



**TOWN COUNCIL**

**MEETING MINUTES**

**Tuesday, August 2, 2022 - 7:00 P.M.**

- 1) **Roll Call:** Mayor Patrick Ford called the meeting to order Tuesday, August 2, 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) **Minutes of July 20, 2022:** Moved by Steven Clark, seconded by Mary Sue Sorenson, and carried without dissent to approve the Minutes for July 20, 2022.
- 4) **Payable List for July 2022:** Checks #30715-30773, Direct Deposit #1785-1814, ACH #00207943 & ACH #11118307. Moved by Steven Clark, seconded by Robert Hoover, and carried without dissent to approve Payable List for July 2022.
- 5) **Attorney Report:** Town Attorney Representative, Elizabeth Grill was present for questions or comments from the council. A written report was submitted to the Mayor and council. Ms. Grill stated ordinance reviews are an item of continuance. Mayor Ford stated the council anticipates an additional work session to complete the ordinance review for Titles 2, 5, & 10; with a second reading at the August 16, 2022, council meeting, and the final readings on September 6, 2022. Councilmember, Mary Sue Sorenson inquired for clarification on the authorization of contractual agreements with the City of Mills Fire Department. Ms. Grill stated contractual agreements are valid if the council authorized the agreement. Ms. Sorenson requested the inquiry be provided to Mr. Holscher. There were no further questions or comments from the council.
- 6) **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:
  - **2022 Asphalt Improvements Projects**
    - Project is in advertisement and will be bid on August 17, 2022. There are no geotechnical reports available for the asphalt core samples taken at the fire hall. The samples were taken last week; however, the density information was made available and found to be below specifications. The results were not significant enough to cause concern. The geotechnical engineer is currently working on recommendations and will negotiate with the contractor on the next steps to resolve any concerns.
  - **Bar Nunn Community Center/Town Hall Project-**
    - Conceptual site design includes changes to traffic flows and parking spaces at Antelope Park.
    - Phased approach that can be accomplished over many budget cycles as necessary.
    - A work session was scheduled for Tuesday, August 2, 2022, at 6:00 p.m. Project Manager, Tom Brauer, and Architectural Representative, Levi Van Buggenum presented the council with a visual presentation of the updated conceptual site designs for the community center/town hall project including updated cost estimates.
- 7) **Fire Department Report:** A written report was submitted. Ashley Edgeington was available for questions or comments from the council. Ms. Edgeington noted the increased volume of calls from this time last year including mutual aid calls.

Additionally, Ms. Edgeington stated when the Fire Department equipment is sent out on project fires, they are able to increase the fee by 12% due to the increased fuel costs. Firefighters will be working on the boot campaign for MDA fundraising. The Annual Fire Department Car Show was a success, however, the number of cars decreased from last year.

- 8) **Zoning & Planning Report:** A written report was submitted. Gary Geiger was available for questions or comments from the council. There were no further questions or comments from the council.
- 9) **Maintenance Report:** A written report was submitted. Maintenance representative, DeJoe Smith was present for questions or comments from the council. Mr. Smith stated the maintenance department put out for bid a building project for a maintenance storage building. One bid was submitted for the project. The quote for the 3-sided dry storage building with a garage from Cleary Building Corporation is \$59,936. Mayor Ford clarified the storage building was budget appropriated. Moved by Steven Clark, seconded by Peter Boyer, with Robert Hoover recused. The motion carried without dissent to approve the maintenance building project at a cost of \$59,736. dollars to Cleary Building Corporation. Peter Boyer inquired for clarification on the stripping along Antelope Park for parking. Mr. Hoover stated the maintenance department will address the stripping for parking.
- 10) **Office Staff Report:** A written report was submitted. The Town Hall will be closed for the Labor Day holiday Monday, September 5, 2022. Mayor Ford inquired about the new computer installations. The office staff stated the computers are due to be completed with hardware and software updates on Monday, August 8, 2022. The office staff inquired about additional computer screens offered by Councilmember, Steven Clark. Mr. Clark stated he will gladly donate additional computer screens to the Town Hall.
- 11) **Petitions and Public Comment:** Resident, Gary Geiger stated he continues to observe heavy trucks from the gravel pit business north of Bar Nunn using the Town of Bar Nunn's portion of the Salt Creek Highway. Mayor Ford stated he will contact the business owner regarding the use of the roadway for the heavy trucks.
- 12) **Council Miscellaneous:**

A. KOA-Brian Hodnefield: Fencing & Sewer

Mr. Hodnefield was not present for comments or questions from the council. Mayor Ford stated Maintenance Supervisor, Robert Hoover has conversed with Mr. Hodnefield regarding a fencing matter; and the sewer matter will require information from the Town Engineer. Mayor Ford will follow up with the Town Attorney for additional legal concerns with fencing due to right-of-way access.

B. COLA Adjustment

Mayor Ford recommended to the council a COLA (Cost of Living Adjustment) of 3% for the Town of Bar Nunn employees. Mayor Ford stated the amount was in line with that of the City of Casper, Natrona County, and other municipalities. Discussion followed. Moved by Peter Boyer, seconded by Steven Clark, with Robert Hoover recused. The motion carried without dissent to approve a three percent (3%) cost of living adjustment for Town employees beginning August 1, 2022, pay period.

C. Parks & Recreation Stipend

Mayor Ford recommended to the council that the Parks & Recreation Stipend be set at \$100 dollars monthly for the Parks & Recreation Chairman. Moved by Peter Boyer, seconded by Steven Clark, with Robert Hoover recused. The motion carried without dissent to approve the monthly stipend for Parks & Recreation to be set at \$100 dollars monthly beginning August 1, 2022, pay period.

D. Schedule Work Session-Ordinances

Mayor Ford recommended the council schedule a work session for August 16, 2022, at 6:00 p.m. for the purpose of reviewing ordinances. Ms. Sorenson stated she believed that one hour is not adequate time for questions or comments. Mayor Ford recommended an hour and a half session. The council members concurred.

A work session for ordinance review will be scheduled for August 16, at 5:30 p.m. Mayor Ford stated the second and final reading of the ordinances can be set for a later date if necessary to allow for sufficient review.

E. Site Visit-Wyoming Business Council

Mary Sue Sorenson inquired how the site visit with the Wyoming Business Council went. The Town of Bar Nunn is seeking a grant from the Wyoming Business Council. Mayor Ford stated the site visit with Wyoming Business Council went well and was productive with time given to clarify and answer questions. Comments from the Wyoming Business Council included acknowledgment of the Town of Bar Nunn's representative's passion for small communities.

F. Budget Amendment

Mary Sue Sorenson stated she will work with the office staff on the completion of the budget amendment for the closing of fiscal year 21-22.

G. Amendment A

Mary Sue Sorenson inquired about information regarding whether the Town was going to promote Amendment A and what will the amendment allow. Information regarding Amendment A was provided through WAM (Wyoming Association of Municipalities). Discussion followed. Mayor Ford Recommended contacting the Clerk with the City of Mills for additional information.

H. Town Clerk-Treasurer- Job opening

Peter Boyer inquired if the council would schedule a work session regarding the filling of the Town Clerk-Treasurer position. Mayor Ford stated that over 100 applicants have been received; however, many of the applicants do not have the qualifications necessary for the job. Mayor Ford stated the Town of Bar Nunn is advertising with Oil City News job board and the position will remain open until filled. Mayor Ford stated he would like to have 2-3 weeks of additional applicant opportunity.

- 13) **Adjournment:** Moved by Steven Clark, seconded by Robert Hoover, and carried without dissent that there being no further business the meeting of August 2, 2022, be adjourned, at 7:40 p.m.

Respectfully Submitted by:  
Donna Damori, Administrative Assistant

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Patrick R. Ford, Mayor

ATTEST: (seal)

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Donna Damori, Administrative Assistant