



MEETING MINUTES

Tuesday, July 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, July 3, 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 and Robert Hoover. **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 June 19, 2018:** Moved by Robert Hoover, seconded by Josh Brown and carried without dissent to approve the Council Minutes of June 19, 2018. Mayor Ford made a reference to the recent placement of the concrete barriers on the dead-end streets. Not only were the barriers placed to prevent trespassing onto the private property but also in an effort to reduce the numerous noise complaints of 4-wheel ATV traffic trespassing on this private property.
- 4) **Payable List for June 2018:** Checks #28018-28077, Direct Deposits #160-185, ACH Payments #81026154 & #75191506: Moved by Teri Kelly, seconded by Robert Hoover and carried without dissent to approve the payable list for June 2018.
- 5) **Resolution #2018-08** – A RESOLUTION OF THE TOWN OF BAR NUNN AUTHORIZING THE TRANSFER OF UNEXPENDED MONIES FROM VARIOUS DEPARTMENTS TO BRING ALLOCATED DEPARTMENTS INTO COMPLIANCE, PER WYOMING STATUTES #16-4-112 THROUGH #16-4-114 FOR FISCAL YEAR 2017-2018, ENDING JUNE 30, 2018: Moved by Robert Hoover, seconded by Josh Brown and carried without dissent to approve Resolution #2018-08.
- 6) **Resolution #2018-09** – A RESOLUTION AUTHORIZING THE TOWN OF BAR NUNN, WYOMING, TO ADOPT THE REVISED UNIFORM BAIL AND FORFEITURE SCHEDULE OF THE WYOMING SUPREME COURT AND TO ADOPT SCHEDULED MUNICIPAL BONDS OF THE TOWN OF BAR NUNN: Moved by Robert Hoover, seconded by Teri Kelly and carried without dissent to approve Resolution #2018-09.

7) **First Reading of Ordinance #2018-02** “AN ORDINANCE AMENDING TITLE 3, CHAPTER 2, 'WEEDS', SPECIFICALLY ADDING TO SECTION 1”: Teri Kelly voiced an adamant opposition to the proposed ordinance as she felt the language did not offer residents enough notice before abatement action of a citation or assignment of chargeable mowing service took place. Josh Brown identified that the intent of this ordinance was to reduce the notification time so overgrown weeds and grass could be dealt with in a timely manner in consideration of neighbors who do maintain their lawns. Mr. Brown pointed out that the initial notice issued makes it clear that the Town does require maintenance of grass and weeds, that the maintenance is required throughout the year and that there are consequences for nuisance weeds and grass. Attorney Taheri suggested changing the ordinance to state a certain number of notices within a calendar year. Mayor Ford felt that further discussion was needed for this code enforcement ordinance change and entertained a motion for tabling the First Reading of Ordinance #2018-02 until a work session could be held. Moved by Teri Kelly, seconded by Robert Hoover and carried with Josh Brown voting in opposition to the motion, that the First Reading of Ordinance #2018-02 be tabled.

8) **First Reading of Ordinance #2018-03** “AN ORDINANCE AMENDING TITLE 6, CHAPTER 4, 'TREES AND SHRUBS', SPECIFICALLY ADDING TO SECTION 7”: Mayor Ford entertained a motion for tabling the First Reading of Ordinance #2018-03. Moved by Teri Kelly, seconded by Robert Hoover and carried with Josh Brown voting in opposition to the motion, that the First Reading of Ordinance #2018-03 be tabled.

9) **Attorney’s Report:** Attorney Taheri submitted a written report which reviewed the Wyoming Statutes regarding water districts. Josh Brown asked the Attorney to provide further clarification how the Town of Bar Nunn may obtain jurisdiction over water services, either by legal petition or purchase, or whether it is a possibility or not. Attorney Taheri stated she will continue her investigation and report back on her findings. Additionally, Ms. Taheri reported that she wrote a letter requesting the resident at 2930 Antelope Drive to trim back trees and hedges that are causing visual obstruction to traffic. The resident contacted her and stated he has trimmed the hedges and trees and would like a town representative to meet with him to verify if he has complied sufficiently with the regulations addressed in the letter. Ms. Taheri asked the Code Enforcement Officer to verify the site but he responded that trees and hedges are not part of his contracted duties. Ms. Taheri felt that if this type of duty would be added into the contract the code enforcement officer may also want to negotiate additional pay for these services. Josh Brown felt that for this particular situation that the Head of Maintenance could provide verification services. Mayor Ford directed Chuck Johnson to schedule a meeting with the resident and provide verification that the visual clearance is acceptable. Ms. Taheri will forward a copy of the letter sent to the resident to Head of Maintenance Chuck Johnson.

10) **Engineer’s Report:** Engineer Ray Catellier was not present but did submit a written report. There were no further comments or questions on the Engineer’s Report.

11) **Fire Department Report:** Mr. Brett Morss was present and referred to the submitted written report. There were no further comments from council on the Fire Department Report.

12) **Zoning & Planning Report:** Mr. Gary Geiger was present and referred to the submitted written report. Mr. Geiger asked the council to consider changing the Zoning and Planning Commission membership from 7 members to 5 as the commission is having repeated sessions with no quorums. Mr. Geiger researched surrounding municipalities and they have commissions of 5 members. Mayor Ford stated he was not opposed to a commission board of 5 members. Attorney Amy Taheri will research needed modifications to the ordinance for the changes to the Zoning & Planning Commission membership.

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

14) **Maintenance Report:** Head of Maintenance, Chuck Johnson was present and reviewed the written report. Teri Kelly thanked the Maintenance Department for the hard work being accomplished and is pleased that the parks and medians are looking nice.

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

16) **Petitions and Public Comment:** There was no petitions or public comment.

17) **Council Miscellaneous:**

A. Municipal Judge Discussion: Judge Wendy Owens relocated to the Gillette Area and resigned as Municipal Judge effective July 31, 2018. Mayor Ford asked Attorney Taheri to please place an open position notice for municipal judge on the State Bar Association web site. Josh Brown felt that applicants could be interviewed by the end of July and an appointment could be made at the first council meeting in August. Mayor Ford scheduled Municipal Judge Interviews for July 31, 2018 from 6 – 7 PM.

Additional:

In consultation with council Mayor Ford set a work session for July 31, 2018 to discuss code enforcement ordinance changes starting at 7 PM.

Mayor Ford reported that he has arranged for a radar speed indicator sign to be placed on Tonkawa Trail

Josh Brown mentioned that he will not be able to attend the Council Meeting of July 17, 2018.

Robert Hoover met with the Game and Fish Department to obtain educational material on snake identification. The material is posted at the public bulletin boards and available at the Town Hall. The Fire Department is coordinating with the Game and Fish Dept. in hosting a community education day on snake identification and safety.

18) **Adjournment:** Moved by Josh Brown, seconded by Robert Hoover and carried unanimously that there being no further business the meeting of July 3, 2018 be adjourned at 8:30 P.M.

Patrick R. Ford, Mayor

ATTEST: (seal)

Carisa Hensley, Clerk Treasurer

Attorney's Report

7/3/18

Review of Wyoming Statutes regarding water districts:

In sum, we can annex areas in accordance with annexation statutes, but the water district retains the obligation and authority unless otherwise agreed in accordance with 41-10-154.

41-10-154. Administration may be transferred to city or town by agreement.

Concurrently with the annexation of such territory the city or town and districts may by agreement provide that the administration of any outstanding indebtedness of the district may be taken over by the city or town but neither the city or town nor any agent or employee thereof shall be liable for the payment of the indebtedness. The city or town and districts may further provide that the city or town may take over the operation and management of the plant facilities or equipment of the district, the operation, maintenance and expense of operations to be paid for out of revenue derived by the districts.

41-10-102. Lands included in district.

- (a) A district may include all or a portion of the unincorporated area in a country in the state of Wyoming.
- (b) No lands included in any city or town shall be included in any district without the written consent of the governing body of the city or town.
- (c) No tract of twenty (20) acres or more shall be included in any district without the written consent of each person having legal (as distinguished from equitable) title to the tract.
- (d) A district may consist of noncontiguous tracts or parcels of land.
- (e) No area within a district may be annexed to a city or town but nothing herein contained shall be construed as preventing the dissolution of a district or the exclusion therefrom of any land therein as herein authorized for the purpose of permitting such an annexation or as prohibiting an annexation in accordance with the provisions of W.S. 41-10-152 through 41-10-157.

Review of Speed limit issue:

Bar Nunn adopted Wyo. Stat. 31-4-301, "Maximum Speed Limits." 31-5-301(a)(ii) sets the maximum speed limit at "Thirty (30) miles per hour in any urban district and in any residence district or subdivision." Wyo. Stat. 31-5-303, also

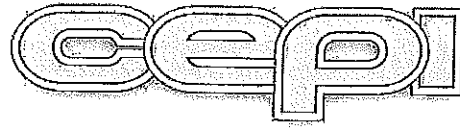
adopted by Bar Nunn, allows, "In compliance with rules promulgated by the department, local authorities in their respective jurisdictions may determine the proper maximum speed for all streets and highways within their respective corporate jurisdiction."

Does Bar Nunn want to change the speed anywhere

Still on to do list:

Check on the compensation of other zoning and planning committees.

Look at making changes to Ordinance 6-1-6 regarding compensation of town officials.



July 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:

- Advertising for the Multi-Use Court. Bid date is July 18th.
- Substantial Completion walkthrough for the 2018 Miscellaneous Streets project. Advertising for final payment has begun. The project was completed well under budget.

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

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

During the month of June 2018, Bar Nunn Fire Department responded to 24 calls. Of the 24 calls, 22 were medicals at scene and 2 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.

During the month of June 310 hours were put in by members spending the night during their call weeks. 215 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 June.

The fire department in June held a pancake breakfast during the annual Bar Nunn garage sale. We came up approximately \$40.00 short of breaking even for this event. This will probably be the last pancake breakfast we will try due to the unsuccessful attempts the past couple of years to revive this fundraiser event.

The fire department did send out brush 11-3 to the Badger Creek fire west of Laramie Wyoming. The unit was on scene for 5 days. After fuel charges equipment made the town \$5,178.16 (on equipment), total made for 5 days on fire \$12,360.73 with labor included. Labor is reimbursed back to the town upon payment made from the fire to the town. The truck was manned with a 3 person crew. Truck and crew had great reviews and did a fine job on the fire. Crew consisted of Chief Hoover, C. Ferguson, and P. Martinez



Town of Bar Nunn

4820 N Wardwell Industrial Ave., Bar Nunn Wyoming

ZONING & PLANNING COMMISSION

MEETING NOTES

THURSDAY, JUNE 21, 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 and Bill Adams.

EXCUSED ABSENCE: Ruslan Zhelbakov

UNEXCUSED ABSENCE: Rod Palmer and Matthew Epp

NO QUORUM PRESENT – NO MOTION OF ACTION TAKEN

NOTES:

***Approval of the Bar Nunn Transportation Plan and Community Development Plan Update.**

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.

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 – REVISED SITE PLAN: 2140 Zuni Trail, Vista Hills #3 Subdv. **R-3 District**
 - A. HOUSE PLAN: **Laura Gold Model** on crawl space (approved house plan)
2. Royal Builders, Keith Brown – SITE PLAN: 2210 Kalina Trail, Vista Hills #3 Subdv. **R-3 District**
Royal Iris Model on finished basement -3 car garage (submitted with Building Inspector Approval)
3. Ashby Const., David Kelly – SITE PLAN: 1810 Kalina Trail, Vista Hills #3 Subdv. **R-3 District**
Sheridan Model on basement (approved house plan)

Respectfully submitted,

Carisa Hensley,
Clerk Treasurer