

# City Council Meeting

Douglas City Hall, Council Chambers  
101 N. 4th Street, Douglas, WY  
Monday, May 24, 2021  
Regular Meeting - 5:30 p.m.

Thank you for your cooperation in facilitating the public meeting process!  
You can also view the meeting live on cable Channel 61.

1. Pledge Of Allegiance & Call To Order  
**Mayor Rene' Kemper**  
**Councilmember John Bartling**  
**Councilmember Kim Pexton**  
**Councilmember Ron McNare**  
**Councilmember Monty Gilbreath**

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 - May 24, 2021

2.II. Minutes, Regular City Council Meeting - May 10, 2021

Documents:

[05-10-2021 REGULAR CITY COUNCIL MINUTES.PDF](#)

2.III. Minutes, Special City Council Meeting - May 13, 2021

Documents:

[05-13-2021 SPECIAL MEETING MINUTES.PDF](#)

3. Public Comments

***This section of the Agenda is reserved for comments from the General Public to the City Council on matters relating to Douglas Municipal Government. In order to be heard, please clearly and loudly state your name and affiliation. Comments must be five (5) minutes or less.***

***\*\* Council Meetings are broadcast live on Cable Channel 61. If you have documents to present to Council, please email them to the City Clerk at [cschumacher@cityofdouglas.org](mailto:cschumacher@cityofdouglas.org) prior to 5:00 p.m. to ensure Council members receive a copy during the meeting. \*\****

4. Presentations

4.I. Presentation: Douglas Historic Preservation Commission - Honorary Member Award

5. Proclamations

5.I. Proclamations: Recognition And Honoring Lt. Col Ty "Hog" Wash

Documents:

[PROCLAMATION - LT. COL. TY -HOG- WALSH.PDF](#)

6. Public Hearings

6.I. Resolution No. 2088, A Resolution Authorizing A Conditional Use Permit To Sean And Shea Lehnen To Allow The Short-Term Rental Of A Dwelling In An R-2 Medium Density Residential Zone At 414 North 3rd Street (Original Town Of Douglas, Block 32, Part Of Lot 4: Lot 5)

Documents:

[CNCL STAFFREPORT\\_CUP 4-21\\_SHORT-TERM RENTAL.PDF](#)  
[RES 2088 CUP 04-21\\_LEHNEN.PDF](#)

7. Council Action Items

7.I. Ordinance No. 1008, An Ordinance Vacating A Portion Of Poplar Street, Senior Center Addition, Douglas, Wyoming, Third & Final Reading

Documents:

[ORDINANCE 1008 - 3RD READING.PDF](#)

7.II. Resolution No. 2089, A Resolution Authorizing The Douglas Police Department To Submit An Application To The Department Of Justice, COPS Office, For FY2021 COPS Hiring Program Funds To Hire An Additional Officer To Allow For Assignment Of A Second SRO In CCSD#1 Schools

Documents:

[RESOLUTION NO. 2089 - AUTHORIZE PD TO SUBMIT APPLICATOIN FOR ADDITIONAL SRO.PDF](#)

7.III. Memorandum Of Understanding Between Converse County, Wyoming; The City Of Douglas, Wyoming; And The Town Of Glenrock, Wyoming For The Funding Of The Converse County ACT Work Ready Community Program

Documents:

[FINAL MOU COUNTY-CITY-TOWN ACT PROGRAM 2021.PDF](#)

8. Council Information

8.I. Treasurer's Report - April 2021

Documents:

[TREASURERS REPORT APRIL 2021.PDF](#)

8.II. Dashboards - April 2021

Documents:

[DASHBOARDS APRIL 2021.PDF](#)

8.III. Minutes, Planning And Zoning Commission - May 17, 2021

Documents:

[PLANNING AND ZONING COMMISSION MINUTES 4.19.21.PDF](#)

9. Executive Session

10. Adjourn

**City Council Meeting Minutes  
May 10, 2021**

**CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL:** Mayor Kemper called the meeting to order and led the assembly in the Pledge of Allegiance.

**Roll Call was taken with the following City Council members present:** Mayor René Kemper; Councilperson John Bartling; Councilperson Kim Pexton; Councilperson Ron McNare; Councilperson Monty Gilbreath.

**Also Present:** Jonathan Teichert, City Administrator; Chaz Schumacher, City Clerk; Todd Byerly, PD Chief; John Harbarger, Director of Public Works; Clara Chaffin, Community Development Director; Gary Schwarz, IT Director; Sean Leman, PD Officer; Mike Armstrong, City Attorney; Chase Vialpando, Douglas Budget.

**Disclosures by City Councilmembers:** None.

**Consent Agenda:**

***Item 2a. Corrections, Additions, and Approved Agenda – May 10, 2021***

***Item 2b. Minutes, Regular City Council Meeting – April 26, 2021***

***Item 2c. Minutes, City Council Strategic Planning Session – April 26, 2021***

***Item 2d. Minutes, City Council Work Session – May 6, 2021***

***Item 2e. Warrant Register – April 2021***

**Councilperson Bartling moved, seconded by Councilperson McNare to approve the May 10, 2021 Consent Agenda as presented, no discussion. Motion carried 5-0.**

**Public Comments:** None.

**Presentations:**

***Item 4a. Introduction of new Police Detective***

PD Chief Byerly presented the City Council with the new PD Detective, Officer Sean Leman. There were 4 internal candidates for the position and they were interviewed by 3 separate panels, all did very well. Officer Leman will begin on June 14<sup>th</sup> and comes with experience as the department tazer instructor, as well as having rewriting the field training manual used in training new officers. The City Council thanked Officer Leman for his contributions and welcomed him as the new PD detective.

**Council Action Items:**

***Item 5a. Ordinance No. 1007, an Ordinance Amending Sections 12.24.060 and 12.24.080 of the Municipal Code of the City of Douglas, Wyoming Regarding Costs Associated with the Douglas Park Cemetery, Third Reading***

**Councilperson McNare moved, seconded by Councilperson Gilbreath to approve Ordinance No. 1007, an Ordinance Amending Sections 12.24.060 and 12.24.080 of the Municipal Code of the City of Douglas, Wyoming Regarding Costs Associated with the Douglas Park Cemetery on its Third and Final Reading.** McNare recommended an amendment to item 5a in the ordinance, for services occurring outside scheduled working hours or days, from the listed amount of \$750 to \$500, Gilbreath accepted the recommendation. Mayor Kemper stated Ross Gorman had reached out to Council to express his

44 concern for the higher fee, discussion followed. **Motion carried 5-0 with an amendment to item 5a**  
 45 **within the ordinance to a \$500 fee for services during unscheduled hours or days.**

46  
 47 ***Item 5b. Ordinance No. 1008, an Ordinance Vacating a Portion of Poplar Street, Senior Center***  
 48 ***Addition, Douglas, Wyoming, Second Reading***  
 49 **Councilperson Pexton moved, seconded by Councilperson Bartling to approve Ordinance No. 1008, an**  
 50 **Ordinance Vacating a Portion of Poplar Street, Senior Center Addition, Douglas, Wyoming, on its**  
 51 **Second Reading, no discussion. Motion carried 5-0.**

52  
 53 ***Item 5c. Resolution No. 2087, a Resolution Adopting Changes to the Human Resources Policies and***  
 54 ***Procedures for the Employees of the City of Douglas, Wyoming***  
 55 **Councilperson Bartling moved, seconded by Councilperson Gilbreath to approve Resolution No. 2087,**  
 56 **a Resolution Adopting Changes to the Human Resources Policies and Procedures for the Employees of**  
 57 **the City of Douglas, Wyoming.** Councilperson McNare asked what the changes are. Administrator  
 58 Teichert stated they were changes recommended by the human resource officer and actually are  
 59 abbreviated versions of the existing policies. Discussion followed. **Motion carried 5-0.**

60  
 61 ***Item 5d. Amendment to Lease Agreement Between City of Douglas and Memorial Hospital of Converse***  
 62 ***County for the Old Boys & Girls Club Property***  
 63 **Councilperson McNare moved, seconded by Councilperson Pexton to approve the amendment to the**  
 64 **lease agreement between the City of Douglas and Memorial Hospital of Converse County, as**  
 65 **presented.** Administrator Teichert stated this amendment is for a correction to the legal description  
 66 used the original lease. **Motion carried 5-0.**

67  
 68 **Council Information: Non-Action Items:**  
 69 ***Item 6a. Department Reports: Department of Public Works, Administrative Services/Treasurer***  
 70 ***Department, Clerk Department, Planning & Community Development Department, Police Department***  
 71 ***Item 6b. Minutes, Douglas Historic Preservation Commission – March 17, 2021***  
 72 ***Item 6c. Minutes, Douglas Historic Preservation Commission – April 21, 2021***

73  
 74 **Executive Session:**  
 75 **Councilperson Gilbreath moved, seconded by Councilperson McNare to adjourn the regular meeting**  
 76 **of the City Council and move into Executive Session at approximately 5:46 p.m. for the purpose of**  
 77 **considering the appointment, employment, right to practice, dismissal, complaints or charges against**  
 78 **a public officer, professional person or employee, in accordance with W.S. §16-4-405(a)(ii), no**  
 79 **discussion. Motion carried 5-0.**

80  
 81 **Adjourn:**  
 82 **Councilperson Pexton moved, seconded by Councilperson Bartling to adjourn the May 10, 2021**  
 83 **Regular City Council meeting. Motion carried 5-0. Meeting adjourned at approximately 5:47 p.m.**

84  
 85 **ATTEST:**  
 86  
 87 \_\_\_\_\_  
 René Kemper, Mayor

88 \_\_\_\_\_  
89 Chaz Schumacher, City Clerk  
90 Published May 19, 2021  
91

**Special City Council Meeting Minutes  
May 13, 2021**

The special meeting of the Douglas City Council was held on Thursday, May 13, 2021 at 8:30 a.m. in the Council Chambers of the 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.

**Roll Call was taken with the following City Council members present:** Mayor René Kemper, Councilperson John Bartling, Councilperson Kim Pexton, Councilperson Ron McNare, Councilperson Monty Gilbreath.

**Also Present:** Jonathan Teichert, City Administrator; Chaz Schumacher, City Clerk; Mike Armstrong, City Attorney; Todd Byerly, PD Chief; Mary Nicol, Treasurer/Administrative Services Director; Clara Chaffin, Community Development Director; Gary Schwarz, IT Director.

**Disclosures by City Councilmembers:** None.

**Consent Agenda:**

***Item 2a. Corrections, Additions, and Approval of Agenda – May 13, 2021***

**Councilperson Bartling moved, seconded by Councilperson McNare to approve the Consent Agenda as presented, no discussion. Motion carried 5-0.**

**Public Comments:** None.

**Council Action Items:**

***Item 4a. City Administrator Contract***

**Councilperson Pexton moved, seconded by Councilperson McNare to approve the City Administrator’s contract as presented, no discussion. Motion carried 5-0.**

**Executive Session:** None.

**Adjourn:**

**Councilperson Pexton moved, seconded by Councilperson McNare to adjourn the Special City Council meeting. Motion carried 5-0. Meeting adjourned at approximately 8:41 a.m.**

**ATTEST:**

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René Kemper, Mayor

\_\_\_\_\_  
Chaz Schumacher, City Clerk  
Published May 26, 2021

# Proclamation

**WHEREAS**, Lt. Col Ty “Hog” Walsh was a community member of the City of Douglas, graduating from Douglas High School in 2000; and

**WHEREAS**, Lt. Col. Ty “Hog” Walsh is a 2004 graduate of the United States Air Force Academy, where he majored in Engineering Mechanics. After a year as a member of the 13<sup>th</sup> Air Support Operations Squadron at Fort Carson, Colorado, he attended Specialized Undergraduate Pilot Training at Columbus AFB, Missouri and then Introduction to Fighter Fundamentals (IFF) at Moody AFB, Georgia. Following IFF, he attended the F-15E Basic Course at Seymour Johnson AFB, North Carolina. His first operational flying assignment was with the 391<sup>st</sup> Fighter Squadron (FS) at Mountain Home AFB, Idaho. He then attended the USAF Weapons School at Nellis AFB, Nevada, and graduated as a member of class 11B. Following that, he was assigned to another operational flying unit, the 336<sup>th</sup> FS at Seymour Johnson AFB, North Carolina. He then returned to the USAF Weapons School to serve as an instructor in the 17<sup>th</sup> Weapons Squadron. Three years later, he was selected for an Intermediate Developmental Education Asia-Pacific Strategic Policy Fellowship, where he served as both US Pacific Command and the Asia-Pacific Center for Security Studies in Hawaii. Lt. Col Walsh has over 2,450 hours flying the T-37 Tweet, T-38 Talon, and the F-15E Strike Eagle, and more than 600 combat hours serving in the US Central Command, US Indo-Pacific Command, and the US Africa Command areas of responsibility. Prior to attending the School of Advanced Air and Space Studies, he attended the Air and Space Basic Course and Squadron Officer School at Maxwell AFB, Alabama. He has earned a Master’s degree in Military Operational Art and Science and a Masters Degree in Military Strategy both from Air University; and

**WHEREAS**, the City of Douglas wants to recognize Lt. Col Walsh for his dedication to his country and his selection to serve as Commander of the 391<sup>st</sup> Fighters Squadron located at Mountain Home Air Force Base, Idaho.

**NOW, THEREFORE, BE IT KNOWN** that we, the Governing Body of the City of Douglas, do recognize and honor Lt. Col Ty “Hog” Walsh for his dedication to his fellow citizens and comrades, and to his country.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Official Seal of the City of Douglas to be affixed this 24<sup>th</sup> day of May, 2021.

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**René Kemper, Mayor**

**ATTEST:**

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**Chaz Schumacher, City Clerk**



**DOUGLAS CITY COUNCIL  
STAFF REPORT  
MAY 24, 2021**

**414 NORTH 3RD STREET  
SHORT-TERM RENTAL – CONDITIONAL USE PERMIT**

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**CASE NUMBER:** CUP 04-21

**PREPARED BY:** Heidi McCullough, Planning Technician

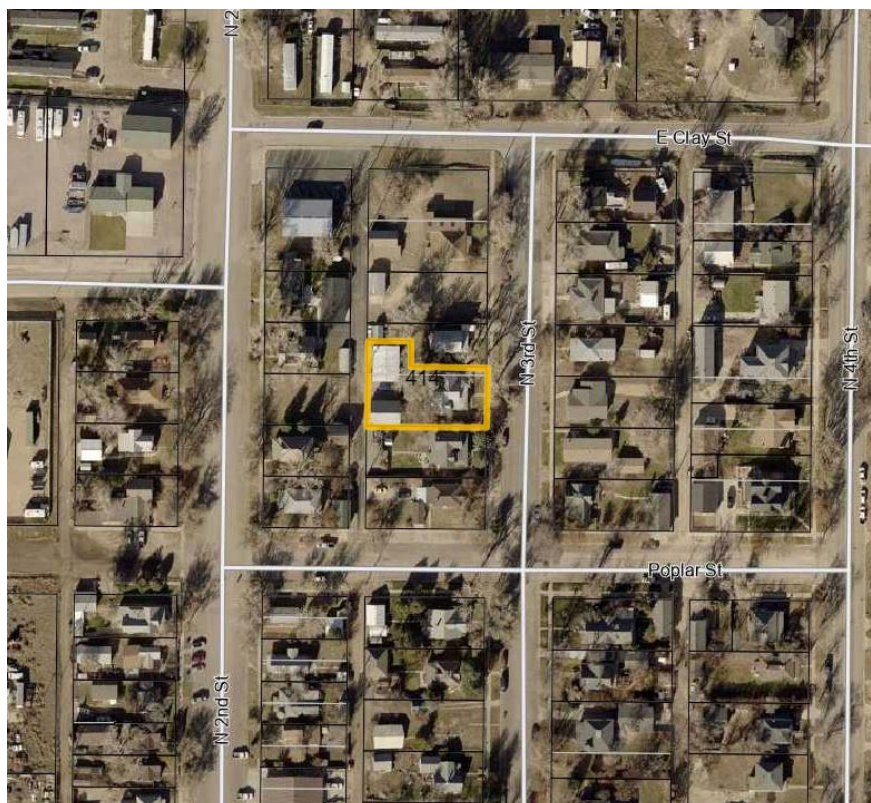
**MEETING DATES:** May 17, 2021 – Planning and Zoning Commission  
May 24, 2021 – City Council

**REQUEST:** Conditional Use Permit, R-2 Medium Density Residential Zone

**PURPOSE:** To operate a Short-Term Rental (Airbnb)

**RECOMMENDATION:** The Community Development Department recommends approval of the conditional use permit to allow the short-term rental of the dwelling at 414 North 3<sup>rd</sup> Street in an R-2 Medium Density Residential zone with staff recommendations.

**VICINITY MAP:** Short-term Rental, 414 North 3<sup>rd</sup> Street



**OWNER:** Sean R. Lehen  
414 N 3<sup>rd</sup> Street  
Douglas, WY 82633

**LOCATION:**

- (1) Legal Description: Original Town of Douglas, Part of Lot 4: Lot 5: Block 32
- (2) General Location: The subject property is located mid-block on the west side of North 3<sup>rd</sup> Street between Clay Street and Poplar Street.
- (3) Address: 414 North 3<sup>rd</sup> Street, Douglas, WY

**LOT SIZE:** 11,300 SF

**ZONING:** R-2 Medium Density Residential



**ZONING DATA:** The property is currently zoned R-2, Medium Density Residential. This district “*is intended to provide for the development of single-family and duplex or townhouse dwellings.*” According to the Douglas Municipal Code, short-term rentals are permitted as a Conditional Use in an R-2 zone.

**EXISTING LAND USE:** Single Family Residential

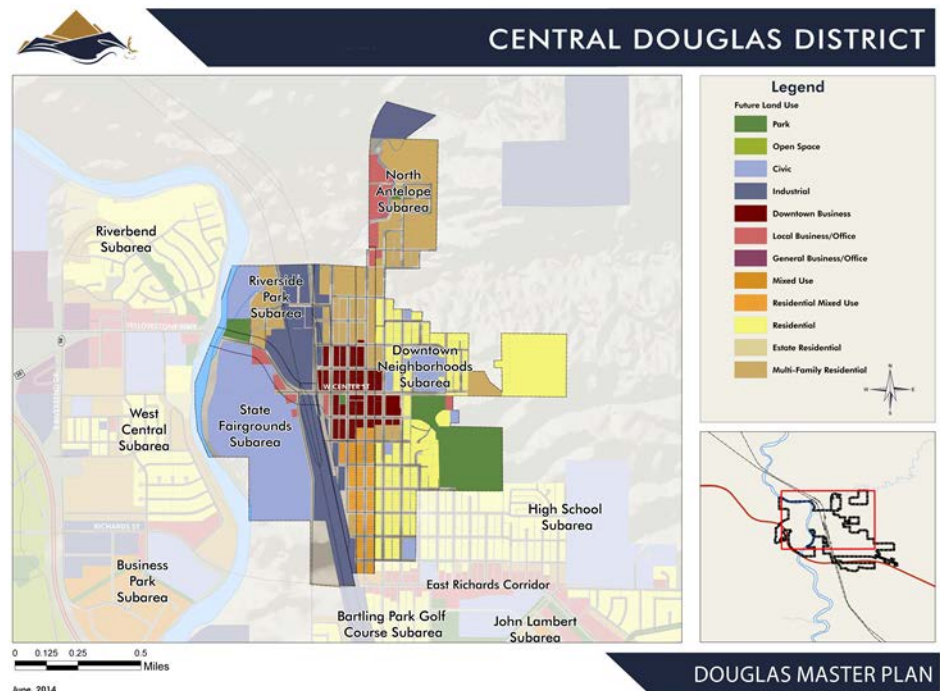
**PROPOSED USE:** Residential with short-term rental component

<b>SURROUNDING LAND USE:</b>		<b>ZONING</b>	<b>ANNEXATION STATUS</b>
<b>North:</b>	Mobile Home Park	MH-1 & MH-2	City
<b>South:</b>	Residential	R-2	City
<b>East:</b>	Residential/Church	R-2	City
<b>West:</b>	Residential	B-1	City

**DESCRIPTION OF SITE AND SURROUNDINGS:** The surrounding land uses are noted above. The subject property is surrounded by single family residential and Mobil Home Parks.

**HISTORY:** The main structure was originally built in 1914 as a single-family dwelling and has remained so throughout its history. There is an Additional Dwelling Unit on the property which was built in 1943. The current owners wish to operate the ADU as a short-term rental through Airbnb year-round. No negative impact to the neighboring properties is anticipated.

**MASTER PLAN:** The property is designated as part of the Downtown Neighborhoods subarea of the Central Douglas District. *“This area can be considered an extension of Downtown. Its future desired condition combines the preservation of adjacent historic neighborhoods with new medical facilities. Existing buildings should be redeveloped in a manner that compliments this emerging medical and downtown residential district.”*



**STAFF RECOMMENDATION:** The Community Development Department recommends approval of a conditional use permit to allow short-term rental of the dwelling at 414 North 3<sup>rd</sup> Street, with the acknowledgment that it is specific to the applicants, Sean and Shea Lehnen; and is not transferable to another owner and/or agent or location; and that the dwelling is in compliance with City short-term rental requirements at all times.

**PLANNING & ZONING COMMISSION RECOMMENDATION:** The Douglas Planning and Zoning Commission recommends approval of a conditional use permit to allow short-term rental of the dwelling at 414 North 3<sup>rd</sup> Street, with the acknowledgment that it is specific to the applicants, Sean and Shea Lehnen; and is not transferable to another owner and/or agent or location; and that the dwelling is in compliance with City short-term rental requirements at all times.

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RESOLUTION NO. 2088

**A RESOLUTION AUTHORIZING A CONDITIONAL USE PERMIT TO SEAN AND SHEA LEHNEN TO ALLOW THE SHORT-TERM RENTAL OF A DWELLING IN AN R-2 MEDIUM DENSITY RESIDENTIAL ZONE AT 414 NORTH 3<sup>RD</sup> STREET (ORIGINAL TOWN OF DOUGLAS, BLOCK 32, PART OF LOT 4: LOT 5)**

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**WHEREAS**, Sean and Shea Lehnen wish to provide short-term rental of the dwelling at 414 North 3rd Street; and

**WHEREAS**, the proposed use adheres to the Douglas Municipal Code, pertaining to the allowance of conditional use permits in an R-2 Medium Density Residential Zone for temporary residential uses; and

**WHEREAS**, the Community Development staff and the Douglas Planning and Zoning Commission have reviewed the application to ensure that it shall have no adverse impact upon the welfare of the public; and

**WHEREAS**, notice has been duly given and a public hearing held before the Douglas Planning and Zoning Commission on May 17, 2021, where there was no public opposition to the application; and the Planning and Zoning Commission voted unanimously to recommend approval of the application to the Douglas City Council; and

**WHEREAS**, the conditional use permit to provide short-term rental of an accessory dwelling is specific to Sean and Shea Lehnen. If this property owner and/or agent, in the future, ceases operation or moves the facility to another location, the Conditional Use Permit shall be null and void for the subject property; and

**WHEREAS**, the use shall be in compliance with City requirements for short-term rentals at all times, and

**WHEREAS**, Municipal Code requires that all conditional use permits be approved by the City Council.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DOUGLAS, WYOMING**, that Sean and Shea Lehnen are granted a conditional use permit to provide short-term rental of the dwelling in an R-2 Medium Density Residential Zone at 414 North 3<sup>rd</sup> Street (Original Town of Douglas, Block 32, Part of Lot 4: Lot 5).

**PASSED, APPROVED, AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
René S. Kemper, Mayor

**Attest:**

\_\_\_\_\_  
Chaz Schumacher, City Clerk

ORDINANCE NO. 1008

AN ORDINANCE VACATING A PORTION OF POPLAR STREET,  
SENIOR CENTER ADDITION, DOUGLAS, WYOMING

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF DOUGLAS, WYOMING, that:

WHEREAS, a Petition to vacate has been submitted by the City of Douglas requesting the vacation of a portion of Poplar Street of the Senior Center Subdivision, Douglas, Wyoming; and

WHEREAS, the Douglas City Council finds that it is in the best interest of the community to vacate said right-of-way;

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF DOUGLAS, WYOMING, that:

**Section 1.** Pursuant to the petition by the City of Douglas, and the authority of Wyoming Statues 15-4-305, 15-6-104, and 34-12-106 through 34-12-108, and Sections 16.3.13.1 through 16.3.13.8 of the Douglas Municipal Code, the City Council finds that the vacation of the Poplar Street right-of-way, as described in Exhibit "A" attached herein, will not abridge or destroy any of the rights and privileges of other proprietors, and further finds that the vacation is in the best interest of the City of Douglas, Wyoming.

**Section 2.** The vacated Poplar street right-of-way shall be replatted and combined with the Senior Center Addition.

**Section 3.** The Clerk of Converse County, Wyoming, in whose office the aforesaid plat is recorded, shall write in plain legible letters across the part of the plat so vacated, the work "VACATED" and also make a reference on the same to the volume and page which the said instrument of vacation is recorded.

**Section 4.** The official City of Douglas maps shall be amended to reflect these changes.

**Section 5.** This ordinance should become effective after its passage, approval and publication.

**Section 6.** Douglas Municipal Code Sections 1.04.050, 1.04.060, and 2.08.060 by reference, are incorporated herein and made a part hereof.

**PASSED AND APPROVED ON FIRST READING this 26<sup>th</sup> day of April, 2021.**

**PASSED AND APPROVED ON SECOND READING this 10<sup>th</sup> day of May, 2021.**

**PASSED, APPROVED AND ADOPTED ON THIRD AND FINAL READING this 24th day of May, 2021.**

\_\_\_\_\_  
René Kemper, Mayor

**Attest:**

\_\_\_\_\_  
Chaz Schumacher, City Clerk

*Published: May 26, 2021*

**ATTESTATION**

I, Chaz Schumacher, the Clerk of the City of Douglas, Wyoming, do hereby attest and state that the above ordinance was published/posted in the manner required by law and that all procedures required by Wyoming State law were complied with.

\_\_\_\_\_  
Chaz Schumacher, City Clerk

RESOLUTION NO. 2089

**A RESOLUTION AUTHORIZING THE DOUGLAS POLICE DEPARTMENT TO SUBMIT AN APPLICATION TO THE DEPARTMENT OF JUSTICE, COPS OFFICE, FOR FY2021 COPS HIRING PROGRAM FUNDS TO HIRE AN ADDITIONAL OFFICER TO ALLOW FOR ASSIGNMENT OF A SECOND SRO IN CCSD#1 SCHOOLS**

**WHEREAS**, Officer Dutcher, the second School Resource Officer retired in 2019, and due to staffing issues and budgetary concerns, that position was eliminated and not filled; and

**WHEREAS**, we recognize the value of having two School Resource Officers, as school violence nationwide has become a serious concern and an additional SRO is desirable for providing increased security in the both the Middle School and High School in Douglas; and

**WHEREAS**, funding has been made available through the Department of Justice, Community Oriented Policing Services (COPS) in the form of a competitive grant solicitation for funding assistance in hiring additional police officers; and

**WHEREAS**, the Douglas Police Department is eligible to apply for the grant funding, which, if awarded, would pay up to 75% of the starting salary and benefits of one new police officer for the term of three years, up to a maximum of one hundred and twenty-five thousand dollars (\$125,000) in federal award, which would help us to hire a basic officer and assign an experienced officer to an SRO position; and

**WHEREAS**, the City will be responsible for all costs in excess of the one hundred and twenty-five thousand dollars (\$125,000), to include the requirement of keeping the new officer position for an additional year after the grant expiration, and will seek assistance from Converse County School District #1 in sharing that expense.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DOUGLAS, WYOMING**, that the City of Douglas Police Department is hereby authorized to apply for grant funding in the amount of one hundred and twenty-five thousand dollars (\$125,000), to be used for hiring one new police officer, which will allow the assignment of one additional School Resource Officer in the Douglas schools.

**BE IT FURTHER RESOLVED**, that the Chief of Police is authorized to act on behalf of the governing body of the City of Douglas on all matters relating to this funding.

**Passed and Approved** this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

APPROVED:

\_\_\_\_\_  
René Kemper, Mayor

Countersigned:

\_\_\_\_\_  
Chaz Schumacher, City Clerk

**MEMORANDUM OF UNDERSTANDING BETWEEN CONVERSE COUNTY,  
WYOMING; THE CITY OF DOUGLAS, WYOMING; AND THE TOWN OF  
GLENROCK, WYOMING, FOR THE FUNDING OF THE CONVERSE COUNTY ACT  
WORK READY COMMUNITY PROGRAM**

**1. Parties.** This Memorandum of Understanding (hereinafter referred to as “MOU”) is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2021, by and between the Board of the Converse County Commissioners (hereinafter referred to as “County”), whose address is 107 N. 5<sup>th</sup> Street, Douglas, Wyoming 82633; the City of Douglas, Wyoming, a municipal corporation (hereinafter referred to as “City”) whose address is PO Box 1030, Douglas, WY 82633; and the Town of Glenrock, Wyoming, a municipal corporation (hereinafter referred to as “Town”) whose address is PO Box 417, Glenrock, WY 82637, and hereinafter collectively referred to as “Party” or “Parties.”

**WHEREAS,** the County Commissioners adopted Resolution 08-20 on May 6, 2020, thereby supporting the development of the ACT Certified Work Ready Communities Program; and

**WHEREAS,** Resolution 08-20 stated the community leaders involved in the submittal of the application to become a ACT Certified Work Ready Community, and included the Converse County Commissioners; Converse County School District No. One; the City of Douglas; the Town of Glenrock; The Enterprise; and Eastern Wyoming College; and

**WHEREAS,** the Parties agree that it is in the best interest of the citizens of Converse County to continue to support the Converse County ACT Work Ready Community Program to ensure Converse County becomes and remains a certified Work Ready Community; and

**WHEREAS,** the Parties agree to share in the cost of funding the ACT program within Converse County as described herein; and

**WHEREAS,** the program, which originated at the County level as required, is managed by Hannah Swanbom, Yellowhorse Consulting, and payments to Yellowhorse Consulting are paid directly by The Enterprise, Inc. via written agreement between The Enterprise and Yellowhorse Consulting effective September 1, 2020; and

**WHEREAS,** The Enterprise invoices the County on a monthly basis for reimbursement of all ACT Program associated costs.

**NOW, THEREFORE,** for and in consideration of the provisions and of the covenants and conditions of this MOU, the Parties hereto mutually agree as follows:

- 1. Purpose.** The purpose of this MOU is for the Parties to reach a mutual understanding of the responsibilities and financial obligations of each Party to while the ACT program is in effect.
- 2. Duration of MOU.** This MOU shall be in full force and effect for the entire period of the ACT Program.
- 3. Responsibilities of County.**
  - A. The County shall annually budget County funds based upon the allocation request from The Enterprise for the ACT program. These funds shall be used to reimburse The Enterprise for initial payment of all Yellowhorse invoices for operation of the ACT program. These program costs may include allowable expenses for travel, mileage, meals, and lodging.
  - B. The County shall promptly notify the City and Town of requested funds from The Enterprise in order to allow the City and Town ample time to budget for their respective proportionate share of costs.
  - C. Once invoiced by The Enterprise, the County agrees to promptly invoice the City and Town for their proportionate shares of ACT program costs and shall include



supporting documentation of all paid invoices.

**4. Responsibilities of the City.**

- A. The City agrees to pay their agreed-upon proportionate share of the ACT program operations as invoiced by the County.
- B. If, upon receipt of any invoice and supporting documentation provided by the County, the City disputes any part of the invoice, the City shall promptly notify the County of such dispute and shall in good faith attempt to resolve any discrepancies. In the event a dispute exists, both parties shall seek to informally resolve the matter before pursuing legal recourse.

**5. Responsibilities of the Town.**

- A. The Town agrees to pay their agreed-upon proportionate share of the ACT program operations as invoiced by the County.
- B. If, upon receipt of any invoice and supporting documentation provided by the County, the Town disputes any part of the invoice, the Town shall promptly notify the County of such dispute and shall in good faith attempt to resolve any discrepancies. In the event a dispute exists, both parties shall seek to informally resolve the matter before pursuing legal recourse.

**6. Mutual Responsibilities**

- A. The Parties agree to each pay their proportionate share of the ACT program operational costs as follows:
  - i. County – fifty percent (50%)
  - ii. City – thirty percent (30%)
  - iii. Town – twenty percent (20%)
- B. The Parties agree to cooperate with each other in the event that litigation arises from the operations of the ACT program, subject to the provisions contained herein.

**7. Termination of MOU.** Any party may terminate this MOU at any time, and for any reason, upon presentation of sixty (60) days written notice given to the other parties.

**8. General Provisions.**

- A. **Amendments.** Any Party may request changes to this MOU. Any changes, modifications, revisions or amendments to this MOU which are mutually agreed upon by and between the Parties shall be incorporated by written instrument, and effective when executed and signed by the Parties.
- B. **Applicable Law.** The construction, interpretation and enforcement of this MOU shall be governed by the laws of the State of Wyoming. The courts of the State of Wyoming shall have jurisdiction over any action arising out of this MOU and over the parties, and the venue shall be the 8<sup>th</sup> Judicial District of the State of Wyoming, Converse County, Wyoming.
- C. **Entirety of MOU.** This MOU, consisting five (5) pages, represents the entire and integrated MOU between the parties and supersedes all prior negotiations, representations and MOUs, whether written or oral.
- D. **Governmental Immunity.** The Parties and their respective governing bodies do not waive their governmental immunity by entering into this MOU, and each fully retains all immunities and defenses available under Wyoming Statutes 1-39-104(a) and all other Wyoming laws provided by law with respect to any action based on or occurring as a result of this MOU.

- E. **Force Majeure.** No Party shall be liable for failure to perform under this MOU if such failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming party. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, and unusually severe weather. This provision shall become effective only if the party failing to perform immediately notifies the other party of the extent and nature of the problem. This provision shall not be effective unless the failure to perform is beyond the control and without the fault or negligence of the nonperforming party.
- F. **Third Party Beneficiary Rights.** The Parties do not intend to create in any other individual or entity the status of a third party beneficiary, and this MOU shall not be construed so as to create such status. The rights, duties and obligations contained herein shall operate only between the Parties and shall inure solely to the benefit of the Parties. The provisions herein are intended only to assist the parties in determining and performing their obligations under this MOU. The Parties intend and expressly agree that only parties signatory to this MOU shall have any legal or equitable right to seek to enforce, seek any remedy arising out of a Party's performance or failure to perform any term or condition of, or to bring an action for the breach of this MOU.
- G. **Breach and Remedies.** Parties believing the other to be in breach of the provisions of this MOU shall notify the other in writing of the breach, including within such notice the facts of the conduct constituting the breach and the steps necessary to cure the breach. The Parties agree to meet within five (5) working days of such notice to discuss and resolve the breach. In the event that the breach has not been cured within ten (10) calendar days of such meeting, then either Party may take such steps as it deems necessary to enforce its rights under this MOU including but not limited to termination of this MOU or court action. In the event that such resolution is through court action, then the prevailing Party shall be entitled to recover its costs, including reasonable attorney fees incurred in such court action.
- H. **Compliance with Law.** Parties shall keep informed of and comply with all applicable federal, state and local laws and regulation in the performance of this MOU.
- I. **Notices.** All notices arising out of, or from, the provisions of this MOU shall be in writing and given to the Parties at the address provided under this MOU, either by regular mail, facsimile, e-mail, or delivery in person.
- J. **Liaison and Notice.** Parties' Designated Representatives.
- i. The County's designated representatives are Commissioners Jim Willox, Chariman, telephone number: (307) 358-2244.
  - ii. The City's designated representative is Jonathan Teichert, City Administrator, telephone number: (307) 358-3462.
  - iii. The Town's designated representative is the Bruce Roumell, Mayor, telephone number: (307) 436-9294;
  - iv. All notices and invoices required in this MOU shall be in writing, properly addressed to the liaison above, and mailed first-class, postage prepaid. All notices sent via U.S. Postal Services are deemed effective on the date of postmark. Notices and invoices mailed through another carrier (e.g., UPS or FedEx) are effective upon receipt.
- K. **Americans with Disabilities Act.** The Parties shall not discriminate against a qualified individual with a disability and shall comply with the Americans with Disabilities Act, P.L. 101-336, 42 U.S.C. 12101, et seq., and/or any properly promulgated rules and regulations related thereto.

- L. **Nondiscrimination.** Parties shall comply with Presidential Executive Order 11246 entitled, "Equal Employment Opportunity," as amended by Presidential Executive Order 11375, and as supplemented in the Department of Labor Regulations (41 CFR Part 60), the Civil Rights Act of 1964, the Wyoming Fair Employment Practices Act (Wyo. Stat. § 27-9-105 et seq.), and the Americans With Disabilities Act (hereinafter referred to as "ADA"), 42 U.S.C. 12101, et seq. County shall assure that no person is discriminated against based on the grounds of sex, race, religion, national origin, disability, or sexual preference, orientation, or identity in connection with the performance of this MOU.
- M. **Successors and Assigns.** This MOU and the terms and conditions hereof apply to and are binding on the purchasers, heirs, legal representatives, successors, assignees, agents and employees of all parties.
- N. **Severability.** Should any portion of this MOU be judicially determined to be illegal or unenforceable, the remainder of the MOU shall continue in full force and effect, and either party may renegotiate the terms affected by the severance
- O. **Titles Not Controlling.** Titles of paragraphs are for reference only, and shall not be used to construe the language in this MOU.
- P. **Waiver.** The failure by parties to insist upon the strict performance of any term or condition of this MOU or to exercise any right, power or remedy consequent upon a breach thereof, shall not constitute a waiver of any such breach of such term or condition. A waiver of any breach shall not affect or alter this MOU. Each and every term and condition of this MOU shall continue in full force and effect with respect to any other then existing or subsequent breach thereof.
- Q. **Time is of the Essence.** Time is of the essence in all provisions of the MOU.

**IN WITNESS WHEREOF**, the Converse County Commissioners, the Douglas City Council, and the Glenrock Town Council and the have caused this MOU to be signed and executed on their behalfs, and this MOU has been duly attested by the County, City, and Town Clerks, on the day and year first written above.

**THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.**

**CONVERSE COUNTY, WYOMING:**

\_\_\_\_\_  
James H. Willox, Chairman, Converse County Commissioners

Date: \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
Karen Rimmer, County Clerk

**CITY OF DOUGLAS, WYOMING:**

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

Date: \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
Chaz Schumacher, City Clerk

**TOWN OF GLENROCK, WYOMING:**

\_\_\_\_\_  
Bruce Roumell, Mayor

Date: \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
Tammy Taylor, Town Clerk

# TREASURER'S REPORT



To the City Council:

The following is a General Statement of Accountability from the City Treasurer for the funds of the City of Douglas for the fiscal month to date ended and at ..... **April 30, 2021**

FUND	Fund #	BALANCE AT BEGINNING OF MONTH	CASH RECEIPTS FOR PERIOD	CASH DISBURSEMENTS FOR PERIOD	TRANSFERS AND ADJUSTMENTS	BALANCE AT April 30, 2021
<b>GOVERNMENTAL FUNDS</b>						
<b>GENERAL</b>	10	\$ 32,582,499.10	\$ 1,009,420.14	\$ 624,548.21		\$ 32,967,371.03
<b>SPECIAL REVENUE FUNDS</b>						
-IMPACT ASSISTANCE	11	1,529,567.82	12,931.53	-		1,542,499.35
-POLICE SPECIAL PROJECTS	13	25,576.90	-	630.01		24,946.89
<b>TOTAL SPECIAL REVENUE FUNDS</b>		<b>\$ 1,555,144.72</b>	<b>\$ 12,931.53</b>	<b>\$ 630.01</b>		<b>\$ 1,567,446.24</b>
<b>TOTAL GOVERNMENTAL</b>		<b>\$ 34,137,643.82</b>	<b>\$ 1,022,351.67</b>	<b>\$ 625,178.22</b>		<b>\$ 34,534,817.27</b>
<b>PROPRIETARY FUNDS</b>						
<b>ENTERPRISE FUNDS</b>						
- WATER	31	11,666,944.23	168,368.27	127,762.00		11,707,550.50
-SEWER	32	4,411,955.40	113,637.65	97,749.85		4,427,843.20
-SANITATION	33	932,885.13	41,865.92	21,979.30		952,771.75
-LANDFILL	34	2,153,482.85	91,427.04	48,207.23		2,196,702.66
<b>TOTAL ENTERPRISE</b>		<b>\$ 19,165,267.61</b>	<b>\$ 415,298.88</b>	<b>\$ 295,698.38</b>		<b>\$ 19,284,868.11</b>
<b>INTERNAL SERVICE FUNDS</b>						
- EMPLOYEE HEALTH CARE	39	775,750.14	145,501.42	127,027.18		794,224.38
<b>TOTAL PROPRIETARY</b>		<b>\$ 19,941,017.75</b>	<b>\$ 660,800.30</b>	<b>\$ 422,725.56</b>		<b>\$ 20,079,092.49</b>
<b>CAPITAL PROJECT FUNDS</b>						
-CAPITAL IMPROVEMENT RESERVE	40	347,589.34	6.56	-		347,595.90
-ECONOMIC DEVELOPMENT	41	363,905.79	46.62	-		363,952.41
-BROWNFIELD GRANT	42	-37,748.87	42,423.85	4,674.98		(0.00)
-CAPITAL EQUIPMENT RESERVE	47	152,021.04	12.04	1,570.99		150,462.09
-FIRE EQUIPMENT	50	483,055.30	121.92	-		483,177.22
-CLG - PROJECTS	53	-4,188.34	-	-		(4,188.34)
-TRAIN CAR RESTORATION	54	38,979.90	-	-		38,979.90
-POOL IMPROVEMENTS	55	292,972.64	-	-		292,972.64
-STREET IMPROVEMENTS	56	15,120,172.49	-	28,028.28		15,092,144.21
-PUBLIC FACILITIES	57	2,132,002.56	-	-		2,132,002.56
-PARK IMPROVEMENTS	65	3,784,844.80	-	2,698.56		3,782,146.24
<b>TOTAL CAPITAL PROJECT</b>		<b>\$ 22,673,606.65</b>	<b>\$ 42,810.99</b>	<b>\$ 36,972.81</b>		<b>\$ 22,679,244.83</b>
<b>TRUST AND AGENCY FUNDS</b>						
-PERPETUAL CARE FUND	90	175,442.34	135.64	19.48		175,558.50
-VISIBLE MEMORIALS FUND	91	2.75	-	-		2.75
- HISTORIC PRESERVATION	92	18,342.15	4.63	-		18,346.78
-UTILITY DEPOSITS	96	96,385.62	1,030.00	787.63		96,627.99
<b>TOTAL TRUST AND AGENCY</b>		<b>\$ 290,172.86</b>	<b>\$ 1,170.27</b>	<b>\$ 807.11</b>		<b>\$ 290,536.02</b>
<b>TOTAL ALL FUNDS</b>		<b>\$ 77,042,441.08</b>	<b>\$ 1,626,933.23</b>	<b>\$ 1,085,683.70</b>		<b>\$ 77,583,690.61</b>

### CERTIFICATION

I hereby certify that the foregoing is a true statement of my accountability to the City of Douglas for the total of the funds of the various accounts thereof as of the date of this report, and that said foregoing statement is materially correct, and that to cover the amount accountable to the City of Douglas stated in the foregoing statement, I hold the following:

Cash on hand.....	\$ 575.00
Cash and investments at Points West Community Bank	3,347,786.12
Cash and Investments at Converse County Bank.....	58,060,352.94
Securities, Security Pools, and Interfund Advances.....	16,174,976.55
<b>Total</b>	<b>\$ 77,583,690.61</b>

*Mary Nicol*  
 Mary Nicol, Treasurer  
 April 30, 2021

**CASH AND INVESTMENT SUMMARY**  
**CITY OF DOUGLAS**  
 April 30, 2021

FUND	#	COMBINED CASH FUND	MONEY MARKETS	TIME DEPOSITS	SECURITY POOLS	TOTAL
<b>GOVERNMENTAL FUNDS</b>						
GENERAL	10	\$ 6,597,632.90		\$17,115,734.91	\$ 9,254,103.22	\$ 32,967,371.03
<b>SPECIAL REVENUE FUNDS</b>						
-IMPACT ASSISTANCE	11	540,773.32		1,001,726.03	-	1,542,499.35
-POLICE SPECIAL PROJECTS	13	24,946.89		-	-	24,946.89
<b>TOTAL SPECIAL REVENUE</b>		<b>565,720.21</b>		<b>1,001,726.03</b>	<b>-</b>	<b>1,567,446.24</b>
		-		-	-	-
<b>TOTAL GOVERNMENTAL</b>		<b>7,163,253.11</b>		<b>18,117,460.94</b>	<b>9,254,103.22</b>	<b>34,534,817.27</b>
<b>PROPRIETARY FUNDS</b>						
<b>ENTERPRISE FUNDS</b>						
- WATER	31	4,014,820.46	121,538.91	3,383,986.22	4,187,204.91	11,707,550.50
-SEWER	32	(1,061,528.20)	121,538.90	3,339,350.79	2,028,481.71	4,427,843.20
-SANITATION	33	536,014.74	0.00	416,757.01		952,771.75
-LANDFILL	34	539,626.10		1,657,076.56		2,196,702.66
<b>TOTAL ENTERPRISE</b>		<b>4,028,933.10</b>	<b>243,077.81</b>	<b>8,797,170.58</b>	<b>6,215,686.62</b>	<b>19,284,868.11</b>
<b>INTERNAL SERVICE FUNDS</b>						
- EMPLOYEE HEALTH CARE	39	376,958.68		417,265.70	-	794,224.38
<b>TOTAL PROPRIETARY</b>		<b>4,405,891.78</b>	<b>243,077.81</b>	<b>9,214,436.28</b>	<b>6,215,686.62</b>	<b>20,079,092.49</b>
<b>CAPITAL PROJECT FUNDS</b>						
-CAPITAL IMPROVEMENT RESERVE	40	25,994.17		321,601.73		347,596.90
-ECONOMIC DEVELOPMENT	41	184,749.53		179,202.88		363,952.41
-BROWNFIELD GRANT	42					-
-CAPITAL EQUIPMENT RESERVE	47	46,145.67		104,316.42		150,462.09
-FIRE EQUIPMENT	50	483,177.22		-		483,177.22
-CLG - PROJECTS	53	(4,188.34)				(4,188.34)
-TRAIN CAR RESTORATION	54	38,979.90				38,979.90
-POOL IMPROVEMENTS	55	60,145.94		232,826.70		292,972.64
-STREET IMPROVEMENTS	56	3,537,579.23		11,554,564.98		15,092,144.21
-PUBLIC FACILITIES	57	879,505.09		1,252,497.47		2,132,002.56
-PARK IMPROVEMENTS	65	1,344,433.50		1,839,540.57	598,172.17	3,782,146.24
<b>TOTAL CAPITAL PROJECT</b>		<b>6,596,521.91</b>		<b>15,484,550.75</b>	<b>598,172.17</b>	<b>22,679,244.83</b>
<b>TRUST AND AGENCY FUNDS</b>						
-PERPETUAL CARE FUND	90	6,548.03		61,995.93	107,014.54	175,558.50
-VISIBLE MEMORIALS FUND	91	2.75		-		2.75
-HISTORIC PRESERVATION	92	18,346.78		-		18,346.78
-UTILITY DEPOSITS	96	8,693.63		87,934.36		96,627.99
<b>TOTAL TRUST AND AGENCY</b>		<b>33,591.19</b>		<b>149,930.29</b>	<b>107,014.54</b>	<b>290,536.02</b>
<b>TOTAL ALL FUNDS</b>		<b>\$ 18,199,257.99</b>	<b>\$ 243,077.81</b>	<b>\$ 42,966,378.26</b>	<b>\$ 16,174,976.55</b>	<b>\$ 77,583,690.61</b>

**CITY OF DOUGLAS**

**POOLED TIME DEPOSITS and MONEY MARKET ACCOUNT SUMMARY AND ALLOCATION**

April 30, 2021

<b>CD's/TDOA's</b>	<b>10</b> General Fund	<b>11</b> Impact Assistance Fund	<b>31</b> Water Fund	<b>32</b> Sewer Fund	<b>33</b> Sanitation Fund	<b>34</b> Landfill Fund	<b>39</b> Health Ins. Fund	<b>40</b> Cap. Imp. Reserve	<b>41</b> Economic Development
<b>TOTAL</b>									
<b>CONVERSE COUNTY BANK</b>									
TDOA #1226 - \$6,105,969.74 - 1.70%APY MATURES 11/17/2022 - 36 Months	1,423,919.10		1,043,164.22	417,265.70	104,316.42	834,531.37	417,265.70	271,222.69	
TDOA #1227 - \$5,000,000 - 1.65%APY MATURES 12/18/2021 - 24 Months	4,338,333.55								
TDOA #1255 - \$5,237,708.79 - .70%APY MATURES 2/26/2023 - 24 Months	261,885.44								
TDOA #1239 - \$1,500,000 - 1.00%APY MATURES 5/22/2021 - 12 Months	100,758.07		806,064.58	201,516.14	50,379.04	302,274.21		50,379.04	
TDOA #1215 - \$1,000,000 - 2.35% APY MATURES 2/28/2024 - 60 Months	377,368.61				262,061.55				
TDOA #1242 - \$1,900,000 - 1.10% APY MATURES 8/25/2023 - 36 Months	1,008,249.99		504,124.99	403,299.99					
TDOA #1221 - \$5,000,000 - 2.15% APY MATURES 8/28/2024 - 60 Months	2,582,094.36		774,628.30	1,549,256.60		258,209.43			
TDOA #1224 - \$6,500,000 - 1.9% APY MATURES 9/26/2022 - 36 Months	1,966,111.66		256,004.13	768,012.36					
TDOA #1260 - \$3,000,000 - .71% APY MATURES 4/2/2023 - 24 Months	3,000,000.00								
TDOA #1248 - \$5,000,000 - .70% APY MATURES 12/04/2021 - 12 Months	5,008,630.14	1,001,726.03							179,202.88
<b>TOTAL - CONVERSE CO BANK</b>	\$ 15,058,720.78	\$ 1,001,726.03	\$ 3,383,986.22	\$ 3,339,350.79	\$ 416,757.01	\$ 1,657,076.56	\$ 417,265.70	\$ 321,601.73	\$ 179,202.88
<b>POINTS WEST COMMUNITY BANK</b>									
CD #10012329 - \$1,000,000 - 2.35% MATURES 2/28/2024 - 60 Months									
CD #10012672 - \$2,000,000 - 1.88% MATURES 9/26/2022 - 36 Months	2,057,014.13								
<b>TOTAL - POINTS WEST</b>	\$ 2,057,014.13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL CD's/TDOA's</b>	\$ 17,115,734.91	\$ 1,001,726.03	\$ 3,383,986.22	\$ 3,339,350.79	\$ 416,757.01	\$ 1,657,076.56	\$ 417,265.70	\$ 321,601.73	\$ 179,202.88
<b>Money Market Accounts</b>									
<b>POINTS WEST COMMUNITY BANK</b>									
MMA #400101192 - \$200,000	243,077.81		121,538.91	121,538.90					
<b>TOTAL - POINTS WEST</b>	\$ 243,077.81	\$ 0.00	\$ 121,538.91	\$ 121,538.90	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>TOTAL MMA's</b>	\$ 243,077.81	\$ 0.00	\$ 121,538.91	\$ 121,538.90	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>GRAND TOTAL</b>	\$ 43,209,456.07	\$ 1,001,726.03	\$ 3,505,525.13	\$ 3,460,889.69	\$ 416,757.01	\$ 1,657,076.56	\$ 417,265.70	\$ 321,601.73	\$ 179,202.88

**CITY OF DOUGLAS**

**POOLED TIME DEPOSITS and MONEY MARKET ACCOUNT SUMMARY AND ALLOCATION**

April 30, 2021

**CD's/TDOA's**

	47	50	55	56	57	65	90	96
	Cap. Equip. Reserve	Cap. Equip. Reserve	Pool Improvements	Cap. Street Imp. Reserve	Cap. Public Fac. Imp. Reserve	Cap. Park Imp. Reserve	Perpetual Care Fund	Utility Dep. Fund
<b>CONVERSE COUNTY BANK</b>								
TDOA #1226 - \$5,105,988.74 - 1.70%APY	104,316.42			521,582.13		52,158.22	10,431.64	15,647.47
MATURES 11/17/2022 - 36 Months								
TDOA #1227 - \$5,000,000 - 1.65%APY				765,588.28				
MATURES 12/18/2021 - 24 Months								
TDOA #1255 - \$5,237,708.79 - .70%APY				4,190,167.03		785,656.32		
MATURES 2/26/2023 - 24 Months								
TDOA #1239 - \$1,500,000 - 1.00%APY								
MATURES 5/22/2021 - 12 Months			104,824.63					
TDOA #1215 - \$1,000,000 - 2.35% APY							15723.71	26206.16
MATURES 2/28/2024 - 60 Months								
TDOA #1242 - \$1,900,000 - 1.10% APY								
MATURES 6/25/2023 - 36 Months								
TDOA #1221 - \$5,000,000 - 2.15% APY								
MATURES 8/28/2024 - 60 Months								
TDOA #1224 - \$6,500,000 - 1.9% APY			128,002.07	3,072,049.46	204,803.29		35,840.58	46,080.73
MATURES 9/26/2022 - 36 Months								
TDOA #1260 - \$3,000,000 - .71% APY								
MATURES 4/2/2023 - 24 Months								
TDOA #1248 - \$5,000,000 - .70% APY				3,005,178.08		1,001,726.03		
MATURES 12/04/2021 - 12 Months								
<b>TOTAL - CONVERSE CO BANK</b>	\$ 104,316.42	\$ -	\$ 232,826.70	\$ 11,554,564.98	\$ 204,803.29	\$ 1,839,540.57	\$ 61,995.93	\$ 87,934.36
<b>POINTS WEST COMMUNITY BANK</b>								
CD #10012329 - \$1,000,000 - 2.35%								
MATURES 2/28/2024 - 60 Months								
CD #10012872 - \$2,000,000 - 1.86%					1,047,694.18			
MATURES 9/26/2022 - 36 Months								
<b>TOTAL - POINTS WEST</b>	\$ -	\$ -	\$ -	\$ -	\$ 1,047,694.18	\$ -	\$ -	\$ -
<b>TOTAL CD's/TDOA's</b>	\$ 104,316.42	\$ -	\$ 232,826.70	\$ 11,554,564.98	\$ 1,252,497.47	\$ 1,839,540.57	\$ 61,995.93	\$ 87,934.36

**Money Market Accounts**

**POINTS WEST COMMUNITY BANK**

MMA #400101192 - \$200,000

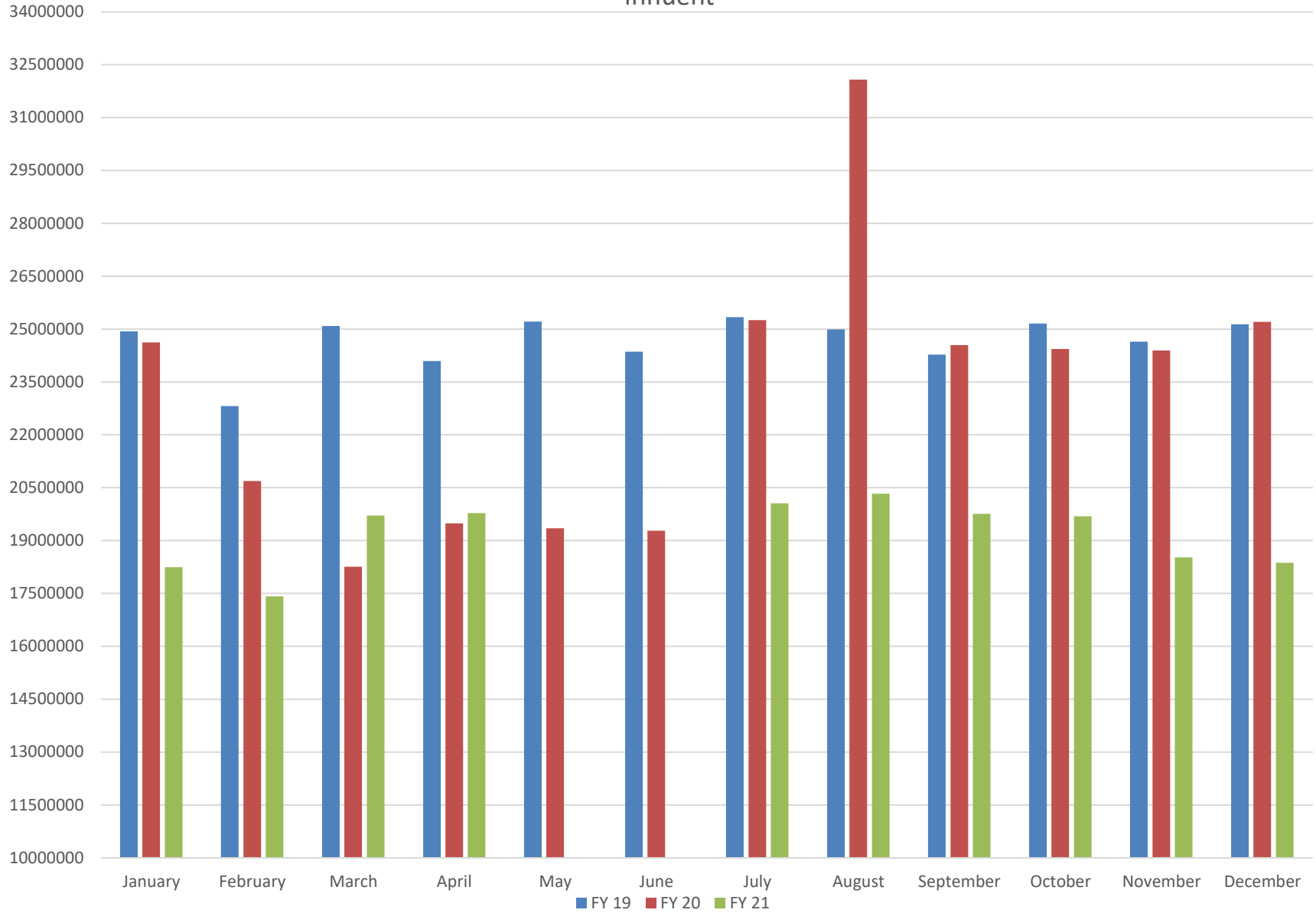
<b>TOTAL - POINTS WEST</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL MMA's</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>GRAND TOTAL</b>	\$ 104,316.42	\$ -	\$ 232,826.70	\$ 11,554,564.98	\$ 1,252,497.47	\$ 1,839,540.57	\$ 61,995.93	\$ 87,934.36



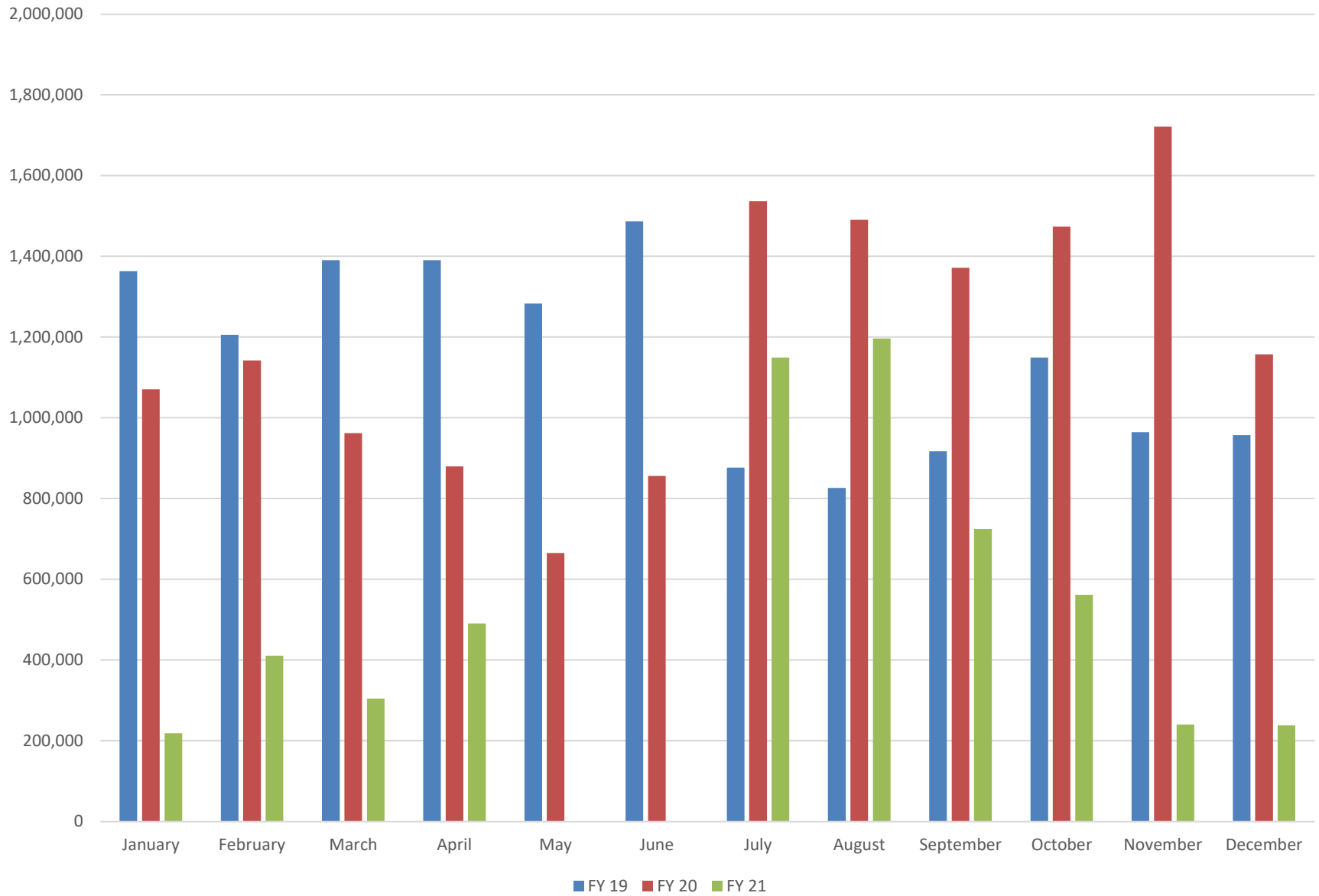
CITY OF DOUGLAS  
SECURITY POOLS SUMMARY AND ALLOCATION  
April 30, 2021

<u>INSTITUTION</u>	<u>TOTAL</u>	10 <u>GENERAL FUND</u>	31 <u>WATER FUND</u>	32 <u>SEWER FUND</u>	65 <u>PARK IMP FUND</u>	90 <u>Perpetual Care FUND</u>
<u>Wyoming State Treasurer - WYOSTAR</u>	\$ 495,834.73	\$ 388,820.19		\$ -	\$ -	\$ 107,014.54
<u>Wyo. Government Investment Fund - WG</u>	233,965.28	-		233,965.28	-	-
<u>Moreton Investments</u>	7,545,708.23	4,225,596.55	2,112,798.29	905,485.02	301,828.37	
<u>Peak Investments</u>	5,426,279.15	2,166,497.32	2,074,406.62	889,031.41	296,343.80	
<u>WyoClass</u>	2,473,189.16	2,473,189.16				
<b>TOTAL</b>	<b>\$ 16,174,976.55</b>	<b>\$ 9,254,103.22</b>	<b>\$ 4,187,204.91</b>	<b>\$ 2,028,481.71</b>	<b>\$ 598,172.17</b>	<b>\$ 107,014.54</b>

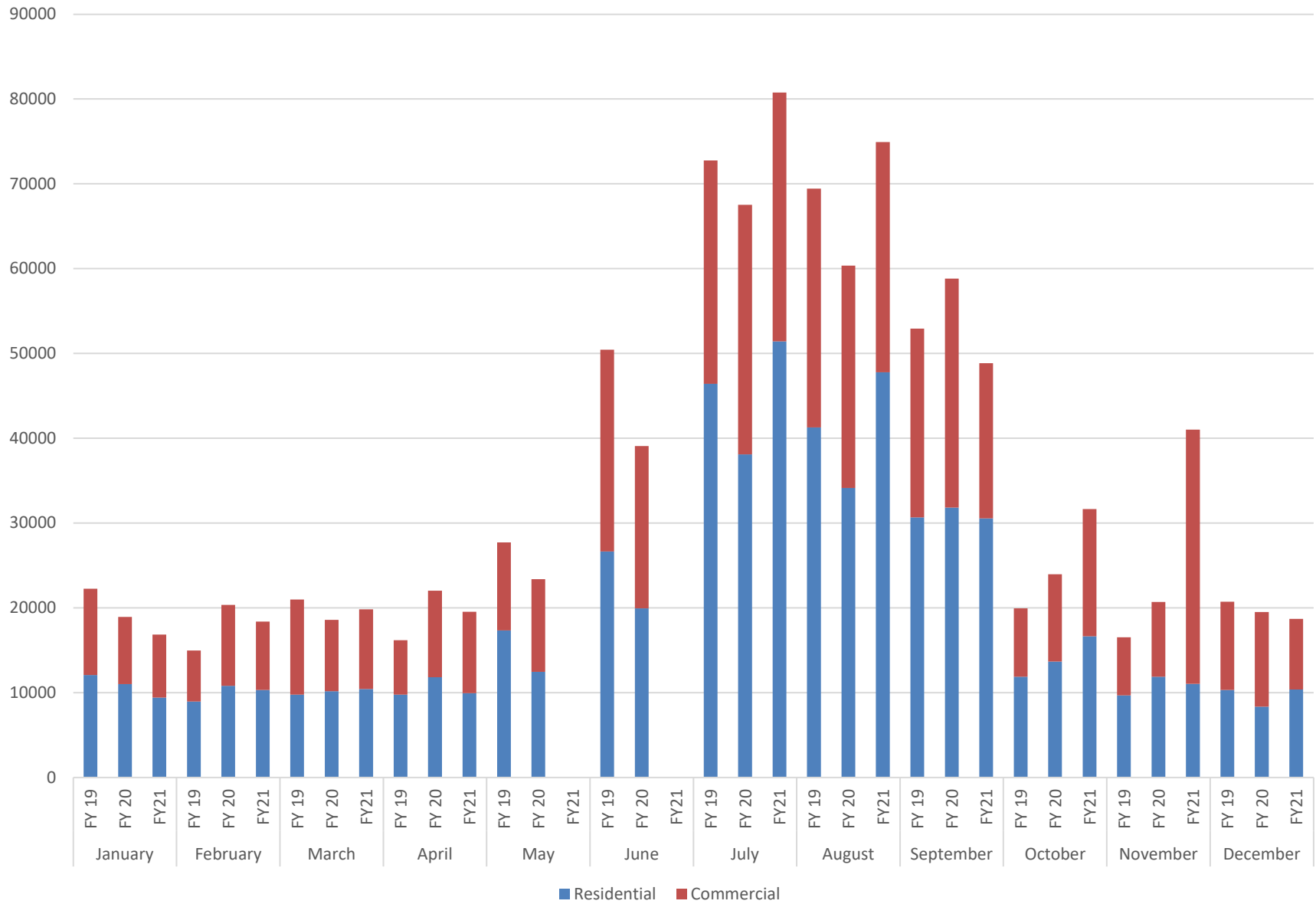
# Influent



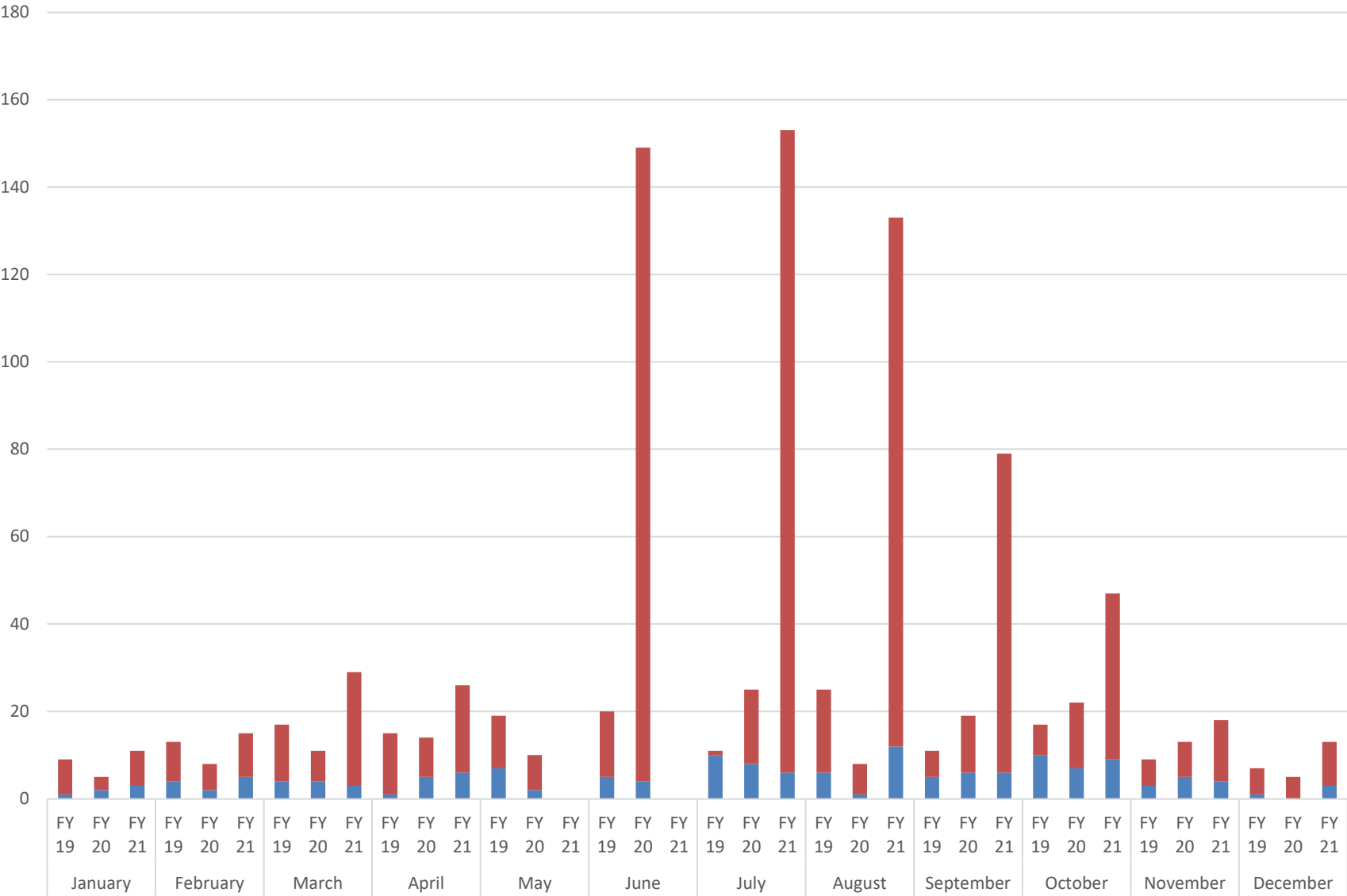
# Bulk Water



# Water Usage

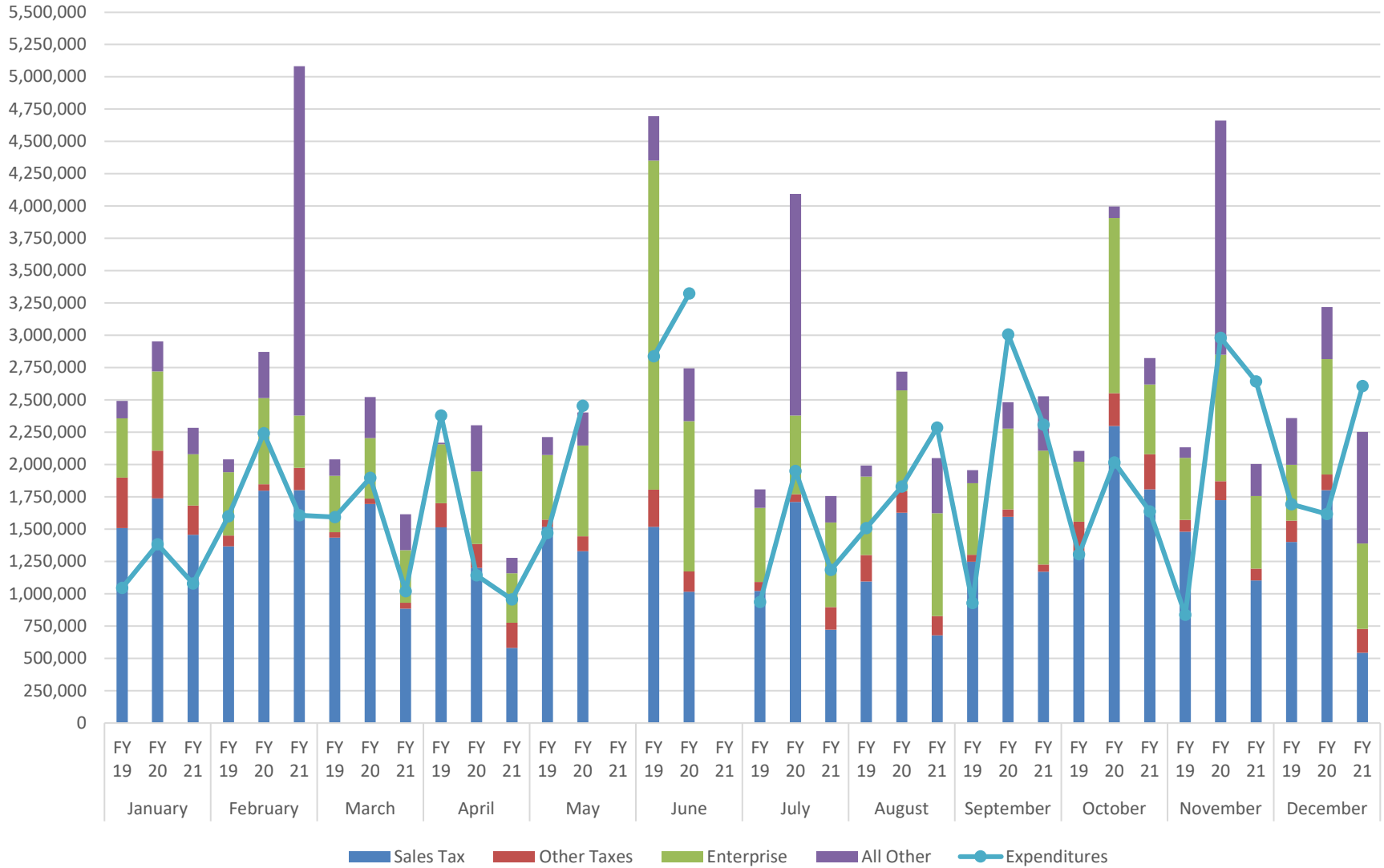


# Building Permits



■ Commercial ■ Residential

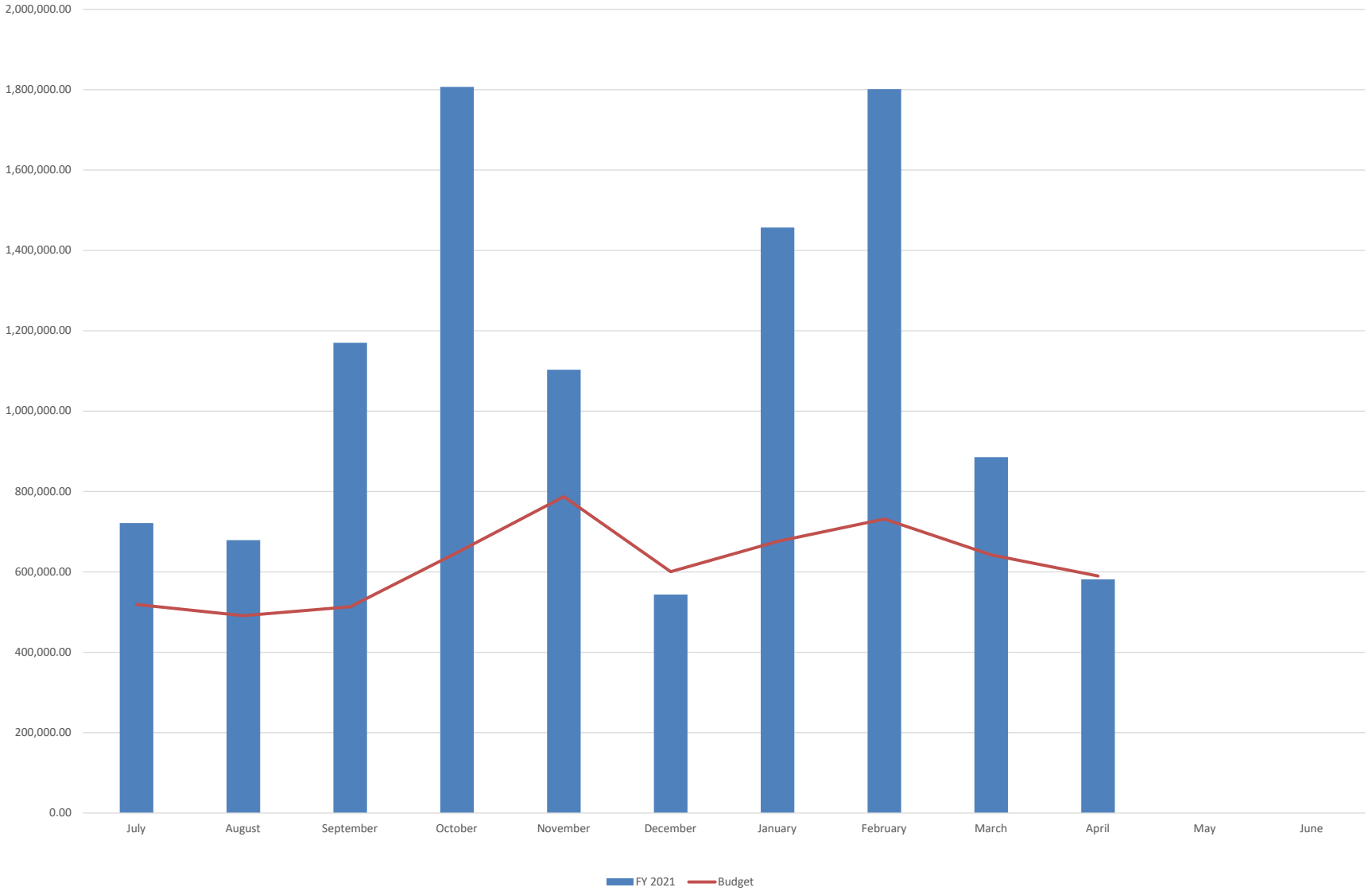
### Revenue vs Expenditure



Other Taxes: Property, Supplemental, Severance, Mineral Royalties, Lottery, Fuel, Cigarette  
 Enterprise: Water, Sewer, Sanitation, Landfill including any grants related to these funds

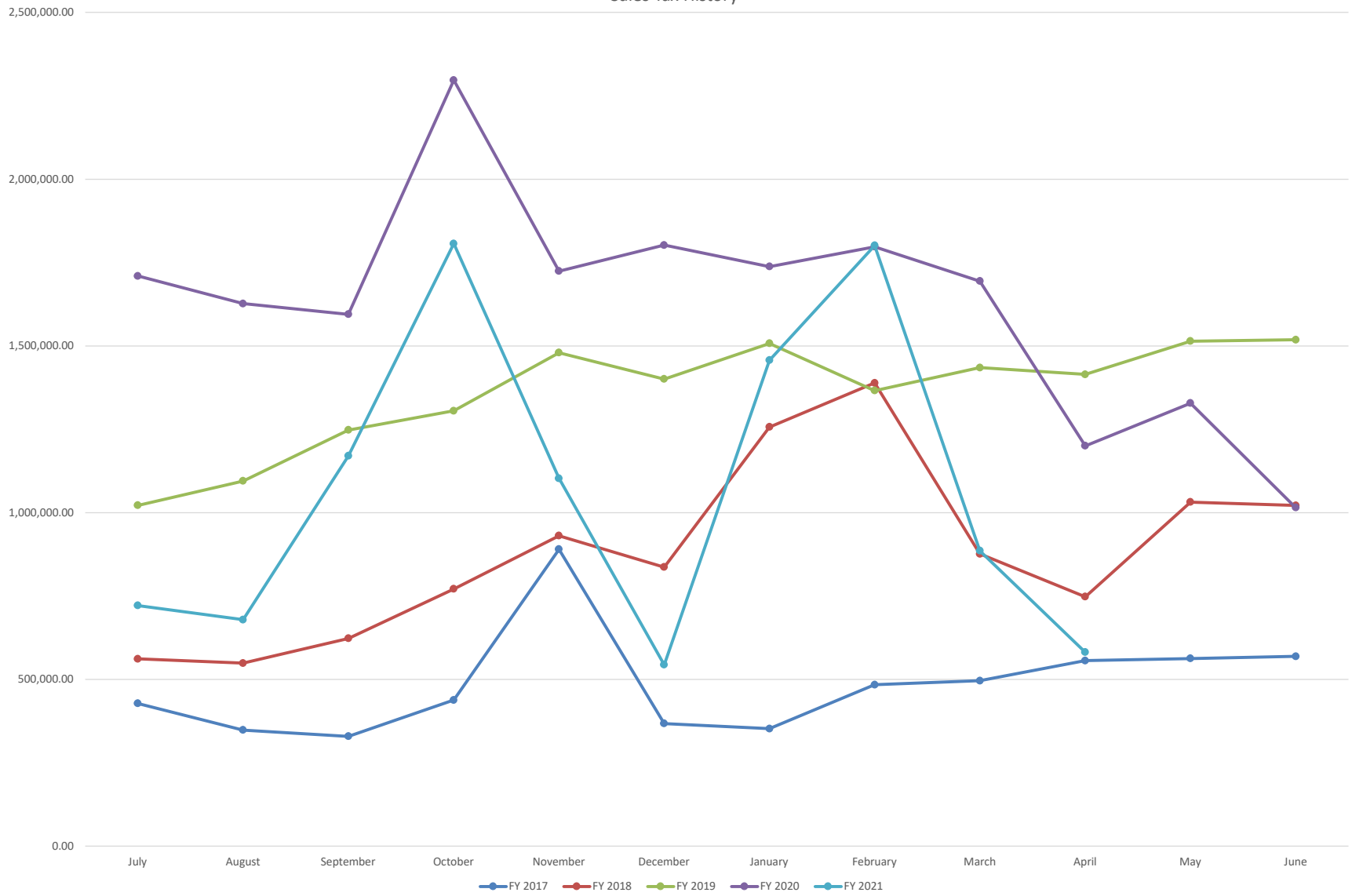
Sales Tax								Using Average % of Previous Years			Using Equal Monthly Budget		
	Average Percent	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Percent Collected	Budget	FY 21 Variance	Total Variance	FY 21 Budget	FY 21 Variance	Total Variance
July	6.92%	427,774.71	561,366.22	1,021,893.34	1,709,699.37	721,591.20	9.62%	518,816.55	202,774.65	202,774.65	625,000.00	96,591.20	96,591.20
August	6.55%	348,152.57	548,589.29	1,094,910.08	1,626,878.43	678,770.04	9.05%	491,349.77	187,420.27	390,194.92	625,000.00	53,770.04	150,361.24
September	6.84%	329,207.99	622,994.47	1,247,587.07	1,594,767.92	1,170,188.21	15.60%	512,887.75	657,300.46	1,047,495.38	625,000.00	545,188.21	695,549.45
October	8.64%	437,837.17	771,265.20	1,305,379.57	2,296,980.54	1,806,775.31	24.09%	648,190.78	1,158,584.53	2,206,079.91	625,000.00	1,181,775.31	1,877,324.76
November	10.50%	889,956.24	930,818.16	1,479,582.91	1,724,595.19	1,102,857.50	14.70%	787,147.49	315,710.01	2,521,789.92	625,000.00	477,857.50	2,355,182.26
December	8.01%	367,633.28	836,754.32	1,400,629.35	1,802,303.16	543,590.26	7.25%	600,620.67	-57,030.41	2,464,759.52	625,000.00	-81,409.74	2,273,772.52
January	9.01%	352,086.56	1,256,819.57	1,507,523.15	1,737,648.61	1,457,142.64	19.43%	676,035.91	781,106.73	3,245,866.24	625,000.00	832,142.64	3,105,915.16
February	9.75%	483,857.34	1,388,985.44	1,366,128.17	1,797,478.50	1,801,333.29	24.02%	731,360.12	1,069,973.17	4,315,839.41	625,000.00	1,176,333.29	4,282,248.45
March	8.57%	495,961.15	876,220.31	1,434,928.23	1,693,940.64	885,536.12	11.81%	642,484.41	243,051.71	4,558,891.12	625,000.00	260,536.12	4,542,784.57
April	7.86%	556,245.93	747,852.31	1,414,567.29	1,200,194.07	581,267.92	7.75%	589,438.33	-8,170.41	4,550,720.71	625,000.00	-43,732.08	4,499,052.49
May	8.87%	562,569.84	1,031,725.30	1,514,123.16	1,328,466.26								
June	8.48%	569,119.42	1,021,525.71	1,518,495.38	1,015,042.72								
Total		5,820,402.20	10,594,916.30	16,305,747.70	19,527,995.41	10,749,052.49	143.32%	7,500,000.00	4,550,720.71	25,504,411.79	7,500,000.00	4,499,052.49	23,878,782.10
Month Average		485,033.52	882,909.69	1,358,812.31	1,627,332.95	1,074,905.25							

Sales Tax Actual to Budget





Sales Tax History





## **Douglas Planning and Zoning Commission**

May 17, 2021

City of Douglas-Council Chambers

101 North 4<sup>th</sup> Street

Douglas, Wyoming 82633

### **Call To Order**

Chairman Hancock called the Douglas Planning and Zoning Commission to order at 5:30 P.M. In response to the Chairman's request for roll call, the following were found present:

**Members Present:** Jay Hancock  
Blake Palmer  
Robin Velasquez  
Becky Renstrom  
Carol Johnston

**Members Absent:** None

**City Staff Present:** Clara Chaffin, Community Development Director  
Heidi McCullough, Planning Technician  
Gary Schwarz, IT Director

### **Agenda**

Chairman Hancock introduced the agenda. Commissioner Palmer moved to accept the agenda. Commissioner Renstrom seconded the motion, and the motion carried 5-0.

### **Minutes**

Chairman Hancock introduced the minutes of the April 19, 2021, meeting. Commissioner Renstrom made a motion to accept the minutes. Commissioner Velasquez seconded. The motion carried 5-0.

### **Planning & Zoning Matters**

#### **A. CUP 004-21: Application by Sean and Shea Lehnen for a Conditional Use Permit to operate a Short-Term Rental at 414 North 3<sup>rd</sup> Street (Original Town of Douglas Subdivision, Block 32, Part of Lot 4: Lot 5) in a R-2 Residential Zone**

Chairman Hancock opened the public hearing at 5:31. Director Chaffin reviewed the location, zoning data, surrounding land uses, and compliance with the Douglas Master Plan. Proposed project details

Planning and Zoning Commission

5/17/21

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were provided. Staff recommendation was for approval. Sean Lehen as owner and applicant was available for questions. Mr. Lehen had questions regarding the difference between short term rentals and long term rentals. Director Chaffin provided definition of each. Chairman Hancock closed the public hearing at 5:36 and called for a motion. Commissioner Palmer moved to recommend approval to the City Council with staff recommendations and Commissioner Velasquez seconded the motion. With no further discussion, the motion passed 5-0.

### **Staff Report - City Council Action on Forwarded Items**

#### **A. SUB 003-21: Application by ACI Real Estate SPE 105, LLC to Vacate and Replat Clearfield #2, Block 1, Pt of Lot 6: Lots 7-12 UNC: Pt of Block 4: Clearfield #3 into Safeway Subdivision.**

At the Chairman's request, Director Chaffin reported that the item from the April 19, 2021 meeting had been approved by the City Council as recommended by the Commission.

#### **B. CUP 003-21: Application by Dawn Wilson for a Conditional Use Permit to operate a Day Care at 963 Meadowlark Drive (Meadowlark Trails Subdivision, Lot 47) in a R-1 Residential Zone**

At the Chairman's request, Director Chaffin reported that the item from the April 19, 2021 meeting had been approved by the City Council as recommended by the Commission.

#### **C: SUB 004-21: Application by City of Douglas to Vacate a portion of Poplar Street, and addition of part of Douglas Subdivision, Part of Lot 2, Part of Outlot C, and create the Douglas Senior Center Addition.**

At the Chairman's request, Director Chaffin reported that the item from the April 19, 2021 meeting had been approved in part by the City Council as recommended by the Commission. The vacation of Poplar Street requires an ordinance, which is has had two readings, with it's third and final reading to take place at the May 24<sup>th</sup> Council meeting.

### **Adjournment**

There being no other business, Chairman Hancock called for a motion to adjourn the meeting. A motion to adjourn was made by Commissioner Velazquez and seconded by Commissioner Renstrom. With a unanimous vote of 4-0, Chairman Hancock adjourned the meeting at 5:40.

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**Chairman, Planning and Zoning Commission**

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**Planning Commission, Secretary**