



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

MEETING MINUTES
Tuesday, September 6, 2022 - 7:00 P.M.

- 1) **Roll Call:** Mayor Patrick Ford called the meeting to order Tuesday, September 6, 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 August 16, 2022:** Mary Sue Sorenson requested to amend item (5) line (4) to read **adding no funds to reserves from fiscal year 21-22.** Moved by Peter Boyer, seconded by Steven Clark, and carried without dissent to approve the amended Minutes for August 16, 2022.
- 4) **Payable List for August 2022:** Checks #30774-30830, Direct Deposit #1815-1845, ACH #90818321 & ACH #65171058. Moved by Mary Sue Sorenson, seconded by Steven Clark, and carried without dissent to approve Payable List for August 2022.
- 5) **Second Reading for Ordinance 2022-12:** “AMENDMENT OF THE ANNUAL APPROPRIATION ORDINANCE (BUDGET) FOR THE FISCAL YEAR ENDING JUNE 30, 2022”. Moved by Robert Hoover, seconded by Mary Sue Sorenson, and carried without dissent to approve the Second Reading for Ordinance 2022-12.
- 6) **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.

A. Approval of MOU with Municipalities and Natrona County on impact assistance funds

Attorney Holscher presented the council with a Memorandum of Understanding for participation with Municipalities and Natrona County for impact assistance funds with the Anticline Wind Energy Project. Attorney Holscher provided a brief description of the project that will be located approximately 15 miles north of Casper, Wyoming on private lands. The Anticline Wind Energy Project is just one of two projects that the same underlying entities propose to undertake in Natrona County. A discussion was opened for questions or comments from the council. Councilmember, Peter Boyer inquired when and how the impact assistance funds would be distributed. Mr. Holscher stated the project is to begin sometime in 2024, and funds will be distributed as construction continues. Mr. Holscher further stated that additional funds may be requested with proof of need. Mayor Ford stated the Natrona County Commissioners asked that Midwest and Edgerton, Wyoming be included in participation. Mr. Holscher confirmed Midwest and Edgerton, Wyoming will be participating. Attorney Holscher presented the council with Resolution No. 2022-18 “A RESOLUTION AUTHORIZING APPROVING ENTERING INTO MEMORANDUM OF UNDERSTANDING BETWEEN THE BOARD OF COMMISSIONERS OF THE COUNTY OF NATRONA, WYOMING, THE CITY OF CASPER, WYOMING, THE TOWN OF EVANSVILLE, WYOMING, THE TOWN OF BAR NUNN, WYOMING, THE CITY OF MILLS, WYOMING, FOR IMPACT ASSISTANCE FUNDS”. Moved by Robert Hoover, seconded by Steven Clark, and carried without dissent to approve Resolution No. 2022-18.

B. Schedule Council Special Session: Wardwell Water Discussions

Attorney Holscher recommended the council schedule a special session for Wardwell Water discussions. Discussion followed. Notice of a Special Meeting of the Council will be scheduled for Tuesday, September 13, 2022, at 6:00 p.m. regarding Wardwell Water Discussions. After the roll call, a non-public session will immediately follow. Wardwell Water and the Town of Bar Nunn have been requested to publish a brief statement regarding the discussions.

In conclusion, Mr. Holscher stated upon request from Councilmember, Mary Sue Sorenson the information regarding Title 9 of Wyoming's statutes which addresses the fiscal accountability provisions for cities and clarifies the training of government officials was added to the written Attorney's Report. Councilmember, Mary Sue Sorenson inquired for an update regarding an agreement with the KOA for fence placement. Mr. Holscher stated the agreement would be the same as a former agreement with the KOA.

- 7) **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**
 - Mr. Catellier presented the council with a recommendation to award and notice of award for the 2022 Asphalt Improvements Project. Mr. Catellier stated the project is scheduled to begin in approximately three weeks. It is anticipated the chip seal will be done this construction season if the weather allows. Discussion followed. Councilmember, Mary Sue Sorenson disclosed she has a former distant relation that is a principal in the Ramshorn Construction company. Ms. Sorenson stated that she would not recuse herself from this business item. Moved by Steven Clark, seconded by Peter Boyer, and carried without dissent to approve the notice of bid award to Ramshorn Construction, LLC for \$448,675 dollars for the 2022 Asphalt Improvement Project.
 - **Bar Nunn Community Center/Town Hall Project-**
 - Mr. Catellier stated it is anticipated the council will be presented with the Guaranteed Maximum Price (GMP) by 10/18/2022. Mr. Catellier stated the pursuit of additional grant funding continues this week. Grant funding efforts will continue throughout the project. Mr. Catellier will meet with Attorney Holscher to establish the necessary information required for seeking additional grant funding.
- 8) **Fire Department Report:** A written report was submitted. Ashley Edgeington was available for questions or comments from the council. Councilmember, Mary Sue Sorenson asked for clarification regarding the cost of handheld and mobile radio systems. Josh Freeman stated without discount pricing the handheld radios are \$5,000-\$10,000 dollars. The mobile units run as much as \$20,000 dollars. Additionally, Ms. Sorenson requested clarification be made regarding the budget statement noted in the Fire Department and Maintenance reports. Ms. Sorenson stated the budget has been finalized and adopted; however, it had not been uploaded to the software.
- 9) **Zoning & Planning Report:** A written report was submitted. Gary Geiger was available for questions or comments from the council. Mr. Geiger reported the Zoning and Planning Commission approved a variance request for an oversized 1,120 sq. ft accessory building. Three additional site and building plans were submitted and approved. The site and building plans included a pole barn construction building, a residential living addition, and 2 additional commercial buildings. Ms. Sorenson asked for clarification regarding the pole barn construction and the information provided regarding the construction of commercial storage buildings.

- 10) **Maintenance Report:** A written report was submitted. Steven Clark asked for information regarding the operation and use of the splash pad this summer. Maintenance Supervisor, Robert Hoover stated the splash pad operated as designed. There were a few plumbing and mechanical issues that were addressed early in the season. The splash pad and parks were highly used this summer. Discussion followed. Peter Boyer asked for information regarding the training progress of the maintenance staff for water operations. Mr. Hoover stated the training of staff is a continual process. Mr. Boyer encouraged further working towards the completion of training. Mayor Ford asked that the council consider the implementation of a scheduled salary increase for the maintenance staff that would increase salaries for each level of certification or license. James Diekemper is currently obtaining a water system license once his applied training is completed. Discussion followed. Mayor Ford recommended a \$2,400-dollar annual salary increase for water certifications. Steven Clark inquired if continued education can be used toward maintaining the license. Mr. Hoover stated that continued training is required by working with systems to operate and the licensure is good for two years. Discussion regarding Attorney Holscher’s recommendation regarding a written policy and schedule for compensation for skills and certifications followed. In conclusion, Mayor Ford asked for clarification regarding drainage issues at a recent backed-up intersection due to heavy rainstorms. Discussion followed. Mr. Hoover stated that he is working with the Town Engineer regarding drainage modifications for the drainage system draining to the east. The drainage system was overwhelmed and partially obstructed resulting in the flooding of a local intersection. Steven Clark thanked the Fire Department for their efforts during the flooding event.
- 11) **Office Staff Report:** A written report was submitted. There were no questions or comments from the council.
- 12) **Petitions and Public Comment:** Resident, Mike Schoolcraft inquired how the fundraising went during the Labor Day holiday. Mr. Hoover stated donations this year were approximately \$2,500-\$2,800 dollars. Ashley Edgeington stated donations were lower than in previous years. Ms. Edgeington stated that unfortunately many were not aware of what the MDA (Muscular Dystrophy Association) was.

Ashley Edgeington inquired about information regarding the transfer of a current business license. Ms. Edgeington is the sole proprietor of a local business and was advised by Attorney Holscher that the current business license be terminated, and a new business license be issued for the business.

Resident, Bryan Clines opened a discussion regarding a speed limit change for Westwinds Road from 30 mph to 40 mph. Additionally, Mr. Clines stated he is concerned for the safety of children at play in the neighborhoods and suggested “Slow Children at Play” signs be posted on selected streets. Discussion regarding locations for placement included Tonkawa Trail, McMurry Boulevard, and Antelope Drive. Discussion for additional signs for various streets throughout Bar Nunn was included. Mayor Ford inquired of Town Engineer, Ray Catellier when traffic counts are anticipated. Mr. Catellier stated traffic counts are due this fall. Discussion regarding the estimated cost for the additional signs followed. Mayor Ford acknowledged that speeding is a continued concern for Bar Nunn and efforts to remind residents of speed limits such as electronic speed monitors have been used. The Maintenance Department will follow up with the purchase and placement of the suggested signs.

13) **Council Miscellaneous:**

A. Front End Loader:

Robert Hoover presented the council with information regarding results from additional oils systems testing for the front-end loader. Mr. Hoover included financial options for the repair or replacement of the front-end loader. Discussion regarding the options and budget appropriations followed. Council members were given an opportunity for questions or comments. After considerable discussion, Peter Boyer recommended that essential repairs for the rear differential on the equipment be done for this winter season and that the oil systems be re-evaluated for comparison.

Mr. Boyer stated this will allow for future budget considerations and additional repairs that may be required while extending the lifespan of the existing equipment. Mayor Ford concurred. Moved by Peter Boyer, seconded by Steven Clark, and carried without dissent to approve the option to undertake the repair costs as opposed to the replacement options presented for the 2007 John Deere Front-End Loader not to exceed \$34,000 dollars.

B. Business Council Meeting Thursday, September 8, 2022, Rock Springs, Wyoming

Mayor Ford, Town Engineer, Ray Catellier, and Project Manager, Tom Brauer will be attending the Wyoming Business Council meeting scheduled for Thursday, September 8, 2022, regarding grant funding for the Bar Nunn Community Center/Town Hall Project.

C. Interviews for Town Clerk

Mayor Ford stated interviews for the Town Clerk position will proceed this week beginning Thursday, September 8, 2022, and Friday, September 9, 2022. Mayor Ford stated there are nine candidates selected for interviews.

D. Agenda Items

Mayor Ford requested that advance notice for topics for council discussion be submitted for placement on the agenda. Mayor Ford suggested the advance notices be sent to his attention on the Fridays preceding council meetings.

E. Maintenance Computer

Robert Hoover requested approval to purchase one new computer for the Maintenance Department. The computer will accommodate the GIS (Geographical Information System). Discussion followed. Moved by Mary Sue Sorenson, seconded by Peter Boyer, and carried without dissent to approve the purchase of one new Dell computer to comport with previously purchased administrative computers.

- 14) **Adjournment:** Moved by Steven Clark, seconded by Peter Boyer, and carried without dissent that there being no further business the meeting of September 6, 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