



TOWN COUNCIL

MEETING MINUTES

Tuesday, August 16, 2022 - 7:00 P.M.

4820 N. Wardwell Industrial Avenue,

Bar Nunn, Wyoming

- 1) **Roll Call:** Mayor Patrick Ford called the meeting to order Tuesday, August 18, 2022, at 7:00 p.m. The roll was called which determined the presence of a quorum.
Present: Mayor, Patrick Ford. Councilmembers: 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 August 2, 2022:** Mary Sue Sorenson asked for changes on page 3, item G. to read **Amendment A;** with clarification of remarks. **Mary Sue Sorenson inquired about information regarding whether the Town was going to promote Amendment A and what will the amendment allow. Moved by Steven Clark, seconded by Robert Hoover, and carried without dissent to approve the amended minutes for August 2, 2022.**
- 4) **Balance Sheet, Detailed Income Statement & Trial Balance (Financial Reports) for the period ending July 2022:** Moved by Mary Sue Sorenson, seconded by Peter Boyer, and carried without dissent to approve the Balance Sheet, Budget Income Statement & Trial Balance (Financial Reports) for the period ending July 2022.
- 5) **First Reading for Ordinance 2022-12:** “AMENDMENT OF THE ANNUAL APPROPRIATION ORDINANCE (BUDGET) FOR THE FISCAL YEAR ENDING JUNE 30, 2022”. Mary Sue Sorenson added comments regarding the outcome of the amended budget for fiscal year 21-22; stating there were 24-line items that were overspent with a net loss of \$22,000; adding no funds to reserve from fiscal year 21-22. Moved by Robert Hoover, seconded by Peter Boyer, and carried without dissent to approve Ordinance 2022-12.
- 6) **Attorney's Report:** A written report was submitted to the mayor and council. Town Attorney, Patrick Holscher was present for council questions or comments. Mr. Holscher stated work regarding the budget ordinance was completed. Mr. Holscher stated there was updated information regarding the setting of a meeting with Wardwell Water. A meeting date has not been scheduled. Discussion regarding recommendations for representation for the anticipated meeting followed.

A. Extend Fire Truck Lease with City of Mills- Resolution 2022-17 “A RESOLUTION EXTENDING THE INTERGOVERNMENTAL ASSET ASSISTANCE AGREEMENT WITH THE CITY OF MILLS.”

Mr. Holscher stated the Town of Bar Nunn had formerly entered into a mutual assistance agreement regarding the loan of a reserve fire engine to the City of Mills. The City of Mills anticipates the continued use of the reserve engine while awaiting a fire engine order to be fulfilled. Fire Chief, Wil Gray with the City of Mills was present for questions or comments from the council. Fire Chief, Gray thanked the Town of Bar Nunn for the continued use of the reserve fire engine which provides protection for the City of Mills. Mr. Holscher recommended to the council by way of a resolution, extending the intergovernmental asset assistance agreement with the City of Mills through the end of November 2022. Moved by Steven Clark, seconded by Mary Sue Sorenson, and carried without dissent to approve Resolution 2022-17.

Councilmember, Peter Boyer inquired about the information sent via email from Attorney Holscher regarding the training of government officials.

Mr. Holscher opened the discussion regarding a recent amendment passed in the legislature during the last session regarding financial oversight, which requires minimum training requirements for public officers. The financial training outlined is for persons that are directly responsible for handling the accounts of their public office or for entities managed by a governing body, including members of the governing body with oversight over the persons directly responsible for handling the accounts of their public office. The training is defined as an approved course that meets the requirements required by the State. Discussion followed. Mayor Ford stated that WAM (Wyoming Association of Municipalities) will likely have information made available regarding training that will meet the requirements and Attorney Holscher concurred. Mr. Holscher will forward the information to council members individually by request.

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

- **2022 Asphalt Project-**
 - The bidding phase has been extended for one week.
 - The bid will be held on 08/24/2022 at 2:00 p.m.

Mayor Ford inquired if the 2022 Asphalt Project is anticipated to commence this fall. Mr. Catellier stated that it is possible to complete the asphalt patching this fall, however, the chip seal project will be determined by the feedback from the local contractors. Mr. Catellier stated to date, there have been four contractors that have shown interest in the project.

- **Community Center and Town Hall Project-**
 - Additional funding secured with (NCRJPB) Natrona County Recreation Joint Powers Board
 - Anticipate (GMP) Guaranteed Maximum Price by 10/18/22 by Sampson Construction

Mr. Catellier stated that Mayor Ford was able to secure additional funding for the Community Center and Town Hall Project through NCRJPB in the sum of \$250,000.

Mary Sue Sorenson inquired information about the status of the negotiation for last year's asphalt project and the geotechnical findings. Mr. Catellier stated he anticipates the results in the next week or so. Additionally, Ms. Sorenson inquired for an update regarding the requests from the owner of the KOA. Mayor Ford stated the owner of the KOA previously inquired about information regarding the addition of four sewer extensions and the information was forwarded to the Town Engineer. Discussion followed. Mr. Catellier stated that there is plenty of capacity for the additional sewer taps. Additionally, the owner inquired about the removal of existing jersey barriers across the right of way on the property and replacing the barriers with fencing. Attorney Holscher recommended the Town adapt a previous agreement with the KOA for the fence request.

8) **Code Enforcement Report:** A written report was submitted. Code Enforcement Officer, Marshall Wyatt was present for questions or comments from the council. Ms. Sorenson inquired for clarification on the date submitted within the code enforcement report. Mr. Wyatt informed the council that he had received a complaint from a resident regarding barking dogs. The office staff also inquired about information regarding the status of an inquiry regarding the ability of Metro Animal Control to site for barking dogs. Attorney Holscher stated that the Town ordinance does cover the issuing of citations for barking dogs. Mr. Holscher will forward the information to the office staff for future reference with Metro Animal Control.

9) **Parks and Recreation Report:** A written report was submitted. Chairman, Britany Freeman was available for questions or comments. Ms. Freeman stated the parks and recreation meeting was held at the fire hall on August 11, 2022. The next scheduled community event is the Trunk-o-Treat event to be held on October 29, 2022.

10) **Petitions and Public Comment:** Resident, Mike Schoolcraft inquired for clarification regarding a question raised regarding video conferencing and conference calls as related to attendance accountability of council members. Mr. Schoolcraft quoted the Wyoming Statute 15-2-103 and brought attention to the question of physical attendance and how it is currently defined by the governing body. Discussion followed.

11) **Council Miscellaneous:**

A. **Business License N3-2022: All Action Recovery (Collateral Recovery)- Gary Chandler**

Mr. Chandler was present for questions or comments from the council. Mr. Chandler described the business as storage of recovered debtor's property due to default. Mr. Chandler stated property may include but is not limited to motor vehicles, boats, motorcycles, RVs, and equipment. Future property improvements included a building structure and crushed concrete for portions of the lot's surface, and power services for security. The recovered property is expected to be on the lot for 7-10 days before being transported. Mayor Ford inquired for clarification that the defined use of the property was not going to be used for salvage storage. Councilmember, Steven Clark noted his concern regarding the increase in the crime rate and inquired if fencing and barbed wire will be used to enclose the recovered property and requested that the lighting of the property did not face residential properties. Councilmember, Robert Hoover inquired for clarification if the inventory will be systematically organized. Mayor Ford reminded Mr. Chandler that building structures are required to be submitted to the Zoning and Planning Commission. Mr. Chandler was given the date and time for Z & P meetings. Moved by Mary Sue Sorenson, seconded by Robert Hoover, and carried without dissent to approve Business License N3-2022.

B. Schedule a Work Session for review of Ordinance Titles 2, 5, & 10: The next work session will be scheduled for September 6, 2022, at 5:30 p.m.

C. Town Clerk-Treasurer: Peter Boyer inquired for an update regarding the filling of the Town Clerk-Treasurer position. Mayor Ford made recommendations to the council regarding the selection and interview process and suggested a two-part interview process with a selected panel consisting of 2 council members and outside resources. Discussion regarding a potential timeframe for selection of candidates and interviews followed.

D. Maintenance equipment repairs: Maintenance Supervisor, Robert Hoover updated the council regarding the front-end loader that was out for flywheel/starter repairs. The pricing was expected to be \$7,000. The final cost was \$5,700. The equipment used for sanding in the winter season has developed further mechanical issues with crushed lubrication lines for the rear differentials. Oil sample testing results were presented to the council. The differentials will require rebuilding with repairs keeping the front-end loader out for service for 30 or more days. The cost is expected to exceed \$40,000 for each of the front and rear differential repairs. A new engine is expected to cost as much as \$20,000. Mr. Hoover stated the equipment is majorly used for winter road service. The continual repairs required for the front-end loader have not been budget appropriated. Mr. Hoover reported that the cost of replacing the front-end loader new ranged from \$225,000 to \$250,000, and for a used front-end loader \$150,000 to \$180,000. Additionally, Mr. Hoover informed the council that the 2007 front-end loader was purchased in 2012 as used. Discussion regarding budget prioritization and consideration of the overall costs involved for the required repairs to the front-end loader followed. Peter Boyer recommended the rear oil system be tested. Mr. Hoover will order additional oil tests and email the results to council members. In conclusion, the council discussed options for rental or use of CO-OP equipment as the extensive repairs will require the equipment to be out of service for an extended time.

12) **Adjournment:** Moved by Steven Clark, seconded by Peter Boyer, and carried without dissent that there being no further business the meeting of August 16, 2022, be adjourned, at 8:25 P.M.

Respectfully Submitted by:
Donna Damori, Administrative Assistant

Patrick R. Ford, Mayor

ATTEST: (seal)

Donna Damori, Administrative Assistant