



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

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

- 1) **Roll Call:** Mayor Patrick Ford called the meeting to order Tuesday, June 7, 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 May 17, 2022:** Moved by Peter Boyer, seconded by Steven Clark, and carried without dissent to approve the Minutes for May 17, 2022.
- 4) **Payable List for May 2022:** Checks #30587-30646, Direct Deposit #1726-1755, ACH #71238898 & ACH #22176081. Moved by Robert Hoover, seconded by Mary Sue Sorenson, and carried without dissent to approve Payable List for May 2022.
- 5) **Second Reading of Ordinance No. 2022-08:** “ANNUAL APPROPRIATION ORDINANCE (BUDGET) FOR THE FISCAL YEAR ENDING JUNE 30, 2023”. Moved by Steven Clark, seconded by Peter Boyer, and carried without dissent to approve the second reading of Ordinance No. 2022-08.
- 6) **Attorney Report:** Town Attorney, Patrick Holscher was present for questions or comments from the council. Attorney Holscher stated a written report was submitted to the Mayor and council. Mr. Holscher stated items addressed in the written report included information regarding the Town of Bar Nunn ordinances. Bar Nunn’s current structure does not fit the structure of other municipalities and some changes need to be done. Mr. Holscher recommended that Bar Nunn’s code comport with the layout of Wyoming’s municipal code norm. Mr. Holscher stated there are advantages to using databases such as the Muni Code database system, it is widely recognized and used by law enforcement and works well for ticketing violations. The Town of Bar Nunn does not currently use the Muni Code database system.

Mr. Holscher stated information regarding the WYDOT deed has been clarified and the description in the WYDOT deed is correct. There had been an earlier conveyance that was explained in the document.

Mr. Holscher stated he has drafted an updated agreement with Shirk’s Sanitation. The updated agreement has been forwarded to Jason Shierkolk. Mr. Holscher stated he was contacted by Jack Hoard regarding the interest of a property owner wanting to develop property adjacent to Bar Nunn. Mr. Hoard wanted to determine if there is legal access from Trails End into the property. Mr. Holscher will continue to follow up with Town Engineer, Ray Catellier for clarification regarding legal access. Discussion regarding possible urban agriculture development, annexation, and zoning implications followed.

Councilmember, Mary Sue Sorenson inquired about information regarding ultralights flying above residential homes. Mr. Holscher stated the Ultralights are an issue for the FAA and the matter needs to be brought to their attention. The Town of Bar Nunn is located between two airfields the Hartford Field air space and the Natrona County air space. Mr. Holscher recommended that he make an inquiry with the FAA. Additionally, Ms. Sorenson inquired for clarification on the status of vacation and holiday pay for part-time employees. Mr. Holscher stated the concern regarding benefits is directly related to the way Title 1 and Title II are drafted as ordinances. Mr. Holscher restated the importance of rewriting these sections of the ordinances to comport with municipal norms. Mr. Holscher stated employee pay and benefits are established by resolution, or they are addressed directly by the employee handbook and approved by way of resolution. Discussion followed. Mr. Holscher recommended that a Town handbook or a docbit by resolution be presented to the council. Council concurred.

Councilmember, Peter Boyer asked what must occur to be classified as a first-class city. Mr. Holscher stated the classification from Town to a first-class city is dependent on the number of residents and is certified by the census count or through a request made to the State of Wyoming.

Councilmember, Robert Hoover asked for clarification regarding the Salt Creek Highway boundaries established. The Salt Creek Highway boundaries include Antelope Drive to Westwinds Road.

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:

- **Bar Nunn Community Center/Town Hall Project-**
 - The Town received grants and loans totaling \$950,000. dollars from the State Lands & Investments Board last week in Cheyenne.
- **Splash Pad Project**
 - The splash pad kick-off was a great success. A final walkthrough was completed on June 6, 2022, with the building contractor. A representative from Vortex Aquatic will be on-site next week for a walkthrough of the system. Minor punch list items will be addressed in the coming weeks.
- **Asphalt Improvements Projects**
 - A meeting with the contractor for the 2021 Asphalt Improvements Phase II project will take place to discuss the schedules and scope of the remaining work.

Mr. Catellier stated the Town has received grants and loans totaling \$950,000. The grant was awarded in the amount of \$450,000. And the capital construction loan was granted in the amount of \$500,000. The capital construction loan is a 5-year plan at a 1% interest rate. Mr. Catellier stated that \$50,000 dollars were given to another municipality by Mayor Ford for a hospital project. Mayor Ford stated whereas the Town of Bar Nunn can apply for additional grants, the other entity would not otherwise qualify for those additional grants. Mayor Ford stated the capital construction loan terms can be time and rate adjusted. Mr. Catellier stated the architectural aspect of the Bar Nunn Community Center/Town Hall Project remains on schedule. Vortex Aquatic will be on-site next week to address potential issues for the future.

Mr. Clark inquired about information regarding upcoming asphalt projects and what the cost projections might be. Mr. Catellier stated that the scope of projects is based on the budget. Once a budget has been provided the scope of the project and the costs involved will be more accurately determined. Mr. Catellier stated the asphalt project currently recommended are point repairs at the intersections of Prairie Lane, Antelope Drive, near Mustang, and other small areas.

8) **Fire Department Report:** A written report was submitted. Josh Freeman was available for questions or comments from the council. Mr. Freeman reported that after expenses \$31,387. dollars were earned. Mayor Ford recognized the Fire Department Firefighters for their recent assistance with fires in New Mexico. There were no further questions or comments from the council.

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 did not meet in the month of May 2022. Additionally, Mr. Geiger stated there were several house plans that required re-inspection due to the requirement of updated codes. There were no further questions or comments from the council.

10) **Maintenance Report:** A written report was submitted. Maintenance representative, James Diekemper was present for questions or comments from the council. Mr. Diekemper stated sprinklers are up and running. Repairs were done on backflow preventers and two backflow preventers will require replacement at a cost of \$4,000. The backflow preventers to be replaced are located at Sunset Boulevard and Unity Park. Mr. Boyer inquired about whether vandalism at the Splash Pad or at other parks has occurred. Mr. Hoover stated a soap dispenser was ripped off the wall and soap was spread throughout the indoor restrooms and the vandalism occurred Sunday, June 5, 2022. Antelope Park has a slide in need of repair and the parts are on order. Discussion regarding temporary repair options for the slide followed. Mr. Clark inquired of Mr. Hoover what budget item the \$4,000 dollars for replacement of the backflow preventers would come from. Mr. Hoover stated that the cost of repairs for parks would be allocated to park development. Mr. Boyer inquired how the attendance at the Splash Pad has been. Mr. Hoover stated the number of people using the splash pad is significant.

11) **Office Staff Report:** A written report was submitted. Ms. Sorenson inquired of the Clerk if payroll has been set up for the use of vehicles. Town Clerk-Treasurer, Lori Neibauer stated she continues to make inquiries into the methods used by other municipalities and has contacted Wyoming Workforce for their policies. Ms. Neibauer expects to receive information from Evansville and Glenrock, Wyoming. Additionally, Ms. Sorenson inquired information about the accounting allocations for the end of the year as it relates to the FY 2023 budget finalization. The Clerk clarified that the allocations are made after the close of the fiscal year.

12) **Petitions and Public Comment:** Resident, Mike Schoolcraft stated he had several items to address the council with for the purpose of clarification. Mr. Schoolcraft stated:

- According to the Town Ordinance Chapter 5 Town Government under Meetings of the Council: Section 1-5-4 Open Public Meetings Item C.2. Mr. Schoolcraft quoted “As a condition of attendance at any meeting, a member of the public shall not be required to register his name, supply information, complete a questionnaire or fulfill any other condition precedent to his attendance except that a person seeking recognition may be required to give his name and affiliation”. Discussion followed.
- According to Chapter 5 Town Government under Meetings of the Council: Section: 1-5-4 item C.1. Paragraph 3 “Members of the governing body of the town shall be allowed to attend public meetings of the town due to approved unavoidable circumstances via telephonic and/or electronic communication on no more than four (4) occasions during each fiscal year of the town. In the event that two (2) or more members of the governing body desire to attend the same public meeting of the town via telephonic and/or electronic communication because of unavoidable circumstances, such meeting shall be rescheduled and re-noticed”. Mr. Holscher clarified the location of the ordinance and recognized that the current ordinance is outdated and will address the ordinance and provide an updated ordinance to the council.
- Mr. Schoolcraft stated that in previous discussions with the council the subject of “gateway animals” such as chickens are allowed in town. Mr. Schoolcraft stated he has now seen goats in town via social media. Mayor Ford clarified the goats seen within the town are from the neighboring property owner west of town and with no fence lines to keep them from entering the town they have ventured into the area. Discussion followed. In conclusion, Mr. Schoolcraft wished to thank Councilman, Steven Clark for his presence at the Adopt-a-Highway clean-up.
- Mr. Schoolcraft inquired for clarification on how the code enforcement officer is reached. The Clerk stated the code enforcement officer provides his telephone number and email address with every notification to a resident. The Town Hall provides contact information to residents upon request and inquiries are forwarded to the code enforcement officer.

Non-resident, Craig Thompson had a question regarding Palomino Avenue and the twenty-two lots east and west for sale. Mr. Thompson stated that these lots have not been developed due to a lack of road and sewer service. What is the Town’s responsibility for the infrastructure? Or is it the responsibility of the developer? Mr. Holscher stated the developer is responsible for the infrastructure. The developer enters into an agreement with the municipality that requires the developer to put all infrastructure into place before subdivisions are complete. Discussion regarding the development of properties followed. Additionally, Mr. Thompson inquired about information regarding the seventeen acres of property south of Palomino Avenue and how it is zoned. Further discussion regarding the use of land followed.

13) **Council Miscellaneous:**

- A. Catering Permit: Energy Catering d.b.a. The Hanger June 8, 2022, at 6:00 p.m. for Fremont Motors of Casper, WY. Moved by Steven Clark, seconded by Peter Boyer, with Mayor Ford noting there needs to be more notice given to the Town in order to add these items to the agenda, the motion carried without dissent to approve a catering permit for Energy Catering d.b.a. The Hanger for June 8, 2022, at 6:00 p.m. at Fremont Motors located in the City of Casper.
- B. Video Surveillance Equipment: Mayor Ford presented the council with an estimate for two additional cameras to be located at the Town Hall and Antelope Park. The estimate included cable, installation, and set-up of video surveillance cameras from Sound & Cellular Systems Integration at a cost of \$2,567. dollars. Discussion regarding camera usage for the Town Hall parking lot and access for viewing images from the front parking lot for Town Hall staff followed. Moved by Steven Clark, seconded by Peter Boyer, and carried without dissent to approve estimate #1019 from Sound & Cellular Systems Integration not to exceed \$3,000 dollars.

C. Letter received by Resident, Linda Sebion: Mayor Ford stated that a letter was sent to the Mayor and council versus attendance at a council meeting for mutual conversation. Mayor Ford spoke in response to various items:

- Use of federal grants for walkways and parking
- Road widths and asphalt maintenance
- Use of MPO studies for traffic flow evaluation
- Narrowing of streets and residential parking

Mayor Ford stated there are continual efforts and considerations made by the Mayor and councilmembers to remain frugal and fiscally responsible.

Councilmembers, Mary Sue Sorenson, Peter Boyer, and Steven Clark each stated that it has been observed through conversations and observances that many residents are confused about the purpose of the MPO (Metropolitan Planning Organization). The MPO is a visionary and suggestion planning board that presents communities with options available for future community development. Mayor Ford stated council meetings, work sessions, and budget work sessions are available for questions, comments, and engagement in community matters. Resident, Mike Schoolcraft stated he continually encourages residents to attend all public meetings including the MPO planning meetings. Council concurred that misinformation regarding the planning, budgeting, and implementation of community maintenance, and development projects are creating misunderstandings for the residents.

14) **Adjournment:** Moved by Peter Boyer, seconded by Steven Clark, and carried without dissent that there being no further business the meeting of June 7, 2022, be adjourned, at 8:41 p.m.

Respectfully Submitted by:
Donna Damori, Administrative Assistant

ATTEST: (seal)

Patrick R. Ford, Mayor

Lori Neibauer, Clerk Treasurer