



**Town of Bar Nunn**  
**TOWN COUNCIL**

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**MEETING MINUTES**

Tuesday, December 19, 2017 - 7:00 P.M.

4820 N. Wardwell Industrial Avenue,  
Bar Nunn, Wyoming

1. **Roll Call:** Mayor Patrick Ford called the meeting to order Tuesday, December 19, 2017 at 7:00 p.m. Roll was called which determined the presence of a quorum.

**Present:** Mayor Patrick Ford; Council members: Steven Clark, Robert Hoover, Josh Brown and Teri Kelly.

2. **Pledge of Allegiance:** The Town Council and all present stood in service to the United States Flag and pledged allegiance to the United States of America.

3. **Minutes of December 5, 2017:** Moved by Teri Kelly, seconded by Steven Clark to accept the Council Minutes of the December 5, 2017, the motion carried without dissent with Robert Hoover abstaining from the vote as he was absent from the meeting of December 5, 2017.

4. **Financial Reports for period ending November 30, 2017:** Moved by Steven Clark, seconded by Josh Brown and carried without dissent to accept the balance sheet, budget income statement & trial balance for period ending November 30, 2017.

5. **Attorney's Report:** Attorney Amy Taheri was on an excused absence and there was no report submitted.

6. **Engineers Report:** Ray Catellier, Town Engineer, reviewed his written report with the council. Ray highlighted his involvement with the Casper Area MPO committee which met December 12<sup>th</sup>. Ray also mentioned that the MPO Committee selected a consultant to conduct a Long-Range Transportation Plan. Mr. Catellier then addressed the High Plains Park Picnic Shelter Project. Ray stated two contractors, JR Construction and High Plains Construction, were interested in the Picnic Shelter Project and he received one bid from JR Construction in the amount of \$16,500. High Plains Const. should be submitting a bid to Ray tomorrow and he will then email the two bids and his recommendation for award to the council. In conclusion, Ray Catellier reviewed the exhibit for the route the haul trucks will be using for stockpiling mill tailings for the recycled asphalt from the Interchange Project. Engineer Catellier fielded questions about the road condition, road width for turns, access/exist sites, stock pile location and length of time the mill tailings will be stock piled.

7. **Parks and Recreation Report:** no one was present from the Parks and Recreation Committee and there was no report given. Mayor Ford did reference the holiday decorating contest for the homes of residents who registered to participate.

8. **Petitions and Public Comment:** Gary Geiger of the Zoning & Planning Commission was present and reported that he was nominated for chair by the commission and would be happy to accept the chairmanship if the Mayor chose to appoint him in January 2018.

9. Council Miscellaneous:

**A. Set Public Hearing, Tuesday, February 20, 2018 for Liquor License Renewals:**  
Robert Hoover moved, seconded by Steven Clark to set the public hearing date for the Retail Liquor License Renewals for applications submitted by Chatters Inc. and Energy Catering Inc., /dba The Hangar for February 20, 2018, the motion carried with all council members voting in favor.

**B. Judge Selection; Appointment January 2, 2017:** Mayor Patrick Ford reported that the council held an executive session to interview 3 candidates for Bar Nunn Municipal Judge. Based on the interview results and council input, Mayor Ford will be appointing Ms. Wendy S. Owens in January 2018 as Bar Nunn Municipal Judge.

**C. Building Inspections & Permit Fees:** Mayor Ford reported that to enter into the agreement with the Town of Mills for inspection services there needs to be a meeting with the Mayor of Mills and the Building Inspector. There is an issue with the building inspector of Mills not being able to conduct electrical inspection, but there is a possibility that Jason Gutierrez of Natrona County could perform electrical inspections for the Town of Bar Nunn. Mayor Ford will be looking at the possibility of scheduling a meeting with Town of Mills representatives the week of December 25<sup>th</sup>.

**Supplemental:** Josh Brown asked if the Mayor had an update on the Animal Control services. Mayor Ford mentioned there would be discussion held on Animal Control Services at the meeting he will be attending January 2, 2018. Mr. Brown also inquired into the status of the Wage Survey. Mayor Ford has not yet heard back from Matt Weatherly from Personnel/Compensation Consulting and asked the Town Clerk to please contact Mr. Weatherly.

**10. Adjournment:** Moved by Teri Kelly, seconded by Robert Hoover and carried without dissent that there being no further business the meeting of December 19, 2017 be adjourned at 7:45 P.M.

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Patrick R. Ford, Mayor

ATTEST: (seal)

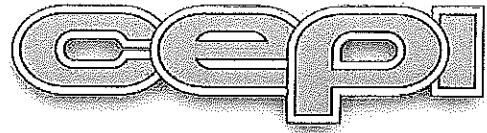
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Carisa Hensley, Clerk Treasurer

## Attorney's Report

1/2/18

1. I have not received the Hanger Easements. I will be following up with Joe Parke regarding those.



December 21, 2017

Mr. Patrick Ford, Mayor  
Town of Bar Nunn, WY  
4820 Wardwell Industrial Avenue  
Bar Nunn, WY 82601

Re: Recommendation of Award – High Plains Park Picnic Shelter

Dear Mayor Ford,

Bids were received for the High Plains Park Picnic Shelter this week. Two bids were received on the project from JR Construction and High Plains Construction. The bids received are summarized in the following table and detailed on the attached bid sheets.

Bidder	Total Base Bid
JR Construction	\$16,500.00
High Plains Construction	\$41,767.00

Based upon the completeness of the bid and JR Construction's previous successful working history with the Town, CEPI recommends the project be awarded to JR Construction.

Please feel free to contact me if you have any questions or concerns.

Sincerely,  
*Civil Engineering Professionals, Inc.*

Raymond J. Catellier, P.E.

Enc.

**December 2017 ACTIVITY REPORT  
BAR NUNN VOL. FIRE DEPARTMENT  
YEAR END REVIEW**

During the month of December 2017, Bar Nunn Fire Department responded to 25 calls. Of the 25 calls, 22 were medicals at scene and 3 were Fire at scene. Of these calls 15 were within the Town of Bar Nunn and the remaining calls were within the county as mutual aid.

Also, during the month of December 120 hours was put in by members spending the night during their call weeks, and 280 hours were put in as extra work hours at the station by department personnel on misc. activities and trainings. The department held 1 scheduled training for the month of December 2017. Station remodel of adding another sleeping room upstairs in living quarters area and closing off bunker gear locker area have been completed. The new lockers that were ordered for bunker gear arrived and had to be sent back to due heavy shipping damage. Locker Company is in process of building new gear lockers and will hopefully ship out in mid to late January 2018. These new lockers are metal securable lockers to replace our old plywood bunker gear lockers.

During this year's dispatching wildland season we had 1 person go out as a single resource on 2 fires, and 2 trucks with 4 personnel on 1 fire in Johnson County, and 1 truck with 2 personnel on 4 out of state fires These 4 fires were in Montana. Total money to town for all fires was \$76,478.25 (labor and equipment), after all expenses. (Fuel for truck operations and travel, motels travel, and meals travel) the town made \$35,892.34 out of equipment grand total of \$38,757.18. There were no damages to trucks, or equipment and no other costs associated with these fires and crews worked well with each other and received good performance evaluations from each of these fires. Due to the late start of sending a truck out for out of state dispatches and only being able to send out to bordering states the department was unable to fill orders for 8 fires. These were fires located in Oregon, Washington, California, and Oklahoma. It would be hard to calculate cost for these dispatches but after discussions with other agencies, and the severity of fires in the western US we feel comfortable that we could have made approximately an additional \$175,000.00, and truck and crews would have been gone from mid-June through early November 2017 due to severity of fires and lack of resources.

Currently we have 20 fire department members, and 3 reserve members for a total of 23 personnel. We have 5 open positions for full bunkered personnel. All current members are fire/EMS qualified except for 2 new personnel. These 2 individuals will be medically qualified by the end of March 2018, and fire qualified by spring 2018.

Call breakdown for department for 2017

237 calls for department

63 of these calls were fire calls.

81 calls were in Bar Nunn, of which 17 were fire response in the town of Bar Nunn, with remainder being medical calls in Bar Nunn.

**ZONING & PLANNING COMMISSION**  
**4820 N Wardwell Industrial Ave., Bar Nunn, Wyoming**

**MEETING OF DECEMBER 14, 2017**

**PRESENT:** Vice Chairman: Gary Geiger; Commission Members: Mike Shoolcraft, Rod Palmer and James Bogart

**EXCUSED ABSENCE:** Ruslan Zhelbakov

**UNEXCUSED ABSENCE:** Matthew Epp

Meeting called to order at 7:00 p.m. with the pledge following.

**MINUTES:** James Bogart moved, seconded by Mike Schoolcraft and passed unanimously to approve the minutes of November 16, 2017.

**BUSINESS:**

Ashby Construction site plan for 5766 Antelope Drive; Randall House Model on crawl space. David Kelly from Ashby Construction was present and completed the site plan certificate and all setbacks were met for the lot. James Bogart moved, seconded by Rob Palmer and passed unanimously to approve the site plan for 5766 Antelope Drive submitted by Ashby Construction.

Mike Schoolcraft nominated Gary Geiger for the Zoning and Planning Commission Chair, all other members present concurred and Mr. Geiger stated he would accept the Chairmanship and would present the commission's desired nomination to Mayor Patrick Ford.

Town Planner, Scott Radden was present and reviewed the Community Development Plan Survey Results with the commission. Mr. Radden mentioned there will be another CDP Technical Committee Meeting to be scheduled towards the end of January 2018.

With no further business, James Bogart moved, seconded by Mike Schoolcraft and passed unanimously to adjourn. Meeting adjourned at 8:15 p.m.

Respectfully submitted,

Carisa Hensley, Clerk Treasurer