

**City Council Meeting Minutes
January 28, 2019**

The regular meeting of the Douglas City Council was held on Monday, January 28, 2019, at 5:30 p.m. in the Council Chambers of City Hall at 101 N. 4th 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. Mayor Kemper stated that **Item 6.V., Bid Recommendation, Sealed Bids for Purchase of Dual Purpose K-9 Police Dog**, would be acted upon first. Councilmember Bartling moved to accept the sealed bid from Amber Peterson in the amount of \$1,000.00 as recommended, and further authorize the City Attorney to draft a release of liability form to be signed by Ms. Peterson upon possession of the K-9 animal, and authorize the City Administrator to sign all other associated documentation; seconded by Councilmember Pexton. Ms. Peterson thanked Council; no further discussion and motion approved 5-0.

Consent Agenda: Councilmember Gilbreath moved to approve the Consent Agenda as presented: **Item 2.I. Corrections, Additions, and Approval of Agenda for January 28, 2019; Item 2.II. Consideration of Resolutions and Ordinance by Title Only; Item 2.III. Minutes, Regular City Council Meeting, January 14, 2019; Item 2.IV. Minutes, Planning and Zoning Commission Meeting, January 21, 2019; Item 2.V. Acceptance of Audited Financial Statements FY2018.** Councilmember Hertz seconded; no discussion and motion approved 5-0.

Presentations to Council/Public Hearings: **Item 3.I. Resolution 1987, Authorizing a Conditional Use Permit to Allow the Use of Two Existing Above-Ground Fuel Storage Tanks in an I-Industrial**

48 **Zone at 114 South Riverbend Drive (Bloedorn Subdivision, Lot 1),**
49 **City of Douglas:** Mayor Kemper opened the public hearing;
50 Director Chaffin provided the staff report, including the
51 location; applicant; history; zoning; surrounding and existing
52 land use; staff analysis and recommended approval; and purpose,
53 which is to continue using two above-ground clear diesel fuel
54 tanks in an I-Industrial zoned area; one of the existing tanks
55 previously used for dyed diesel will be removed. The Planning
56 and Zoning Commission also recommended approval at their January
57 21, 2019 regular meeting. There were no questions from Council,
58 no comments from the applicant, and no comments in favor or
59 opposition of the application. Public hearing closed.
60 Councilmember Hertz moved to approve Resolution 1987 as
61 recommended; seconded by Councilmember Bartling; no discussion
62 and motion approved 5-0. **Item 3.II. Resolution 1988, Authorizing**
63 **a Conditional Use Permit for the Operation of a Professional**
64 **Office in an R-3 Limited Mixed Residential Zone at 239 North 4th**
65 **Street (North Twenty (20) Feet of Lot 13 and all of Lot 14,**
66 **Block 7, Town of Douglas):** Mayor Kemper opened the public
67 hearing; Director Chaffin provided the staff report, including
68 the location; applicant; history; zoning; surrounding and
69 existing land use; staff analysis and recommended approval; and
70 purpose, which is to continue operating a professional office
71 building in an R-3 limited use zone. The Planning and Zoning
72 Commission also recommended approval at their January 21, 2019
73 regular meeting. There were no questions from Council, no
74 comments from the applicant, and no comments in favor or
75 opposition of the application. Public hearing closed.
76 Councilmember Gilbreath moved to approve Resolution 1988 as
77 recommended; seconded by Councilmember Pexton; no discussion
78 and motion approved 5-0. **Item 3.III. Resolution 1989, Approving the**
79 **PRB Minor Subdivision, Being a Portion of the E¹/₂, SE¹/₄, SE¹/₄ of**
80 **Section 32, Township 33 North, Range 71 West and Part of Lot 6,**
81 **Section 5, Township 32 North and Range 71 West, Converse County,**
82 **Wyoming:** Mayor Kemper opened the public hearing; Director
83 Chaffin provided the staff report, including the location, which
84 is in the county; applicant; history; zoning; surrounding and
85 existing land use; staff analysis and recommended approval; and
86 purpose, which is to create a county subdivision in an area
87 within one mile of the corporate city limits of Douglas.
88 Director Chaffin explained that as of January 1, 2019, the City
89 no longer acts upon county subdivisions, but this application
90 began prior to that date and therefore required approval from
91 the Council. The Planning and Zoning Commission also recommended
92 approval at their January 21, 2019 regular meeting. There were
93 no comments from the applicant, and no comments in favor or
94 opposition of the application. Following Council questions and

95 staff explanations, public hearing closed. Councilmember
96 Bartling moved to approve Resolution 1989 as recommended;
97 seconded by Councilmember Gilbreath; no discussion and motion
98 approved 5-0.

99 **Public Comments:** None.

100 **Council Appointments: Item 5.I. Converse County Joint Powers**
101 **Board Appointments, Correction of Terms:** Mayor Kemper provided
102 an overview; Councilmember Pexton moved to adjust the terms for
103 the Justice Center Joint Powers Board appointments for Mayor
104 Kemper and Councilmember Hertz to reflect terms from January 14,
105 2019 to December 31, 2021 as recommended; Councilmember Bartling
106 seconded; no discussion and motion approved 5-0. **Item 5.II. City**
107 **of Douglas Finance Committee Appointment:** Councilmember Bartling
108 moved to appoint Councilmember Gilbreath to the Finance
109 Committee until the end of his term; Councilmember Hertz
110 seconded. Director Nicol provided an overview of this board; no
111 further discussion and motion approved 5-0.

112 **Council Items: Item 6.I. Resolution 1986, Designating Authorized**
113 **Signers for all City of Douglas Bank and Investment Accounts:**
114 Councilmember Hertz moved to approve Resolution 1986 as
115 presented; seconded by Councilmember Gilbreath; no discussion
116 and motion approved 5-0. **Item 6.II. Resolution 1990, Ratifying**
117 **the Revised Bylaws of the Douglas Planning and Zoning**
118 **Commission:** Councilmember Gilbreath moved to approve Resolution
119 1990 as presented; Councilmember Pexton seconded. Director
120 Chaffin clarified for Council that this is "housekeeping" item
121 and that the bylaws were reviewed to ensure compliance with
122 State Statutes and City processes. No further discussion and
123 motion approved 5-0. **Item 6.III. Easement Agreement for a**
124 **Portion of Tschetter Addition, City of Douglas, Converse County,**
125 **for a Portion of the Bike Path:** Councilmember Bartling moved to
126 approve the easement as presented; Councilmember Hertz seconded.
127 Director Harbarger provided an overview of this item, which is
128 to address a portion of the bike path at Pearson Drive that is
129 located on private property; this section will be moved in the
130 spring to the new location on property owned by Century Link. No
131 further discussion and motion approved 5-0. **Item 6.IV.**
132 **Pawnbroker License, Douglas Pawn:** Councilmember Pexton moved to
133 approve the pawnbroker license for Douglas Pawn for a term from
134 March 1, 2019, to February 28, 2020 as presented; seconded by
135 Councilmember Bartling; no discussion and motion approved 5-0.
136 **Item 6.VI. Funding Request for Additional Housing Study Funds:**
137 Councilmember Hertz moved to approve an additional amount not to
138 exceed \$3,500.00 for the remainder of the City's proportionate
139 share of a regional housing study should a USDA grant not be an
140 option; seconded by Councilmember Gilbreath. Brief discussion
141 followed, including that the extra costs are due in part to the

142 inclusion of Glenrock and Rolling Hills and that these
143 communities have also paid their proportionate share. No further
144 discussion and motion approved 5-0.

145 **Council Information: Item 7.I. Sales Tax Report, January 2019;**
146 **Item 7.II. Treasurer's Report, December 2018; Item 7.III.**
147 **Dashboards, December 2018; Item 7.IV. Minutes, Douglas Historic**
148 **Preservation Commission, January 16, 2019 Meeting:** Councilmember
149 Gilbreath stated for the record the amount of sales taxes
150 received in December, which was approximately \$1.5 million, or
151 150% of the City's budget for fiscal year 2019. No further
152 discussion.

153 **Adjourn:** Councilmember Bartling moved to adjourn the regular
154 Council meeting; Councilmember Hertz seconded; no discussion and
155 motion approved 5-0. Regular meeting adjourned at 5:55 p.m.

156 **ATTEST:**

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161 Karen Rimmer, City Clerk
Published: February 6, 2019

Rene' Kemper, Mayor