



Town of Bar Nunn

TOWN COUNCIL

MEETING MINUTES

Tuesday, May 1, 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, May 1, 2018 at 7:00 p.m. Roll was called which determined the presence of a quorum.

Present: Mayor Patrick Ford; Council members: Robert Hoover, Josh Brown, and Teri Kelly. **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 April 17, 2018:** Moved by Robert Hoover, seconded by Josh Brown and carried without dissent to approve the Council Minutes of the April 17, 2018. Councilmember Teri Kelly abstained from the vote due to her absence from the April 17, 2018 meeting.

- 4) **Payable List for April 2018,** Checks #27912-27962, Direct Deposits#87-110, ACH#74633724 & ACH#63335804: Moved by Teri Kelly, seconded by Robert Hoover and carried without dissent to accept the Payable List for April 2018.

- 5) **Attorney's Report:** Attorney Taheri submitted a written report. Ms. Taheri was absent due to illness. Councilman Josh Brown commented on the draft of the baseball field lease. Mr. Brown would like to see the actual "Attachment A" indicated in the lease and would like to have incorporated into Section 23, Titled "Quiet Enjoyment", the towns' curfew as a closure time for daily use of the baseball field. Mayor Ford will relay these two items to the attention of Attorney Taheri.

- 6) **Engineer's Report:** Engineer Ray Catellier was present and submitted a written report. Engineer Catellier focused on the bid tabulation for the 2018 Miscellaneous Streets Project. Four contractors bid on the project, with the lowest bid received by 71 Construction in the amount of \$197,350. Mr. Catellier recommended the project to be awarded to 71 Construction based upon the completeness of the bid and previous successful working history. Moved by Teri Kelly, seconded by Robert Hoover and carried without dissent to award the 2018 Miscellaneous Streets Project to 71 Construction in the amount of \$197,350. Next, Engineer Catellier summarized the project goals for the ½ basketball-tennis court at High Plains Park. Ray Catellier offered a rough estimate of the cost for this project from \$71,000 - \$81,000. Engineer Catellier will develop a design and a good cost estimate for the court for review at the upcoming council meeting and then the project can go out to bid. The council and the engineer discussed the proposed location of the court at High Plains Park. There was a concern of the South winds blowing debris into the court. Ray Catellier discussed preventing this with the placement of sod near the court, the attached hitting wall on the fence and slot inserts in the fencing.

In conclusion, Engineer Catellier discussed information he received at the 201 Mngt. Oversight Committee meeting he attended where there was a proposal for a community wide increase of cost for the 201 sewer tap fees. Ray Catellier will keep the council posted on the approval of this cost increase by the City of Casper.

7) **Fire Department Report:** Mr. Brett Morss was present and referred to the submitted written report. Additionally, Mr. Morss reported the Fire Department personnel were gearing up the trucks for the upcoming wildland fire season. Mayor Ford asked how many volunteers the department had for dispatch crews. Mr. Morss stated a few volunteers were receiving training to become a truck boss. Each crew dispatched must have a truck boss in charge. Councilman Josh Brown asked Mr. Morss to extend a sincere thanks to all the members of the Bar Nunn Volunteer Fire Department for their services during the Arbor Day Tree Planting and for making the celebration extra festive for the children in letting them enjoy and learn about the various fire trucks.

8) **Zoning & Planning Report:** Mr. Gary Geiger was present and referred to the submitted written report. There were no additional comments on the Zoning & Planning Report.

9) **Code Enforcement Report:** A written report was submitted by the Code Enforcement Officer. Mr. Wyatt was present and mentioned he was aware of the pile of concrete at the end of Inca Trail and would be pursuing abatement of this debris.

10) **Maintenance Report:** Head of Maintenance, Chuck Johnson was present and reviewed the written report. Additionally, Mr. Johnson reported that the sprinkler systems were operational and two temps are hired for the summer. Mr. Johnson thanked the Town Council, the Volunteer Fire Dept. and the Town Engineer for their participation in the Arbor Day Tree Planting. Councilman Josh Brown discussed his thoughts on the need to obtain an additional staff member for the Maintenance Department. The town is preparing for the upcoming fiscal year budget and Mr. Brown thought it would be prudent to plan for additional staff that may be needed in consideration of the additional duties for the parks grounds that are being developed, along with road maintenance, for the plowing of the Salt Creek Highway. Mr. Johnson concurred with Councilman Brown that there is a definite need for an additional maintenance employee.

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:** There were no petitions or public comment.

13) **Council Miscellaneous:**

A. Business License #2018 – 26

JIMMY B TRUCKING – James Bethers

Moved by Teri Kelly, seconded by Josh Brown, and carried without dissent to approve Business License #2018-26 for JIMMY B TRUCKING.

B. Budget Work Session - May 16th at 7 P.M. – Mayor Ford gave reminder to the council about the upcoming Budget Work Session and stated that all work sessions are open to the public.

Supplemental:

Mayor Ford mentioned upcoming changes in the Metro Animal Control. The program operation is changing whereby patrol will be handled by the Casper Police Department and the animal care and services will be handled by the animal service officers. The operational costs will be increasing and the portion assigned to the Town of Bar Nunn will also see an increase for the next fiscal year. Councilman Josh Brown felt it was hard to quantify the nature of these increased charges based on the services. Mr. Brown inquired into the community service program begun by the Town of Mills and if they would be open to negotiation for providing these services to the Town of Bar Nunn. Mayor Ford stated he would consult with the Mayor of the Town of Mills and provide follow up information at the next council meeting. Fire Chief Robert Hoover mentioned he will be attending several regional meetings and will give feedback on these meetings to the council. Teri Kelly thanked the Fire Department for keeping the community informed of the fire danger levels by including them on the sign board. Josh Brown asked the Head of Maintenance if the four harnesses and fall chains were ordered, along with the electric wench. Mr. Johnson reported all items were ordered, installed and operational.

14) **Adjournment:** Moved by Robert Hoover, seconded by Josh Brown and carried unanimously that there being no further business the meeting of May 1, 2018 be adjourned at 8:00 P.M.

Patrick R. Ford, Mayor

ATTEST: (seal)

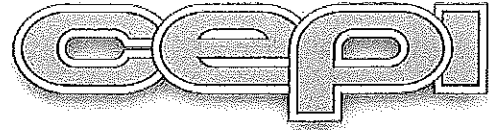
Carisa Hensley, Clerk Treasurer

Attorney's Report

5/1/18

Baseball lease—Mr. Cabrera and I have been in contact and working on the lease. He was out of town for a funeral for part of the time. After speaking with him yesterday, I am going to send him another draft for his review today. I will also send for Council's review.

Will do Notice and Order to vacate/demolish on 2930 Circle Drive North



April 30, 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:

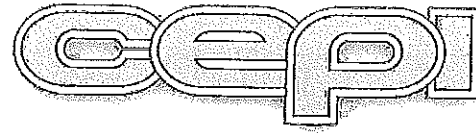
- Attended the 201 Management Oversight Committee presentation from Raftelis
- Updated design and estimate for High Plains Park multi-use court.
- 2018 Miscellaneous Streets Project pre bid conference and bid opening.

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



May 1, 2018

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

Re: Recommendation of Award – 2018 Miscellaneous Streets Project

Dear Mayor Ford,

Bids were received for the 2018 Miscellaneous Streets Project at 2:00PM on May 1st, 2018. Four bids were received on the project from 71 Construction, Ramshorn Construction, Installation & Service Company, and Wayne Coleman Construction. The bids received and the engineer's estimate are summarized in the following table and detailed on the attached bid tabulation.

Bidder	Total Base Bid
71 Construction	\$ 197,350.00
Ramshorn Construction	\$199,700.00
Installation & Service Co	\$221,684.10
Wayne Coleman Construction	\$264,003.07
Engineer's Estimate	\$ 267,700.00

Based upon the completeness of the bid and our previous successful working history with 71 Construction CEPI recommends the project be awarded in accordance with Section 16 of the Instruction to Bidders to 71 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.

Civil Engineering Professionals, Inc.
6080 Enterprise Dr. • Casper, WY 82609
Phone 307.266.4348 • Fax 307.266.0103
www.cepi-casper.com

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

As of 11:00am April 2018, Bar Nunn Fire Department responded to 23 calls. Of the 23 calls, 13 were medicals at scene and 10 were Fire at scene. 6 of these calls were within the Town of Bar Nunn and the remaining calls were within the county as mutual aid.

During the month of March 560 hours were put in by members spending the night during their call weeks. 210 hours was put in as extra work hours at the station by department personnel on misc. activities and trainings. Department members did help with Arbor Day tree planting. There were 4 scheduled training meetings during the month of April.

We are currently getting wildland fire units ready for fire season, as we have had some wildland fire calls for the month of April. This is about 3 months ahead of schedule for our normal fire season, which usually starts mid to July.



ZONING & PLANNING COMMISSION

MEETING MINUTES

THURSDAY, APRIL 19, 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, Ruslan Zhelbakov and Bill Adams.

EXCUSED ABSENCE: Matthew Epp and Rod Palmer

APPROVAL OF MINUTES: MARCH 15, 2018 – Moved by Mike Schoolcraft, seconded by Bill Adams and passed with no opposition to accept the March 15, 2018 Minutes.

BUSINESS:

1. Mark Bockman, Garage 14' X 20' – 1930 Zuni Trail, Vista Hills #3 Subdv. **R-3 District**

Discussion: Bill Adams asked if this garage will have a monolithic slab, Mr. Bockman answered in the affirmative. Gary Geiger asked about the pitch of the roof. Mr. Bockman stated he intends to match the pitch of the existing residence along with the color and roofing material. Mike Schoolcraft asked why he did not increase the size of the garage as he had an ample side yard to the West. Mr. Bockman responded that there is a concrete patio that interferes with expansion to the West.

Moved by Mike Schoolcraft, seconded by Bill Adams and passed with no opposition to approve the site plan and building plans for a 14' X 20' Garage on 1930 Zuni Trail submitted by Mr. Bockman.

2. Royal Builders, Keith Brown – SITE PLAN: 2133 Kalina Trail, Vista Hills #3 Subdv. **R-3 District**
Royal Iris Model on crawl space (approved house plan)

Moved by Mike Schoolcraft, seconded by Bill Adams and passed with no opposition to approve the site plan for 2133 Kalina Trail submitted by Royal Builders.

3. Ashby Construction, David Kelly – SITE PLAN: 2320 Zuni Trail, Vista Hills #3 Subdv. **R-3 District**
Randall Model on basement (approved house plan)

4. Ashby Construction, David Kelly – SITE PLAN: 1843 Zuni Trail, Vista Hills #3 Subdv. **R-3 District**
Addison Model on crawl space (approved house plan)

Moved by Mike Schoolcraft, seconded by Bill Adams and passed with no opposition to approve the site plan for 2320 Zuni Trail and the site plan for 1843 Zuni Trail submitted by Ashby Construction.

SUPPLEMENTAL:

Town Planner, Mr. Scott Radden: Mr. Radden handed out the completed update of the Community Development Plan to the Zoning Commission members present and thanked the members who participated on the technical review committee. Scott Radden reviewed the Plan in depth with the Zoning Commission and emphasized that chapter 8 along with the revised Land Use Map would provide the guide and help facilitate decisions on future development projects. Mr. Radden also mentioned that the Zoning & Planning Commission will have to host a public hearing on approval for the Updated Community Development Plan and approval for the Bar Nunn Transportation Plan incorporated into the revision. These Public Hearing Sessions will be advertised in the Casper Star Tribune as they involve land use revisions. The Zoning & Planning Commission set the Public Hearing on their regularly scheduled meeting of May 17th, with the approval hearing for the Transportation Plan at 7:20 P.M. and the approval hearing for the Updated Community Development Plan at 7:40 P.M.

The Zoning and Planning Commission discussed the process for changing the Zoning Map and Zone District Uses with Mr. Radden. Chairman Gary Geiger with consensus of the commission members set a Zoning & Planning work session for April 30, 2018 at 6:30 P.M. to discuss zoning district changes.

ADJOURN: With no further business, Mike Schoolcraft moved, seconded by Bill Adams and passed unanimously to adjourn the April 19, 2018 Meeting at 8:15 PM.

Respectfully submitted,

Carisa Hensley,
Clerk Treasurer

