

**MINUTES OF THE MEETING
TOWN COUNCIL
BAR NUNN, WYOMING**

The regular meeting of the Town Council of Bar Nunn was held on Tuesday, September 5, 2017, 7:00 P.M., at 4820 N. Wardwell Industrial Avenue, Bar Nunn, Wyoming.

The meeting was called to order by Mayor Patrick Ford. The roll was taken by Carisa Hensley, Deputy Clerk, Present were Mayor Ford, Council members Robert Hoover and Teri Kelly. Excused in Absence were Council members Josh Brown and Steven Clark

Mayor Ford led in the Pledge of Allegiance.

Next Councilman Hoover made a motion seconded by Council member Teri Kelly, to approve the minutes of the August 15, 2017, Council Meeting. Motion was unanimous.

Payable List for August 2017, Ck#27348 through Ck#27437, ACH payments#...43738062 and #...32362580 was next on the agenda. Councilman Robert Hoover made a motion seconded by Councilmember Teri Kelly, to approve the Payable List for August 2017. Motion was unanimous.

Next was the Second Reading of Ordinance #2017-02 "AN ORDINANCE AMENDING CHAPTER 6, 'TOWN OFFICIALS', SPECIFICALLY ADDING SECTIONS 1-6-12 THRU 1-6-13, PROVIDING FOR THE CREATION AND APPOINTMENT OF A TOWN ENGINEER POSITION AND ASSIGNING DUTIES TO THE POSITION AND PROVIDING A PROCEDURE FOR OTHER APPOINTMENTS". Councilmember Teri Kelly made a motion to accept Ordinance #2017-02 on its Second Reading, Councilman Robert Hoover seconded. Mayor Ford called for the vote on the motion, all council members present voted in favor and the motion passed.

Mayor Ford introduced Mr. Scott Radden from WLC Engineering. Mr. Radden addressed the council and gave an overview of his services that would be provided as Town Planner undertaking the project of updating the Community Development Plan. Mr. Radden's first point of action is to assemble a technical review committee consisting of representatives from Town Council, Town Staff, Town Business Owners and Town Residents. Scott would like the committee to have from 10 to 15 members. The technical committee will look at revising the survey tool used for gathering input from town residents. Mayor Ford then entertained a motion to approve the contract with Mr. Scott Radden. Council member Teri Kelly made a motion to approve the contract with Mr. Scott Radden for his services in updating the Community Development Plan and consulting services as Town Planner. Councilman Robert Hoover seconded the motion and it passed unanimously.

Attorney's Report was next on the agenda. Attorney Amy Taheri stated that remedial action was taken by the resident whom she sent the letter requesting trimming of their branches that were blocking the view of traffic turning onto Antelope Drive. There were no questions from council for Ms. Taheri.

Next Engineer Bill Johnston presented his report. Mr. Johnston mentioned that Treto Construction contracted with Hall's Paving to perform the final paving on South Antelope Drive. Bill Johnston was pleased with the final results and the project has been advertised for substantial completion. Mayor Ford mentioned to Engineer Johnston that he did attempt to contact Lowell from WY DOT about the recycled

asphalt project and is waiting for a response back from Lowell. Mr. Johnston mentioned that Mr. McMurry would like to know the approximate quantity of recycled asphalt that he would be splitting with the town, if Mayor Ford would also ask Lowell for this information and relay it to Mr. McMurry. Mayor Ford mentioned he spoke with Mr. McMurry about installing additional snow fences on his property and Mr. McMurry was comfortable with the additional snow fences and would like another contract drawn up for formal approval. Attorney Taheri was asked to draft a new contract for the additional snow fences.

Fire Department Report was next on the agenda. A written report was previously submitted. Mr. Brett Morss was present from the Volunteer Fire Department. Mr. Morss reported that in August there were several deployments dispatched for wildland fires and the reimbursement for equipment usage seems to be a profitable endeavor for the town. Hopefully this will demonstrate that this service is beneficial for the town and the communities that are served. Mr. Morss stated that during the eclipse festival the station was fully manned for about a week and there were no major incidences that occurred during this event. In conclusion, Mr. Morss mentioned that there was a nice turn out for the pancake breakfast and the department made \$200 in profits to be used for training materials. Councilmember Teri Kelly asked Mr. Morss how many wildland dispatch calls were turned down because the department was under limitation to send only one truck out on wildland calls. Mr. Morss responded that five potential dispatches were turned down. Councilmember Kelly asked Mr. Morss to bring documentation and make a presentation to the council about the benefits of wildland dispatches so a potential modification to the one truck limitation could be considered.

Next Agenda item was the Zoning and Planning Report. Chairman Matthew Epp was present and reported the committee approved a site plan for Current Homes at their August meeting. The committee also discussed the upcoming work session with the council on September 21st and would like to extend an invitation to the new Town Planner, Mr. Radden, to attend this work session. Then Mr. Epp reported he will be resigning as Zoning & Planning Chairman as his employment duties have changed and will require more evening obligations. Mr. Epp will remain a member of the committee but the Office of Chairman will be filled by another current member of the Zoning & Planning Committee. They will make their recommendation for committee chairman to the Mayor for concurrent approval by the town council. Mr. Epp entertained questions from the council. Councilman Robert Hoover asked if there was any contact made to the landscaping company that seems to be occupying an empty lot on Bel Vista Drive. Mr. Epp stated he was not able to contact the landscaping company. Deputy Clerk Carisa Hensley mentioned she made phone contact with the owner of the landscaping company and did ask him to attend a zoning meeting to discuss his lot and plans. The owner stated he would attend the September 21st meeting.

Maintenance Report was next on the agenda. Chuck Johnson, Head of Maintenance submitted a written report. Mr. Johnson also reported that the McMurry Blvd. mail unit entrance has been cleaned up. Mr. Johnston then discussed the bike rack being installed at High Plains Park. The cement work for the bike rack will be refurbished and completed this week and the seeding on the New Town Hall lot will begin on September 6th.

Code Enforcement Report was next on the agenda. Code Enforcement Officer Marshall Wyatt submitted a written report. Mayor Ford stated he will ask Mr. Wyatt to attend the scheduled work session with the Zoning & Planning Committee.

Next on the agenda was the Office Staff Report. A written report was submitted by Deputy Clerk Carisa Hensley. Councilmember Teri Kelly congratulated Ms. Hensley for being invited to serve on steering committee overseeing the Regional GIS endeavor to update and install location control monuments.

Petitions and Public Comment was next on the agenda. Two residents were present, Ms. Arvilla Bush and Mr. Gary Geiger, both residents stressed the need for action in abatement of abandoned and dilapidated mobile homes, along with the junk and weeds on those lots. In-depth discussion followed about various topics including; legal rights of the town to condemn property, difficulty in locating and notifying property owners, and code enforcement fines and protocol.

Next on the Agenda was Council Miscellaneous. First item of business was business license application #2017-24 submitted by Ms. Nicole Willett. Ms. Willett was present and explained she is planning to open the Wiggly Willett's Daycare in her home and she has had a fire inspection conducted and obtaining the business license is the last step for her Dept. of Family Services approval. Councilmember Teri Kelly made a motion to approve business license #2017-24 for Wiggly Willett's Daycare, Councilman Robert Hoover seconded the motion and it passed unanimously.

Mayor Ford then mentioned that the council received 6 RFPs for Town Engineer and they selected three of the firms to interview during an executive session and held the interviews on August 28th. Councilmember Teri Kelly added that there were several different opinions that were discussed following the interviews and thought the decision to appoint a Town Engineer would best be accommodated when all council members were present. Councilmember Teri Kelly made a motion to table the appointment of a Town Engineer until the next council meeting of September 19, 2017. Councilman Robert Hoover seconded the motion and the motion passed unanimously.

The next item of business under Council Miscellaneous was the selection discussion for the Clerk Treasurer Position. Mayor Ford reported that the council reviewed submittals from 6 applicants for the Clerk Treasurer position and the council came to consensus within the executive session for one applicant who had strong experience and qualifications for the position. Councilmember Teri Kelly concurred with the Mayor and felt there was definite consensus from the council members and made a motion to appoint Ms. Carisa Hensley to Town of Bar Nunn Clerk Treasurer. Councilman Robert Hoover seconded the motion and the motion passed unanimously. Carisa Hensley was appointed as Town of Bar Nunn Clerk Treasurer.

There being no further business to come before the Council, Councilmember Teri Kelly made a motion seconded by Councilman Robert Hoover to adjourn. Motion was unanimous.

The Bar Nunn Town Council adjourned at 8:00 P.M., September 5, 2017.



A handwritten signature in black ink, appearing to read "Patrick R. Ford", written over a horizontal line.

Patrick R. Ford, Mayor

ATTEST: (seal)

A handwritten signature in black ink, appearing to read "Carisa Hensley", written over a horizontal line.

Carisa Hensley, Clerk Treasurer

ORDINANCE #2017-02

“AN ORDINANCE AMENDING CHAPTER 6, 'TOWN OFFICIALS', SPECIFICALLY ADDING SECTIONS 1-6-12 THRU 1-6-13, PROVIDING FOR THE CREATION AND APPOINTMENT OF A TOWN ENGINEER POSITION AND ASSIGNING DUTIES TO THE POSITION AND PROVIDING A PROCEDURE FOR OTHER APPOINTMENTS”

WHEREAS, The Town of Bar Nunn finds it necessary to recognize the need for an appointed Town Engineer; and

WHEREAS, The Town of Bar Nunn finds it necessary to recognize the need for the appointment of other Town Representatives; and

WHEREAS, the Town wishes to include Town Engineer and Other Appointments in the process of 'APPOINTIVE OFFICIALS', and

WHEREAS, the Town wishes to define the procedure for creating the appointment of Town Engineer and Other Appointments; now

THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF BAR NUNN, WYOMING, THAT the appointed position of TOWN ENGINEER and OTHER APPOINTMENTS, are created as Appointive Official positions, and

THEREFORE, BE IT FURTHER ORDAINED, THAT the initial and all subsequent appointments shall follow the procedure as detailed in Town Code:

1-6-12: Town Engineer

- A. Appointment: The mayor shall appoint a Town Engineer with the concurrent consent of the town council, who shall hold the appointment for the duration of the appointment or until such time as removed by the mayor, with the concurrence of the governing body, for incompetency or neglect of duty, whichever shall first occur.
- B. Duties: It shall be the duty of the Town Engineer to perform the job functions described in the Town code regarding backfilling trenches; sewer construction, connections and use; solar access permits; building permits; travel trailer parking; sewage system; health standards; conditional use permits; aesthetics; site plan regulations; landscaping; off street parking; approval for PUDs; licensing requirements; abandoned facilities; preparation of plats; streets and utilities; drainage; and any other tasks as requested by the Mayor and Council.

1-6-13: Other Appointments

- A. Appointment: The mayor may appoint other individuals to serve as the Town Representative as needed, both within the Town of Bar Nunn or in other jurisdictions, with the concurrent consent of the town council. Such appointed individuals shall hold the appointment for the duration of the appointment or until such time as removed by the mayor, with the concurrence of the Town Council, for any reason including incompetency, neglect of duty, or the lack of necessity for the continuance of the appointment. Nominations for all appointments under this provision shall be as provided for in 1-6-7 governing appointive officials.

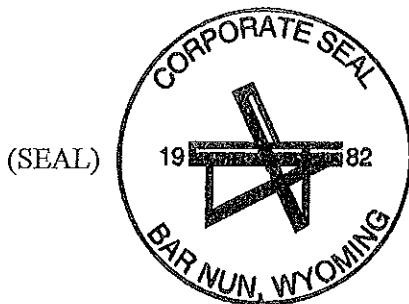
This ordinance shall be in full force and effect after its approval, passage, and adoption.

APPROVED AND PASSED on the 15TH day of August 2017, on its First Reading.

APPROVED AND PASSED on the 5TH day of September 2017, on its Second Reading.

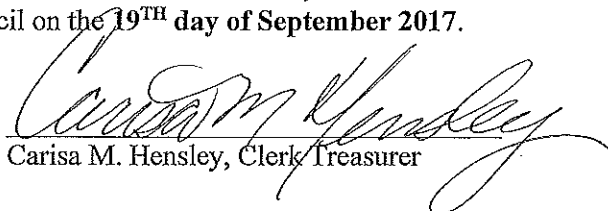
APPROVED AND PASSED on the 19TH day of September 2017, on its Third and Final Reading.

TOWN OF BAR NUNN, WYOMING
A MUNICIPAL CORPORATION


Patrick R. Ford, Mayor

ATTESTATION

I, Carisa M. Hensley, hereby attest the foregoing Ordinance was signed by the Mayor of Bar Nunn, posted in the Town Clerk's Office at 4820 N. Wardwell Industrial Avenue, as well as to other locations as designated by the Town Council on the 19TH day of September 2017.


Carisa M. Hensley, Clerk/Treasurer

Attorney's Report

9/19/17

Snow Fence contract has been reviewed and is ready to sign/has been signed

I am planning to attend the Zoning and Planning meeting at 7:00 p.m. on September 21.

Bar Nunn Engineer Report September 19, 2017

Antelope Reconstruction

On Friday September 15th I contacted Dan Dwyer to inquire of the status of Gustavo Treto. Mr. Treto was operated upon the prior Monday and is still in intensive care in the hospital. The pay application will be done based on his availability. A small item of construction remains to be done, but due to Gustavo Treto being hospitalized, this is slow being addressed.