



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

MEETING MINUTES
Tuesday, March 1, 2022 - 7:00 P.M.

- 1) **Roll Call:** Mayor Patrick Ford called the meeting to order Tuesday March 1, 2022, 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 those present stood in service to the United States Flag and pledged allegiance to the United States of America.
- 3) **Minutes of February 15, 2022:** Moved by Robert Hoover, seconded by Steven Clark, with Peter Boyer recused due to absence. The motion carried without dissent to approve the Minutes for February 15, 2022.
- 4) **Payable List for February 2022:** Checks #30434-30484, Direct Deposit #1634-1664, ACH #80581500, & ACH#24751358. Moved by Steven Clark, seconded by Robert Hoover and carried without dissent to approve Payable List for February 2022.
- 5) **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 he met with Mayor Ford and Ray Catellier regarding the Arete Design Group contracts. Mr. Holscher recommended signatures to finalize the contracts. Further, Mr. Holscher stated he will present council with the updated speed limit ordinance at the next council meeting. In conclusion, Mr. Holscher stated the Star Tribune lawsuit is now fully docketed with self-executing discovery submitted. There were no further questions or comments from council.
- 6) **Engineer Report:** A written report was submitted. Town Engineer, Ray Catellier was present for questions or comments from council. Mr. Catellier updated council on the following items:
 - **Town Hall Project-**
 - The Construction Manager-At Risk interviews will take place Thursday and Friday of this week with the three applicants for the project.
 - There is continual work toward fundraising and non-profit options with local agencies and accounting professionals.
 - **Subdivisions-**
 - There is currently one subdivision request to be considered at the March 17, 2022, Zoning and Planning meeting. This request has caused review of some Town Codes, currently a list is being compiled for potential issues and recommendations. Work will continue with Council, Town Staff, and the Town Attorney to address the concerns.

Mr. Catellier opened discussion regarding the subdivision review process. The current subdivision request involves land west of the Ponderosa subdivision immediately surrounding Romie Nunn Park. Mr. Catellier stated there is currently no list of fees set for the review of subdivision requests. Mr. Catellier provided council with fee schedules from the City of Casper, City of Mills and Glenrock, Wyoming for consideration. Discussion regarding current ordinances for subdivisions followed. Mr. Catellier recommended adopting a fee schedule with an updated resolution. Attorney Holscher requested the recommended list of fees and will draft a resolution for council consideration.

- 7) **Fire Department Report:** A written report was submitted. Josh Freeman was available for questions or comments from council.
- 8) **Zoning & Planning Report:** A written report was submitted. Gary Geiger was available for questions or comments from council.
- 9) **Maintenance Report:** A written report was submitted. Maintenance representative, DeJoe Smith was present for questions or comments from council.
- 10) **Office Staff Report:** A written report was submitted. Town Clerk, Lori Neibauer was available for questions or comments from council.
- 11) **Petitions and Public Comment:** Resident, Mike Schoolcraft stated we have had a light snow season, however, he wanted to thank Mr. Hoover and the maintenance staff for their efforts and response to snow events. Resident, Tyler Martin spoke in agreement with comments made by Mr. Schoolcraft and further noted his appreciation on the early response to road conditions.
- 12) **Council Miscellaneous:**
 - A. **2022 Code Enforcement Contract-** Mayor Ford inquired clarification regarding drafting and submission of the 2022 Code Enforcement Contract. Mr. Holscher stated Marshall Wyatt will be contacted regarding the current contract and assure Mr. Wyatt is aware and in agreement with the expanded duties outlined in the revised contract.
 - B. **FY2021 Financial Audit Report-** Mayor Ford stated a work session was scheduled regarding the FY2021 Financial Audit Report. Mayor Ford recommended to sign for the FY2021 Financial Audit Report. Moved by Steven Clark, seconded by Robert Hoover with Mary Sue Sorenson abstained. Discussion was held with Patrick Holscher further clarifying the intent of the documents and recommending a new motion be made. The original motion was retracted. A new motion was made to accept the Auditors findings in the FY2021 Financial Audit Review. Moved by Steven Clark seconded by Robert Hoover and carried without dissent to accept the FY2021 Financial Audit Report and agree with its findings to be submitted to the State.
- 13) **Adjournment:** Moved by Peter Boyer, seconded by Robert Hoover and carried without dissent that there being no further business the meeting of March 1, 2022, be adjourned, at 7:25 p.m.

Respectfully Submitted by:
Donna Damori, Administrative Assistant

ATTEST: (seal)

Patrick R. Ford, Mayor

Lori Neibauer, Clerk Treasurer