



Town of Bar Nunn

TOWN COUNCIL

### MEETING MINUTES

Tuesday, October 17, 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, October 17, 2017 at 7:00 p.m. Roll was called which determined the presence of a quorum.

**Present:** Mayor Patrick Ford; Council members: Teri Kelly, Robert Hoover, and Josh Brown. Councilman Steven Clark arrived at 7:08 P.M.

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 October 3, 2017:** Moved by Robert Hoover, seconded by Josh Brown to accept the Minutes of the September 19, 2017, the motion carried without dissent. Councilmember Teri Kelly abstained from the vote as she was absent from the October 3<sup>rd</sup> meeting.

4. **Financial Reports for period ending September 30, 2017:** Moved by Teri Kelly, seconded by Robert Hoover and carried without dissent to accept the balance sheet, budget income statement & trial balance for period ending September 30, 2017.

5. **Appointment to Natrona County Travel & Tourism Council:** Moved by Teri Kelly, seconded by Robert Hoover and carried without dissent to accept the appointment of Brad Murphy, General Manager of the Events Center, as the Town of Bar Nunn Representative to the Natrona County Travel & Tourism Council. The Council will request Mr. Murphy make semi-annual reports on the happenings of the Natrona County Travel & Tourism Council.

6. **Appointment to MPO Technical Committee:** Moved by Teri Kelly, seconded by Josh Brown and carried without dissent to accept the appointment of Ray Catellier, Town Engineer, to the MPO Technical Committee.

7. **Appointment to 201 Management Oversight:** Moved by Robert Hoover, seconded by Steven Clark and carried without dissent to accept the appointment of Ray Catellier, Town Engineer, to the 201 Management Oversight.

8. **Agreement with Sheriff's Office of Natrona County:** The was discussion on the minimal cost increase in the proposed agreement from the current agreement. Josh Brown proposed a word change to the agreement in covenant #3 from "may" to "shall" so the sentence will read: "The Deputy Sheriff's patrolling Bar Nunn shall present all affidavits and complaints in cases pertaining to all Municipal violations, both jailable or not, in the incorporated area of the Town of Bar Nunn to the Municipal Judge of Bar Nunn." Moved by Josh Brown, seconded by Robert Hoover, and carried with all council members voting in favor, to approve the agreement with the Natrona County Sheriff's Department upon the for mentioned word change in the agreement covenant #3 first sentence, where "may" will become "shall".

9. **Attorney's Report:** Attorney Amy Taheri submitted a written report. Ms. Taheri mentioned the Town Engineer made a site visit to the proposed storm sewer easement at The Hangar Building and ascertained the parking lot pavement project did not encroach on the proposed easement site. Mr. Parke will sign the easement with the condition that there would be no impact fees assessed him to use the storm sewer. The council was in consensus that there would be no impact fee assessed to Mr. Parke for use of the storm sewer. Attorney Taheri also provided supporting documentation regarding the authority of the Town for abatement of dangerous buildings. Amy Taheri mentioned the town should secure a current issue of the International Building Code Book, which the Town Code references. In conclusion she spoke about the upcoming renewal of the Code Enforcement Contract and Marshall Wyatt's desire to make some language changes regarding his insurance requirement and monthly compensation. Under the current contract there can be no compensation changes provided for until approval of the fiscal year budget. Amy Taheri suggested creating an additional and distinct contract with Mr. Wyatt that would incorporate the suggested additional zoning enforcement duties and compensation articles.

10. **Engineers Report:** Ray Catellier from CEPI submitted a written report which listed various projects he discussed with Mr. Bill Johnston. Mr. Catellier has started working on plans for the proposed picnic shelter with a windscreen to be located at the High Plains Park. Ray would like to present the plans at the next council meeting, so the project could possibly be completed this season. There was lengthy discussion on the prime location for the picnic shelter and Ray stated he would come up with a few proposed locations and email his suggestions to the council for their review. Engineer Catellier will also conduct road assessments on Prairie Lane, Sunset Blvd. and Antelope Drive. The council asked Mr. Catellier to pursue the development of a Veterans Memorial to be located on the New Town Hall site.

11. **Town Planner Report:** Scott Radden, Town Planner, was present and reported that he will be attending the Zoning & Planning Commission meeting this upcoming Thursday to present zoning operational and procedural forms. Mr. Radden will also discuss the procedure for approving the MPO transportation plan. The Zoning Commission will host a public hearing on the transportation plan and then present a resolution for approval to the Town Council. Upon approval by the council this plan can be referenced in the Community Development Plan Revision. Scott Radden informed the council that the Comm. Dev. Plan Technical Review Committee will be meeting October 26<sup>th</sup> from 6 - 8 PM. Committee members will include: Mayor Ford, Zoning Vice Chairman Gary Geiger, Town Engineer Ray Catellier, Resident Arvilla Bush, Paul Watson from Maintenance and Clerk Carisa Hensley.

12. **Parks and Recreation Report:** Mayor Ford mentioned the upcoming Trunk and Treat event happening at Antelope Park and the Haunted House Event hosted by the Volunteer Fire Department.

13. **Petitions and Public Comment:** There were no petitions or public comment.

14. **Council Miscellaneous:**

A. **Business License Application# 2017-25, Scott's Hot Shot, LLC by Scott Legerski:**  
Moved by Teri Kelly, seconded by Robert Hoover and carried without dissent to approve Business License #2017-25 for Scott's Hot Shot, LLC located at 5189 Wardwell Ind. Ave.

B. **Business License Application# 2017-26, Brue Investments, LLC by Scott Legerski:**  
Clarification was provided that Brue Investments was a construction company that has been active in new home construction and home remodels here in the Town of Bar Nunn and the operations office will now be located in the same building as Scott' Hot Shot. Moved by Steven Clark, seconded by Robert Hoover and carried without dissent to approve Business License #2017-26 for Brue Investments, LLC located at 5189 Wardwell Ind. Ave.

15. **Adjournment:** Moved by Steven Clark, seconded by Robert Hoover and carried without dissent that there being no further business the meeting be adjourned at 8:35 P.M.

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Patrick R. Ford, Mayor

ATTEST: (seal)

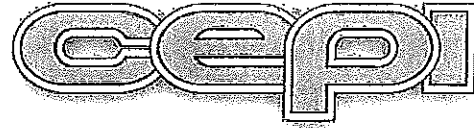
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Carisa Hensley, Clerk Treasurer

## **Attorney's Report**

11/7/17

1. Resignation of Judge Dave Drell
2. Sheriff's Contract Renewal – everyone is in agreement. Deputy County attorney Charmaine Reed is getting it to the Board of County Commissioner's for Signature.
3. Hanger easements – drafts are to Joe Parke to sign



November 6, 2017

Mayor Ford, Town Council  
Town of Bar Nunn  
4820 Wardwell Industrial Avenue  
Bar Nunn, WY  
82601

Dear Mayor Ford and members of the Town Council,

Since the last Town Council meeting on October 17<sup>th</sup>, 2017 I have been working on the following items:

- Westwinds Road interchange: Met with WYDOT and Town staff to discuss alignment of Salt Creek Highway and routes for stock piling mill tailings.
- Performed asphalt assessment on Prairie Lane, Sunset Boulevard and Antelope Road and began developing five year plan for road maintenance.
- High Plains park picnic shelter: Attached is an exhibit showing the potential layout of a picnic shelter with windscreen. A topographical survey was completed last week of the area. Design will be complete by the 11/21 council meeting.
- Easement adjacent to The Hangar: A wooden lath was placed at each corner of the easement as a visual aid. The recently paved parking lot does not encroach on the easement.

Please feel free to contact me at any time with questions or concerns.

Sincerely,  
Civil Engineering Professionals, Inc.

A handwritten signature in black ink, appearing to read 'Raymond Catellier', is written over a large, faint, stylized graphic element that resembles a signature or a logo.

Raymond Catellier, PE

NEZ PERCE TRAIL



SPASHPAD  
(FUTURE)

BASKETBALL COURT  
(FUTURE)

♀

**October 2017 ACTIVITY REPORT  
BAR NUNN VOL. FIRE DEPARTMENT**

During the month of October 2017, Bar Nunn Fire Department responded to 24 calls. Of the 24 calls, 18 were medicals at scene and 6 were Fire at scene. 5 of these calls were within the Town of Bar Nunn and the remaining calls were within the county as mutual aid.

Also, during the month of October 160 hours was put in by members spending the night during their call weeks, and 365 hours were put in as extra work hours at the station by department personnel on misc. activities and trainings , and fund raising event.

There were 4 scheduled training meetings during the month of October. Currently we have 3 firefighters on probation at this time. We are currently at staffing level of 21, with 3 reserve members, and have 2 applications in for consideration. The EMT class started in August is scheduled for completion in early December, and at that time will 3 more new EMT's on staff.

During the last week of October the department held our annual haunted house fundraiser from 10-26-17 thru 10-31-17. This event went well. After the deduction of \$2,882.89 in set up expenses the department made \$10,519.71 from this event. These funds will go to replacement of station uniforms for all members (department shirts, tactical pants, department hats, and department sweatshirts, with remainder to be used for our annual awards banquet in January 2018, and completion of another bedroom in the upstairs living quarters.





Maintenance report for October 3rd to November 6<sup>th</sup>,2017

Daily lift station checks

27 Locates 2 emergencies

2 finals in Vista Hills

Completed repairs to shop heaters

RMP has completed the three-phase power to the west side of Trails End

Street Dept.

Striping center lines

Steak out for new snow fence

Meeting with WYDOT on placement for rotomill on sewer right-of-way

2 snow events (wet streets)

Waste Water Dept.

29 red letters

1 main line back up on Omaha

Lift stations working well currently

Parks Dept.

Completed hand rail, bike rack and trash can in High Plains Park

Repairs to post and cable

All sprinkler systems are blown down