



MEETING MINUTES

Tuesday, December 5, 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 5, 2017 at 7:00 p.m. Roll was called which determined the presence of a quorum.

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

Excused Absence: Councilman Robert Hoover

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 November 7, 2017:** Moved by Josh Brown, seconded by Steven Clark to accept the Council Minutes of the November 7, 2017, the motion carried without dissent

4. **Minutes of November 14, 2017:** Moved by Josh Brown, seconded by Terri Kelly to accept the Council Minutes of the November 14, 2017, the motion carried without dissent with Steven Clark abstaining from the vote as he was absent from the meeting of November 14, 2017.

5. **Payable List for November 2017:** Moved by Steven Clark, seconded by Josh Brown and carried without dissent to accept the payable list for November 2017, Ck# 27607 through Ck# 27680, and ACH payments #45917632 and #92558526.

6. **Attorney's Report:** Attorney Amy Taheri reviewed her written report to the council. The deadline for interested parties to apply for Municipal Court Judge was December 4, 2017. The town received three applicants. Ms. Taheri called Mr. Joe Parke concerning the storm sewer easements at the "The Hangar" site and he is signing the documents today. In conclusion, Ms. Taheri noted that she will be out of town for the December 19th council meeting.

7. **Engineering Report:** Engineer Ray Catellier submitted a written report. Mr. Catellier mentioned he will be attending the upcoming MPO Technical committee meeting. Ray Catellier then discussed the picnic shelter project at High Plains Park. Engineer Catellier will be meeting with interested contractors at the shelter site December 6th and he should have cost tabulations for the next council meeting. Engineer Catellier gave an approximate completion date for the picnic shelter around the end of January 2018.

8. **Fire Department Report:** Volunteer Brett Morss was present and reviewed the written report. The Volunteer Fire Department hosted a Christmas Tree Lighting gathering with the community and wanted to thank the Parks & Recreation Committee for providing hot chocolate and cookies for the event. Mr. Morss then gave an update on the remodeling happening at the Fire Hall. Mr. Morss stated that the department purchased new lockers that will be located in the remodeled area as regulations now require gear to be stored away from the exhaust fumes of the fire trucks.

9. **Zoning & Planning Report:** Mr. Gary Geiger, Vice Chairman of the Zoning & Planning Commission was present and reviewed his written report. Mr. Geiger noted that the regularly scheduled commission meeting of December 21st has been changed to December 14th as the December 21st date is close to the beginning of the holiday season. Also, Ashby Construction is resubmitting his site plan and would like to have approval to accommodate potential foundation work on the site the following week.

Mr. Scott Radden, Town Planner was present and reviewed the results from the town survey. Mr. Radden noted that 90% of respondents would like to see more retail services within the Town of Bar Nunn, primarily some type of grocery store. Josh Brown noted the 3rd highest response for poor services was in the area of animal control. Josh Brown also asked Mr. Radden how the information from this survey would be utilized. Mr. Brown felt the survey tool may cause misdirection on the part of residents as far as future retail services. Providing retail services is within the control of land developers and business owners not town government. Mr. Radden responded that the survey results would provide a starting point for the scope of the Community Development Plan. The Community Development Plan is also a viable tool for submitting grants and directing future development. In conclusion, Mr. Radden mentioned there will be a Community Development Plan Technical Review Committee meeting in January 2018.

10. **Code Enforcement Report:** A written report was submitted by Marshall Wyatt, Code Enforcement Officer. There were no questions or comments from the council.

11. **Maintenance Report:** A written report was submitted by Charles Johnson, Head of Maintenance. There were no questions from the council. Mayor Ford did mention that Charles Johnson will be on an extended medical leave.

12. **Office Staff Report:** A written report was submitted by Carisa Hensley, Clerk Treasurer. There were no questions or comments from the council.

13. **Petitions and Public Comment:** State Representative, Pat Sweeney, was present and gave council an update on the County Commissioners meeting regarding consensus funding. Mr. Sweeney also felt it was important that the town was updating the Community Development Plan as the population dynamics have changed so dramatically and confirmed that the plan is an important tool in grantsmanship. In conclusion, Representative Sweeney expressed congratulations to the Town Council for all the hard work that went into making the interchange a reality for their community and emphasized that the interchange will be a true benefit for the residents and have a profound impact on the future development of the Town of Bar Nunn.

14. **Council Miscellaneous:**

A. Schedule interview date for Municipal Judge Candidates: the Town Council decided to host interviews for applicants for Municipal Judge on Monday, December 18, 2017 at 4 PM.

15. **Adjournment:** Moved by Steven Clark, seconded by Teri Kelly and carried without dissent that there being no further business the council meeting of December 5, 2017 be adjourned at 8:00 P.M.

Patrick R. Ford, Mayor

ATTEST: (seal)

Carisa Hensley, Clerk Treasurer



December 18, 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 December 5th, 2017 I have been working on the following items:

- Casper Area MPO –Interviews took place Monday, December 18th at the City of Casper City Hall for consultants on the Long Range Training Plan. Nelson Nygaard was selected to create the plan.
- Casper Area MPO- The MPO Technical Committee met December 12th.
- High Plains park picnic shelter: Two contractors expressed interest in the project and were given a deadline of Monday, December 18, 2017 to submit their proposals. All proposals will be forwarded to council as they are received.
- Exhibit for mill tailings stockpile route from Westwinds Road interchange project.

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

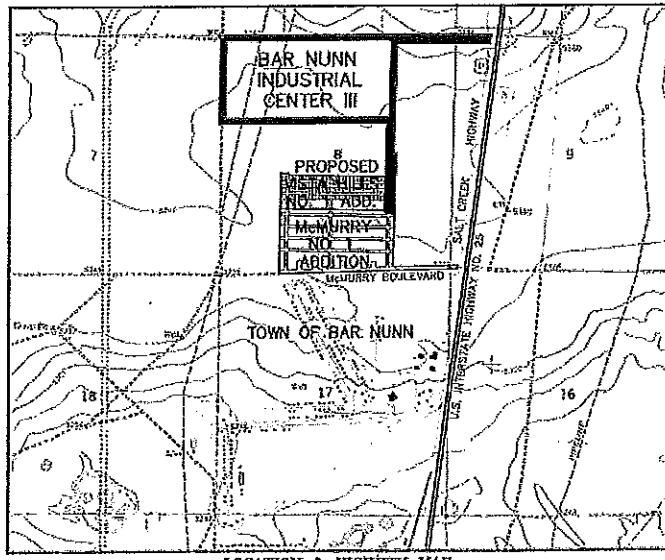
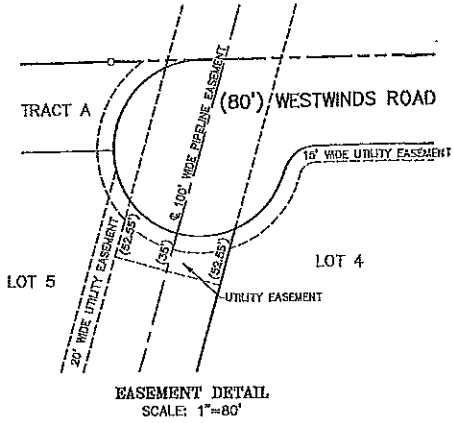
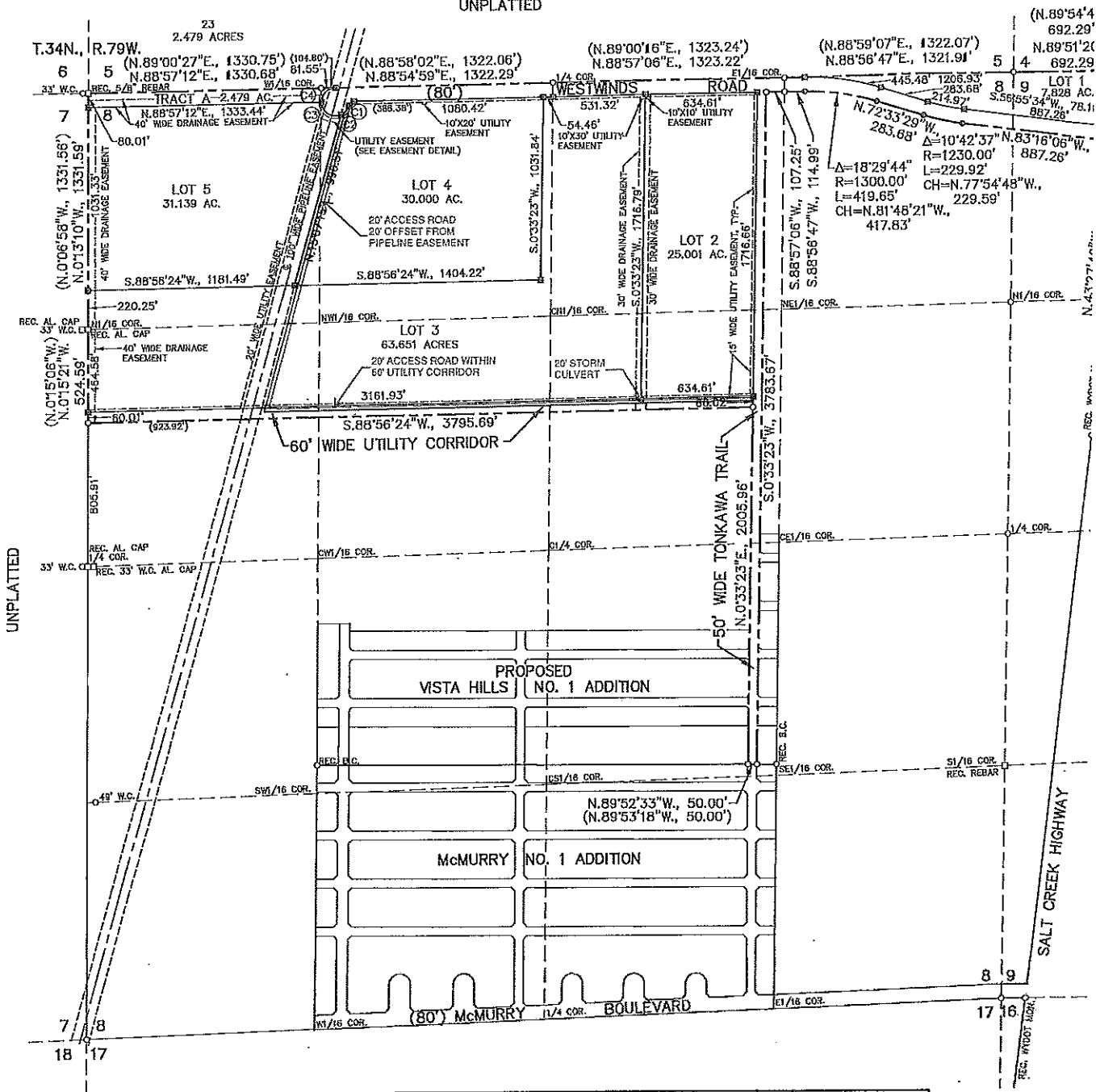
Sincerely,
Civil Engineering Professionals, Inc.

A handwritten signature in black ink, appearing to read 'Raymond Catellier', is written over a horizontal line.

Raymond Catellier, PE

Enc.

UNPLATTED



ENGINEERING • SURVEYING • PLANNING
 200 PRONGHORN, DABPER, WY. 82601
 W.G. No. 14936 DATE: 12-10-10 FILE NAME: BAR NUNN INDUSTRIAL CENTER II

STA
 COL
 take
 Oct
 surv
 this
 repl
 refe
 Wyo
 day
 My