



Town of Bar Nunn

TOWN COUNCIL

MEETING MINUTES

Tuesday, April 3, 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, April 3, 2018 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 March 20, 2018:** Moved by Steven Clark, seconded by Robert Hoover to accept the Council Minutes of the March 20, 2018, the motion carried without dissent.

- 4) **Payable List for March 2018, Checks #27857-27911, Direct Deposits#64-86, ACH# 34505220 & # 05149910:** Moved by Robert Hoover, seconded by Josh Brown and carried without dissent to accept the Payable List for March 2018.

- 5) **Attorney's Report:** Attorney Taheri submitted a written report. There were no additional questions from council on the Attorney's Report.

- 6) **Engineer's Report:** Engineer Ray Catellier was present and submitted a written report. Additionally, Mr. Catellier reported that the upcoming MPO traffic count project will include Bar Nunn streets including both ends of the Salt Creek Highway. This upcoming traffic count for Bar Nunn will provide a good base to measure the impact of the I25 interchange as MPO traffic counts are conducted on a 3-year cycle. Steven Clark asked Engineer Catellier if the dual purpose ½ basketball-tennis court will be installed this spring. Ray Catellier said he will be able to have some cost estimates available, based on the existing design, for discussion on implementation of the project at the next council meeting.

- 7) **Fire Department Report:** Mr. Brett Morss was present and referred to the submitted written report. Mr. Morss responded to a question about the recent Recreational Vehicle that caught on fire with the fire spreading into the surrounding grass area. 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.

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

10) **Maintenance Report:** Head of Maintenance, Chuck Johnson was present and reviewed the written report. Additionally, Mr. Johnson reported that Brian Anderson from the State Forestry Division was notified on the upcoming Arbor Day Celebration April 28th. Chuck also stated that based on soil test results within the Tree Farm that the soil is in poor condition due to Alkali. The soil will need to be reworked and re-established before new trees can be ordered or planted. Councilman Josh Brown inquired about the possibility of stripe painting for streets and crosswalks. Chuck Johnson responded that the traffic striping of the streets is dependent on the schedule of Natrona County who provides the service. Mr. Brown emphasized that the walk behind paint striper is available and could be utilized for the much needed refurbish of the crosswalks, bike paths and lettering on the streets this spring. Mr. Johnson agreed the walk behind paint striper could be used for the task and he will schedule the needed paint reapplication this spring.

11) **Office Staff Report:** A written report was submitted. There were no questions from council on the Office Staff Report.

12) **Petitions and Public Comment:** Ms. Trina Peppersack of 4930 Bel Vista and Debra Shedden of 3046 Ridge Crest Dr. were present representing Badger Baseball. These representatives came before the council to discuss their interest in the use of the Antelope Park Baseball Field for team practices and a possible weekend tournament. Ms. Shedden stated she was aware there was a current lease of the field with Young Guns Baseball and she has been in contact with Todd Cabrera who informed her that the Young Guns team has been dissolved and he has organized a team with the name of Valor Baseball. Mayor Ford mentioned he has been in contact with Mr. Cabrera who is interested in keeping the lease of field. This lease incorporates upkeep and development of the field by Todd Cabrera's organization. Councilman Josh Brown mentioned the use of the batting cages and weekend field time should be open for the Badger Baseball Team if there were conflicts in scheduling of the field during the week. Attorney Taheri mentioned she would review the lease and possible changes due to the new name of the baseball team of Mr. Cabrera and Ms. Taheri also stated that if Badger Baseball Team were to consider hosting a weekend tournament at the field there would be definite insurance requirements to be met.

13) **Council Miscellaneous:**

A. Set Budget Work Sessions: Mayor Ford, with council consensus, set the following dates for budget work sessions at 6:30 P.M.: Thursday, April 26th and Wednesday, May 16th.

Supplemental: Robert Hoover requested the assistance of Mayor Ford in scheduling a meeting with WYDOT to discuss emergency access in and out of town during the construction of the I25 Interchange. Scott Radden, Town Planner gave a brief update on the Revision of the Community Development Plan. Mr. Radden thought the plan would be complete the following week and wanted to know how many copies would be needed. Mayor Ford thought 15 copies would be sufficient and perhaps an electronic version to be placed on the Town Website. Councilman Josh Brown reported on his recent interaction with a Natrona County Deputy. The Deputy had stopped a vehicle in town for a traffic violation and Mr. Brown happen to be on site and through conversation with this issuing Deputy ascertained the citation was issued through Natrona County Circuit Court and not Bar Nunn Municipal Court as agreed to in the contract with the Sheriff's Department. Councilman Brown believes it is important for the Sheriff Deputies to adhere to the agreement as the Town does pay a significant amount for Deputy coverage and citation fees do help in recouping these costs. Also, the residents of Bar Nunn have the

convenience of a local municipal court and should not have to deal with lengthy circuit court processes. Councilman Brown and Mayor Ford did speak with the Natrona County Sheriff and Under Sheriff about this issue and they were assured that there would be procedural discussions with the deputies on traffic citations issued in the Town of Bar Nunn.

14) **Adjournment:** Moved by Josh Brown, seconded by Steven Clark and carried unanimously that there being no further business the meeting of April 3, 2018 be adjourned at 7:55 P.M.

Patrick R. Ford, Mayor

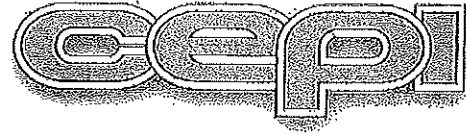
ATTEST: (seal)

Carisa Hensley, Clerk Treasurer

Attorney's Report

4/3/18

Municipal Judge pay ordinance—ok to leave as is.



April 2, 2018

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 council meeting I have been working on the following items:

- Update road improvements plan to better align with future budgets.
- Prepared construction documents for 2018 Road Improvements Project.
- Coordinate with Casper Area MPO for traffic counts project.
- Examined asphalt condition on Trails End Road.
- Recommended final pay application for picnic shelter 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 faint, illegible stamp or background.

Raymond Catellier, PE

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

During the month of March 2018, Bar Nunn Fire Department responded to 15 calls. Of the 15 calls, 13 were medicals at scene and 2 were Fire at scene. 8 of these calls were within the Town of Bar Nunn and the remaining calls were within the county as mutual aid. There was 1 of the 2 fire calls within the Town of Bar Nunn.

During the month of March 750 hours were put in by members spending the night during their call weeks, this includes line firefighters, fire chief, assistant fire chief, and 1 captain. As of now we are running with an average of 3 personnel staying at the station from the hours of 18:00 to approximately 06:30 each night. 185 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 March. We currently have 1 firefighter on probation at this time. We would like to request the town clerk to continue to post in town newsletter of openings on the fire department at this time as we still have several open positions.

The EMR class (Emergency Medical Responder) started the first part of February 2018 was completed 3-26-18. This class was being held 2 nights a week and every other Saturday. We had 4 station personnel in this medical certification class, and are waiting for test results to return from the Wyoming EMS Department.

Work is progressing on B1.1-3 and is almost complete. 2018/2019 department budget has been submitted to the town clerk. New station lockers are in service.



ZONING & PLANNING COMMISSION

MEETING MINUTES

THURSDAY, MARCH 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, Vice Chairman: Rod Palmer,
Commission Members: Mike Schoolcraft and Bill Adams.

EXCUSED ABSENCE: Ruslan Zheibakov **UNEXCUSED ABSENCE:** Matthew Epp

APPROVAL OF MINUTES:

Moved by Rod Palmer, seconded by Mike Schoolcraft and passed with no opposition to accept the meeting minutes of February 15, 2018 of the Zoning & Planning Commission.

BUSINESS:

1. Current Homes, Richard Current – SITE PLAN: 1943 Kalina Trail, Vista Hills #3 Subdv.

R-3 District, Model-1320 on basement (approved house plan)

Moved by Rod Palmer, seconded by Mike Schoolcraft and passed with no opposition to approve the site plan for 1943 Kalina Trail submitted by Current Homes.

2. Ashby Construction, David Kelly – SITE PLAN: 1940 Zuni Trail, Vista Hills #3 Subdv.

R-3 District, Addison Model on basement (approved house plan)

Moved by Mike Schoolcraft, seconded by Bill Adams and passed with no opposition to approve the site plan for 1940 Zuni Trail submitted by Ashby Construction.

ADJOURN:

With no further business, Mike Schoolcraft moved, seconded by Bill Adams and passed unanimously to adjourn the March 15, 2018 meeting at 8:25 PM.

Minutes taken by: Gary Geiger, Chairman

Transcribed by: Carisa Hensley, Town Clerk

