

**MINUTES OF THE MEETING
TOWN COUNCIL
BAR NUNN, WYOMING**

The regular meeting of the Town Council of Bar Nunn was held on Tuesday, June 6, 2017, 7:10 P.M., at 4820 N. Wardwell Industrial Avenue, Bar Nunn, Wyoming.

The meeting was called to order by Mayor Patrick Ford. The roll was taken by Carisa Hensley, Deputy Clerk, Present were Mayor Ford, Council members Josh Brown, Steven Clark, Robert Hoover and Teri Kelly.

Mayor Ford led in the Pledge of Allegiance.

Next Item on the Agenda was a special retirement presentation for Carol Pendley, who has served the Town of Bar Nunn for over 26 years. Mayor Ford and council presented Carol Pendley with a plaque and gift pen set. Mayor Ford expressed his sincere appreciation for Ms. Pendley's dedication and expertise in her duties as Clerk Treasurer.

Next Councilman Hoover made a motion seconded by Councilmember Teri Kelly, to approve the minutes of the May 16, 2017, Council Meeting. Councilman Steven Clark abstained as he was absent from the May 16th meeting. All other members of the council voted in favor and the motion passed.

Payable List for May 2017, Ck#27085 through Ck#27162, ACH payments#...45238031 and #...94948289 was next on the agenda. Councilmember Kelly made a motion seconded by Councilman Clark, to approve the Payable List for May 2017. Motion was unanimous.

Appointment of Clerk Treasurer was next on the agenda. Councilman Josh Brown made a motion to table the appointment of Clerk Treasurer until the position can be advertised and interview process setup, Steven Clark seconded and motion passed.

Designate signers for the Town of Bar Nunn financial & Banking Institutions was next on the agenda. Councilman Brown made a motion to table this agenda item until a Clerk Treasurer is hired. Councilman Robert Hoover seconded and motion passed. Councilman Brown stated that there are still two active appointed signers, Councilman Josh Brown and Mayor Patrick Ford, to conduct financial transactions of the Town.

Next was the Second Reading of Ordinance #2017-01 "AN ORDINANCE OF THE TOWN OF BAR NUNN, WYOMING, ADOPTING ANNUAL APPROPRIATION (BUDGET) FOR THE FISCAL YEAR ENDING JUNE 30, 2018". Councilmember Teri Kelly made a motion to accept Ordinance #2017-01 on its second reading, Councilman Steven Clark seconded and the motion carried unanimously.

Attorney's Report was next on the agenda. Attorney Amy Taheri did not submit a written report. Attorney Taheri mentioned she will be scheduling another meeting with Joe Parke regarding the easement on his property at The Hangar. Ms. Taheri stated court will be in session on June 29, 2017. Mayor Ford inquired if Ms. Taheri reviewed the agreement with Wyoming Business Council for the million-dollar Business Ready Grant for partial funding of the I-25 interchange. Amy Taheri stated she had reviewed the documents and did not have any concerns with the agreement.

Next Engineer Bill Johnston presented his report. The bid opening was June 2nd for the South Antelope Drive repair project. Mr. Johnston presented his bid tabulations for the two repair options of mechanical stabilization or chemical stabilization. Bill recommended awarding the bid to Treto Construction, the low bidder, for the mechanical stabilization process. The council discussed the advantages of the two options and decided the chemical stabilization would be more substantial and add a longer life to the repair. The low bidder for chemical stabilization repair was Hall's Custom Paving. Engineer Johnston mentioned after discussion with Hall's Custom Paving this contractor did not have experience in this type of chemical stabilization nor the required equipment to perform this type of repair. He recommended awarding the bid to the second lowest bidder, Treto Construction, who did have the equipment necessary for the chemical stabilization repair. Councilman Josh Brown made a motion to award the chemical stabilization repair of Antelope Drive South to the second lowest bidder, Treto Construction, in the amount of \$71,270, as the lowest bidder, Hall's Custom Paving, did not have the requisite equipment for the chemical stabilization repair. Councilman Steven Clark seconded the motion. Councilman Robert Hoover abstained from the vote as he will be involved with the project, all other members voted in favor of the motion and the motion passed.

Next Mr. Johnston discussed the increased regulations for driving hauling trucks across the road on Westwinds where the pipeline crosses underneath. Bill is hoping that the McMurry's will give permission for crossing their property in lieu of crossing over the pipeline area. As reseeded the McMurry's property will be less expensive than constructing the timber pad and adding 2 inches more of soil on top of the padding over the pipeline property. Mayor Ford spoke with Charles Walsh from CAEDA about using the CAEDA property for hauling the used asphalt from the I-25 project. Mr. Walsh did not have a problem with the use of the property now, but did mention they were in negotiations in purchase of the property and depending on who the future owners will be, was not certain about permission to cross the property in the future. Mayor Ford will attempt to contact the McMurry property owners to negotiate the use of their property for the hauling of used asphalt from the I-25 project.

Fire Department Report for May 2017 was next on the agenda. A written report was previously submitted. Volunteer Brett Morss reported that himself and another volunteer were working on updating the departments rules and regulations to conform with the S.O.P.'s and S.O.G.'s. Councilmember Teri Kelly asked if the department was on the dispatch call list for wildland fires. Mr. Morss stated the Fire Chief was setting up the steps necessary to have their department available to assist with neighboring states wildland fire dispatches. Councilman Josh Brown offered a suggestion from a resident, regarding notices on the electronic sign board. The resident suggested listing the fire danger ratings for Casper Mountain Area and Alcova Recreational Area, as many residents travel to these sites and having the fire rating on their way out of town would be beneficial. Mr. Morss thought it was a good idea and would include those on the sign. Councilmember Teri Kelly also suggested that nearer to the 4th of July to have a reminder on the sign board that fireworks are not allowed in Town of Bar Nunn. Councilman Steven Clark asked if the new call system was installed. Brett Morss stated the call system is installed, all equipment is functioning and the new system has quickened the call response time.

Matt Epp, Zoning and Planning Chairman did not submit a written report but was present and reported the committee reviewed plans of a resident on Sunset Blvd. who wanted to replace his aging mobile home with a newer model. The committee discussed setbacks from the road with the resident and approved his site plan. The zoning committee also approved a home addition, whose building plans were approved by the City of Casper and met all setbacks. Mr. Epp then asked the council regarding the status of the assistance of a Town Planner for updating the Zoning Districts and the Community Development Plan. Mayor Ford stated that the Town has budgeted for a Town Planner based on a Professional Services Fee Proposal received from Mr. Scott Radden from WLC Engineering.

Maintenance Report was next on the agenda. Chuck Johnson, Head of Maintenance submitted a written report. Mr. Johnson also reported there has been an increase in residents reporting rattlesnake encounters. Chuck Johnson would like to encourage residents to keep their property cleaned up as less junk means less rodents for the snakes to feed on. Mr. Johnson mentioned that maintenance will begin mowing the Salt Creek Hwy. right of ways after the clean-up day on June 11th. Mr. Johnson stated the maintenance team is still in need of additional temporary summer help. Councilman Josh Brown wanted to thank maintenance for installing the garbage cans at High Plains Park and wanted to ensure that the school zone flashing signs would be shut off as school is now out of session. Then Councilman Brown asked Mr. Johnson whether he has ordered the bike rack for High Plains Park. Chuck Johnson stated he hasn't ordered the bike rack yet but is on his list to do. Councilman Brown then discussed the pathway lights going off at the time of curfew, 10 p.m. Mr. Johnson stated he would reset the timer so the lights would go off at 10 p.m. Mr. Johnson reported he is working extensively on a locate project for Rocky Mountain Power who is boring for a 3-phase electrical connection.

Code Enforcement Report was next on the agenda. Code Enforcement Officer Marshall Wyatt submitted a written report. Mayor Ford reported receiving a phone call from a disgruntled resident who felt he was being singled out by the Code Enforcement Officer due to the notices about his camper being parked extensively on the street. Mayor Ford then had a conversation with Marshall Wyatt regarding the complaint. The Code Enforcement Officer did show his extensive list of all trailers and campers that received a notice to the upset resident, confirming that the Code Enforcement Officer was not singling out one individual. Councilman Steven Clark observed that our current municipal code entails a long-time frame from the initial citation of code infraction to the assignment for cleanup. Councilman Clark mentioned two cycles of warning the resident before any action can be taken, this can cause up to a two-month delay before resolution occurs. Councilman Clark feels this is a frustration and obstacle to the goals of the town to have clean and mowed properties. Councilman Clark feels there should be a change made to the code to ensure a prompter compliance.

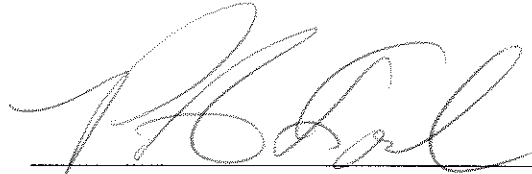
Next on the agenda was the Office Staff Report. A written report was submitted by Deputy Clerk Carisa Henlsey. There were no comments concerning the written Office Staff Report.

Petitions and Public Comment was next on the agenda. Reeda George was present from the Casper Area Convention & Visitors Bureau. Reeda George wanted to express her sincere thanks to the council for her appointment to the Board of the Visitors Bureau and the councils continued support to her during her 12 years of service on the bureau. Mrs. Reeda George discussed her many experiences and activities she was involved in during her time of service. Reeda George's term expires the end of June 2017 and encouraged the Council to work with Visitors Bureau Chief Executive Officer, Brook Kreder, in recruiting and appointing the Town of Bar Nunn's next representative. Ms. Brook Kreder was present and thanked Reeda George for her exemplary service. Ms. Kreder mentioned the Bar Nunn Council could select a resident of the Town of Bar Nunn or anyone from Natrona County Area that would be interested in serving on the Visitor Bureau's board as the town's representative. Mayor Ford stated he would like to explore whether there would be an interested Bar Nunn resident who would serve as a representative. Mayor Ford would like to publicize this opportunity in the June newsletter and include Ms. Kreder's contact information. Ms. Brook Kreder offered her services in answering the questions of any resident who would be interested in serving on the Casper Area Convention & Visitor Bureau. Councilman Josh Brown noted that the current appointment list does not reflect the Visitor Bureau's representative and requested the services of Attorney Taheri in updating the ordinance dealing with appointments in corresponding with the appointment list.

Next on the Agenda was Council Miscellaneous. Mayor Ford mentioned the upcoming Salt Creek Highway cleanup day on June 11, 2017. Volunteers will meet at 8:00 a.m. on Westwinds Road and Salt Creek Highway. Councilman Hoover mentioned he is hoping to have some of the Volunteer Fire members assisting on the cleanup day. Councilman Steven Clark expressed his thanks to those who assisted in removing the graffiti from the billboard located on McMurry Blvd.

There being no further business to come before the Council, Councilman Robert Hoover made a motion seconded by Councilman Steven Clark to adjourn. Motion was unanimous.

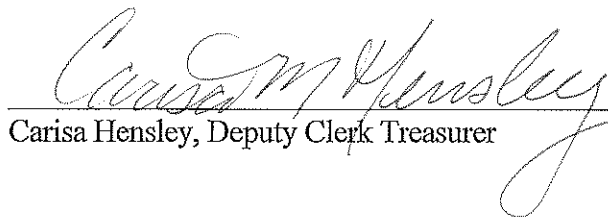
The Bar Nunn Town Council adjourned at 8:20 P.M., June 6, 2017.



Patrick R. Ford, Mayor



ATTEST: (seal)



Carisa Hensley, Deputy Clerk Treasurer

Attorney's Report

6/20/17

1. Hanger easement issue – called Joe Parke, left message
2. Town Appointments update (separate attachment)
3. Issue with Town Hall – project suspended for time being. Wants a meeting regarding status (Miquel – DSWB architects).

Bar Nunn Appointments

Mayor Pro Tem--1-5-4: MEETINGS OF THE COUNCIL: E. Mayor To Preside: The mayor shall preside at all meetings of the town council, and shall be entitled to vote on any action.

In the absence of the mayor, the council members shall appoint one of their own number to preside as president of the town council, and in the absence of the town clerk, the council members shall have the power to appoint a clerk pro tempore.

*Clerk-Treasurer--1-6-4: TOWN CLERK:*A. Appointment: The mayor shall appoint a town clerk with the concurrent consent of the town council, who shall hold the appointment for the duration of the appointment or until such time as removed by the mayor, with the concurrence of the governing body, for incompetency or neglect of duty, whichever shall first occur. (Ord. 2013-05, 11-19-2013)

1-6-5: TOWN TREASURER:A. Appointment: The mayor shall appoint a town treasurer with the concurrent consent of the town council, who shall hold the appointment for the duration of the appointment or until such time as removed by the mayor, with the concurrence of the governing body, for incompetency or neglect of duty, whichever shall first occur. (Ord. 2013-05, 11-19-2013)

*Municipal Judge--1-7-2: MUNICIPAL JUDGES:*B. Appointment: The mayor shall appoint a municipal judge with the concurrent consent of the town council, who shall hold the appointment for the duration of the appointment or until such time as removed by the mayor, with the concurrence of the governing body, for incompetency or neglect of duty, whichever shall first occur. (Ord. 2013-05, 11-19-2013)

*Attorney--1-6-6: TOWN ATTORNEY:*A. Appointment: The mayor shall appoint a town attorney with the concurrent consent of the town council, who shall hold the appointment for the duration of the appointment or until such time as removed by the mayor, with the concurrence of the governing body, for incompetency or neglect of duty, whichever shall first occur. (Ord. 2013-05, 11-19-2013)

Engineer—Can't find anything appointing.

7-3-2: DEFINITIONS:For the purpose of this Chapter, the following words and phrases shall have the meanings respectively ascribed to them by this Section:

TOWN ENGINEER: An individual or firm appointed by the Mayor with the approval of the Town Council to perform or supervise duties as directed by the Mayor or governing body.

*Fire Chief--1-9-1: FIRE CHIEF:*A. Appointment, Term Of Office: The fire chief shall be appointed and may be removed by the mayor with the approval of the governing body. He shall hold office for the duration of his appointment as set forth in subsection 1-6-7A of this title, unless sooner removed by the mayor with the concurrence of the governing body.

*Head of Maintenance--1-6-10: DEPARTMENT HEAD OF MAINTENANCE:*A. Appointment: The mayor shall appoint a head of the maintenance department with the concurrent consent of the town council, who shall hold the appointment for the duration of the appointment or until such time as removed by the mayor, with the concurrence of the governing body, for incompetency or neglect of duty, whichever shall first occur.

Homeland Security—

1-5-5: Committees of the Town Council

1-5-5: COMMITTEES OF THE TOWN COUNCIL:A. Committee Appointments: All committees of the Town Council shall be appointed by the Mayor or, in his absence, by the presiding officer, at a meeting of the Town Council, to any of which committees the Town Council may refer business for transactions in the line for which any such committee shall have been appointed. They shall consist of at least one member of the Town Council. The Mayor shall be an ex officio member of all standing committees. Select committee appointments shall expire on the completion of the object for which they were appointed. In the event standing committees are created by the Town Council, then they shall be appointed annually.

1-6-112: Town Engineer

A. Appointment: The mayor shall appoint a town engineer with the concurrent consent of the town council, who shall hold the appointment for the duration of the appointment or until such time as removed by the mayor, with the concurrence of the governing body, for incompetency or neglect of duty, whichever shall first occur.

B. Duties: It shall be the duty of the town engineer to perform the job functions described in the Town code regarding backfilling trenches; sewer construction, connections, and use; solar access permits; building permits; travel trailer parking; sewage system; health standards; conditional use permits; aesthetics; site plan regulations; landscaping; off street parking; approval for puds; licensing requirements; abandoned facilities; preparation of plats; streets and utilities; drainage; and any other tasks as requested by the Mayor and Council.

1-6-113: Homeland Security Coordinator

A. Appointment: The mayor shall appoint a Homeland Security Coordinator with the concurrent consent of the town council, who shall hold the appointment for the duration of the appointment or until such time as removed by the mayor, with the concurrence of the governing body, for incompetency or neglect of duty, whichever shall first occur.

B.. Duties: It shall be the duty of the Homeland Security Coordinator to plan for the safety and health of the town's employees and residents before, during and after natural or man-made large scale emergencies. The Homeland Security Coordinator will conduct continuous evaluation of emergency plans, training and education, outreach and establishment of public and private partnerships with both the business sector as well as community organizations.

Bar Nunn Engineer Report June 20, 2017

Town Hall Utilities status

Construction is proceeding. It may be prudent to have the Contractor construct the Prairie Lane Asphalt overlay as part of this construction via change order. This will eliminate an additional closure on this street later this summer. This is expected to cost roughly \$60,000.

Interchange recycled asphalt

The Pipeline Company has upped the requirements to cross their line, which now is, they need 2.5 feet of soil plus a wooden or steel mat to distribute loaded truck loads.

CAEDA has acceded to allow truck traffic through their property in order to haul the recycled asphalt.

Antelope Reconstruction

Paperwork is occurring. Construction scheduling hasn't taken place.