



**MEETING MINUTES**

Tuesday, July 17, 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 17, 2018 at 7:00 P.M. and Roll was called which determined the presence of a quorum.

**Present:** Mayor Patrick Ford; Councilmembers: Teri Kelly, Robert Hoover and Steven Clark. **Excused Absence:** Councilman Josh Brown.

**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 July 3, 2018:** Moved by Teri Kelly, seconded by Robert Hoover, abstained by Steven Clark who was absent from the July 3<sup>rd</sup> meeting, and carried without dissent to accept the Council Minutes of the July 3, 2018.

**4. Financial Reports for period ending June 30, 2018:** Moved by Robert Hoover, seconded by Steven Clark and carried without dissent to accept the balance sheet, budget income statement & trial balance for period ending June 30, 2018.

**5. Attorney's Report:** Attorney Amy Taheri was not present but did submit a written report. There were no further comments or questions on the Attorney's Report.

**6. Engineer's Report:** Engineer Ray Catellier submitted a written report which reviewed several items. The Town of Bar Nunn is opening bids for the High Plains Park Multi-Use court next Wednesday, July 25, 2018 at 2 P.M. The Misc. Streets Asphalt Project has been completed and the 41 Day Notice of Completion has been advertised. Engineer Catellier is aware of some small paving repairs that he would like the Town to utilize the services of 71 Construction to complete. Mr. Catellier distributed the design drawings and cost estimate from the City of Riverton, Wyoming for their new splash pad. Their project is estimated at \$380 thousand, however they expect the estimate to drop during the bidding process. Robert Hoover received several calls regarding rain storm run off after yesterday's storm. The end of the section of Antelope Drive that was resurfaced last year had high water levels as the storm drain system could not take in the massive amount of rain that occurred in short period of time, as well as, an area on Nez Perce Trail near High Plains Park. Engineer Catellier agreed to review these sites with Head of Maintenance, Chuck Johnson, to develop possible solutions to assist with drainage of storm run-off.

Steven Clark asked about the timeline for the extension of the Vista Hills pathway. Mr. Catellier reported that a new member of his engineering team has designed the extension of the pathway that will run from Tonkawa Trail to McMurry Blvd. and after his final review, he should be able to present the drawings at the next Council meeting. Mayor Ford is interested in seeing how the pathway will connect into the McMurry Blvd. sidewalk. Mayor Ford also mentioned that this pathway will provide an opportunity for future connectivity to all the town parks.

**7. Parks and Recreation Report:** No one was present from the Parks and Recreation Committee and no report given. The Town Clerk mentioned that Stacie Ross reported to her that the Fourth of July Parade and the Antelope Park events were well attended and very enjoyable.

**8. Petitions and Public Comment:** 12-year resident Jennifer Whitehead of 1679 Palomino Road came before the council to express her desire to sponsor a 5K run within the Town of Bar Nunn. Jennifer is an amputee survivor who is turning 40 years old this year and wants to celebrate with her family and friends the fact that she can now run in a 5K for the first time in her life. Jennifer wants to host the 5K run in Bar Nunn for she always receives positive support from the community when she is out running and wants to thank the community. Ms. Whitehead has a committee that is organizing the event to be held on September 8<sup>th</sup>, 2018 with a route starting at Antelope Park running to the end and back down Antelope Drive. Jennifer Whitehead would like the 5K run to become an annual fundraising event that would provide support to other amputees. Mayor Ford questioned the need for properly signed runners and participants, route planning, and traffic control. Mrs. Whitehead was referred to the Town Attorney Amy Taheri and to the Bar Nunn Volunteer Fire Department. Councilmember Teri Kelly suggested Jennifer contact Channel 13 News about the event to help with promoting the 5K run.

Mrs. Edgeington of 1920 Lakota Trail asked if the radar speed limit detector sign was movable. Mayor Ford stated that the trailer is movable and has planned for the trailer to be utilized at 6 different locations around town for several days at each location.

**9. Council Miscellaneous:**

**A. Municipal Judge Position:** Interviews for a new Municipal Judge are scheduled for July 31<sup>st</sup>, 2018 at 6 P.M.

**B. Council Work Session:** Topic is Code Enforcement. Scheduled for July 31<sup>st</sup>, 2018 at 7 P.M. Mayor Ford reported that the Natrona County Sheriff's Office contacted him and stated that it was the desire of the Sheriff's Office not to write code enforcement citations. During the Council Work Session, Attorney Taheri will be providing further information regarding Town Ordinance 1-6-11-b.

**Council Miscellaneous Additional:**

Robert Hoover reminded the council that the fundraiser car show will be this weekend, July 21<sup>st</sup>, 2018 from 7 A.M. to 5 P.M. with a pancake breakfast from 7A.M. to 10 A.M.

Steven Clark asked about the status of annexing the land North of the Town limits. Mayor Ford stated one of the first steps is for the Zoning and Planning Committee to approve the Community Development Plan Update, then the Town Council can proceed with the final approval of the Community Development Plan Update. This plan provides a foundation and rationale for future growth of the town to the North.

**10. Adjournment:** Moved by Robert Hoover, seconded by Steven Clark and carried without dissent that there being no further business the meeting of July 17, 2018, be adjourned at 7:40 P.M.

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Patrick R. Ford, Mayor

ATTEST: (seal)

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Carisa Hensley, Clerk Treasurer

## Attorney's Report

7/17/18

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." (Exhibit A)

Compensation of zoning and planning committee and reduce zoning and planning committee size from 7 to 5 members (Exhibit B)

Look at making changes to Ordinance 1-6-1 regarding compensation of town officials (Exhibit C)

Report on options for dissolving Wardwell water and sewer district—I am still working on this—research and talking to other attorneys. Will report back.

Wyoming Department of Transportation  
**Procedures for Locally Establishing Speed Limits**

**CHAPTER 30**

**Section 1. Authority and Purpose.**

(a) These rules are promulgated by authority of W.S. 31-5-303 and W.S. 31-5-304 to administer the process by which local authorities may establish minimum and maximum speed limits as described in W.S. 31-5-303 and W.S. 31-5-304.

(b) These rules create the provisions and the format whereby local governments and counties may locally establish speed limits. These rules are enacted to reduce local burdens, streamline data gathering, describe systematic review or analysis, maintain nationally accepted engineering procedures or practices while fostering local autonomy, and allow for assistance and training from the Wyoming Department of Transportation (WYDOT) for local establishment of speed limits.

**Section 2. Procedures for Establishing Speed Limits.**

(a) To establish minimum and maximum speed limits for paved roads as described in W.S. 31-5-303 and W.S. 31-5-304, local authorities shall comply with the national standards for such roads as detailed in *Procedures for Establishing Local Authority Set Speed Limits on Wyoming Paved Roads* as adopted by the Transportation Commission of Wyoming and provided in Appendix I.

(b) To establish minimum and maximum unpaved road speed limits as described in W.S. 31-5-303 and W.S. 31-5-304, local authorities shall comply with the provisions of *Standards and Procedures for Establishing Speed Limits on Wyoming Unpaved Roads* as adopted by the Transportation Commission of Wyoming and provided in Appendix II.

## Exhibit B

Propose amending 8-1-4 as follow (changes in bold):

### **8-1-4: ZONING AND PLANNING COMMISSION:**

There is hereby created a zoning and planning commission, which shall consist of **five (5)** 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 **five (5)** 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 1-6-3 B1 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 **three (3)** 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).

#### E. Compensation. Each member of the Commission shall receive as compensation for his or her service a sum of twenty-five dollars (\$25.00) for actual attendance at any committee meeting, payable monthly.

## Exhibit C

Propose amending 1-6-1 as follows (changes in bold):

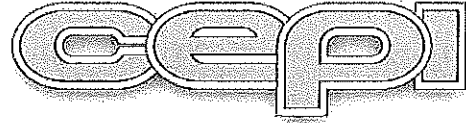
### **1-6-1: COMPENSATION OF OFFICIALS; BONDS:**

#### A. Compensation Of Elected Officials:

1. Mayor: The mayor shall be compensated at the rate of four hundred dollars (\$400.00) per month and shall be paid in twelve (12) regular consecutive installments in the fiscal year. (Ord. 84-03, 6-19-1984)
2. Council Members: Each council member shall be compensated at the rate of one hundred dollars (\$100.00) per regular or special meeting lawfully called and attended by the respective council member. (Ord. 2012-06, 12-18-2012)

B. Bonds Of Officers And Employees: All town employees, including officers, shall be bonded for the faithful performance of their duties in a penal sum to be equal to twice the average amount of money estimated by the town council to be at any time in such employee or officer's hands; provided, that the town council may increase or diminish the penal sum of the bond or its terms and conditions at any time as may be necessary to comply with state statutes. (Ord. 82-01, 4-15-1982)

C. **Meetings: For actual attendance at any of the following meetings, the mayor or council member attending at the mayor's request shall receive as compensation for his or her service a sum of twenty-five dollars (\$25.00), payable monthly: MPO Committees (Technical, Policy, Citizen, CAEDA, CATC); JPB-Animal Control; 201 Management Oversight.**



July 17, 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:

- Multi-Use Court bidding phase. Bid date moved to July 25<sup>th</sup>. Pre-bid conference will be July 18<sup>th</sup> at 10am in Town Hall.
- 2018 Miscellaneous Streets Project closeout. The work has been accepted by the Town and the 41 day advertising period is underway. Final payment will be in August.
- Riverton, WY splash pad: design and cost estimate are included for your reference.

Please feel free to contact me at any time with questions or concerns.

Sincerely,  
Civil Engineering Professionals, Inc.

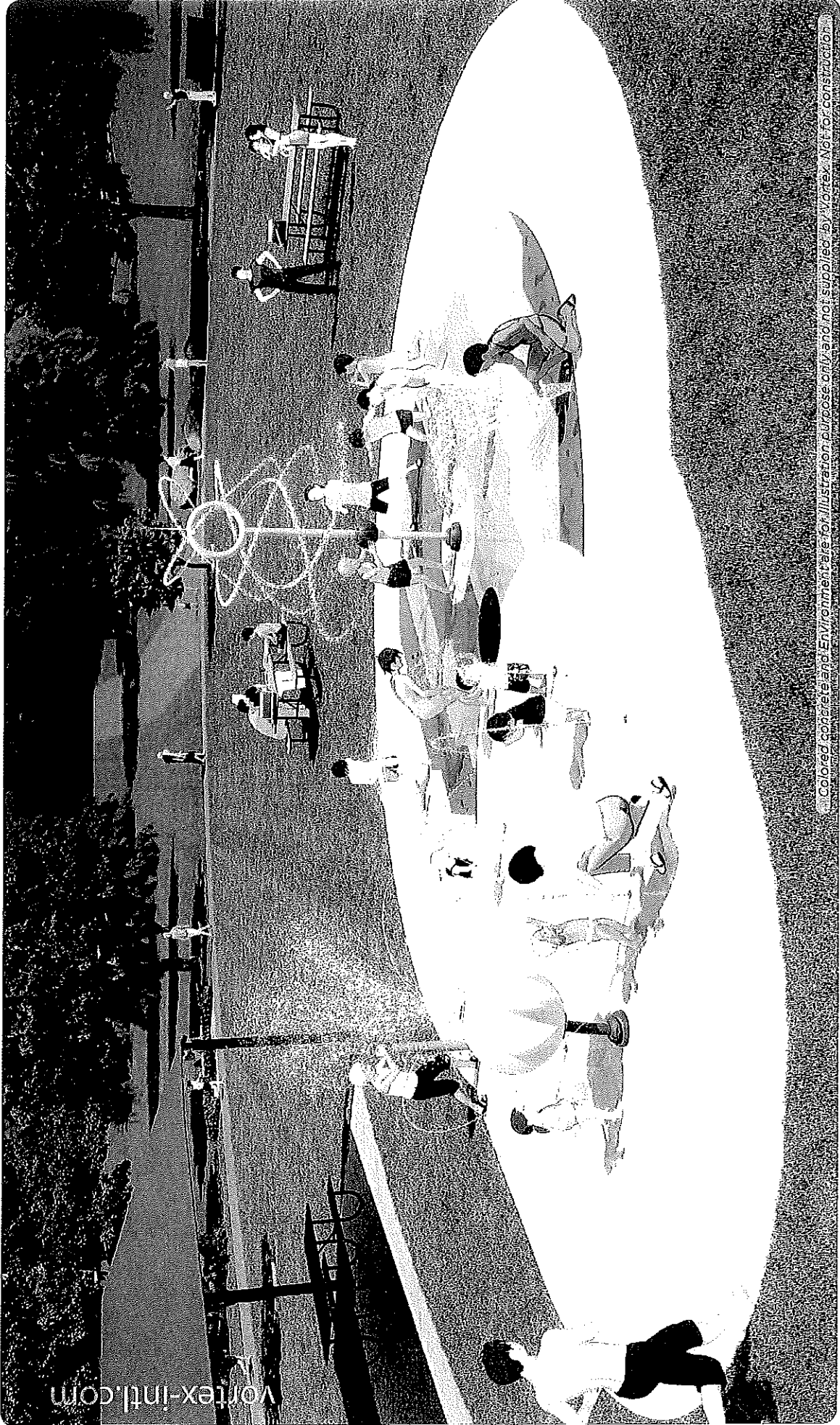
A handwritten signature in black ink, appearing to read 'Raymond Catellier', is written over a horizontal line. The signature is stylized and cursive.

Raymond Catellier, PE





City of Riverton		
Splash Pad Conceptual Revised Estimate		
6/27/2018		
<b>AREA A</b>		<b>Cost</b>
DIV. 2 - DEMO WORK		\$6,000
DIV. 3 - CONCRETE		\$29,250
DIV. 4 - MASONRY		\$0
DIV. 5 - METALS		\$0
DIV. 6 - CARPENTRY		\$0
DIV. 7 - THERMAL & MOISTURE PROTECTION		\$7,500
DIV. 8 - OPENINGS		\$0
DIV. 9 - FINISHES		\$13,440
DIV. 10 - SPECIALTIES		\$0
DIV. 11 - EQUIPMENT		\$76,880
DIV. 12 - FURNISHINGS		\$0
DIV. 13 - SPECIAL CONSTRUCTION		\$0
DIV. 21 - FIRE SUPPRESSION		\$0
DIV. 22 - PLUMBING		\$96,159
DIV. 23 - HVAC		\$0
DIV. 26 - ELECTRICAL		\$20,000
DIV. 27 - COMMUNICATIONS		\$0
DIV. 28 - ELECTRONIC SECURITY & SAFETY		\$0
DIV. 31- SITEWORK		\$35,000
DIV. 31- LANDSCAPING		\$20,000
<b>COST OF WORK</b>		<b>\$304,229</b>
<b>GENERAL CONDITIONS</b>		<b>\$25,000</b>
<b>Contingency</b>		<b>\$16,461</b>
<b>CONTRACTOR FEE</b>	<b>10.0%</b>	<b>\$34,569</b>
<b>SUB-TOTAL</b>		<b>\$380,259</b>
<b>PROJECT TOTAL BUDGET</b>		<b>\$380,259</b>



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Riverton City Park Splashpad®, WY  
Version C - 29365

View 1