



TOWN COUNCIL

MEETING MINUTES

Tuesday, April 19, 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, April 19, 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) **Public Hearing:** Resolution of Support Authorizing Application for Fiscal Sponsorship with the Wyoming Business Council under the Business Ready Community Grant and Loan Program for a Community Readiness Project. Moved by Peter Boyer, seconded by Robert Hoover, and carried without dissent to enter Public Hearing at 7:02 p.m.

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

Mayor Ford called thrice those in favor of accepting the Resolution of Support Authorizing Application for Fiscal Sponsorship with the Wyoming Business Council under the Business Ready Community Grant and Loan Program for a Community Readiness Project. Mayor Ford stated the grant being applied for with the Wyoming Business Council is to assist in funding necessary for the construction of the Bar Nunn community recreation center. Resident, Nancy Appel spoke in favor of accepting the Resolution of Support.

Mayor Ford call thrice those opposed to accepting the Resolution of Support Authorizing Application for Fiscal Sponsorship with the Wyoming Business Council under the Business Ready Community Grant and Loan Program for a Community Readiness Project. There were none. Moved by Robert Hoover, seconded by Steven Clark, and carried without dissent to close Public Hearing at 7:05 p.m.

- 4) **Reconvene Regular Council Session:** Mayor Ford called to reconvene the regular council meeting at 7:05 p.m.
Roll Call: Mayor, Patrick Ford. Councilmembers: Mary Sue Sorenson, Robert Hoover, Peter Boyer, and Steven Clark.
- 5) **Resolution No. 2022-11:** “AN RESOLUTION AUTHORIZING APPLICATION FOR FISCAL SPONSORSHIP WITH THE WYOMING BUSINESS COUNCIL UNDER THE BUSINESS READY COMMUNITY GRANT AND LOAN PROGRAM FOR A COMMUNITY READINESS PROJECT ON BEHALF OF THE GOVERNING BODY OF THE TOWN OF BAR NUNN, WYOMING”. Moved by Steven Clark, seconded by Peter Boyer, and carried without dissent to approve Resolution No. 2022-11.
- 6) **First Reading of Ordinance No. 2022-07:** “AN ORDINANCE ADOPTING TITLE 10: VEHICLES AND TRAFFIC”. Attorney Holscher stated the ordinance submitted is the Title 10 addition to the original ordinance. which came about originally from discussions regarding speed limits. Upon review, missing provisions were discovered. The ordinance presented reflects those changes. Moved by Mary Sue Sorenson, seconded by Robert Hoover, and carried without dissent to approve the First Reading of Ordinance No. 2022-07.

- 7) **Minutes of April 5, 2022:** Moved by Robert Hoover, seconded by Steven Clark, and carried without dissent to approve the Council Minutes of April 5, 2022.
- 8) **Balance Sheet, Budget Income Statement & Trial Balance (Financial Reports) for the period ending March 31, 2022:** Moved by Mary Sue Sorenson, seconded by Robert Hoover, and carried without dissent to approve the Balance Sheet, Budget Income Statement & Trial Balance (Financial Reports) for the period ending March 31, 2022.
- 9) **Attorney's Report:** Town Attorney, Patrick Holscher was present for council questions or comments. A written report was submitted to the mayor and council. Mr. Holscher reviewed items previously addressed, which included Title 10 addition to Ordinance No. 2022-07, Resolution No. 2022-11, and the 2022 Code Enforcement Contract to be discussed later in the agenda. Additionally, Mr. Holscher stated communication from Visionary Communications has been received. Visionary has contacted Bar Nunn as well other municipalities in the Casper area regarding entering into a franchise agreement with the municipality. Visionary is currently engaged in a project with Natrona County School District #1 for the placement of a fiber optic system which in part will run through Bar Nunn. Mr. Holscher recommended in the best interest of the Town and Visionary the council agree by resolution to enter into an access agreement with Visionary Broadband and then introduce the ordinance. The franchise agreement is executed by ordinance and will require three readings. Mr. Holscher introduced Resolution No. 2022-13 “A RESOLUTION AUTHORIZING ACCESS AGREEMENT WITH VISIONARY COMMUNICATIONS”. The resolution will allow Visionary to enter into a Right of Way License Agreement with the Town of Bar Nunn in anticipation of entering into a franchise agreement with the Town. Further, Mr. Holscher clarified the resolution also authorizes the mayor or his designee to enter into an access agreement with Visionary Communications. Moved by Mary Sue Sorenson, seconded by Robert Hoover, and carried without dissent to approve Resolution No. 2022-13.
- 10) **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.
- **Town Hall Project-**
 - A Kick-off meeting was held on April 11, 2022. Pre-engineered metal building lead times will continue to be the limiting factor on when the building will be complete. Fulfillment times of 10 months are being quoted by major manufacturers. A firm timeline cannot be established until the building is on order.
 - A civil site work package will be developed over the next few weeks to raise the building pad elevation and bring utilities to the building footprint. This will be outside of the building contract to save time and cost. There is work actively being done to determine the location of existing utilities on the site.
 - **Asphalt Improvements Projects-**
 - A geotechnical investigation report was received for various streets in Town. Results were mixed, with some being better than expected and some being worse. This report will be submitted to our asphalt expert to aid in a recommendation on how to proceed with maintaining and improving ride quality on our streets.
- 11) **Code Enforcement Report:** A written report was submitted.
- A. 2022 Code Enforcement Contract-
- Mayor Ford recommended item (11) and sub item (A.) Code Enforcement Contract be addressed in Council Miscellaneous.
- 12) **Resolution No. 2022-12:** “A RESOLUTION APPROVING CONTRACT FOR CODE ENFORCEMENT OFFICER”
- Mayor Ford recommended item (12) be moved with item (11) A. Code Enforcement Contract to Council Miscellaneous.
- 13) **Parks and Recreation Report:** A written report was submitted. Chairman, Britnay Freeman was available for questions or comments. Ms. Freeman reported the Egg Hunt for 2022 went very well with fifteen (15) volunteers showing up to assist with setup. Outfitter Church participated in the event and brought bounce houses and provided donuts, and coffee. Ms. Freeman thanked Tyler Martin and Outfitter Church for their support. Additionally, Ms. Freeman stated the next event will be the Arbor Day tree planting. All interested persons should gather at the Fire Department Saturday, April 23, 2022, at 8:00 a.m. Steven Clark and Mayor Ford stated the Boy Scouts have been contacted to participate in the Flag Ceremony. Robert Hoover confirmed the Boy Scouts will be present for the Arbor Day event. Further, Ms. Freeman provided dates for the Adopt-a-highway clean-up scheduled for May 21, 2022, at 8:00 a.m. Interested persons will meet at the top of Westwinds Road. The Parks & Recreation Committee continues to seek volunteers to assist with upcoming events. In conclusion, Councilmember, Mary Sue Sorenson thanked Ms. Freeman for spearheading the Egg Hunt this year. Ms. Sorenson expressed gratitude to Tyler Martin and Outfitter Church for their participation.

14) **Petitions and Public Comment:** Resident, Mike Schoolcraft opened the discussion regarding law enforcement in Bar Nunn. Mayor Ford recognized Nancy Appel and stated Ms. Appel has communicated her interest in a neighborhood watch program. Ms. Appel stated she spoke with the Sheriff's department and invited Lieutenant, Chad Frimml to answer questions that residents may have concerning the development of a neighborhood watch program. Lt. Frimml introduced Natrona County Sheriff's Office Investigator, Joe Wistisen. Mr. Wistisen is involved in investigating the multiple burglaries targeting unlocked vehicles in Bar Nunn. Lt. Frimml gave a synopsis of what is needed to have a neighborhood watch program be successful. Lt. Frimml noted the Sheriff's office does not organize the program.

- Recruit and Organize as many neighbors as possible (volunteer group and spokesperson)
- Know the rules for volunteers
- Provide information through a spokesperson to the Sheriff's Department
- Contact your local law enforcement agency and schedule a meeting
- Discuss community concerns and develop a plan
- Create a communication plan
- Take Action: Hold Meetings and Events

Investigator, Wistisen spoke regarding his experience and opened the discussion for questions or comments. Mr. Wistisen provided information regarding the role of investigation and suggested actions for residents to take when providing information to the Sheriff's Department.

- Notify law enforcement when a crime is being committed (do not act on your own)
- See something/Say something (Talk to your neighbors and report suspicious activity)
- Provide and use tools of surveillance to supply information (be descriptive as possible)
- Opportunity crimes can be lessened with diligence
- Protect your possessions/secure items

Resident, Mike Schoolcraft stated his concerns regarding the effectiveness of the Sheriff's Department are timely response times, and the parked or non-movement of patrol vehicles. Mr. Schoolcraft noted that people's perception of the Sheriff's Department's involvement in the community is influenced by these matters. Lt. Frimml acknowledged the statements and offered explanations for the response times and the appearance of parked patrol vehicles. Patrol times are scheduled for forty (40) hours weekly with approximately eight (8) hours daily spent directly in Bar Nunn through a contractual agreement with the Town of Bar Nunn. The times and areas of focus are varied. A parked or non-moving patrol vehicle is in part due to officers' requirement to file reports on all calls received and responded to. The officers are writing and file these reports during their shifts. In conclusion, Mr. Frimml stated that any response or activity of an officer that is not appropriate needs to be reported through the Natrona County Sheriff's Office so that a supervisor can follow up. Additionally, council members and residents were allowed to ask questions and express their concerns and comments. In conclusion, Tyler Martin expressed gratitude to the Sheriff's Department for its service to the community and our residents.

15) **Council Miscellaneous:**

A. Visionary Broadband-

Representative, Dave Berry thanked the council for the resolution authorizing an access agreement with visionary communications. The primary goal is to bring fiber-optics to the school in Bar Nunn. As a result, Visionary will be able to bring fiber-optic service to customers along the installation route. Visionary Broadband provides both fiber-optic and wireless services. The Casper area is currently in Phase 1 of the expansion of services. The 2023-2024 goal is to provide residential services Mr. Berry stated that the internet has become a utility service that is a necessity. Visionary Broadband would like to enter into a franchise agreement with the ability to reach residential areas in the future. Discussion regarding installation methods, and cost for fiber-optic internet followed. Residents and council were provided an opportunity for questions or comments.

B. Video Surveillance Update-

Mayor Ford provided the council with a quote from (SCSI) Sound and Cellular System Integration for the installation of video surveillance equipment for \$18,278.63. Mayor Ford stated there was concern regarding the ability of the current server systems ability to provide the necessary capacity for future demand with the Town Hall/Recreation Center. The system quoted can handle up to 32 cameras and SCSI is confident the system will meet any additional future needs. Moved by Steven Clark, seconded by Robert Hoover, and carried without dissent to approve the purchase of video surveillance equipment and installation not to exceed \$20,000.

C. Scheduled Tumbleweed Burn-

Robert Hoover stated due to the upcoming weather, a scheduled burn for the tumbleweeds in the prescribed containment area will be Friday, April 22, 2022. Mr. Hoover asked that the administrative staff post on the Town's Facebook page notification of the prescribed burn and remind residents to NOT call 911 with reports of smoke.

D. Vandalism Update-

Mr. Hoover reported the slide at High Plains Park recently received vandalism damage. The equipment will be temporarily disassembled until it can be repaired.

E. Code Enforcement: 2022 Code Enforcement Contract-

Attorney, Holscher stated the 2022 Code Enforcement Contract is up for renewal and has been reviewed with amendments added to reflect Ordinance updates regarding the role of code enforcement. Further, Mr. Holscher stated Code Enforcement Officer, Marshall Wyatt has proposed modifications that Mr. Holscher recommended be reserved for discussion in the executive session. Moved by Steven Clark, seconded by Robert Hoover, and carried without dissent to enter executive session for discussion regarding a code enforcement personnel matter at 8:25 p.m.

16) **Executive Session:** Moved by Steven Clark, seconded by Peter Boyer, and carried without dissent to reconvene the regular council meeting at 8:55 p.m.

17) **Reconvene Regular Council Meeting:** Mayor Ford called to reconvene the regular council meeting at 8:55 p.m.

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

Mr. Holscher requested a resolution to approve a contract with Marshall Wyatt for his professional services as a code enforcement officer after the existing contract is modified to address matters discussed in the executive session. The changes are to be made by the Town Attorney and submitted to the mayor and any requesting council member to assure the contract complies with agreed-upon modifications. The contract will be reviewed by Mr. Wyatt for the same. Moved by Steven Clark, seconded by Robert Hoover, and carried without dissent to approve the Town Attorney to proceed with a resolution to approve a contract with Marshall Wyatt for his professional services as a code enforcement officer after the existing contract complies with agreed-upon modifications. The contract will be reviewed by the mayor and any requesting council member to assure the contract complies. The contract will be reviewed by Mr. Wyatt for the same.

18) **Adjournment:** Moved by Steven Clark, seconded by Peter Boyer, and carried without dissent that there being no further business the meeting of April 19, 2022, be adjourned, at 9:00 P.M.

Respectfully Submitted by: Donna Damori, Administrative Assistant

Patrick R. Ford, Mayor

ATTEST: (seal)

Lori Neibauer, Town Clerk/Treasurer