



Town of Bar Nunn
TOWN COUNCIL

MEETING MINUTES

Tuesday, September 19, 2017 - 7:00 P.M.
4820 N. Wardwell Industrial Avenue,
Bar Nunn, Wyoming

1. **Roll Call:** Mayor Patrick Ford called the meeting to order Tuesday, September 19, 2017 at 7:00 p.m. Roll was called which determined the presence of a quorum with no absences.

Present: Mayor-Patrick Ford; Council members – Steven Clark, Robert Hoover, Josh Brown, and Teri Kelly

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. **Oath of Office:** Mayor Patrick Ford administered an oath of office taken by Carisa Hensley, appointed Town of Bar Nunn Clerk Treasurer

4. **Minutes of September 5, 2017:** Moved by Robert Hoover, seconded by Teri Kelly to accept the Minutes of the September 5, 2017. Abstaining from the vote were Josh Brown and Steven Clark due to absence from the September 5th meeting. The motion carried without dissent.

5. **August 2017 Financial Reports:** Balance Sheet, Budget Income Statement & Trial Balance for period ending August 31, 2017. Moved by Teri Kelly, seconded by Robert Hoover and carried without dissent to accept financial reports ending August 31, 2017.

6. **Designate signers for the Town of Bar Nunn Financial Institutions:** Moved by Steven Clark, seconded by Teri Kelly to name Mayor Patrick Ford, Mayor Protem Josh Brown and Clerk Treasurer Carisa Hensley as authorized signatories for financial transactions of the Town of Bar Nunn. Motion passed without dissent.

7. **Third and Final Reading of Ordinance #2017-02:** Mayor Ford opened discussion on Ordinance #2017-02 “AN ORDINANCE AMENDING CHAPTER 6, 'TOWN OFFICIALS', SPECIFICALLY ADDING SECTIONS 1-6-12 THRU 1-6-13, PROVIDING FOR THE CREATION AND APPOINTMENT OF A TOWN ENGINEER POSITION AND ASSIGNING DUTIES TO THE POSITION AND PROVIDING A PROCEDURE FOR OTHER APPOINTMENTS”. There were no comments from the council or the public present. Moved by Teri Kelly, seconded by Robert Hoover to approve Ordinance #2017-02 on its third and final reading, motion passed without dissent.

8. **Attorney’s Report:** Attorney Amy Taheri mentioned she has revised the snow fence agreement with Mr. Robert McMurry to include the two additional fence sites requested by the town. Ms. Taheri will email the agreement to the Clerk Treasurer for signature and mail services.

9. **Engineers Report:** Engineer Bill Johnston stated the South Antelope Drive Repair Project has reached substantial completion and he will be developing the pay estimate with Treto Construction for submitting the first pay request within the last week of September.

10. **Parks and Recreation Report:** There was no one present from the Parks & Recreation committee and no report was given.

11. **Petitions and Public Comment:** There were none.

12. **Council Miscellaneous:**

A. Town Engineer selection discussion and decision: (Tabled on the September 5, 2017 meeting) Robert Hoover moved, seconded by Teri Kelly and carried unanimously to take from the table the Town Engineer selection and decision. Mayor Patrick Ford stated that the three firms interviewed for this position were all very capable of providing quality engineering services to the town and the selection process was very difficult. Josh Brown reiterated the views of the Mayor and was pleased with all three firms interviewed. Councilman Brown felt CEPI's presentation corresponded with the philosophy of the town in its growth pursuits and the firm offers strong experience in grant writing services and contract coordination. Moved by Josh Brown and seconded by Steven Clark to select and appoint Civil Engineering Professionals, Inc. as the firm who will provided engineering services to the town and whose designated representative will serve as Town Engineer. Mayor Ford called for a vote on the motion and it carried with all council members voting in favor.

B. Quotes for video conference system: Two quotes were reviewed for a 57" Touch Monopad Kit. Computer Edge quoted \$6,799 which included shipping and wall mount kit. Computer Edge currently provides IT services to the Town of Bar Nunn and provides service hours that are prepaid under an existing service contract. Computer Logic quoted \$5799. Shipping was not identified on the quote, but there could be a potential shipping charge added, additional costs included a Standard wall mount in the amount of \$239 plus set up and installation billed at an hourly rate of \$115, with an estimate of 3 hours of service. Steven Clark moved, seconded by Teri Kelly to accept the quote from Computer Edge to provide a 57" Touch Monopad Kit in the amount of \$6,799. Steven Clark felt the quotes were close in price in consideration of the additional costs to be added by Computer Logic and Computer Edge offers familiarity with the Towns computer systems and lower service hour costs. Josh Brown felt familiarity with the town's systems does not value the possible \$400 dollars more in expense. Teri Kelly mentioned that if Computer Logic encountered problems under the installation process the town would have to involve Computer Edge in assistance so there could be double the costs for service. Mayor Ford called for vote on the motion; Steven Clark, Robert Hoover and Teri Kelly voted in favor, Josh Brown voted in opposition, the motion carried by majority vote.

C. Wyoming Community Gas community project designation: Every year Wyoming Community Gas makes a distribution of earning to member communities. This year the Town of Bar Nunn will receive a distribution in the amount of \$2,878.99 to be designated by the town council towards a community project. There was a short discussion about potential community projects and several council members expressed the desire for additional time to consider a project designation. Josh Brown moved, seconded by Teri Kelly to table the discussion and decision of a community project designation for the Wyoming Community Gas distribution funds, the motion carried without dissent.

D. Scheduled work session with Zoning & Planning: Mayor Ford reminded council members of the upcoming work session with the Zoning & Planning Commission on September 21st at 7:00 P.M.

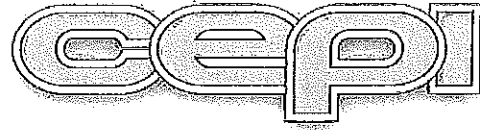
Supplemental: Mayor Ford mentioned he may not be able to attend the October 3rd council meeting and in the event of his absence Mayor Protem Josh Brown will conduct the meeting. Josh Brown inquired if an additional clean-up day for the Salt Creek Highway was going to be scheduled. Several council members and the mayor had various commitments and full schedules within the month of October. It was decided to discuss the potential scheduling of a clean-up day within the first council meeting of November 2017.

13. **Adjournment:** Moved by Teri Kelly, seconded by Steven Clark and carried without dissent that there being no further business the meeting be adjourned at 7:28 P.M.

Patrick R. Ford, Mayor

ATTEST: (seal)

Carisa Hensley, Clerk Treasurer



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,

Please allow this letter to serve as our initial Engineer's Report for the October 3rd, 2017 town council meeting. Since our selection as Town Engineer for the Town of Bar Nunn on September 19th, 2017, CEPI has been actively familiarizing ourselves with the operations of the Town, current projects, future projects, members of Town staff and the condition of existing infrastructure. Over the coming weeks we intend to continue this process by meeting with Bill Johnston, town staff and possibly individual council members if need be.

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 faint, large, stylized outline of the letters 'CEPI'.

Raymond Catellier, PE

**September 2017 ACTIVITY REPORT
BAR NUNN VOL. FIRE DEPARTMENT**

During the month of September 2017, Bar Nunn Fire Department responded to 14 calls. Of the 14 calls, 11 were medicals at scene and 3 were Fire at scene. 4 of these calls were within the Town of Bar Nunn and the remaining calls were within the county as mutual aid.

Also, during the month of August 187 hours was put in by members spending the night during their call weeks and 150 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 September. Currently we only have 3 firefighters on probation at this time including 2 new members joined. So we are currently at a staffing level of 21, with 3 reserve members

During the month of September station members also participated in a county wide disaster drill at the Natrona County International Airport.

This fire season for dispatched fires the department was on 5 dispatched fires, 1 in Wyoming, and 4 in Montana. These were Tisdale, Sarton Draw, LOLO Peak, Caribou, and Gibraltar Ridge fires. With these fires the department made **\$35,907.86** from the truck rate only after travel expenses. There were no problems encountered with truck or personnel on these fires and expenses were for fuel, food and motels during travel on these dispatches. Estimated expenses were **\$2,846.22**. All labor charges are to be reimbursed to the town from all fires. All fires did no impact our department's obligations or responsibilities to the town, and we were able to have full manning for all station calls during this time frame for all calls

At the request of council woman Kelly at the last council meeting here is a list of calls not being able to be filled. During this fire season the department did miss out on 3 dispatches to Oregon, and 2 to Washington, and 2 to California for a total of 7 fires. All these fires were out of parameters set by council earlier this summer for dispatching for surrounding states only.

Maintenance report for September 2nd to October 5th, 2017

Daily lift station checks

22 Locates 2 emergence locates(RMP)

Checked and repaired co-ray heat in shop

Prep work for colder weather

Street Dept.

Replacing missing and damaged signs

Opened snow rout signs

Lay out for new snow fence

Waste Water Dept.

Repairs to generator at station #1

2 power outages at station #1

Posted 29 red letters

Parks Dept.

Seeded New Town Hall lot coming up very nicely

Shutting down all sprinkler systems and removing back flow preventers

Repaired concrete at bike rack for High Plains Park hand rail is being made now