

City Council Meeting Minutes
August 12, 2019

The regular meeting of the Douglas City Council was held on Monday, August 12, 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 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 August 12, 2019; Item 2.II. Consideration of Resolutions and Ordinance by Title Only; Item 2.III. Warrant Register, July FY2020; Item 2.IV. Minutes, Regular City Council Meeting, July 22, 2019; Item 2.V. Minutes, City Council Work Session, July 22, 2019.** Councilmember Hertz seconded; no discussion and motion approved 5-0.

Public Comments: None.

Council Items: **Item 4.I. Public Access Easement Amendment, from West Plains Development, Inc. to the City of Douglas, Wyoming:** Councilmember Gilbreath moved to approve the easement amendment as presented; seconded by Councilmember Pexton; no discussion and motion approved 5-0. **Item 4.II. Agreement Between the City of Douglas, Wyoming, and Steiner Thuesen PLLC for Keith Rider and Washington Parks Irrigation System and Lighting Replacement Project:** Councilmember Hertz moved to approve the agreement as presented; Councilmember Bartling seconded; no discussion and motion approved 5-0. **Item 4.III. Bid Recommendation, Slurry Seal City Streets FY2020:** Councilmember Bartling moved to approve the bid as recommended and accept the bid from Intermountain Slurry Seal Inc. in an amount not to exceed \$265,000.00, and further authorize the City Administrator to execute all documentation as

48 necessary; Councilmember Gilbreath seconded. Following brief
49 discussion regarding bid amount versus budgeted amount, motion
50 approved 5-0. **Item 4.IV. Bid Recommendation, Used Class 8 Truck,**
51 **Douglas Transfer Station and Landfill:** Councilmember Hertz moved
52 to approve the bid as recommended and accept the bid from United
53 Rentals in the amount of \$29,500.00 and further authorize the
54 City Administrator to execute all documentation as necessary;
55 seconded by Councilmember Pexton; no discussion and motion
56 approved 5-0. **Item 4.V. Bid Recommendation, New Specified Cab,**
57 **Chassis, and Refuse Compaction Body:** Councilmember Gilbreath
58 moved to approve the bid as recommended and accept the bid from
59 Floyd's Truck Center in the amount of \$149,367.00 after trade-
60 in, and further authorize the City Administrator to execute all
61 documentation as necessary; seconded by Councilmember Hertz.
62 Following brief discussion of timeframe to receive new
63 equipment, motion approved 5-0. **Item 4.VI. Bid Recommendation,**
64 **Public Works Buildings Roof Replacement Project:** Councilmember
65 Pexton moved to approve the bid as recommended and accept the
66 bid from Limmer Roofing in the amount of \$107,600.00 and further
67 authorize the City Administrator to execute all documentation as
68 necessary; Councilmember Bartling seconded. Following brief
69 overview of this project, motion approved 5-0. **Item 4.VII. Bid**
70 **Recommendation, Douglas "Marge Irons Memorial" Dog Park**
71 **Construction Project:** Councilmember Bartling moved to approve
72 the bid as recommended and accept the bid from Chalk Buttes
73 Landscaping in the amount of \$129,876.00 and further authorize
74 the City Administrator to execute all documentation as
75 necessary; Councilmember Gilbreath seconded. Discussion ensued
76 regarding this project and the approved budget for this project
77 versus bid amount; available funding, including distribution
78 from Wyoming Community Gas, was talked about as well. No
79 further discussion and motion approved 5-0. **Item 4.VIII. Wyoming**
80 **Community Gas Community Project Designation:** Following
81 discussion of two projects (the dog park and fencing at the
82 Douglas Water Park) as well as projects this funding has been
83 used for in the past, Councilmember Gilbreath moved to designate
84 all of the funding received from Wyoming Community Gas for
85 community projects to the dog park construction project;
86 Councilmember Bartling seconded; no further discussion and
87 motion approved 5-0. **Item 4.IX. Proposal, American Doorstop**
88 **Project Productions, LLC, Bonus Sir Barton and Oral History**
89 **Features for the "Born to Rein" Film:** Councilmember Hertz moved
90 to approve the expenditure of \$5,000.00 for the bonus features
91 to be included in the Born to Rein DVD; seconded by
92 Councilmember Bartling. Discussion followed regarding the
93 Historic Preservation Commission as some of its members have
94 received training to conduct oral history interviews, and they

95 have obtained the necessary equipment as well. The organization
96 intends to conduct interviews with persons involved with Sir
97 Barton and will make the interviews available to the public.
98 Following further discussion, motion failed 0-5.

99 **Department Reports: Item 5.I. Administrative Services**

100 **Department:** Mary Nicol explained that she is working on posting
101 the online bill payment option on the City's website; she was
102 hoping to have it available to the public today but has
103 experienced some technical issues. Additional options for
104 enhancing this tool will be looked into as well. She added that
105 she and her staff are preparing for the exodus of summer help;
106 that July utility bills included the annual pest control fees;
107 and they continue to prepare for the upcoming FY2019 audit. **Item**
108 **5.II. City Clerk:** Karen Rimmer stated she is continuing with
109 close-out items for FY2019 and is making progress on review and
110 revision of the City's bid processes; she provided an overview
111 of types of bids, and other departments are involved in this as
112 well. She provided an overview of the Wyoming State Fair
113 permitted beer gardens as these have changed slightly from
114 previous years, including an additional dispensing area for a
115 VIP section. **Item 5.III: Community Development Department:** Clara
116 Chaffin stated that the parking area at Heritage Trail is now
117 open for use by the public, including access to the pathway.
118 Construction on the Boys and Girls Club building is moving along
119 nicely; they are doing well. After the adoption of the 2018
120 building codes, her department submitted those to the ISO-BEGS
121 (Building Code Effectiveness Grading Scale); by doing this, we
122 have gotten into two different classes. Originally, the City
123 was a Class 5 for one and two single family-type homes, and we
124 are now as a Class 4, although this improvement won't affect
125 insurance costs. For commercial properties, we have moved from a
126 Class 4 to a Class 3, which is considered "Excellent"; all the
127 work that our Building Official does for us is paying off. So
128 far, the changes with the adoption of the new building code have
129 been smooth. Progress on the Brownfield Assessment Grant
130 continues; community outreach is currently planned for September
131 and hoping to go to some existing community events. One property
132 owner has scheduled a meeting with the team, and information has
133 been added to the City's website for the public; this will
134 continue to be updated. Director Chaffin reported that a
135 Temporary Certificate of Occupancy (TCO) will be issued soon for
136 Blend Coffee, a new business in town; it should be opening this
137 month. Her department has been updating the Cemetery Kiosk and
138 strive to keep obituaries and all information up to date. The
139 number of licensed contractors in Douglas increased by 5, making
140 the total number 259 contractors. The were 23 building permits
141 pulled in July, bringing that total number for the year to 120

142 permits. Council asked questions about the new business, Blend
143 Coffee, which they are very excited about. Regarding the drive-
144 up window, it was requested to ensure traffic on Richards Street
145 would not be negatively impacted by this; Ms. Chaffin will
146 address this concern with the owner. **Item 5.IV.: Police**
147 **Department:** Chief Ron Casalenda reported that two students have
148 successfully graduated from the Wyoming Law Enforcement Academy
149 (WLEA); they are now on the street with their training officers
150 and should be on their own mid-September. The next Peace Officer
151 Basic Training begins this Friday, and he has one officer
152 attending. Alcohol compliance checks sponsored by the Converse
153 County PMO will occur during WY State Fair, and he provided an
154 overview of a standing order for use of Narcan® (naloxone) nasal
155 spray and training for such of his department. His department is
156 gearing up for State Fair. The Police Department is still down
157 three officers but progress is being made to conduct oral boards
158 soon. Mayor Kemper stated she attended graduation at WLEA and
159 encouraged other Council members to attend as well. Council
160 asked about the transition with leadership with Joint
161 Communications and if there were issues or concerns; Chief
162 Casalenda provided an overview of this process, CAD RMS
163 progress, and what is being done to ensure there are no issues.
164 **Item 5.V. Public Works Department:** John Harbarger reported on
165 major projects, including the Little Boxelder Spring (LBS)
166 Transmission Line project; the contractor has reached the
167 springhouse and intends to tie into it on Wednesday. The Water
168 Treatment Plant and Sheep Mountain Well will serve Douglas'
169 water on that day. The last bore, which was under Hwy. 59 and
170 93, was completed last week. The sewer project between N. 5th and
171 6th Streets is moving along and the contractor will be starting
172 on the final alley this week. They are averaging ten days per
173 alley. The Cemetery Expansion project is completed, as is the
174 Washington Park Pump project. The TAP Grant pathway project will
175 be beginning this week, and the Pearson Road Storm Sewer project
176 will be starting soon. Council asked questions about the bores
177 under the highways for the LBS project; Director Harbarger
178 explained that these are 30" steel pipes with a 20" plastic pipe
179 inside with spacers so the line doesn't move. **Item 5.VI. City**
180 **Administrator:** Jonathan Teichert provided an overview of the
181 2019 NEWY Congressional Tour, which was last week; the fifteen
182 Congressional Delegates were given a tour of the Buckinghorse
183 Gas Plant and toured a Chesapeake rig. The City held our annual
184 Employee Appreciation BBQ, which was great. Other updates
185 included receiving the permit for the Cedar Springs Wind
186 Project, which the City is now a party to; the next hearing will
187 be September 6, 2019; this project will add 48 wind towers in
188 Converse County. The City's comments on the Supplemental Draft

189 to the Oil and Gas EIS have been submitted, and the EDA Grant
190 for a fiber conduit through Douglas was submitted on Friday.
191 Finally, Mayor Kemper and Administrator Teichert attended a
192 meeting in Casper with other government officials and the WY Oil
193 and Gas Commission pertaining to carbon recapture; a lot of this
194 has to do with the Rocky Mountain Power IRP and the proposed
195 early termination of several power plants.

196 **Council Information: Item 6.I. Unapproved Minutes, Regular**
197 **Converse County Tourism Board Meeting, July 18, 2019:** No
198 discussion and no action taken.

199 **Executive Session:** Mayor and Council determined that there was
200 no reason to go into Executive Session at this meeting.

201 **Adjourn:** Councilmember Hertz moved to adjourn the regular
202 Council meeting; Councilmember Bartling seconded; no discussion
203 and motion approved 5-0. Regular meeting adjourned at 6:10 p.m.

204 **ATTEST:**

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209 Karen Rimmer, City Clerk
Published: August 28, 2019

Rene' Kemper, Mayor