



MEETING MINUTES

Tuesday, June 5, 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, June 5, 2018 at 7:00 p.m. Roll was called which determined the presence of a quorum.

Present: Mayor Patrick Ford; Council members: Teri Kelly, Josh Brown, Robert Hoover, and 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 May 15, 2018:** Moved by Robert Hoover, seconded by Steven Clark and carried without dissent to approve the May 15, 2018, Council Minutes

- 4) **Payable List for May 2018,** Payable List for May 2018, Checks #27963 – 28017, Direct Deposits #111-115, Direct Deposits #138-159, ACH #70598375 & ACH #11968039: Moved by Steven Clark, seconded by Robert Hoover and carried without dissent to accept the Payable List for May 2018.

- 5) **Second Reading of Ordinance #2018-01** "AN ORDINANCE OF THE TOWN OF BAR NUNN, WYOMING, ADOPTING ANNUAL APPROPRIATION (BUDGET) FOR THE FISCAL YEAR ENDING JUNE 30, 2019" Moved by Teri Kelly, seconded by Steven Clark and carried without dissent to approve Ordinance #2018-01 on its Second Reading.

- 6) **Attorney's Report:** Attorney Taheri submitted a written report which outlined the powers and duties of the Zoning and Planning Commission taken from Town Ordinance. There were no further question or comments from the council on the Attorney's Report.

- 7) **Engineer's Report:** Engineer Ray Catellier was present and reviewed his written report. Mr. Catellier submitted a sample skate park design for the benefit of review for the council. Then Engineer Catellier presented Pay Application #1 for the current street overlay project and stated the project should be complete the following week. The focus of Engineer's report was the design of the multi-use court to be located at High Plains Park. The Council and the Engineer discussed in depth the design layout. The ½ basketball court with tennis hitting wall would be approximately 32' by 50' in size, with a 10 ft. fence and one gate, netting on the West and South side of the court fence for wind protection, rock landscaping, outside of fence with possible edging between the rocks and the grass. Ray Catellier discussed the possibility of edging the concrete pad within the fence with a border of smaller pebbles to save on the costs of concrete. After discussion the council came to a definite consensus that they preferred a solid cement pad without the rock border. A solid cement pad would provide safety from interior

vandalism, throwing of rocks, and prevent rock damage to the court surface. The cement pad would also provide a long-term cost savings in maintenance. In conclusion of his report Engineer Catellier discussed the extension of the Vista Hills Pathway along Tonkawa to McMurry with lighting options.

8) **Fire Department Report:** Mr. Brett Morss was present and referred to the submitted written report. Mr. Morss highlighted the upcoming car show on July 21, 2018, the department will host as a fund raiser. The car show will be held at Antelope Park and there will be entertainment and food trucks for this event. Funds raised from this event will be applied to the purchase of student books for EMT/EMR classes. Next, Mr. Morss mentioned the department received a solid projected cost for the new Structure Fire Truck and would like to have the bid for this truck advertised in July 2018 as there is an estimated 395 day window for delivery of the truck once a bid is accepted. Mayor Ford mentioned that the bid and purchase of the Structure Fire Truck will be topic of discussion for the upcoming budget work session. There were no further comments from council on the Fire Department Report.

9) **Zoning & Planning Report:** Mr. Gary Geiger was present and referred to the submitted written report. Mr. Geiger made one correction to the zoning report. In the report where it stated that commission member Rod Palmer was unexcused for his absence, it should be corrected to that Mr. Rod Palmer was excused for his absence at the meeting of May 17, 2018. The council had no comments or questions for Mr. Gary Geiger.

10) **Code Enforcement Report:** A written report was submitted by the Code Enforcement Officer. The council had no further comments on the Code Enforcement Report.

11) **Maintenance Report:** Head of Maintenance, Chuck Johnson was present and reviewed the written report. Additionally, Mr. Johnson reported that next week they have street sweeping and the street striping/bike path painting scheduled. There were no further questions for Mr. Johnson from council.

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

13) **Petitions and Public Comment:** Mr. Ken Woods of 4920 Antelope Drive was present to discuss a driving visibility problem on the corner of Antelope Dr. and Tipton Ave. due to tree and brush overgrowth. Mr. Woods stated that upon backing out of his driveway he cannot see oncoming traffic due to the overgrowth and it also poses problems for driver turning onto Antelope Dr. from Tipton Ave. Mr. Wood brought pictures he presented to the council and Town Attorney. Mayor Ford mentioned that in previous years a letter was written by the Town Attorney to the property owner in violation and the property owner trimmed the overgrowth after receiving the notices. Mr. Woods stated that the problem is that after the owner trims the brush it continues to grow and is inadequately maintained. Mayor Ford directed the Town Attorney to write a letter to the homeowner about abatement of the overgrowth and continual upkeep to maintain a clear sight of vision for drivers. The council discussed code abatement regulations and possible changes to the ordinance to create stricter fines for repeat offenders based on the time of first notice received.

14) **Council Miscellaneous:**

A. Town of Mills – Inter-Municipal Animal Control Agreement

Mayor Ford stated the Animal Control Agreement is just in the proposal stage and there will need to be ongoing discussion. The Town of Mills is hosting a round table discussion on Friday, June 8th at 9 A.M. to discuss their new Animal Control Services and meet their new Community Service Officer. Mayor Ford reviewed a few points of service to be provided by the Animal Control Services of the Town of Mills: 1. Lifetime and 1-year licensing, with reduced costs for microchipping and tattooing services. 2. Mills will have their own holding facility and will be working closely with the Humane Society for placement and adoption 3. An annual cost to communities that contract for their services, an approximation of about \$28,000 plus veterinary fees and these will be negotiated if an agreement is pursued. Council expressed a positive response and were receptive to continued discussion with the Town of Mills providing animal control services. They noted that the current provider Metro Animal Services continue to increase costs in relation to the service level and transparency they historically provide.

B. Budget Work Session - Tuesday, June 12th 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.

15) **Adjournment:** Moved by Teri Kelly, seconded by Robert Hoover and carried unanimously that there being no further business the meeting of June 5, 2018 be adjourned at 8:10 P.M.

Patrick R. Ford, Mayor

ATTEST: (seal)

Carisa Hensley, Clerk Treasurer

Attorney's Report

6/5/18

Zoning and Planning Questions

8-1-4: ZONING AND PLANNING COMMISSION:

There is hereby created a zoning and planning commission, which shall consist of seven (7) members, to be appointed by the mayor and approved by the town council. The zoning and planning commission shall be referred to as "zoning and planning".

- A.. Composition, Appointment, Terms Of And Removal From Office, Vacancies, Rules, Secretary: The membership of the commission shall consist of seven (7) members appointed annually all of whom shall reside in the town. Any member of the commission may be removed from office for legal cause after a public hearing by the town council. If a vacancy occurs in the commission, the town council shall fill the vacancy by appointment for the unexpired term. The town clerk or a designee shall serve as secretary of the commission.
- B. Chairman: The chairman of the commission shall be appointed as provided in subsection 1-6-3B1 of this code. The chairman shall appoint, from its own membership, a vice chairman who shall serve an annual term.
- C. Meetings: Meetings of the commission shall be held the third Thursday of every month and at such other times as the chairman may determine. For the conduct of any meeting, public hearing or the taking of any action, a quorum of four (4) members is required. An affirmative vote of the majority of the members present at the meeting is required to authorize any action of the commission. In the case of a tie vote, the matter shall be forwarded to the town council without a recommendation. The commission shall render decisions and forward such decisions to the town council. The commission shall keep minutes of its proceedings showing the resulting vote of each action. All meetings, records and accounts of the commission shall be public.
- D. Powers And Duties: The commission shall have the following powers and duties:
1. The commission shall conduct business in accordance with the rules of order as established in subsection 1-5-4H of this code ("Robert's Rules Of Order").
 2. To hear and make recommendations on applications for conditional use permits, variances, zone changes and amendments to this title.
 3. To prepare and amend the town of Bar Nunn community development plan (land use plan) and certify the plan to the council.
 4. To make recommendations on land use planning decisions, such as subdivisions and annexations, etc.
 5. To review building applications and approve building permits.
 6. Any powers and duties granted by the council as defined by town ordinances and Wyoming state statutes. (Ord. 2012-1, 4-17-2012)



June 4, 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:

- 90% Design drawings for the multi-use court.
- 2018 Miscellaneous Streets Project construction administration. Pay application #1 has been submitted and processed for your approval.
- Skate park and splash pad research and options.
- Future pathway design.

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. The signature is stylized and cursive.

Raymond Catellier, PE

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

During the month of May 2018, Bar Nunn Fire Department responded to 16 calls. Of the 16 calls, 11 were medicals at scene and 5 were Fire at scene. 7 of these calls were within the Town of Bar Nunn and the remaining calls were within the county as mutual aid. Of the 7 calls in Bar Nunn 2 were fire calls, with one fire call being a tire fire just outside the southern town limits.

During the month of May 452 hours were put in by members spending the night during their call weeks. 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 May.

All wildland units are up in running for the upcoming wildland fire season except 1 truck which will be completed in early June. B11-3 will be going on the board for regional dispatched fires in Mid-June; crew for this unit will be Chief Hoover as Engine Boss, and two other fire personnel.

At present date Bar Nunn Fire 15 calls ahead of this same time last year. We have also seen an increase for fire calls this year compared to last year at this same time.

Bar Nunn Fire Department have also started advertising of our new fund raiser idea of a car show July 21st 2018. This is a new fund raiser event. So far all is going well for this event and should have several cars, entertainment, and some food trucks for this event. Event will be held at Antelope Park. Funds from this will go towards student training books for EMT/EMR classes. EMT class will be starting in August 2018, and EMR class will be starting in January 2019. And also to help offset some costs for the trauma conference in August that our EMTs have to attend this year.



Town of Bar Nunn

4820 N Wardwell Industrial Ave., Bar Nunn Wyoming

ZONING & PLANNING COMMISSION

MEETING MINUTES

THURSDAY, MAY 17, 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: Ruslan Zhelbakov and Bill Adams.

EXCUSED ABSENCE: Mike Schoolcraft and Rod Palmer

UNEXCUSED ABSENCE: Matthew Epp

NO QUORUM PRESENT – NO MOTION OF ACTION TAKEN

NOTES:

Chairman Geiger reviewed with the members present the following site plans. Chairman Geiger determined that all site plans observed the proper setbacks and approved them.

1. Tri Mountain Homes, John Alt – SITE PLAN: 2140 Zuni Trail, Vista Hills #3 Subdv. **R-3 District**
 - A. HOUSE PLAN: **Laura Gold Model** on crawl space
(House plan submitted with Building Inspector Approval)
2. Royal Builders, Keith Brown – SITE PLAN: 2010 Kalina Trail, Vista Hills #3 Subdv. **R-3 District**
Royal Iris Model on crawl space (approved house plan)
 - A. DETACHED GARAGE: (Garage plan submitted with Building Inspector Approval)
3. Ashby Const., David Kelly – SITE PLAN: 2020 Kalina Trail, Vista Hills #3 Subdv. **R-3 District**
Addison Model on basement (approved house plan)

PUBLIC HEARINGS – Approval of the Bar Nunn Transportation Plan and Community Development Plan Update. No one from the public was present to speak for or against the plans. Chairman Geiger stated he would seek a motion of approval for both plans from the Zoning Commission at the next meeting when a quorum is present. Upon approval from the Zoning Commission the plans proceed to the Town Council for approval.

Respectfully submitted,

Carisa Hensley,
Clerk Treasurer

