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

**MEETING MINUTES**  
**Tuesday, October 19, 2021 – 7:00 P.M.**

- 1) **Roll Call:** Mayor Patrick Ford called the meeting to order Tuesday, October 19, 2021, at 7:00 p.m. 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 present stood in service to the United States Flag and pledged allegiance to the United States of America.
- 3) **Public Hearing: Liquor License Transfer-Chatters Bar & Grill-** Mayor Ford called for the regular council meeting to adjourn and enter the Public Hearing regarding the Liquor License Transfer for Chatters Bar & Grill at 7:01 p.m. Moved by Steven Clark, seconded by Robert Hoover and carried without dissent to enter the Public Hearing regarding the Liquor License Transfer for Chatters Bar & Grill.

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

Mayor Ford called thrice for those in favor of the Liquor License Transfer for Chatters Bar & Grill. Ms. Josey Kienzle of 8080 Viewpoint Circle, Evansville, Wyoming was present as the current owner of Chatters Bar & Grill.

Mayor Ford call thrice for those in opposition of the Liquor License Transfer for Chatters Bar & Grill. Mayor Ford clarified with the Town Clerk that no violations are reported for Chatters Bar & Grill from the Sheriff's Department. The Town Clerk confirmed no violations reported by the Sheriff's Department.

- 4) **Reconvene Regular Council Meeting:** Mayor called the regular council meeting to order at 7:04 p.m.
- 5) **Roll Call:** Mayor Patrick Ford. Council Members: Mary Sue Sorenson, Robert Hoover, Peter Boyer, and Steven Clark.

Mayor Ford recommended approval of Liquor License Transfer for Chatters Bar & Grill to Ms. Josey Kienzle. Moved by Robert Hoover, seconded by Steven Clark with clarification regarding individuals of transfer and publication requirements; the motion carried without dissent to approve the Liquor License Transfer for Chatters Bar & Grill from Eddie A. Kienzle to Josey D. Kienzle and Jessie C. Kienzle.

- 6) **Minutes of October 5, 2021:** Mary Sue Sorenson asked for correction to the Maintenance Report regarding clarification of green construction markings. The green construction markings were NOT included in the scope of the asphalt project. Maintenance employees will use the pothole machine to repair the marked areas. Moved by Peter Boyer, seconded by Steven Clark and carried without dissent to approve the amended Minutes of October 5, 2021.

- 7) **Balance Sheet, Budget Income Statement & Trial Balance (Financial Reports) for period ending September 30, 2021.** Moved by Steven Clark, seconded by Peter Boyer and carried without dissent to approve the Balance Sheet, Budget Income Statement & Trial Balance (Finance Reports) for period ending September 30, 2021.
- 8) **Attorney Report:** Town Attorney, Patrick Holscher was present for questions or comments from council. Attorney Holscher stated a written report was submitted to the Mayor and council. Mr. Holscher stated his report was a continuation of previously discussed items. Mr. Holscher stated no letter has been received from the County Attorney regarding the interpretation from the letter by the County Clerk as applied to the pending petitions. The County Attorney was not available today for further inquiry. Discussion regarding concerns and implications for the length of time now being over a year since the petitions were collected followed. Mayor Ford stated he intends to discuss the topic at the Natrona County Council of Government breakfast. Continued questions and comments from council concluded with inquiry made by Mary Sue Sorenson regarding the use of flying apparatuses in the town limits. Mr. Holscher stated he did not have an update; however, he will continue to research and update council.
- 9) **Engineer Report:** Town Engineer, Ray Catellier was present for questions or comments from council. Mr. Catellier submitted a written report updating council on the various projects occurring in Bar Nunn.
- **Splash Pad Project-** Substantial completion walkthrough was last week. The contractor has a list of items that need to be corrected before final payment is released.
    - Phase II is the installation of the vertical elements of the splash pad and the installation of an ultraviolet disinfection module. Mr. Catellier provided council the elements that are a part of phase II. As the pad sits now there are only ground sprays. Upon completion of Phase II there will be the vertical elements. Pricing for Phase II was presented to council. Pricing for phase II is due to increase by 7% November 1, 2021. Mr. Catellier reported the light pole for Antelope Park has shipped yesterday, it should be here by the weeks end and installed next week. Discussion regarding elements of Phase II of the Splash Pad Project, and the benefits of the UV disinfection system followed.

Additionally, Mayor Ford inquired clarification regarding discounts applied to the project. Mr. Catellier clarified the discounts applied to the project. Moved by Robert Hoover, seconded by Mary Sue Sorenson and carried without dissent to approve Splash Pad Phase II purchase of vertical elements for the Splash Pad including the UV Disinfection system at a cost of (\$74,550).

Peter Boyer inquired clarification regarding Wardwell Water issues with the Splash Pad Project. Mr. Catellier stated with the final walkthrough of the project he is prepared to contact Wardwell Water to schedule a meeting to address any issues Wardwell Water may have.

Mr. Catellier concluded his report with an update regarding the request for a wet structure inclusion for an approved building plan submitted by Insight Builders. Mr. Catellier stated he researched the subject and forwarded the information to Mr. Holscher. Mr. Holscher stated the request would require a petition for variance. The variance is to be sufficiently detailed with information regarding the intended use of the structure. Mayor Ford noted his concerns regarding the future use of buildings that have been approved as wet structures i.e. (residential use). The intended use of wet structures i.e. (inclusion of toilet and sink) does not allow or include the use for an additional residence. Mr. Holscher clarified the variance will require approval by the Zoning and Planning Commission and then introduced to council for final approval. Contractor, Eric Grinstead for Insight Builders was present for questions or comments from council. Questions and comments from council members regarding the variance request followed.

- **Asphalt Improvements Project-** Paving is underway. Weather has been an issue; however, the contractor is working around it as best they can. They anticipate finishing up the final week of October, weather dependent. It was discovered that the asphalt in the McMurry No. 1 subdivision is particularly thin, 2 inches or less in many areas. This is a major contributing factor to the condition of this asphalt. Mr. Catellier gave an in-depth report regarding the asphalt conditions discovered with the asphalt project; including the current materials used to improve the binding compacity and stop reflective cracking. Discussion regarding future asphalt coring for asphalt projects followed. The completion of the asphalt improvement project is expected next week.
- **Town Hall Project-** Arete Design Group has provided additional concepts. A copy will be provided to each council person for their review.

10) **Code Enforcement:** A written report was submitted. Mayor Ford inquired of the Town Clerk if code enforcement had issued a resident citation. Town Clerk, Lori Neibauer noted there had been no citation submitted by code enforcement.

11) **Parks and Recreation Report:** Mayor Ford stated there has been no interest for the Chairman of Parks and Recreation. Mayor Ford stated Resident, Corey Binfet is coordinating a Trunk -o- Treat event at the corner of Mandan Trail and Antelope Drive. The Bar Nunn Fire Department is hosting the Annual Haunted House October 22<sup>nd</sup> through October 31<sup>st</sup>. Discussion regarding possible incentives for the Parks and Recreation chairman followed.

12) **Petitions and Public Comment:** The Town Clerk presented council with a recent resident question. Resident, Keirsten Phillips contacted Town Hall and wanted to know if a personal donation could be made to rebuild the shelter at High Plains Park. Mayor Ford stated it is not that funds are unavailable to rebuild the shelter for High Plains Park. Rather, it is the problematic continuance of graffiti and vandalism to the structure without mechanisms in place to deter the vandalism. Discussion regarding the deterring of vandalism through surveillance followed. The goal of council is to deter vandalism before additional funds are used to rebuild park structures.

Additionally, the Clerk presented council with a commercial business owners' question regarding plans for a current water study. The Clerk reported the last study was done in 2010. The business owner's concern related to the decrease in business therefore a possible decrease in costs to the business. Mayor Ford stated a new water study is not being planned. Further, Mayor Ford stated that a new study has the potential of increasing costs rather than decreasing costs. Discussion regarding cost structures followed.

13) **Council Miscellaneous:**

A. Ordinance No. 2021-08: First Reading to Amend FY21 Budget

An Ordinance amending Ordinance 2020-01 Appropriating Money for the Added Net Income of the Town of Bar Nunn, Wyoming, for the Conduct of the Municipal Government of the Town of Bar Nunn, Wyoming for the Fiscal Year 2021. Moved by Robert Hoover, seconded by Mary Sue Sorenson and carried without dissent to approve Ordinance No. 2021-08.

B. Business License Follow-up: Welker Brothers Transportation

Council tabled the Welker Bros. Transportation business license application for 2020. Council recommended a rock base entrance at the business site for the approach onto Wardwell Industrial Avenue to prevent the tracking of mud and dirt on the roadway. Also noted, there was a need to resolve the illegal residence on the property. (There was an RV on the site being used as a living quarters). Discussion regarding operating a current business without a business license and the legal step necessary to resolve the compliance matters followed.

Attorney Holscher recommended council's authorization to take necessary actions to resolve the matter. Moved by Mary Sues Sorenson, seconded by Robert Hoover and carried without dissent to authorize Attorney Holscher to formally address matters related to Welker Brothers Transportation.

- C. Computer Replacement Estimates: The Clerk provided council with 6 computer replacement estimates which included comparisons in cost and performance. Discussion followed. Moved by Peter Boyer, seconded by Steven Clark and carried without dissent to approve the purchase of one OptiPlex 7090 Small Form Factor Computer at a cost of (\$1,429.)
- D. Cassell Accounting System: Steven Clark inquired an update regarding the budget appropriation for an updated accounting system for the Bar Nunn. Discussion regarding the council's desire for a presentation followed. A work session was scheduled for December 7, 2021, at 6:00 p.m.
- E. MPO update: Steven Clark updated council with information from the recent MPO (Municipal Planning Organization). Discussion regarding the future use of Sky West transportation and the impact for the area, and the expected changes of one-way streets to two-way streets in Casper followed.
- F. Snowplow: Maintenance Supervisor, Robert Hoover offered council members the opportunity to do a ride long on the snowplows if desired.
- G. Maintenance Equipment Request: Maintenance representative, DeJoe Smith presented council with a cost estimate for the purchase of a 10 ft. snow box for the skid steer. Discussion followed. Moved by Peter Boyer, seconded by Steven Clark, with Robert Hoover recused, the motion carried without dissent to approve the purchase of one 10 ft. snow box for the skid steer at a cost of (\$3,618.35.).

14) **Adjournment:** Moved by Peter Boyer, seconded by Robert Hoover and carried without dissent that there being no further business the meeting of October 19, 2021, be adjourned, at 8:39 p.m.

Respectfully Submitted by:  
Donna Damori, Administrative Assistant

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Patrick R. Ford, Mayor

ATTEST: (seal)

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Lori Neibauer, Clerk Treasurer