

1 **Work Session, Douglas City Council**

2 **March 14, 2023**

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4 A Work Session of the Douglas City Council was held on March 14, 2023 at 4:00 p.m. in the upstairs
5 conference room at city hall, 101 N. 4th Street, Douglas, Wyoming.

6 **Councilmembers Present:** Council President, Kim Pexton; Councilperson Ron McNare; Councilperson
7 Matt Schmidt; Councilperson Perry Hershberger.

8 **Also Present:** JD Cox, City Administrator; Chaz Kokesh, City Clerk; John Harbarger, Director of Public
9 Works; Mary Nicol, City Treasurer/Administrative Services Director; Clara Chaffin, Community
10 Development Director; Todd Byerly, Douglas Police Chief; Mike Armstrong, City Attorney.

11 **The following items were discussed:**

12 **1. Discussion Regarding Process for Appointment of City Council Vacancies:** City Administrator
13 Cox provided an overview of the process for appointment of the open City Councilperson seat.
14 Discussion regarding the process, application form, and questions the city council intends to ask
15 applicants. Consensus to advertise for 2 weeks and have applications due by March 31, 2023 at 5 p.m.
16 Council intends to hold a special meeting on April 6, 2023 to interview applicants and make an
17 appointment to the council, with swearing in occurring at the regular meeting on April 10, 2023.

18 **2. Council Updates & Questions:** Councilperson McNare inquired into the drainage on 2nd Street.
19 Discussion regarding the recently completed 2nd & 3rd Street Project. Direction given to follow up with
20 CEPI and Hot Iron. Discussion regarding utility installation cost estimates in Bartling Park, specifically for
21 the proposed Hockey facility, staff directed to follow up with the hockey club and regarding the
22 estimate. Discussion regarding Maverick's development plans, the requested traffic and signal study,
23 and the timeline for completion of the studies. Staff directed to draft an ordinance addressing Type A
24 Development application requirements. Discussion regarding proposed City Hall façade improvements.
25 The city has a new staff member coming on board that has construction experience and directors intend
26 to meet with him towards the end of March to discuss options for moving forward. Discussion regarding
27 water and sewer costs for city owned properties, staff directed to follow up and determine what each
28 facility is using. Discussion regarding engineering services and costs, review of the engineering
29 spreadsheet utilized to track progress and costs of projects. Direction given to share this spreadsheet
30 with council once a month to review and discuss. Discussion regarding South 2nd and 3rd Street Project,
31 Administrator Cox will add to his administrator's report to provide regular updates to council. Update
32 regarding Community Facility Task Force, applications to be accepted through March 31, 2023 with the
33 intention to appoint members at the regular April 10, 2023 council meeting. Discussion and update
34 regarding property at 1103 Monroe, staff will move forward with remediation process if no response is
35 received from the VA by end of the week. Direction given to update job postings on website. Discussion
36 regarding HR position vacancy and duties of the position. Direction given to remove "or designee"
37 language from the job description, to update the base wage to \$25.00 per hour, and to post it to the
38 city's website.

39 **3. Upcoming Agendas:** Discussion regarding signatory lines for the Memorandum of
40 Understanding with Converse County Sheriff's Office needs to be updated. Staff will determine
41 expenditures for Rocky Mountain Power's utility installation on Pearson Road and bring to council for
42 approval.

43 **4. Events Calendar:** Not Discussed.

44 **5. City Administrator Updates:** Not Discussed.

45 **Adjourn – No further discussion and the Work Session was adjourned at approximately 5:18 p.m.**

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Chaz Kokesh

Chaz Kokesh, City Clerk

