

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

The regular meeting of the Douglas City Council was held on Monday, February 25, 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.

Consent Agenda: Councilmember Bartling moved to approve the Consent Agenda as presented: **Item 2.I. Corrections, Additions, and Approval of Agenda for February 25, 2019; Item 2.II. Consideration of Resolutions and Ordinance by Title Only; Item 2.III. Minutes, Regular City Council Meeting, February 11, 2019; Item 2.IV. Minutes, City Council Work Session, January 28, 2019; Item 2.VI. Minutes, Planning and Zoning Commission Meeting, February 19, 2019.** Councilmember Hertz seconded; no discussion and motion approved 5-0.

Presentations to Council/Public Hearings: **Item 3.I. Presentation of Fiscal Year 2018 Audit, Skogen, Commetto, and Associates:** Cynthia Olson of Skogen, Commetto, and Associates approached Council and provided an overview of the 2018 Financial Statement including an explanation of the layout of the audit report; government wide and fund statements; capital assets; statement of net position; unrestricted fund amount; statement of activities; percent of change in net position; governmental, expendable, and fiduciary funds and current liabilities; major and non-major funds; reconciliations; and recommendations for amendments. There were no questions from Council. **Item 3.II. Resolution 1992, Authorizing a Conditional Use Permit (CUP) for**

48 **the Keeping of Fowl in an R-2 Medium Density Residential Zone at**
49 **418 West Clay Street (Riverview Addition, Block 1, Lot 4, and**
50 **the East Twenty-five Feet of Lot 5), City of Douglas:** Mayor
51 Kemper opened the public hearing; Director Chaffin provided the
52 staff report including location; purpose; size; zoning; existing
53 and surrounding land use; and staff analysis and recommendation
54 of approval of the project. Written confirmation of acceptance
55 has been received by adjacent property owners; this CUP would
56 allow up to 17 female fowl. The Planning and Zoning Commission
57 recommended approval at their February 19, 2019 regular meeting.
58 There were no questions from Council; no comments from the
59 applicant; and no comments in favor or opposition of the
60 resolution; public hearing closed. Councilmember Gilbreath
61 moved to approve Resolution 1992 as presented; seconded by
62 Councilmember Pexton; no discussion and motion approved 5-0.

63 **Item 3.III. Resolution 1993, Approving the Hill Minor**
64 **Subdivision, Being a Portion of the NW1/4 of Section 12,**
65 **Township 32 North, Range 72 West, Converse County, Wyoming:**
66 Mayor Kemper opened the public hearing; Director Chaffin
67 provided the staff report including location; purpose; size; and
68 existing land use. This is a county subdivision within one mile
69 of the corporate city limits, has no zoning, and is being
70 considered per WY Statutes. Staff recommends approval and City
71 preferences were discussed. The Planning and Zoning Commission
72 recommended approval at their February 19, 2019 regular meeting.
73 There were no questions from Council; no comments from the
74 applicant; and no comments in favor or opposition of the
75 Resolution; public hearing closed. Councilmember Bartling moved
76 to approve Resolution 1993 as presented; Councilmember Gilbreath
77 seconded; no discussion and motion approved 5-0. **Item 3.IV.**
78 **Liquor License Renewal Applications, License Term April 1, 2019**
79 **to March 31, 2020: Licensees with No Violations During the 2018-**
80 **2019 License Term: 10G Inc. DBA Chutes Restaurant and Bar;**
81 **Beggar LLC DBA The Liquor Cabinet; CIB LLC DBA College Inn;**
82 **Depot (The) DBA The Depot; Four Seasons Chinese Restaurant DBA**
83 **Four Seasons Chinese Restaurant; Friendz LLC DBA Friendz;**
84 **Headstong LLC DBA Headstrong Brewery (Retail); Headstrong LLC**
85 **DBA Headstrong Brewery (Microbrewery); House of Pinz Inc. DBA**
86 **House of Pinz; Kota LLC DBA White Wolf Saloon; Moose Lodge No.**
87 **602 DBA Moose Lodge; Samuel Mares Post No. 8 DBA American**
88 **Legion; Sunset Liquors LLC DBA Sunset Liquors; Underwood**
89 **Ventures Inc. DBA Northgate Liquor and Lounge:** Mayor Kemper
90 opened the public hearing; Clerk Rimmer provided an overview of
91 the process for renewal and approval. She provided details on
92 the application process; license availability; compliance
93 checks; and general liquor license information. Specific details
94 were provided for Headstrong LLC as approval needs to be

95 contingent upon the minimum required barrels of malt beverages
96 being produced. Details were also provided for other changes
97 specific to High Plains Pizza Inc. and Underwood Ventures Inc.
98 There were no questions from Council. John Hunt, Headstrong LLC,
99 approached Council to provide an update on the status of the
100 barrels needed to be produced in order to renew. There were no
101 other comments from the applicants and no comments in favor or
102 opposition of the licenses; public hearing closed. Councilmember
103 Hertz moved to approve the microbrewery liquor license for
104 Headstrong LLC DBA Headstrong Brewery for the license term of
105 April 1, 2019 to March 31, 2020, contingent upon written
106 verification received by the Clerk no later than March 28, 2019
107 at 5:00 p.m. that a minimum of 50 barrels of malt beverages were
108 produced for the 2018-19 license term; seconded by Councilmember
109 Gilbreath; no discussion and motion approved 5-0. Councilmember
110 Gilbreath moved to approve all other liquor license renewal
111 applications as presented for the license term of April 1, 2019,
112 to March 31, 2020 for those licensees with no violations;
113 Councilmember Hertz seconded; no discussion and motion approved
114 5-0. **Item 3.V. Liquor License Renewal Applications, License Term**
115 **April 1, 2019 to March 31, 2020: Licensees With Violations**
116 **During the 2018-2019 License Term:** Mayor Kemper opened the
117 public hearing; Clerk Rimmer provided a staff report for each
118 licensee as follows which included the number and description of
119 violation(s), number of total violations within a three-year
120 period, and Council action pertaining to violation(s) during the
121 current license term: **Douglas Liquors LLC DBA Douglas Discount**
122 **Liquors and Tobacco; H-4-U Inc. DBA Plains Trading Post; Los**
123 **Espinos Inc. DBA La Costa Mexican Restaurant; P&Z Inc. DBA**
124 **Double D Liquors; Round Rock Entertainment LLC DBA LaBonte Bar;**
125 **Sapporo WY II LLC DBA Sapporo Steak and Sushi; TBK Club LLC DBA**
126 **Douglas Community Club 19th Hole; Three Boys Inc. DBA the**
127 **Waterhole.** Margie Taggart, TBK Club LLC, approached Council to
128 further explain the violation for TBK Club and what was done to
129 ensure it does not happen again. Deanna Cheney approached
130 Council to explain methods put in place to ensure that a
131 compliance failure does not occur again. There were no questions
132 from Council and no other comments from applicants; there were
133 no comments in favor or opposition of the applications; public
134 hearing closed. Councilmember Bartling moved to approve all the
135 liquor license renewal applications for the license term of
136 April 1, 2019, to March 31, 2020 for these licensees with
137 violations; seconded by Councilmember Pexton; no discussion and
138 motion approved 5-0.

139 **Public Comments:** None.

140 **Council Items:** **Item 5.I. Resolution 1991, Designating**
141 **Depositories for Depositing of Public Funds for the City of**

142

143 **Douglas, Wyoming:** Councilmember Pexton moved to approve
 144 Resolution 1991 as presented; seconded by Councilmember
 145 Gilbreath; no discussion and motion approved 5-0. **Item 5.II.**
 146 **Resolution 1994, Adopting the Converse County, Wyoming Hazardous**
 147 **Mitigation Plan, 2018 Update:** Councilmember Hertz moved to
 148 approve Resolution 1994 as presented; Councilmember Bartling
 149 seconded; no discussion and motion approved 5-0. **Item 5.III.**
 150 **Resolution 1995, Adopting the Wyoming Region 2, Converse County,**
 151 **Natrona County, and Niobrara County Regional Hazard Mitigation**
 152 **Plan, September 2018 Update:** Councilmember Gilbreath moved to
 153 approve Resolution 1995 as presented; Councilmember Hertz
 154 seconded; no discussion and motion approved 5-0. **Item 5.IV.**
 155 **Recommendation, Sealed Bids for Purchase of Gun Safes:**
 156 Councilmember Gilbreath moved to accept the sealed bid from
 157 DeWayne Olson for the Liberty safe in the amount of \$511.89 as
 158 recommended, and to accept the bids from Todd Matthews for the
 159 Cannon safe and the Winchester safe in the amount of \$301.00
 160 each as recommended, and further authorize the City
 161 Administrator to sign all other associated documentation;
 162 Councilmember Bartling seconded; no discussion and motion
 163 approved 5-0. **Item 5.V. Bid Recommendation, Sewer Lift Station**
 164 **Upgrades, Wyoming State Fairgrounds:** Councilmember Bartling
 165 moved to accept the bid from Russell Industries Inc. in the
 166 amount of \$101,547.00 as recommended, and further authorize the
 167 City Administrator to sign all associated documentation;
 168 seconded by Councilmember Pexton; no discussion and motion
 169 approved 5-0.
 170 **Council Information: Item 6.I. Sales Tax Report, February 2019;**
 171 **Item 6.II. Treasurer's Report, January 2019; Item 6.III.**
 172 **Dashboards, January 2019:** Councilmember Gilbreath stated for the
 173 record that the amount of sales tax revenue received this month
 174 was \$1,366,128.17; the City has now received \$4,348,048.61 over
 175 the FY2019 budgeted revenues. No further discussion and no
 176 action taken.
 177 **Adjourn:** Councilmember Hertz moved to adjourn the regular
 178 Council meeting; Councilmember Pexton seconded; no discussion
 179 and motion approved 5-0. Regular meeting adjourned at 6:20 p.m.

180 **ATTEST:**

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 185 Karen Rimmer, City Clerk

 Rene' Kemper, Mayor

185 Published: March 6, 2019