increase the return on taxpayer dollars; and

**WHEREAS**, national service participants demonstrate commitment, dedication, and patriotism by making an intensive commitment to service, a commitment that remains with them in their future endeavors; and

**WHEREAS**, the Corporation for National and Community Service shares a priority with local leaders nationwide to engage citizens, improve lives, and strengthen communities; and is joining with the National League of Cities, the National Association of Counties, Cities of Service, and local leaders across the country for National Service Recognition Day on April 2, 2019.

**THEREFORE, BE IT RESOLVED** that we, the Governing Body of the City of Douglas, Wyoming, do hereby proclaim April 2, 2019, as

**National Service Recognition Day**

and encourage residents to recognize the positive impact of national service in our community, to thank those who serve; and to find ways to give back to their communities.

\_\_\_\_\_  
Rene’ Kemper, Mayor

\_\_\_\_\_  
John Bartling, Mayor pro tem

\_\_\_\_\_  
Monty Gilbreath, Councilmember

\_\_\_\_\_  
Kim Pexton, Councilmember

ATTEST:  
\_\_\_\_\_

\_\_\_\_\_  
Karl Hertz, Councilmember

\_\_\_\_\_  
Karen Rimmer, City Clerk



# Proclamation

**WHEREAS**, the dedicated Telecommunicators of the Converse County Joint Communications Center serve the citizens of Douglas and Converse County every day by answering all telephone calls for law enforcement, fire, and emergency medical services and dispatching the appropriate assistance as quickly as possible; and

**WHEREAS**, Telecommunicators are a first responder's "life line", providing vital information to aid in the safe and efficient handling of emergency situations; and

**WHEREAS**, Telecommunicators, the "unseen first responders", are responsible for protecting life and property while often times not getting their much-deserved credit.

**NOW, THEREFORE, BE IT PROCLAIMED** that the Governing Body of the City of Douglas, Wyoming, extends sincere gratitude and appreciation to and commends the work of the dedicated Telecommunicators of the Converse County Joint Communications Center in honor of:

***National Telecommunicators Week  
April 14<sup>th</sup> through April 20<sup>th</sup>, 2019***

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the official Seal of the City of Douglas, Wyoming, to be affixed this 8<sup>th</sup> day of April, 2019.

**ATTEST:**

\_\_\_\_\_  
**Karen Rimmer, City Clerk**

\_\_\_\_\_  
**Rene' Kemper, Mayor**

\_\_\_\_\_  
**John Bartling, Mayor pro tem**

\_\_\_\_\_  
**Monty Gilbreath, Council Member**

\_\_\_\_\_  
**Kim Pexton, Council Member**

\_\_\_\_\_  
**Karl E. Hertz, Council Member**

# Proclamation

**WHEREAS**, all species play a unique role in the complex web of life and contribute to the ecosystem services on which all life on Earth depends, and hence, protecting our species is crucial to the survival of this planet and its inhabitants; and

**WHEREAS**, wild animal populations have declined on average by more than half and the Earth is facing an era of mass extinction; and

**WHEREAS**, the loss of species is for the most part a result of human activity, including degradation of ecosystems, deforestation, pollution, and climate change; and

**WHEREAS**, by 2050, between 60-70% of all people will live in cities and species provide important services to city dwellers such as generating oxygen and purifying the air; controlling other animals considered pests or that spread disease; pollinating plants and crops; providing recreation opportunities and well-being, etc.; and

**WHEREAS**, many plants, wild animals, and pollinators live in urbanized landscapes, and cities thereby have a responsibility to examine the ecological impacts of expanding urban areas and how to protect biodiversity; and

**WHEREAS**, it is understood that sustainability will only be achieved by meeting the needs of the present without compromising the needs of future generations; and

**WHEREAS**, it is more important than ever to cooperate locally and internationally to defend the environmental progress that has been heretofore gained, and it is essential to expand and diversify the global environmental movement to achieve maximum progress; and

**WHEREAS**, Earth Day is an annual reminder of the constant need for environmental activism, stewardship commitments and sustainability efforts.

**NOW THEREFORE**, I, Rene' Kemper, Mayor of the City of Douglas, have the distinct honor of proclaiming April 22, 2019 as

## **EARTH DAY 2019**

throughout Douglas and encourage all of its citizens, businesses, and institutions to use EARTH DAY to celebrate the Earth and promote the protection of our species.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the official Seal of the City of Douglas, Wyoming, to be affixed hereto this 8<sup>th</sup> day of April 2019.

**ATTEST:**

\_\_\_\_\_  
Rene' Kemper, Mayor

\_\_\_\_\_  
Karen Rimmer, City Clerk

# PROCLAMATION

## 50th ANNIVERSARY OF MUNICIPAL CLERKS WEEK

May 5 - 11, 2019

**WHEREAS**, the Office of the Municipal Clerk, a time-honored and vital part of local government, exists throughout the world, and is the oldest among public servants; and

**WHEREAS**, the Office of the Municipal Clerk provides the professional link between the citizens and the local governing bodies and agencies of government at other levels; and

**WHEREAS**, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and

**WHEREAS**, the Municipal Clerk often serves as the information center on functions of local government and community; and

**WHEREAS**, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations; and

**WHEREAS**, it is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.

**NOW, THEREFORE**, I, Rene' Kemper, Mayor of the City of Douglas, do recognize the week of May 5 through May 11, 2019, as Municipal Clerks Week, and further extend appreciation to our Municipal Clerk and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Dated this 8<sup>th</sup> day of April, 2019

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Rene' Kemper, Mayor

**ATTEST:**

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Karen Rimmer, City Clerk

# CONVERSE COUNTY TOURISM PROMOTION BOARD

March 21, 2019 • 5:00 p.m. • Douglas, Wyo. • Hampton Inn

**Members Present:** Jane Garber (6/2019, County) • Carl Kosters (6/2021, County) • Jenna Thorburn (6/2019, Douglas) • Channis Tagart (6/2020, At Large) • Kim Pexton (6/2020, County) • Zach Martinez (6/2021, Douglas) • Jamie Sullivan (6/2021, Douglas) • Tamara Lehner (6/2019, Glenrock).

**Members Excused:**

**Board Vacancies:** Vacancy (6/2021, Glenrock).

**Guests Present:** Dennis Switzer from Douglas Broadcasting • James Goodrich, Wyoming State Fair • Mel Glover, Wyoming Pioneer Museum • Cindy Porter, The Enterprise.

**February 2019 Meeting Minutes:** The minutes were approved as presented.

**Financial Report:** Checking balance as of Feb. 28, 2019 was \$19,350.74. The February 2019 financials were approved as presented. Revenue for February 2019 was \$26,832.21.

**Invoices:** A motion to approve invoices totaling \$17,438.50 was approved.

INVOICE #	Grant or Account	PAYABLE TO:	PURPOSE:	SUBMITTING PARTY:	ACCOUNT:	AMOUNT:	CHECK #
3.2019-1	Admin.	Magnuson & Associates, LLC	January bookkeeping	Magnuson & Associates, LLC	Administrative	\$511.00	7380
3.2019-2	Admin.	Sagebrush Marketing, LLC	February admin contract, expenses	Sagebrush Marketing, LLC	Administrative	\$1,200.00	7381
3.2019-3	Split	Sagebrush Marketing, LLC	Marketing work, February 2019	Sagebrush Marketing, LLC	20% Admin; 20% Douglas; 20% Glenrock; 20% WSF; 20% Disc.	\$212.50	7382
3.2019-4	#TableTents_2018 (encumbered)	Douglas Budget	February and March table tents	Douglas Budget	Douglas (encumbered)	\$444.00	7383
3.2019-5	Admin.	Douglas Budget	Public meeting notice	Douglas Budget	Administrative	\$56.00	7384

3.2019-6	#11.2018-2 Photo Show (encumbered)	Douglas Broadcasting	Radio ads	Douglas Broadcasting	Douglas (encumbered)	\$235.00	7385
3.2019-9	Visitor Center (encumbered)	The Enterprise	Visitor Center extended hours	The Enterprise	Douglas (encumbered)	\$2,500.00	7386
3.2019-10	#TrueWest (encumbered)	True West	1/3 page vert. magazine ad	True West	25% Douglas; 25% WSF; 25% Disc.; 25% Glenrock	\$980.00	7387
3.2019-11	eNews (encumbered)	Sagebrush Marketing, LLC	Edition 1 eNews	Sagebrush Marketing, LLC	25% Douglas; 25% WSF; 25% Disc.; 25% Glenrock	\$300.00	7388
3.2019-12	#2019 Activity Guide (encumbered)	Sagebrush Marketing, LLC	2019 Activity Guide - 15,000 copies	Sagebrush Marketing, LLC	25% Douglas; 25% WSF; 25% Disc.; 25% Glenrock (encumbered)	\$11,000.00	7389
						\$17,438.50	

**Data:** Board members approved Sagebrush Marketing to spend approximately \$650 and order visitor-related data for Converse County to aid in decision-making for the months ahead. The purchase will be made using administrative dollars.

**Wyoming Equine Extravaganza (#3.2019-1 Equine Extravaganza):** \$1,500 is to be encumbered in an even split between the Douglas and the Wyoming State Fair accounts for purposes of helping advertise the early May Equine Extravaganza.

**First Thursdays (#3.2019-2 First Thursdays):** \$1,600 is to be encumbered in the Douglas Account for purposes of advertising the First Thursdays gatherings to be held over the course of Summer 2019.

**Jackalope Days (#3.2019-3 Jackalope Days):** \$3,617.25 is to be encumbered in the Douglas Account for purposes of advertising Jackalope Days 2019.

**Kite Festival (#3.2019-4 Kite Festival):** \$1,130 is to be encumbered in an even split between the Douglas and Glenrock accounts for purposes of advertising the inaugural kite festival to be held at Fort Fetterman.

**Chet Johnson Rodeo Sponsorship:** The board approved Sagebrush Marketing to continue conversations with PRCA saddle bronc riding Chet Johnson on a potential partnership where the board could help sponsor Chet in exchange for his promoting Douglas.

**Jackalope Mascot (#JackalopeMascot):** \$2,500 is to be encumbered in the Douglas Account for purposes of purchasing a new Jackalope mascot for use in the Douglas community.

**Sir Barton (#SirBarton):** \$400 is to be encumbered in the Douglas Account for purposes of building two nearly life-size cardboard stand-ups of Sir Barton and commemorating his win of the first triple crown.

**Jackalope Artwork (#JackalopeCharacters):** \$350 is to be encumbered in the Douglas Account for purposes of ordering 10 variations of the jackalope recently secured via 99Designs.com. Sagebrush Marketing will prepare a list and share it with the board prior to making the order.

**Jackalope Coins:** Over the course of the next month Sagebrush Marketing will be contacting local businesses and making them aware of the opportunity to hang a jackalope decal on their storefront, signifying that specials are available to those who possess a jackalope coin.

**Casper Star Tribune (#CST\_2019):** \$7,432 is to be encumbered (1/3 Douglas Account, Glenrock Account, Discretionary Account) for purposes of an advertising campaign in the Casper Star Tribune stretching from May through December.

**Douglas Broadcasting (#DouglasBroadcasting\_2019):** \$6,240 is to be encumbered (1/3 Douglas Account, Glenrock Account and Discretionary Account) for purposes of running attraction-oriented ads targeting both travelers and those staying in the community for work.

**Miles Media:** \$3,000 is to be encumbered (25% Douglas, 25% WSF, 25% Glenrock, 25% Discretionary) for purposes of participating in the Leads Program and folding those leads into the board's electronic newsletter campaign.

**Board Contracts:** The board members instructed Sagebrush Marketing to move forward with updating the RFPs for marketing and accounting and see that they are advertised.

**Next meeting:** April 18, 2019 • Glenrock • Hotel Higgins.