



MEETING MINUTES

Tuesday, January 2, 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, January 2, 2018 at 7:00 p.m. Roll was called which determined the presence of a quorum. **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) **Appointments for 2018: (2 years)**

A. Appointment of:

Mayor Protem – Josh Brown
Clerk Treasurer- Carisa Hensley
Municipal Judge- Wendy S. Owens
Town Attorney- Amy Taheri

Moved by Teri Kelly, seconded by Steven Clark and carried without dissent to approve all appointments under Section A, for 2018, serving a two-year term. Mayor Ford administered Oath's of Office for the newly appointed Clerk Treasurer, Municipal Judge and Town Attorney.

B. Appointment of:

Chief –Volunteer Fire Department- Robert Hoover
Homeland Security Coordinator - Matthew Wood

Moved by Teri Kelly, seconded by Josh Brown, to approve all appointments under Section B, for 2018, serving a two-year term. Robert Hoover recused himself from the vote and the motion passed without dissent.

C. Appointment of:

Town Engineer- Ray Catellier, CEPI Engineering
Head of Maintenance- Charles Johnson

Moved by Robert Hoover, seconded by Teri Kelly and carried without dissent to approve all appointments under Section C, for 2018, serving a two-year term.

D. Appointment of Committee Chairs and Other Representatives:

Zoning and Planning Chair– Gary Geiger
Parks and Recreation Chair- Stacie Ross
MPO Technical Member- Ray Catellier
MPO Policy Member – Mayor Patrick Ford
MPO Citizen Member– Kristi Desch
CAEDA Representative – Mayor Patrick Ford
CATC Representative – Bobby Martin
JPB-ANIMAL SERVICES (METRO) Representative – Mayor Patrick Ford
201 MNGT. OVERSIGHT- (2 Members): Ray Catellier & Mayor Patrick Ford

Moved by Teri Kelly, seconded by Steven Clark and carried without dissent to approve all appointments under Section D, for 2018, serving a two-year term.

- 4) **Minutes of December 19, 2017:** Moved by Steven Clark, seconded by Robert Hoover to accept the Council Minutes of the December 19, 2017, the motion carried without dissent.
- 5) **Payable List for December 2017, Check# 27681 through Check# 27755 and ACH payments #84397178 and #5128727:** Moved by Robert Hoover, seconded by Steven Clark and carried unanimously to accept the Payable List for December 2017, Check# 27681 through Check# 27755 and ACH payments #84397178 and #5128727.
- 6) **Resolution #2018-01** “A RESOLUTION AUTHORIZING THE MILEAGE RATE FOR ALL BUSINESS MILES DRIVEN IN 2018, TO BE IN COMPLIANCE WITH INTERNAL REVENUE REGULATIONS”. Moved by Teri Kelly, seconded by Steven Clark and carried unanimously to approve Resolution #2018-01. The 2018 mileage rate is 54.5 cents per mile.
- 7) **Resolution #2018-02** “A RESOLUTION SETTING THE MILL LEVY FOR THE CALENDAR YEAR 2018 -TOWN OF BAR NUNN, WYOMING.” Moved by Steven Clark, seconded by Robert Hoover and carried unanimously to approve Resolution #2018-02. The Mill Levy for 2018 is set at 8.00 mills.
- 8) **Resolution #2018-03** “A RESOLUTION DESIGNATING CERTAIN BANKS BE NAMED AS DEPOSITORIES AND CHECKING ACCOUNT BANKS FOR THE CALENDAR YEAR 2018 – PER W.S. #9-4-817”. Moved by Teri Kelly, seconded by Robert Hoover and carried unanimously to approve Resolution #2018-03. Named checking and depository banks for 2018 are Hilltop National Bank and WYO STAR Investment Pool.
- 9) **Resolution #2018-04** “A RESOLUTION AUTHORIZING A PROCLAMATION FOR THE YEAR 2018 ARBOR DAY IN BAR NUNN, WYOMING”. Moved by Steven Clark, seconded by Robert Hoover and carried unanimously to approve Resolution #2018-04. Arbor Day Celebration is set for April 28, 2018.
- 10) **Resolution #2018-05** “A RESOLUTION AUTHORIZING A PROCLAMATION FOR THE YEAR 2018 BAR NUNN COMMUNITY VOLUNTEER APPRECIATION DAY”. Moved by Robert Hoover, seconded by Steven Clark and carried unanimously to approve Resolution #2018-05. The Volunteer Appreciation Day is set for July 21, 2018.
- 11) **Attorney’s Report:** Ms. Amy Taheri was present and submitted a written report. There were no further questions or comments from council on the Attorney’s Report.
- 12) **Engineer’s Report:** Mr. Ray Catellier was present and submitted a bid tabulation for the High Plains Park Shelter Project. Two bids were submitted one from JR Construction in the amount of \$16,500 and another from High Plains Construction for \$41,767. Josh Brown moved, seconded by Teri Kelly to accept the low bid from JR Construction in the amount of \$16,500 for the Picnic Shelter Project at High Plains Park, the motion carried with all council members voting in favor. The council discussed possible shelter locations. Josh Brown moved, seconded by Teri Kelly to authorize the Town Engineer to select the location of the new shelter at High Plains Park based on his engineering expertise with consideration of future park development and consultation with the maintenance department and the contractor, the motion carried with Steven Clark voting in dissent. In conclusion, Mr. Catellier mentioned his conversation with Natrona County Building Inspector,

Jason Gutierrez, about the importance of obtaining electrical inspection services. Mr. Gutierrez indicated that if a home owner should experience a power outage due to a malfunction, the electrical company will not reconnect services until the homeowner has passed an electrical inspection. Steven Clark also mentioned that the Natural Gas Company will not reconnect services to a home unless they have functioning electrical and water services.

13) **Fire Department Report:** Mr. Brett Morss was present and referred to the submitted written report. There were no additional questions or comments from council on the Fire Dept. Report.

14) **Zoning & Planning Report:** Mr. Gary Geiger was present and referred to the submitted written report. There were no additional questions or comments from council on the Zoning & Planning Report. Mr. Geiger thanked the council for his appointment to Chairman of the Zoning & Planning Commission.

15) **Code Enforcement Report:** A written report was submitted by Marshall Wyatt. Josh Brown referred to the parking notices section of the report. Mr. Brown mentioned that there seems to be a few residents who continue to disregard the parking restrictions on the snow routes. Josh mentioned a resident on Antelope who parks their vehicle right below the snow route sign and during snow events the plows cannot clear that section due to this parked vehicle. Possible remedies were discussed including; calling the Sheriff's Department to have the vehicle towed and more patrolling and citation of parking violations during snow events. The council suggested another more prominent notice in the newsletter about parking restrictions on the snow route and include the actual ordinance for residents to read.

16) **Maintenance Report:** Paul Watson from Maintenance reviewed the written report. Mr. Watson also mentioned that the larger snow plow had a crack in the main frame supporting the plow and this crack will be welded and repaired this week. Paul also commented that Granite Peak Construction has stopped work for the season on the sewer line to their industrial building.

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

18) **Petitions and Public Comment:** Mr. Mike Schoolcraft was present and commended the maintenance crew for their plowing services. Mr. Schoolcraft also made a request for more frequent sanding of the Antelope Drive/Salt Creek Hwy intersection. Paul Watson from maintenance stated that area is a primary focus of the maintenance team and one of the first areas sanded. Robert Hoover also mentioned if temperatures are below zero and its windy, the applied sand will not stay on the area for long.

19) **Council Miscellaneous:**

A. Business License Renewals; 2018 - xx

1. PAGEL STORAGE - Gary Pagel
2. RR STORAGE - Russell & Regina Hendricks
3. WIGGLEY WILLETT'S DAYCARE, LLC – Nicole Willett
4. INLAND TRUCK PARTS & SERVICE CO. – Marshal Smouse
5. REAL DEAL ECOBLASTING, LLC – Travis Wilson
6. PINNACLE CONSTRUCTION – Ty Robertson
7. MOTOR POWER CASPER, INC. - Brian Sunwall
8. DYNARSKI CASPER KOA - Al Dynarski
9. SUNSET CAR & TRUCK WASH - Cory Fox

10. SCOTT'S HOT SHOT, LLC – Scott Legerski
11. WELL WATER SOLUTIONS & RENTALS, INC – Mike Karaouni
12. WYO OPERING ENGINEERS JATT – Scott Norris
13. SCHWAN'S HOME SERVICE – Tiffany Kerr
14. BAR NUNN STORAGE – Rod Palmer
15. HIGH COUNTRY CRANE SERVICE – Kent Lundine
16. RW SPECIALTIES, INC – Larry Stauch
17. FORTERRA PIPE & PRECAST – Luke Murcra
18. SLASH BACK CANVAS CO. – Bob Eveland
19. BRUE INVESTMENTS, LLC – Scott Legerski

Josh Brown moved, seconded by Teri Kelly and carried without dissent to accept Business License Numbers 1 through 19 renewal applications for the Year 2018.

Supplemental: Robert Hoover asked Mayor Ford to contact 71 Construction to remove the accumulated dirt from their project on Westwinds Road as it is interfering with functional plowing of the road. Josh Brown made an inquiry into the Town of Mills and their animal control project. Mayor Ford and Council offered commentary on the Metro Animal Services provided to the Town of Bar Nunn. Mr. Brown also asked if there was any further progress on obtaining a Memorandum of Understanding for Judicial Services from another Municipal Judge in the event the newly appointed Judge for the Town of Bar Nunn had a conflict of interest. Mayor Ford differed to Attorney Taheri. Ms. Amy Taheri thought it was a good suggestion and will investigate the possibility of a MOU with a local Municipal Judge. In conclusion, Mayor Ford mentioned he was in contact with Matthew Weatherly, conducting the wage survey. Patrick Ford spoke with WAM about our wage survey project and unfortunately, WAM was unable to provide information on wages from specific municipalities for Mr. Weatherly. Mayor Ford did suggest to Mr. Weatherly a research website that collected data on wages that could help collect more data points for the Town of Bar Nunn's wage study.

20) **Adjournment:** Moved by Steven Clark, seconded by Robert Hoover and carried with all members voting in favor that there being no further business the meeting of January 2, 2018 be adjourned at 7:50 P.M.

Patrick R. Ford, Mayor

ATTEST: (seal)

Carisa Hensley, Clerk Treasurer

Attorney's Report

1/16/18

1. Reviewed Town of Mills Resolution 2018-3. A resolution authorizing the Town of Mills to Extend a Contract to the Town of Bar Nunn Providing as Follows. The resolution and recitals look ok.