



Town of Bar Nunn

TOWN COUNCIL

MEETING MINUTES

Tuesday, March 6, 2018 - 7:00 P.M.
4820 N. Wardwell Industrial Avenue,
Bar Nunn, Wyoming

1) **Roll Call:** Mayor Patrick Ford called the meeting to order Tuesday, March 6, 2018 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, Josh Brown
Excused Absence: Councilman Steven Clark.

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 February 20, 2018:** Moved by Teri Kelly, seconded by Josh Brown and carried without dissent to accept the Council Minutes of the February 20, 2018,

4) **Payable List for February 2018,** checks #27809-27856, Direct Deposits #29-53, ACH payments #05564786 & #00358135: Moved by Robert Hoover, seconded by Josh Brown and carried without dissent to accept the Payable List for February 2018,

5) **Attorney's Report:** Attorney Taheri was absent but did submit a written notice which stated she had no updates or issues to report on. There were no additional questions or comments from council for the Attorney.

6) **Engineer's Report:** Town Engineer Ray Catellier submitted a written report. There were no concerns from council on the report. Mr. Catellier mentioned that Geotechnical Engineering will begin soil test borings this week on the designated streets scheduled for upcoming overlay projects.

7) **Fire Department Report:** Mr. Brett Morss was present and referred to the submitted written report. Councilmember Teri Kelly asked Mr. Morss if the new gear lockers were working well for the Fire Department and if the Volunteer Fire Department had their preliminary budget prepared for the upcoming budget session. Mr. Morss responded in the affirmative to both inquiries. There were no additional questions or comments from council on the Fire Dept. Report.

8) **Zoning & Planning Report:** Mr. Gary Geiger was present and referred to the submitted written report. There were no additional questions from council on the Zoning & Planning Report. Mr. Geiger did remark on the report where Mr. Palmer expressed concern about flooding of properties of the 2200 block of Prairie Lane, which in the opinion of Mr. Palmer was caused by low elevation in the alleyway. Head of Maintenance Chuck Johnson recalls filling that area twice and also had bladed that alley so it drains to the North side. Engineer Ray Catellier stated he would make arrangements to meet with Chuck and go to the site for review.

9) **Code Enforcement Report:** A written report was submitted by Marshall Wyatt. There were no additional questions or comments from council on the report.

10) **Maintenance Report:** Head of Maintenance Chuck Johnson submitted a written report. There were no concerns or questions from council on the maintenance report. Mr. Johnson remarked that he was pleased with the performance of the snow fences. The snow fence above Rommie Nunn Park did retain the snow during the last large snow event. Chuck felt that before proceeding in purchasing slats or vertical fencing for this area he would like to further observe the performance of this snow fence.

11) **Office Staff Report:** Clerk Treasurer Carisa Hensley submitted a written report. There were no questions from council on the Office Staff Report.

12) **Petitions and Public Comment:** Mr. Mike Schoolcraft asked Head of Maintenance if a snow fence might be installed along the Antelope Street entrance intersecting at Salt Creek Hwy. Snow blows over this area of street causing icy conditions. Mr. Johnson responded that a snow fence would probably not hold up due to the boggy ground in that area. Mayor Ford mentioned he would discuss with Natrona County Extension Office types of shrubbery that might be planted in that area to form a natural impediment to the blowing snow.

13) **Council Miscellaneous:** Josh Brown inquired about the status of the Town of Mills obtaining animal control services. Mayor Ford responded that the Town of Mills is currently advertising for a Community Service Officer, this position would provide the Town of Mills with animal control services. Mayor Ford thought that the Town of Mills might be open to contracting services for animal control with the Town of Bar Nunn. Mayor Ford then noted that Metro Animal Services will be providing an update to the Town of Bar Nunn Council at their March 20th meeting.

Mayor Ford mentioned that the Town Council received a letter of apology from Mr. Kurtis Van Houten, representative of the "The Hangar", for his lack of attendance at the public hearing on renewal of their Retail Liquor License.

Robert Hoover reminded Mayor Ford that he would like to meet with Mr. Fleenor from WY DOT to address emergency access during the construction of the overpass. Mayor Ford indicated that the cooperative agreement with WY DOT had a slight language change requested by Natrona County wherein the County would be included in the governmental indemnity clauses. With the language change the agreement has to be reviewed and resigned by all the signatories.

14) **Adjournment:** Moved by Robert Hoover, seconded by Teri Kelly and carried unanimously that there being no further business the meeting of March 6, 2018 be adjourned at 7:24 P.M.

Patrick R. Ford, Mayor

ATTEST:
(seal)

Carisa Hensley, Clerk Treasurer

**February 2018 ACTIVITY REPORT
BAR NUNN FIRE DEPARTMENT**

During the month of February 2018, Bar Nunn Fire Department responded to 26 calls. Of the 26 calls, 20 were medicals at scene and 6 were Fire at scene. 12 of these calls were within the Town of Bar Nunn and the remaining calls were within the county as mutual aid. No fire calls were in the Town of Bar Nunn.

Also, during the month of February 210 hours was put in by members spending the night during their call weeks of which Chief Hoover, and Assistant Chief Gilmore were part of during their medical call weeks. Other personnel that stayed at the station during the month of February were line firefighters/EMS. 180 hours was put in as extra work hours at the station by department personnel on misc. activities and trainings.

There were 4 scheduled training meetings during the month of February. We currently have 4 firefighters on probation at this time, 3 of which will come off there probation upon completion of the EMR class and have received a medical certification/license through the State of Wyoming. Our current staffing is 17 line personnel, and 3 reserve positions filled, 1 person is on a medical leave of absence which is due to personal medical injury, and 1 on leave of absence due to work training at the State of Wyoming Law Enforcement Academy, and 1 on leave for Military Deployment to the Middle East until May of 2019. We currently have 8 line positions open, and 2 reserve positions open at this time. We would like to request the town clerk to post in town newsletter of openings on the fire department at this time.

An EMR class (Emergency Medical Responder) did started the first part of February 2018 and will be completed Mid-March of 2018. This class is being held 2 nights a week and every other Saturday. We currently have 4 station personnel in this medical certification class.

We did receive our new gear lockers, and they have been built and put into service. This now completes our remodel work in the bunker gear locker area. We will be looking towards completing the upstairs living quarters remodel (bathroom) possibly within the next couple of months. Brush 11-3 the 2008 Dodge 5500 rebuild/update is progressing forward and hopefully will be completed by the end of March 2018.

The station has completed its budgeting work for fiscal year 2018/2019 and has been submitted to the town clerk. Chief Hoover has started review/discussions with mayor and council on requests to help answer any of the mayors, or council's questions on expenditures requested in this upcoming budget session to help in streamlining this year's budgeting process.



ZONING & PLANNING COMMISSION

MEETING MINUTES

THURSDAY, FEBRUARY 15, 2018

Roll Call was taken at 7:00 P.M. followed by the Pledge of Allegiance to the United States of America.

PRESENT: Chairman: Gary Geiger, Commission Members: Mike Schoolcraft, Rod Palmer, Ruslan Zhelbakov and Bill Adams. **EXCUSED ABSENCE:** Matthew Epp

APPROVAL OF MINUTES: January 18, 2018 – Moved by Rod Palmer, seconded by Mike Schoolcraft and passed with no opposition to accept the January 18, 2018 Minutes with a spelling correction in the first paragraph, last sentence, whereby Rob will be corrected to Rod.

BUSINESS:

1. Royal Builders, Keith Brown – SITE PLAN: 2023 Zuni Trail, Vista Hills #3 Subdv. **R-3 District**
Royal Iris Model on crawl space (approved house plan)
Moved by Rod Palmer, seconded by Mike Schoolcraft and passed with no opposition to approve the site plan for 2023 Zuni Trail submitted by Royal Builders.
2. Current Homes, Richard Current – SITE PLAN: 2015 Kalina Trail, Vista Hills #3 Subdv. **R-3 District**
Model-1672 on basement (approved house plan)
Moved by Mike Schoolcraft, seconded by Rod Palmer and passed with no opposition to approve the site plan for 2015 Kalina Trail submitted by Current Homes.
3. Stonecrest Const., Jason from Burrige & Assoc. – SITE PLAN: 1651 Palomino Avenue,
Juniper Model on crawl space (approved house plan) Bar Nunn Ranch Subdv. **R-1 District**
Moved by Rod Palmer, seconded by Mike Schoolcraft and passed with no opposition to approve the site plan for 1651 Palomino Ave. submitted by Stonecrest Construction.
4. Ashby Construction, David Kelly – SITE PLAN: 2343 Kalina Trail, Vista Hills #3 Subdv.
R-3 District, Randall Model on basement (approved house plan)
Moved by Mike Schoolcraft, seconded by Rod Palmer and passed with no opposition to approve the site plan for 2343 Kalina Trail submitted by Ashby Construction.
5. Ashby Construction, David Kelly – SITE PLAN: 2330 Zuni Trail, Vista Hills #3 Subdv. **R-3 District**
A. HOUSE PLAN: **Newport Model w/basement** - Submitted with plan review approval from the Town of Mills Building Inspector. All commission members reviewed the house plans for the Newport Model on a basement.
Rod Palmer moved, seconded by Mike Schoolcraft and passed with no opposition to approve the house plans for the Newport Model and the site plan for 2330 Zuni Trail submitted by Ashby Construction.

SUPPLEMENTAL:

Selection of Vice Chairman: Mike Schoolcraft moved, seconded by Ruslan Zhelbakov and passed with no opposition to appoint Rod Palmer as Vice Chairman to the Zoning & Planning Commission.

Town Planner, Mr. Scott Radden: Mr. Radden reported that he is finalizing the revision of the Community Development Plan. After completion of the transportation section, which is being reviewed by the Town Engineer, the plan could be ready for graphic design in March of 2018.

Mike Schoolcraft inquired if an electrical inspector has been hired by the Town of Mills. The Clerk responded that she has not been notified, to date, of a new hire for the Town of Mills electrical inspector. The residents of Bar Nunn will still be utilizing the services of the State Electrical Inspector.

Rod Palmer discussed the adverse flooding of basements and buildings of residents on the 2200 Block of Prairie Lane due to drainage issues in the alley way. He remarked the problems could be averted by adding 2 inches of base material in the alley way. Scott Radden suggested that the issue should be brought to the attention of the Town Engineer Ray Catellier.

ADJOURN: With no further business, Mike Schoolcraft moved, seconded by Ruslan Zhelbakov and passed unanimously to adjourn the February 15th Meeting at 8:50 PM.

Respectfully submitted,

Carisa Hensley,
Clerk Treasurer