

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

The regular meeting of the Town Council of Bar Nunn was held on Tuesday, October 18, 2016, 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 Carol Pendley, Clerk. Those present were Mayor Ford, Councilmembers Josh Brown, Steven Clark, Teri Kelly and Robert Hoover.

Mayor Ford led in the Pledge of Allegiance.

Councilman Brown made a motion seconded by Councilman Hoover to approve the minutes of the October 4, 2016 Council Meeting. Motion was unanimous.

Financial Reports for September, 2016, were next on the agenda. Councilmember Kelly made a motion seconded by Councilman Brown to accept the Balance Sheet, Budget Income Statement, and Year to Date Trial Balance for September 31, 2016 (September, 2016 Financial Reports). Motion was unanimous.

Attorney's Report was next on the agenda. Attorney Alaina Stedillie reported having edited the proposed Code Enforcement Contract with recommendations to make the thirty (30) day written notice of termination reciprocal for the Town and the Code Enforcement Officer (Contractor); and to relax the post termination liability insurance coverage to one (1) year following contract completion. Following discussion among council, Councilmember Kelly made a motion seconded by Councilman Clark to accept the recommendation for reciprocal contract termination, and Contractor maintain liability insurance for ninety (90) days following contract termination. Motion was unanimous.

Attorney Stedillie reported having drafted a letter to the Architects (DSWB) putting them on official notice that the New Town Hall Project has been shelved. Attorney Stedillie stated under terms of the contract they (architects) have the option of terminating the contract after ninety (90) days of it being shelved and collect for "business expectancy expenses" based on termination. Attorney Stedillie notified Miguel (Leotta) as a professional courtesy that the letter was being sent. Miguel indicated it is not their plan to abandon the project after ninety (90) days, they understand the funding issue and asked to be kept informed. Attorney Stedillie said communication is important and everything should be in writing.

Attorney Stedillie will address the easement issue with Rocky Mountain Power as soon as property descriptions are received from Engineer Johnston to begin a title search to determine who owns the easements.

The Bishop Property has been transferred to the Town. No recording fees have been received and currently the property taxes (2016) have not been paid.

Engineer's Report was next on the agenda. Engineer Bill Johnston previously submitted a written report. Engineer Johnston has heard from the electrical engineer regarding the lighting issue. The manufacturer is going to pick up the cost for installing the light (internal) shields that were not installed initially, and may pick up the cost of the later installed shields that do not function well. Internal shields will be installed.

The picnic table and bus shelter structure was discussed concerning size, placement, location, and materials. Mayor Ford said he will contact the City of Casper for information about their structures.

Councilman Hoover asked if there had been any information on the McMurry Agreement letter. Mayor Ford will contact Mr. McMurry about the agreement, and Engineer Johnston will contact contractors when there is a signed agreement.

Parks and Recreation Report was next on the agenda. An agenda of October-November, 2016, anticipated events was previously submitted for the newsletter. Councilman Hoover indicated the Halloween Carnival will be busy and crowded as the haunted house will be open at the same time. Mayor Ford said he would relay the information to Stacie Ross, Parks and Rec Chairperson.

Petitions and Public Comment was next on the agenda. Resident Matt Epp expressed thanks to Council for taking care of his concern with the light shields.

Resident Marianne Magee asked whether the video conferencing equipment will enable watching council meetings from home, which she would be in favor of. Mayor Ford said the plan would be to record meetings (video) and post online through the website. (Audio recordings of meetings are done currently for the purpose of doing minutes). Mayor Ford has been researching webcams to allow video-conferencing. Audio could be challenging with the different types of equipment currently available.

Ms. Magee asked for and received confirmation that STPU Funds of five (5) to seven (7) million dollars will be going toward funding of the I-25 Interchange and the grant to be applied for would be in addition to the STPU funds.

Council Miscellaneous was next on the agenda.

There will be a Work Session October 24<sup>th</sup>, 6P.M. to determine future/fate of the New Town Hall.

Salt Creek Highway Cleanup, October 29<sup>th</sup>, 8A.M., meeting at Salt Creek Highway and Westwinds Road. Jen Minor will have additional help available to assist.

Mayor Ford met with CAEDA last week about the Business Readiness Grant. The completed application has to be submitted to Kim Rightmer, CAEDA by Thursday, November 17, 2016. The Cheyenne deadline is December 1, 2016. A Public Hearing is part of the application process.

Councilmember Kelly made a motion seconded by Councilman Hoover to set a Public Hearing, in conjunction with the November 1, 2016 Council Meeting, to entertain public comment on application for a Business Readiness Grant for the purpose of funding the I-25 Interchange at Westwinds Road. Motion was unanimous.

Mayor Ford estimates \$450 to \$500 cost for a TV for video conferencing, \$40 to \$50 for a wall mount, \$50 for basic webcam with decent microphone, and estimated \$150 for miscellaneous hook up cables to a pc and wireless keyboard and mouse. During

discussion following a motion by Councilman Hoover seconded by Councilman Clark, Councilman Brown asked about installation arrangements. Mayor Ford said Maintenance would be doing the physical mounting of equipment and the support contract with the local computer company will cover hookup following moving the new computer in and repurposing the old one in the council room. Councilman Brown would like the Town's local support company to be involved for professional advice on the equipment and installation required suggesting their experience could circumvent problems with proper equipment/installation and possibly getting a better purchase price through them. Mayor Ford asked for removal of previous made motion and second on equipment purchase.

Councilman Hoover rescinded his motion and Councilman Clark rescinded his second to purchase equipment as outlined by Mayor Ford. Motion was unanimous.

Councilman Hoover made a motion seconded by Councilman Clark to table discussion/decision on the new video conferencing equipment until next council meeting. Motion was unanimous. Mayor Ford will talk to computer people.

Mayor Ford stated Councilman Hoover is having e-mail issues with his Town e-mail and had to delete a bunch of e-mails. Mayor Ford stated he has had the same problem. Councilman Hoover stated he had made "fifteen (15) phone calls" regarding problems with fire station e-mail problems and never received a return call from the current provider (Mountain West). Mayor Ford stated he will explore other avenues for e-mail.

Engineer Bill Johnston reminded Mayor Ford of the upcoming "Comp Meeting." Mayor Ford reported it is the MPO Public Workshop for the Transportation Element of the "Building Bar Nunn" Comprehensive Plan; Thursday, October 27<sup>th</sup>, 4 p.m. at Bar Nunn Elementary School. The meeting is open to the public.

Councilman/Fire Chief Hoover invited all meeting attendants to view the new fire truck in the shop following adjournment of the meeting.

There being no further business to come before the Council at this time, Councilman Hoover made a motion seconded by Councilman Brown to adjourn. Motion was unanimous.

Meeting adjourned 7:45 P.M., October 18, 2016.

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Patrick Ford, Mayor

ATTEST: (seal)

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Carol Pendley, Clerk

## **ATTORNEY REPORT**

To: Mayor Ford and Town Council

From: John Masterson and Alaina Stedillie

Date: November 1, 2016

Discussion with architects

Court last month

Bar Nunn Engineer Report November 01, 2016

### **Town Hall Utilities status**

Construction has taking place on the electrical conduit construction. Construction is about 98% complete at the time of this writing with minor items remaining.

### **Antelope Park pathway project status**

Contractor is in the process of accomplishing minor cleanup and is hauling the removed asphalt that is stored at the sod farm out of Town. Retainage is to be held until these items are done.

### **Snow Fence**

An agreement was sent to Mr. McMurry, we have gotten a signed copy back.

Centennial Woods of Laramie Wyoming met with Councilman Hoover and Chuck Johnson on-site to ascertain the extent of the project. They afterward submitted a cost to do the project for \$14,815 the original estimate was \$22,320. A copy of their email is included following.

Robert:

We have discussed how we want to price the snow fences project I discussed with you and Chuck Johnson yesterday.

To build as you originally specified, 62 panels 10' high by 12' long we would be looking at \$25,814.94.

If we build as we discussed yesterday, 47 panels 12' high by 16' long, we would be able to do it at \$14,874.09 along with a maintenance agreement as we also talked about.

The maintenance agreement would be for 21 years. In that 21 years we would reface the fences every 7 years with all new 1 x 6. Once a year we would perform preventative maintenance to all of the panels. This would include making sure all of the bolts are tightened and/or replaced, replace any broken boards including frame members and slats (1 x 6).

I attached the copies of the drawings for the 12' tall fences as we discussed. They do show using 12' boards but, there will be no difference with 16'.

*Shea P. Abbott*

Field supervisor/Safety manager  
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**TOWN OF BAR NUNN  
HIGH PLAINS PARK PLAYGROUND EQUIPMENT and SURFACING PROJECT  
PROJECT CONSTRUCTION REPORT  
Week Ending October 29, 2016**

The playground equipment for the High Plains Park Playgrounds was delivered to on October 25, 2016. Recreation Installations, a subcontractor, unloaded the equipment, and worked on the preparation of the subgrade surface.

The installation of the equipment began on October 26, 2016, and was completed on October 28, 2016.

The subcontractor for placing the rubberized surfacing is scheduled to arrive on site on November 2, 2016.

Respectively submitted,

Clyde H. Dolan, P.E.  
Resident Engineer