



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

MEETING MINUTES
Tuesday, May 3, 2022 - 7:00 P.M.

- 1) **Roll Call:** Mayor Patrick Ford called the meeting to order Tuesday, May 3, 2022, at 7:00 p.m. The roll was called which determined the presence of a quorum.
Present: Mayor Patrick Ford. Council Members: Mary Sue Sorenson, Robert Hoover, 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) **Second Reading of Ordinance No. 2022-07:** “AN ORDINANCE ADOPTING TITLE 10: VEHICLES AND TRAFFIC”. Councilmember, Peter Boyer opened the discussion regarding clarification of the roles of maintenance personnel and the code enforcement officer. Mr. Boyer stated after communication with Town Attorney, Patrick Holscher; that the roles of maintenance personnel and code enforcement are mutually exclusive. Councilmember Steven Clark concurred with the clarification of the maintenance personnel’s role being of assistance to code enforcement by means of reporting only. Moved by Steven Clark, seconded by Peter Boyer, and carried without dissent to approve the seconding reading of Ordinance No. 2022-07.
- 4) **Resolution No 2022-12:** “A RESOLUTION APPROVING AN AMENDED CONTRACT FOR CODE ENFORCEMENT OFFICER”. Moved by Robert Hoover, seconded by Steven Clark, and carried without dissent to approve Resolution No. 2022-12.
- 5) **Minutes of April 19, 2022:** Moved by Mary Sue Sorenson, seconded by Steven Clark, and carried without dissent to approve the Minutes for April 19, 2022.
- 6) **Payable List for April 2022:** Checks #30535-30586, Direct Deposit #1696-1702, ACH #51417997, & ACH #41628639. Moved by Peter Boyer, seconded by Steven Clark, and carried without dissent to approve Payable List for April 2022.
- 7) **Attorney Report:** Town Attorney Representative, Elizabeth Grill was present for questions or comments from the council. Attorney Grill stated a written report was submitted to the Mayor and council. There were no further questions or comments from the council.
- 8) **Engineer Report:** A written report was submitted. Town Engineer, Ray Catellier was present for questions or comments from the council. Mr. Catellier updated the council on the following items:
 - **Town Hall Project-**
 - Tom Brauer (CEPI-Project Manager) and Levi Van Buggenum (Arete Design Group) were present for updates on the project.
 - **Asphalt Improvements Projects**
 - CEPI is working with the City of Casper and other entities to determine funding sources for infrastructure work.
 - **Splash Pad Project**
 - The splash pad sub-contractor will be on-site the week of May 15th to install the remaining equipment and perform start-up and commissioning for the system.
 - Wardwell needs to replace the existing water meter, so we are working with them to ensure the work doesn’t conflict with start-up plans.

Tom Brauer presented the council with a detailed construction cost estimate for the schematic design of the Recreation/Community Center project including a PowerPoint presentation that summarized the cost estimate.

In summary, Mr. Brauer presented the council with the design and construction process working with Arete Design Group and Sampson Construction. Mr. Brauer commended the work done by the Arete Design Group and Levi Buggenum for their work and keeping the primary goal of building the project as fiscally responsible as possible.

- Sampson Construction- Provided technical expertise and a detailed construction cost estimate for the building.
- Project size-21,606 sq. ft.
- Project timeline- Begin construction in the late fall season of 2022 with completion in the summer of 2023.
- Estimated cost- \$ 5.833 million dollars

Discussion regarding the increase in cost and options to help offset the costs through sponsorships on some of the expenses such as flooring, track, scoreboard, and seating followed. Recommendations presented to the council with financial costs in mind included:

- Continue with the design process.
- Meet with the council-anticipate council input regarding a decision to move forward with the 50% and 95% construction goals.
- Project goal-achieve a project cost under \$5 million dollars or \$250. dollars per square foot.

The council members were given an opportunity to ask questions regarding square foot reductions and the timeline for the 95% design and construction commitment. Levi Buggenum, with Arete Design Group, stated that 95% design and construction commitment is scheduled for mid-August to September 2022. Mayor Ford asked for input regarding consideration of the supply and demand of materials in the market. Discussion regarding cost concerns followed. Mayor Ford stated council will be scheduling work sessions for input and discussion regarding the Recreation/Community Center project.

In conclusion, Ray Catellier updated the council regarding the splash pad project. Performing start-up and commissioning for the system is scheduled for the week of May 15, 2022. The UV filtration system installation and training are expected to commence all during that week. Mayor Ford inquired if there had been further communication with Wardwell Water regarding concerns with the existing water meter. Mr. Catellier stated he had not received further communication from Wardwell Water.

- 9) **Fire Department Report:** A written report was submitted. Cody Edgeington was available for questions or comments from the council. Mayor Ford noted the Fire Department had an increase in the number of calls for the month of April. Mr. Edgeington stated the Fire Department assisted with the first controlled burn of tumbleweeds in April and will also be assisting in the 3 scheduled controlled burn events Saturday, May 7th, 14th, and 21st from 7:00 a.m. to 2:00 p.m. Additionally, the fire station will be assisting Oil City Capital Auto Club with this year's Memorial Weekend Car Show on May 29, 2022, at Antelope Park. Life Flight will be making a landing on the baseball field at Antelope Park during the event. There were no further questions or comments from the council.
- 10) **Zoning & Planning Report:** A written report was submitted. Gary Geiger was available for questions or comments from the council. Mr. Geiger reported two site plans were submitted and approved for the month of April 2022. There were no questions or comments from the council.
- 11) **Maintenance Report:** A written report was submitted. Maintenance representative, DeJoe Smith was present for questions or comments from the council. There were no questions or comments from the council.
- 12) **Office Staff Report:** A written report was submitted. Town Clerk, Lori Neibauer reported work continues toward submission of the grant application with the Wyoming Business Council. Mayor Ford clarified the complete draft of the application is due to the regional office for review by May 18, 2022, and the grant application is due to the Cheyenne office by June 1, 2022. There were no questions or comments from the council.
- 13) **Petitions and Public Comment:** Resident, Mike Schoolcraft inquired for clarification on budgeting for the Recreation/Community Center project. What are the council's plans for moving forward? Mayor Ford stated the costs presented to the council for the project are much higher than anticipated. The council has not had a chance to inquire further where adjustments for cost savings are possible.

Mayor Ford stated he will be working with the project manager, design, and construction teams, and he is hopeful that cost reductions of \$800,000. can be found. The council will have work sessions for discussion of the project costs.

Resident, Andrea Boyer stated she would like to raise awareness regarding barking dogs. Ms. Boyer stated with the warming weather of Spring people are outdoors more and so are barking dogs. The barking is very prevalent and is disturbing neighborhoods. Ms. Boyer is aware that Metro is available for filing complaints, and the process of keeping bark logs, however, she does not believe it is working. Mayor Ford recommended adding a notice to the monthly newsletter “please be courteous to your neighbors and quiet your barking dogs”. Additionally, Mayor Ford asked the Town staff to post items from the monthly newsletter on social media.

14) Council Miscellaneous:

A. Outside Premises Catering Permit: Chatters Bar & Grill (June 4, 2022)- Josey Kienzle

Josey Kienzle was available for questions and comments from the council. Chatters Bar & Grill submitted an outside premise catering permit request for hosting a fundraising event to support the burn victims from the Natrona County Highschool. Ms. Kienzle provided details of the event for council members. Moved by Peter Boyer, seconded by Steven Clark, and carried without dissent to approve the Outside Premises Catering Permit: Chatters Bar & Grill (June 4, 2022).

B. Scheduling Consideration for Budget Work Sessions-

- Budget Work Session – Fire Dept./Maintenance Dept., May 10, 2022, @ 6:00 p.m.
- Budget Work Session – Final Overview, May 17, 2022, @ 5:30 p.m.

C. Mary Sue Sorenson inquired for clarification regarding the serving of finger foods for the Town of Bar Nunn Revitalization Community Input Session scheduled for Wednesday, May 25, 2022. Mr. Catellier stated he will follow up with Mr. Waddell with Western Research and Development for clarification of food expectations.

D. Robert Hoover requested notification regarding the burning of trash, weeds, lawns, or garbage within the Town limits being prohibited be posted on social media.

E. Steven Clark updated the council on topics from the MPO (Metropolitan Planning Organization) as they pertained to Bar Nunn. The Town’s obligation to the Unified Planning and Work Program cost went from \$2,300. To \$2,700. Additionally, Mr. Clark stated the Westwinds corridor study is scheduled for 2023.

15) Adjournment: Moved by Steven Clark, seconded by Peter Boyer, and carried without dissent that there being no further business the meeting of May 3, 2022, be adjourned, at 8:25 p.m.

Respectfully Submitted by:
Donna Damori, Administrative Assistant

ATTEST: (seal)

Patrick R. Ford, Mayor

Lori Neibauer, Clerk Treasurer