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**TOWN OF BAR NUNN** 4820 N. Wardwell Industrial Ave., Bar Nunn, Wyoming  
**TOWN COUNCIL**

**MEETING MINUTES**  
**Tuesday, February 1, 2022 - 7:00 P.M.**

- 1) **Roll Call:** Mayor Patrick Ford called the meeting to order Tuesday February 1, 2022, at 7:00 p.m. Roll was called which determined the presence of a quorum.  
**Present:** Mayor Patrick Ford. Council Members: Mary Sue Sorenson, Robert Hoover, and Peter Boyer, and Steven Clark.
- 2) **Pledge of Allegiance:** The Town Council and all those present stood in service to the United States Flag and pledged allegiance to the United States of America.
- 3) **Minutes of January 18, 2022:** Moved by Steven Clark, seconded by Mary Sue Sorenson and carried without dissent to approve the Minutes for January 18, 2022.
- 4) **Payable List for January 2022:** Checks #30384-30433, Direct Deposit #1605-1633, ACH #05620431, & ACH#60662922. Moved by Mary Sue Sorenson, seconded by Steven Clark and carried without dissent to approve Payable List for January 2022.
- 5) **Final Reading for Ordinance No. 2022-06:** “ORDINANCE AMENDING CERTAIN CODE ENFORCEMENT AND LAW ENFORCEMENT PROVISIONS OF THE TOWN CODE OF THE TOWN OF BAR NUNN, WYOMING TO CREATE THE POSITION OF CODE ENFORCEMENT OFFICER.”  
Moved by Robert Hoover, seconded by Mary Sue Sorenson and carried without dissent to approve Final Reading of Ordinance No. 2022-06.
- 6) **Resolution No. 2022-07:** “AN RESOLUTION AUTHORIZING SUBMISSION OF A FEDERAL MINERAL ROYALTY CAPITAL CONSTRUCTION ACCOUNT GRANT APPLICATION TO THE STATE LOAN INVESTMENT BOARD ON BEHALF OF THE GOVERNING BODY FOR THE TOWN OF BAR NUNN.”  
Councilmember, Mary Sue Sorenson inquired clarification regarding consensus funding. Mayor Ford stated there was funding received from the County Wide Consensus funding. The funds were set aside for the previous Town Hall Project infrastructure expenses which included a water line loop, sewer lines, storm sewer lines that run through the property which included curb and gutters. Ms. Sorenson inquired the amount of funds remaining. Mayor Ford stated there is roughly (\$50,000) dollars remaining from the County consensus funding. Moved by Robert Hoover, seconded by Steven Clark and carried without dissent to approve Resolution No. 2022-07.
- 7) **Resolution No. 2022-08:** “AN RESOLUTION AUTHORIZING SUBMISSION OF THE CAPTIAL CONSTRUCTION LOAN APPLICATION TO THE STATE LOAN AND INVESTMENT BOARD ON BEHALF OF THE GOVERNING BODY FOR THE TOWN OF BAR NUNN.”  
Moved by Robert Hoover, seconded by Steven Clark and carried without dissent to approve Resolution No. 2022-08.
- 8) **Attorney Report:** Town Attorney, Patrick Holscher was present for questions or comments from council. Attorney Holscher stated a written report was submitted to the Mayor and council. Ms. Sorenson inquired on a status update regarding Welker Brothers Transportation.

Mr. Holscher stated despite efforts made by letters directed to the owners of the lot regarding the non-compliant use of the lot, they have not responded. Mr. Holscher stated additional actions may be required, and this will require another executive session to discuss options for moving forward.

9) **Engineer Report:** A written report was submitted. Town Engineer, Ray Catellier was present for questions or comments from council. Mr. Catellier updated council on the following items:

- **Town Hall Project-**
  - CEPI has begun the grant writing and submission process. Timely updates will be submitted as the process moves along. Mr. Catellier anticipates submitting a grant request to the State Lands Investment Board for (\$500,000) dollars, along with a request of (\$500,000) dollars to same board this coming week for consideration in June.
  - The advertising for the CMAR (Construction Manager at Risk) proposals is active. Now is good time to start looking at the makeup of the interview team.
  - The Arete Design Group team has submitted the final deliverable for the conceptual design portion of the project. This package includes a narrative of the project, the basis of design, detailed cost estimates and updated renderings of the building. This document will be very useful as the project progresses to help us tell the story of the project.
  
- **Subdivisions-**
  - CEPI has begun initial talks with interested parties in subdividing property in town. We are working through the processes defined in Town Code. More information will be provided to Council and Zoning and Planning as it becomes available.

Mr. Catellier stated the Arete Design Group has submitted the final deliverable for the conceptual design portion of the Town Hall Project and he will distribute to councilmembers via email. Additionally, Mr. Catellier stated there has been initial talks regarding a new subdivision coming to Bar Nunn. Mr. Catellier will be in contact with Councilmembers and Zoning and Planning Chairman, Gary Geiger. Mayor Ford inquired clarification regarding email correspondences received with concerns regarding shortfalls that occurred with previous subdivisions and his concerns with future development. Mr. Catellier and Mayor Ford agreed to meet for further discussion. In conclusion, Councilmember, Robert Hoover inquired an update regarding the arrival of fixtures for the Splash Pad Project. Mr. Catellier stated he did not have updated information; however, he will contact Vortex for an update regarding a timeline for expected fixtures and report to council.

10) **Fire Department Report:** A written report was submitted. Josh Freeman was available for questions or comment from council. There were no further questions or comments from council.

11) **Zoning & Planning Report:** There was no meeting held for January 2022.

12) **Maintenance Report:** A written report was submitted. Maintenance representative, James Diekemper was present for questions or comments from council. Mayor Ford inquired if there was additional information to share that was not included in the written report. Mr. Diekemper stated repairs were made to the freightliner. The sander experienced a broken sprocket that was taken through the flight chain, and it took out both sides of the sanding unit and motor. It was repaired and readjusted making all three trucks now in service. Mayor Ford stated the backup generator for lift station #2 went down and required repairs. The parts are on order and will not arrive until approximately February 16, 2022. A 30K generator was rented and wiring to the backup system was required until the new parts are in and the backup power system is fully functional. The cost was necessary to keep Bar Nunn's sewer lines operational in the event of a power outage. Additionally, Mr. Diekemper reported the gas and diesel fuel pumps located in back for maintenance vehicles is not operating correctly. A bid of (\$4,595) dollars for repairs was presented to council.

The bid included repair to pumps, tanks, meters, and filters. Maintenance Supervisor, Robert Hoover stated the concern is that when the counters are not functional it may not dispense fuel as needed. The pumps were originally installed in 1993. Councilmember, Steven Clark inquired about the added statement on the estimate stating any electrical will be time and material? Mr. Hoover stated there should not be any additional electrical involved. Mr. Clark stated the bid was not bad. Mayor Ford cautioned council the budget year does not end until June 2022. Discussion regarding the budget and the appropriate department for the fuel pump repairs to be allocated followed. Ms. Sorenson stated the repairs should be allocated to equipment. Moved by Steven Clark, seconded by Peter Boyer, with Robert Hoover recused. The motion carried without dissent to approve repairs to fuel pumps not exceeding the amount of (\$5,000) dollars.

In conclusion, Mayor Ford recognized Mr. Diekemper for passing the water license test. Mr. Diekemper will be working with the City of Mills for 6 months with a total of 35 hours in that 6-month period.

13) **Office Staff Report:** A written report was submitted. Mayor Ford noted the Town Hall will be closed February 21, 2022, for Presidents Day. There were no further questions or comments from council.

14) **Petitions and Public Comment:** Resident, Tyler Martin wanted to publicly state it is great to live in the community. Further stating the roads are looking awesome and maintenance is doing a great job. House District 58: Representative, Pat Sweeny was present and commented he will be heading to Cheyenne next Friday and wanted to check in and see if there are any issues or concerns regarding legislative priorities. Mr. Sweeny stated he expects topics to cover budgets and redistricting.

15) **Council Miscellaneous:**

A. Video Surveillance Update:

Mayor Ford reported an updated quote for the video surveillance equipment including installation has been submitted for (\$17,720.36) dollars. Mayor Ford requested a site map to clarify camera placements. Mr. Hoover inquired clarification regarding video surveillance necessity for the current Town Hall with the new Town Hall project being considered. Mayor Ford stated the current Town Hall will remain in use for approximately 18 months or more. The new Town Hall video surveillance needs will be addressed when it becomes necessary.

B. Business License No. 2022-23 thru 2022-25:

Moved by Robert Hoover, seconded by Steven Clark and carried without dissent to approve business license renewals No. 2022-23 thru 2022-25.

RENEWAL	2022-23	BEST STRORAGE BAR NUNN	STORAGE
RENEWAL	2022-24	LIL RASCAL'S	DAYCARE
RENEWAL	2022-25	SHIRK'S SANITATION	SANITATION

C. Speed Limit Signs:

Steven Clark inquired an update regarding previous discussions of speed limit signs. Mr. Holscher stated the council would need to set a speed limit for the Town. Mr. Holscher stated the statewide default posting signs are then placed at each entryway into Bar Nunn which would require 3 signs. Discussion regarding the speed limit of 20 mph unless otherwise posted and the placement of the speed limit signs followed. Mr. Holscher will provide council with a default ordinance which will specify speed limits at 20 mph unless otherwise posted and who can set future speed limits for the Town, i.e., the governing party.

D. Wind Turbine Project:

Mr. Hoover inquired an update on the wind turbine project north of Bar Nunn. Mr. Holscher stated there has been no further information provided and feels it must be on hold due to non-discussion.

16) Executive Session: (Legal Matter)

Mayor Ford adjourned the regular council meeting to enter executive session at 7:40 p.m.

Moved by Steven Clark, seconded by Peter Boyer and carried without dissent to adjourn the regular council meeting to enter executive session.

**Roll Call:**

Mayor, Patrick Ford. Councilmembers: Mary Sue Sorenson, Robert Hoover, Peter Boyer, and Steven Clark.

**Reconvene regular council meeting:**

Mayor Ford reconvened the regular council meeting at 8:14 p.m.

**Roll Call:**

Mayor, Patrick Ford. Councilmembers: Mary Sue Sorenson, Robert Hoover, Peter Boyer, and Steven Clark.

Moved by Robert Hoover, seconded by Steven Clark and carried without dissent to authorize the Town Attorney to appropriately respond to a complaint.

17) **Adjournment:** Moved by Peter Boyer, seconded by Steven Clark and carried without dissent that there being no further business the meeting of February 1, 2022, be adjourned, at 8:15 p.m.

Respectfully Submitted by:

Donna Damori, Administrative Assistant

ATTEST: (seal)

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Patrick R. Ford, Mayor

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Lori Neibauer, Clerk Treasurer