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

**MEETING MINUTES**  
**Tuesday, November 2, 2021 - 7:05 P.M.**

- 1) **Roll Call:** Mayor Patrick Ford called the meeting to order Tuesday, November 2, 2021, at 7:05 p.m. Roll was called which determined the presence of a quorum.  
**Present:** Mayor Patrick Ford. Council Members: Mary Sue Sorenson, Robert Hoover, and 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) **Minutes of October 19, 2021:** Moved by Steven Clark, seconded by Robert Hoover and carried without dissent to approve the Minutes for October 19, 2021.
- 4) **Payable List for October 2021:** Checks #30214-30270, Direct Deposit #1482-1488, #1491, #1492-1514, ACH #85459024, & ACH #55885666 & ACH #63597978. Moved by Mary Sue Sorenson, seconded by Steven Clark and carried without dissent to approve Payable List for October 2021.
- 5) **Second Reading to Amend FY21 Budget: Ordinance No. 2021-08:** Moved by Robert Hoover, seconded by Steven Clark and carried without dissent to approve the Second Reading to Amend FY21 Budget: Ordinance No. 2021-08.
- 6) **Attorney Report:** Town Attorney Representative, Elizabeth Grill was present for questions or comments from council. Ms. Grill stated Town Attorney, Patrick Holscher submitted a written report to the Mayor and council.
  - A. WYDOT Deed: Ms. Grill stated the proposed amended WYDOT agreement has been reviewed. The amended agreement was proposed for clarification of the Salt Creek Highway boundaries. No action was taken.

Mayor Ford inquired clarification regarding ability for code enforcement to enforce citations. Ms. Grill recalled there are distinctions between enforcement for weeds and shrubs. Mayor Ford inquired clarification for the need to rewrite the ordinance or the code enforcement job description. Ms. Grill stated she believed the ordinance would require an update. Ms. Grill stated she will follow-up for clarification regarding the ordinance update.

Mayor Ford recognized Kenneth Woods of 4920 Antelope Drive. Mr. Woods reported his continued concern with the visual obstructions adjacent to his property and noted there is evidence of further structural plans which he believes should not be allowed. Additionally, Mr. Woods stated the Sheriff has stopped motorists on Antelope Drive causing a road obstruction for motorists. Mayor Ford emphasized mechanisms for traffic control have been put in place including additional stops signs with flashers, pavement markings, and an orange alert diamond attached to the speed limit sign near the intersection of Tipton Street and Antelope Drive.

- 7) **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:

A. **Arete Design Group:** Dale Buckingham with Arete Design Group was present for comments or questions from council. A work session with a presentation from the Arete Design Group was held prior to the regularly scheduled council meeting. Mr. Buckingham stated the Group will attend the next scheduled work session November 16, 2021, at 6:00 p.m. for a presentation with higher-level concepts.

- **Splash Pad Project-** Material issues have caused another delay in the light pole. D&H Welding has been contracted to create a light pole that should be available within two weeks. The electrician has agreed to install this light pole in place of the delayed pole. Mr. Catellier stated conversations with the contractor regarding the outsourcing required to get the light pole placed, and the reduction of their fees are being negotiated. Discussion regarding costs followed.
- **Asphalt Improvements Project-** The project has not been completed. A substantial completion walkthrough will need to be completed, and corrections made before completion is finalized.
- **Town Hall Project-** Arete Design Group presented concepts for discussion at the work session.

Councilmember, Mary Sue Sorenson inquired clarification regarding the original scope of the asphalt project. It was her understanding the pavement was to be extended the entire length of McMurry Boulevard from the speed bump to Antelope Drive. Mr. Catellier stated budgeting constraints defined the scope of the project. The most needed areas were prioritized for repair including concrete work and approaches. Mayor Ford inquired clarification regarding Wardwell's responsibility for the expenses occurred for replacing the water valve vaults on the project. Mr. Catellier stated that due to the urgency required to prevent further seasonal damages on the roadways, the water valve vault replacement costs have been included in the scope of the project. Mr. Catellier stated, however, the costs for the replacements are clearly itemized for reference. In conclusion, Ms. Sorenson inquired an update regarding Wardwell Water concerns with the Splash Pad Project. Mr. Catellier stated there is currently no water to the site, and to date there has been no further contact from Wardwell's legal counsel. Mayor Ford recommended any concerns regarding the splash pad should be addressed before the project proceeds further. Mr. Catellier will contact Wardwell Water and report his findings to council.

Resident, Ken Woods inquired if the traffic sign heights had been addressed. Maintenance personnel reported the traffic signs had been measured for appropriate height and have not been raised. Discussion regarding sign height standards and limits followed. Maintenance personnel clarified the height of the traffic signs were measured from the road surface.

- 8) **Fire Department Report:** A written report was submitted. Mayor Ford inquired the approximate dollar amount the annual haunted house generated. Mr. Hoover reported the haunted house generated approximately \$18,000. The Fire Department will hold a business meeting November 4, 2021, to discuss the future use of the funds. Mayor Ford recognized the efforts of the Fire Department for the work and success of the annual haunted house.
- 9) **Zoning & Planning Report:** A written report was submitted. Gary Geiger was present for questions or comments from council. Mr. Geiger stated the Zoning and Planning Commission met October 21, 2020. A new house and site plan were approved for a double lot. Mr. Geiger reported Keith Brown has purchased the last six available lots in the Vista Hills subdivision. Ms. Sorenson inquired clarification regarding additional lots on Bel Vista Drive and Palomino Avenue. Mayor Ford stated Bel Vista Drive has roughly 10 lots remaining. Palomino Avenue has approximately 25 lots. Many of the remaining lots require additional development. Additionally, Mayor Ford updated Mr. Geiger and Mike Schoolcraft of the Zoning and Planning Commission regarding Insight Builder's inquiry regarding a variance for wet structures. The Town Attorney reviewed the ordinance that addressed the topic. Mayor Ford stated per Town Ordinance, Zoning and Planning is required to address the variance approval then present the variance request to council.

Discussion regarding lots not included in the Town's boundaries and the future development of the solar project followed. The Town Clerk reported the homeowner requesting the variance has complied with the variance requirements as directed, and zoning and planning will address the matter at the next scheduled meeting.

- 10) **Maintenance Report:** A written report was submitted. Maintenance representative, DeJoe Smith was present for questions or comments from council. Mr. Smith stated the cutting edges for plows have been difficult to find, and the price has nearly tripled. The Town will be working with the State for purchasing the cutting edges for the plows as a cost saving measure. Steven Clark inquired the price of the cutting edges for the plows when last purchased. Mr. Smith stated in 2019 the cost was approximately \$1,900. per set. Mayor Ford inquired an update on the pothole machine use and if it will be used going further into the winter season. Mr. Smith stated the machine is working well, however, at times is inconsistent in operation. It is not clear how long into the winter season the unit will remain operational. Additionally, Mr. Smith stated the seasonal snow fence placements with the new post pounder were successful with significant time savings. Mr. Clark inquired an update regarding the locations for the "no trespassing" and "no parking" sign placements. Mr. Smith stated the signs will be placed this week at the end of dead-end streets with jersey barriers. Councilmember, Peter Boyer suggested the flashing LEDs would be more appropriate on the opposite side of the street at the corner of Tipton Street and Antelope Drive, and suggested the homeowner be contacted regarding the need to cut back tree limbs due to the visual obstruction at the stop sign. Discussion regarding homeowner contact and responsibility for correction of visual obstructions due to trees followed. Mr. Hoover clarified the shelf life for the pothole patching materials is dependent on the seasonal blends used. The winter blend has been ordered for mid to late December and use of the pothole machine is dependent on the seasonal temperature and shelf life of materials. Discussion followed.
- 11) **Office Staff Report:** A written report was submitted. A work session will be held December 7, 2021, for presentation of a new accounting system. Mayor Ford reminded council the dates for Town Hall closures which included: Thursday November 11, Noon-Wednesday November 24, Thursday November 25, and Friday November 26, 2021.
- 12) **Petitions and Public Comment:** The Town Clerk stated she was contacted by Resident, Mary McGee regarding recommendation for the appointment of a Historian for the Town of Bar Nunn. Discussion followed. There were no further petitions or public comments.
- 13) **Council Miscellaneous:**
  - A. Petition Update: Ms. Sorenson inquired an update from Mayor Ford regarding his communication with the County Commissioners. Mayor Ford stated the County Clerk's office reviewed the petitions, and there were signatures obtained that did not meet the necessary criteria. Signatures from renters vs. owners were identified. As a result, the threshold for qualified petitions fell short of the 25% required. Discussion regarding a renewed petition process followed.
- 14) **Adjournment:** Moved by Peter Boyer, seconded by Steven Clark and carried without dissent that there being no further business the meeting of November 2, 2021, be adjourned, at 8:12 p.m.

Submitted by:  
Donna Damori, Administrative Assistant

ATTEST: (seal)

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Patrick R. Ford, Mayor

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Lori Neibauer, Clerk Treasurer