



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

MEETING MINUTES
Tuesday, October 4, 2022 - 7:00 P.M.

- 1) **Roll Call:** Mayor Patrick Ford called the meeting to order Tuesday, October 4, 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 September 20, 2022:** Moved by Steven Clark, seconded by Peter Boyer, and carried without dissent to approve the Minutes for September 20, 2022.
- 4) **Special Meeting Minutes of September 28, 2022:** Mayor Ford requested “**No action taken.**” be added to the special meeting minutes of September 28, 2022. Moved by Steven Clark, seconded by Peter Boyer, and carried without dissent to approve the amended special meeting minutes of September 28, 2022.
- 5) **Payable List for September 2022:** Checks #30831-30884, Direct Deposit #1846-1874, ACH #65588346 & ACH #85199942. Moved by Robert Hoover, seconded by Mary Sue Sorenson, and carried without dissent to approve Payable List for September 2022.
- 6) **Resolution No. 2022-19:** “A RESOLUTION ADDRESSING TOWN VEHICLE USE OUTSIDE OF WORK HOURS IN CERTAIN CIRCUMSTANCES”. Mary Sue Sorenson noted for clarification that the department head assigning town vehicles will develop a clear policy consistent with this resolution. Moved by Steven Clark, seconded by Peter Boyer, and carried without dissent to approve Resolution No. 2022-19.
- 7) **Attorney Report:** Town Attorney, Patrick Holscher was present for questions or comments from the council. A written report was submitted to the Mayor and council. Mr. Holscher stated the Anticline Wind Energy Project hearing commences on October 5, 2022. Town Engineer, Ray Catellier, and Councilmember, Robert Hoover will be in attendance. Mr. Holscher thanked Mary Sue Sorenson and Mike Schoolcraft for their attendance and participation at the pre-trial hearing. Additionally, Mr. Holscher stated we have received the petition for the Dinosolar Solar Energy Project and the permit has been submitted. The date for submission regarding the initial response is due October 10, 2022. The State provided late notification and may change the date, however, currently, the deadline has not been moved. Discussion regarding the impact the Dinosolar Project will have on Bar Nunn, and the requirement to provide evidentiary documentation supporting the amount requested for the impact funds followed. Additionally, Mr. Holscher stated the impact funds received from the project will be required to be spent as demonstrated in the request for the impact funds. Councilmembers discussed various anticipated areas that would directly impact Bar Nunn. The areas identified included road maintenance and repairs for the use of Salt Creek Highway, and the use of fire and emergency equipment resources due to the proximity of the project.
- 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:

- **2022 Asphalt Improvements Projects**
 - Demolition has begun.
 - Concrete will be installed after street demolition. A 200 ft. section of curb walk will be replaced at Mustang and Prairie Lane.
- **Bar Nunn Community Center/Town Hall Project-**
 - Daniels Fund application process has begun, no timeline for competition.
- **Approved Permits**
 - Visionary Broadband and Tilson Technologies have applied for and been granted a permit to install fiber optic utilities to Bar Nunn Elementary School in existing utility easements along Antelope Drive from Salt Creek Highway to the school.

Ms. Sorenson inquired about information regarding evidence of continued crack sealing. Mr. Catellier stated the scope of the asphalt project for 2021 was limited due to expense. The crack sealing for the areas not addressed previously was scheduled this year. Additionally, Ms. Sorenson inquired if Mr. Catellier would be involved in advertising for the sanitation bid request. Mayor Ford clarified the information for requesting a bid for the sanitation contract will be handled by Attorney Holscher and the office staff.

- 9) **Fire Department Report:** A written report was submitted. Ashley Edgeington was available for questions or comments from the council. Mayor Ford noted the upcoming events the Fire Department will be sponsoring in October. The Fall Fest is scheduled for Saturday, October 8, 2022, from 10:00 am to 3:00 pm. Over 30 vendors and 4 food trucks are anticipated. The Haunted House will be open from October 25th thru October 31, 2022, from 6:30 pm to 10:00 pm.
- 10) **Zoning & Planning Report:** There was no meeting held for the month of September 2022.
- 11) **Maintenance Report:** A written report was submitted. DeJoe Smith was available for questions or comments from the council. Peter Boyer clarified the dirt work for the new 3-sided building on the Town lot had begun. Mr. Boyer also inquired about the status of water certifications for staff. Robert Hoover stated that further discussions regarding the status of water certification training will be held. Mr. Smith updated the council regarding the backup generator for lift station #1. The new generator is anticipated to arrive later this week or next week. Mayor Ford clarified a rental backup generator has been in use in the interim. Additionally, Mr. Smith requested consideration by the council to install a video surveillance camera on the light pole at Antelope Park for the splash pad. Mayor Ford recommended the video camera be installed. The council concurred.
- 12) **Office Staff Report:** A written report was submitted. The office staff reminded the council that information regarding the Dinosolar Solar Energy Project, Anticline Wind Energy Project, and the Streetscape Revitalization Plan are available at the Town Hall.
- 13) **Petitions and Public Comment:** Resident, Mike Schoolcraft asked if leasing options for the replacement of the Town's front-end loader had been considered. Robert Hoover stated the option was considered; however, the council recommended the repair of the equipment over leasing, or the lease-to-own option. Discussion regarding the consideration of each option followed.
- 14) **Council Miscellaneous:**
 - A. **Town Clerk Selection/Appointment**
 Mayor Ford stated the selection process has been completed for the Town Clerk position. There were over 160 applications; 9 candidates were selected for an interview; 6 candidates were interviewed. After a second interview process for two of the candidates, Mayor Ford recommended appointing Penny Shoemake for the Town Clerk position pending completion of requirements. Ms. Shoemake will be available as soon as October 17, 2022. Moved by Peter Boyer, seconded by Steven Clark, with Robert Hoover recused. The motion carried without dissent to approve the appointment for Town Clerk to Penny Shoemake pending completion of a background check and other required information before taking the oath of office.

B. Natrona Tourism Board Appointment

Mayor Ford announced that Brad Murphy has retired from the Natrona Tourism Board. Mayor Ford recommended Tom Brauer to fill the vacancy. Mayor Ford stated Mr. Brauer indicated that encouragement of community development and tourism is something he is interested in. Mary Sue Sorenson inquired about information regarding the function of the Natrona Tourism Board and how it fits with Visit Casper. Discussion followed. Moved by Mary Sue Sorenson, seconded by Robert Hoover, and carried without dissent to recommend the appointment of Tom Brauer as a representative on the Natrona Tourism Board.

C. Traffic Signs

Peter Boyer asked for an update regarding the signs ordered and placed for “children at play” and the speed limit change that was requested for Westwinds Road. Discussion regarding the recommended speed limit for Westwinds Road followed. The council recommended that a change of 30 mph to 40 mph on Westwinds Road be posted.

- 15) **Adjourn Council Meeting:** Mayor Ford called for a motion to adjourn the council meeting and enter executive session at 8:10 pm. Moved by Steven Clark, seconded by Peter Boyer, and carried without dissent to enter executive session for a legal matter.
- 16) **Executive Session:** Discussion regarding a legal matter was had and no action was taken.
- 17) **Reconvene Council Meeting:** Mayor Ford called the council meeting to order at 9:15 pm.

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

Attorney Holscher recommended the authorization to draft a resolution and memorandum of understanding to enter into certain agreements with Wardwell Water and Sewer District.

Moved by Steven Clark, seconded by Robert Hoover, and carried without dissent to authorize Attorney Holscher to draft a resolution to work together with the Mayor on a draft Memorandum of Understanding with Wardwell Water and Sewer District to affect certain agreements that will be entered into with Wardwell Water and Sewer District.

- 18) **Adjournment:** Moved by Peter Boyer, seconded by Steven Clark, and carried without dissent that there being no further business the meeting of October 4, 2022, be adjourned, at 9:20 p.m.

Respectfully Submitted by:
Donna Damori, Administrative Assistant

Patrick R. Ford, Mayor

ATTEST: (seal)

Donna Damori, Administrative Assistant