

**City Council Meeting Minutes**  
**January 14, 2019**

The regular meeting of the Douglas City Council was held on Monday, January 14, 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
	Karl E. Hertz

Others Present:

City Administrator	Jonathan Teichert
City Attorney	Heather Duncan-Malone
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 January 14, 2019; Item 2.II. Consideration of Resolutions and Ordinance by Title Only; Item 2.III. Warrant Register December 2018; Item 2.IV. Minutes, Regular City Council Meeting, December 10, 2018; Item 2.V. Minutes, Special City Council Meeting, January 3, 2019; Item 2.VI. Minutes, Planning and Zoning Commission Meeting, December 17, 2018.** Councilmember Gilbreath seconded; no discussion and motion approved 5-0.

**Presentations to Council/Public Hearings: Item 3.I. Bob Shinmori, Community Service Block Grant (CSBG):** Mr. Shinmori approached Council and provided an update and overview of the CSBG program and the demographic served, which is to provide emergency and non-emergency funding to low-income citizens of Converse County, and to assist these individuals in becoming self-sufficient. They also work to leverage other services and funding from other agencies. He discussed plans to improve the program by implementing a "Bridges Out of Poverty" program in order to change attitudes and perceptions regarding low income persons. He expressed appreciation for the City's generous

48 support and for their continued service on the CSBG Board. **Item**  
49 **3.II. Public Hearing, Resolution 1983, Vacating Fairview**  
50 **Addition, Block 10, Lots 17-21, an Replatting as Fairview**  
51 **Addition, Block 10, Lot 33:** Mayor Kemper opened the public  
52 hearing; Director Chaffin provided the staff report, including  
53 zoning; surrounding and existing land use; history and use,  
54 which is to allow the property owners to build a garage on their  
55 property. Staff and the Planning and Zoning Commission both  
56 recommend approval of this resolution. There were no comments  
57 from the applicant; Mike Esselman, a neighbor, approached  
58 Council and spoke in favor of this Resolution. Public hearing  
59 was closed. Councilmember Gilbreath moved to approve Resolution  
60 1983 as presented; seconded by Councilmember Hertz; no  
61 discussion and motion approved 5-0.

62 **Public Comments:** None.

63 **Applications for Special Permits/Appointments to Boards and**

64 **Commissions: Item 5.I. Douglas City Council, Mayor pro tem**

65 **Appointment:** Mayor Kemper provided an overview; Councilmember  
66 Gilbreath moved to appoint Councilmember Bartling as the Mayor  
67 pro tem until the end of his term, December 31, 2022;  
68 Councilmember Pexton seconded. Following brief discussion,  
69 motion approved 5-0. **Item 5.II. Converse County Justice Center**

70 **Joint Powers Board, Vacated City Appointment Item:** Mayor Kemper  
71 provided an overview of this board and expressed interest in  
72 continuing on this board, as does Councilmember Hertz;  
73 Councilmember Bartling's term is in effect until 2020.  
74 Councilmember Bartling moved to appoint Mayor Kemper to the  
75 Converse County Justice Center Joint Powers Board for a 2-year  
76 term from January 14, 2019, to January 31, 2021; Councilmember  
77 Hertz seconded; no discussion and motion approved 5-0.  
78 Councilmember Bartling moved to appoint Councilmember Hertz to  
79 the Converse County Justice Center Joint Powers Board for a 2-  
80 year term from January 14, 2019, to January 31, 2021; seconded  
81 by Councilmember Gilbreath; following brief discussion, motion  
82 approved 5-0. **5.III. Municipal/County Joint Powers Board, 2018**

83 **City Council Member Appointments:** Mayor Kemper provided an  
84 overview of this board and expressed an interest in continuing  
85 to serve; Councilmember Pexton also expressed willingness to  
86 serve on this board, and Councilmember Bartling stated he would  
87 be willing to continue as the alternate. Councilmember Gilbreath  
88 moved to appoint Mayor Kemper to the Joint Powers Board as a  
89 voting member from January 14, 2019, to December 31, 2019;  
90 seconded by Councilmember Bartling; no discussion and motion  
91 approved 5-0. Councilmember Gilbreath moved to appoint  
92 Councilmember Pexton to the Joint Powers Board as a voting  
93 member from January 14, 2019, to December 31, 2019; seconded by  
94 Councilmember Hertz; no discussion and motion approved 5-0.

95 Councilmember Gilbreath moved to appoint Councilmember Bartling  
96 to the Joint Powers Board as an alternate voting member from  
97 January 14, 2019, to December 31, 2019; seconded by  
98 Councilmember Pexton; no discussion and motion approved 5-0.

99 **Item 5.IV. Community Service Block Grant (CSBG) Board, City**  
100 **Appointment:** Mayor Kemper provided an overview of this board;  
101 Councilmember Pexton expressed interest in serving on this  
102 board; Councilmember Bartling moved to nominate Councilmember  
103 Pexton to the CSBG Board as the City representative to serve a  
104 term from January 14, 2019, to December 31, 2022; seconded by  
105 Councilmember Gilbreath; no discussion and motion approved 5-0.

106 **Item 5.V. Wyoming Community Gas Board, 2019 City Council Member**  
107 **Appointments:** Mayor Kemper provided history of this board;  
108 Administrator Teichert provided an overview of this board;  
109 Councilmember Gilbreath expressed interest in continuing to  
110 serve, as did Councilmember Bartling. Councilmember Hertz moved  
111 to appoint Councilmember Gilbreath to the Wyoming Community Gas  
112 Board from January 14, 2019 to December 31, 2019; Councilmember  
113 Bartling seconded; no discussion and motion approved 5-0.  
114 Councilmember Hertz moved to appoint Councilmember Bartling to  
115 the Wyoming Community Gas Board from January 14, 2019 to  
116 December 31, 2019; Councilmember Pexton seconded; no discussion  
117 and motion approved 5-0. **Item 5.VI. Federal Urban Systems**  
118 **Advisory Board (FUSAB), City Appointments:** Mayor Kemper provided  
119 a brief update and history of this board, and Director Chaffin  
120 provided further explanation and purpose of this joint  
121 City/County/State board and its role, which is to oversee use of  
122 federal funding for street projects within a designated boundary  
123 as approved by WYDOT; these boards exist across the state. She  
124 also explained the current project, which is a portion of  
125 Brownfield Road located in the county. Councilmember Hertz  
126 expressed an interest in serving on this board. Councilmember  
127 Gilbreath moved to appoint Councilmember Hertz to the FUSAB  
128 board for a 4-year term from January 14, 2019, to December 31,  
129 2022; seconded by Councilmember Pexton; no discussion and motion  
130 approved 5-0. Councilmember Gilbreath moved to appoint Clara  
131 Chaffin, Community Development Director, to the FUSAB board for  
132 a 4-year term from January 14, 2019, to December 31, 2022;  
133 Councilmember Bartling seconded; no discussion and motion  
134 approved 5-0. **Item 5.VII. Wyoming Association of Municipalities**  
135 **(WAM) Voting Delegates, 2019 WAM Winter Conference Item:** Mayor  
136 Kemper provided an overview of this appointment and expressed  
137 interest in serving as the voting delegate, while Councilmember  
138 Gilbreath stated he would be willing to serve as the alternate.  
139 Councilmember Bartling moved to appoint Mayor Kemper as the 2019  
140 WAM Winter Workshop voting delegate; Councilmember Hertz  
141 seconded; no discussion and motion approved 5-0. Councilmember

142 Bartling moved to appoint Councilmember Gilbreath as the 2019  
143 WAM Winter Workshop alternate voting delegate; Councilmember  
144 Pexton seconded; no discussion and motion approved 5-0. **5.VIII.**  
145 **Douglas Recreation Center Committee Appointee:** Mayor Kemper  
146 provided an overview of this committee and stated that this can  
147 be a city staff member or Council member. Councilmember  
148 Gilbreath moved to appoint Jonathan Teichert, City  
149 Administrator, to Douglas Rec Center committee for an ongoing  
150 term; seconded by Councilmember Hertz. Discussion following  
151 regarding the concern of having two Council members on this  
152 committee due to Councilmember Gilbreath's job at the Rec  
153 Center; Attorney Duncan-Malone agreed that this would be cleaner  
154 and would avoid the perception of a violation. Bob Shinmori made  
155 some final comments to Council thanking them for their support.

156 **Council Items: Item 6.I. Resolution 1984, Concurring with the**  
157 **City Administrator's Appointment of Rick Andrews as Fire Chief**  
158 **for the City of Douglas, Wyoming:** Councilmember Gilbreath moved  
159 to approve Resolution 1984 as presented; seconded by  
160 Councilmember Pexton; no discussion and motion approved 5-0.

161 **Item 6.II. Resolution 1985, Quitclaim Deed for Portion of**  
162 **Vacated Alley at 824 Cedar, Original Town of Douglas:**  
163 Councilmember Bartling moved to approve Resolution 1985 as  
164 presented; Councilmember Hertz seconded; no discussion and  
165 motion approved 5-0. **Item 6.III. Amendment Number One to**  
166 **Agreement Between the City of Douglas, Wyoming and Heather**  
167 **Duncan-Malone for Attorney Services:** Councilmember Pexton moved  
168 to approve the amendment as presented; Councilmember Gilbreath  
169 seconded. Council expressed appreciation for Ms. Duncan-Malone;  
170 no further discussion and motion approved 5-0. **Item 6.IV. Bid**  
171 **Recommendation, New Reel and Bed Knife Grinders, Douglas**  
172 **Community Club Golf Course:** Councilmember Gilbreath moved to  
173 accept the bid recommendation as presented and award the bid to  
174 Midland Implements in the total amount of \$64,660.75 for both  
175 grinders, and further authorize the City Administrator to  
176 execute all associated contract documents; seconded by  
177 Councilmember Hertz. Director Harbarger provided Council with an  
178 overview of what these grinders are for. No further discussion  
179 and motion approved 5-0.

180 **Council Information: Item 7.I. Sales Tax Report, December 2018;**  
181 **Item 7.II. Treasurer's Report, November 2018; Item 7.III.**  
182 **Council Memo, Liquor License Compliance Failures, December 2018;**  
183 **Item 7.IV. Unapproved Minutes, Converse County Tourism and**  
184 **Promotion Board, December 20. 2018 Meeting:** Councilmember  
185 Gilbreath stated for the record the amount of sales taxes  
186 received in December, which was \$1,400,629.35, and 125.83% of  
187 the City's budget for fiscal year 2019. No further discussion.  
188 Colson Webster and Stephanie Witbrod approached Council to

189 request a funding donation for a track and field meet in  
190 Australia in July; it was explained that the City has no such  
191 type of funding available. Councilmember Gilbreath explained  
192 that the Douglas Rec Center Board may have funding, however, and  
193 stated he would assist the girls in getting on the Rec Center  
194 Board agenda to make the same request of them.

195 **Adjourn:** Councilmember Bartling moved to adjourn the regular  
196 Council meeting; Councilmember Pexton seconded; no discussion  
197 and motion approved 5-0. Regular meeting adjourned at 6:11 p.m.

198 **ATTEST:**

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202 \_\_\_\_\_  
203 Karen Rimmer, City Clerk  
Published: January 23, 2019

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Rene' Kemper, Mayor