



**TOWN COUNCIL**

**MEETING MINUTES**

Wednesday, July 20, 2022 - 7:00 P.M.

4820 N. Wardwell Industrial Avenue,

Bar Nunn, Wyoming

- 1) **Roll Call:** Mayor Patrick Ford called the meeting to order Wednesday, July 20, 2022, at 7:00 p.m. The roll was called which determined the presence of a quorum.  
**Present:** Mayor, Patrick Ford. Councilmembers: 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 July 6, 2022:** Moved by Mary Sue Sorenson, seconded by Robert Hoover. Peter Boyer and Steven Clark abstained due to absence. Robert Hoover requested a change to item number 13) Maintenance Report: line 5: to read: **Bolinger** Incorporated. The motion carried without dissent to approve the amended minutes for July 6, 2022.
- 4) **Balance Sheet, Detailed Income Statement & Trial Balance (Financial Reports) for the period ending June 2022:** Moved by Steven Clark, seconded by Robert Hoover, and carried without dissent to approve the Balance Sheet, Budget Income Statement & Trial Balance (Financial Reports) for the period ending June 2022.
- 5) **Second Reading of Ordinance No. 2022-09:** “AN ORDINANCE REPEALING AND REPLACING TITLE 1”. Moved by Steven Clark, seconded by Mary Sue Sorenson, and carried without dissent to **table** the Second Reading of Ordinance No. 2022-09.
- 6) **Second Reading of Ordinance No. 2022-10:** “AN ORDINANCE ADOPTING A NEW TITLE 2 AND MOVING THE EXISTING TITLE 2 TO TITLE 5”. Moved by Peter Boyer, seconded by Steven Clark, and carried without dissent to **table** the Second Reading of Ordinance No. 2022-10.
- 7) **Second Reading of Ordinance No. 2022-11:** “AN ORDINANCE ADOPTING THE AMENDED FORMER TITLE 2, NOW TITLE 5”. Moved by Robert Hoover, seconded by Steven Clark, and carried without dissent to **table** the Second Reading of Ordinance No. 2022-11.
- 8) **Attorney's Report:** A written report was submitted to the mayor and council. Town Attorney, Patrick Holscher was present for council questions or comments. Mr. Holscher stated the transportation contract with the City of Casper will not be presented for consideration at this time. Mr. Holscher stated he met with the Attorneys representing the City of Casper, Evansville, and Natrona County regarding the transportation contract. Mr. Holscher will be redrafting the contract. Councilmember, Peter Boyer inquired about information regarding the potential use of impact assistance funds. Mr. Holscher recommended the council considers where the greatest areas of impact are to the community. Examples included roads, law enforcement, housing, fire hazards, and infrastructure. Further, Mr. Holscher recommended working with the other municipalities involved. Mayor Ford provided the council with information regarding the historical process which included the State determining which entities should be able to make a case for receiving the impact assistance funds. Mr. Holscher recommended the council be prepared to substantiate the anticipated impact. Mayor Ford inquired whether a formal resolution claiming to be a party to the impact funds is needed. Mr. Holscher stated at a point in time it will be required to form a resolution and it is anticipated notice of a hearing date will be made.

9) **Engineer's Report:** A written report was submitted. Town Engineer, Ray Catellier was present for council questions or comments. Mr. Catellier updated the council on the following items.

- **Community Center and Town Hall Project-**

- CEPI has created a conceptual site design drawing. Mr. Catellier will be working with town maintenance staff to incorporate their input. The conceptual site design will be presented at the work session scheduled for August 2, 2022.

- **2021 Asphalt Project-**

- The contractor has completed most of the punch list items. The asphalt core samples from the geotechnical engineer are expected to determine the next steps on the remaining punch list items. The core samples were done last week, and the data is to be returned this week.

- **2022 Asphalt Project-**

- An additional survey was done on Prairie Lane and the information will be shared with the maintenance department for planning.

Councilmember, Steven Clark inquired about information regarding the raised road surfaces on Tonkawa Trail. New asphalt has been laid over utility easements creating a raised road surface. Mr. Catellier stated the raised surfaces are designed to allow for the settling of the disturbed soils.

10) **Code Enforcement Report:** A written report was submitted. The office staff inquired for an update from the Attorney and the Mayor regarding correspondence submitted for a code enforcement matter. Discussion regarding the correspondence and the council's preference for seeking a resolution followed. Mayor Ford will address the code enforcement matter personally.

11) **Parks and Recreation Report:** A written report was submitted. Chairman, Britany Freeman was available for questions or comments. Ms. Freeman stated the parks and recreation meeting will be held at the fire hall on August 11, 2022. The next scheduled community event is the Trunk-o-Treat event to be held on October 29, 2022.

12) **Petitions and Public Comment:** Resident, Cody Edgeington stated he has a recreational vehicle temporarily parked at the Fire Department for the upcoming Fire Department Car Show. Mr. Edgeington stated the trailer will be removed after the event. Resident, Gary Geiger stated by way of observation that heavy truck traffic on the town's portion of the Salt Creek Highway from the sand and gravel pit business located north of Bar Nunn is a concern. Mr. Geiger stated he is concerned about the eventual road condition and maintenance impact these heavy trucks will have. Discussion followed. The council and mayor concurred that heavy truck traffic will have an eventual impact on the road surface. Mayor Ford stated he will contact the business owner regarding the possible use of the Westwind Interchange as an alternative route for the heavy trucks. The office staff informed the council that the postal carrier called to inquire about information regarding the installation of a mailbox for a former resident of Bar Nunn who will be changing their address outside the boundaries of Bar Nunn. Discussion followed. Attorney Holscher recommended the information be exchanged with the Postmaster. Mr. Holscher stated it is appropriate for the Postmaster to determine the use of the postal boxes for such a request rather than the council.

13) **Council Miscellaneous:**

A. Oil Capital Auto Club: Mark Pitts

President, Mark Pitts of the Oil Capital Auto Club presented the council with a \$300 dollar donation for the use of Antelope Park for the annual car show event. Mr. Pitts noted that attendance was down this year, however, the event was a success and expressed the Club's appreciation for the use of the venue. Mayor Ford accepted the donation on behalf of the Town of Bar Nunn and stated the proceeds will be utilized for public parks.

B. Bar Nunn Community Center/Town Hall Project Work Session-Tuesday, August 2, 2022, 6:00 p.m.

C. Wyoming Business Council: Site Visit-Thursday, July 21, 2022, 10:30 a.m.

D. Maintenance Request:

Maintenance Supervisor, Robert Hoover presented the council with two quotes for a replacement generator for sewer lift station #1. Currently, Lift Station #1 serves the southern portion of Bar Nunn below McMurry Boulevard. Mr. Hoover stated the current generator is non-repairable. Mr. Hoover recommended the Kubota G50 Gen Series package at a cost of \$32,779.42. Moved by Steven Clark, seconded by Peter Boyer, and carried without dissent to approve the purchase of the gas-operated Kubota G50 Gen Series at a cost not to exceed \$32,779.42.

E. Fire Department Car Show: Saturday, July 23, 2022.

F. Fire Department: Mr. Hoover stated the Fire Department responded to a fire call which led to a member of the Bar Nunn Fire Department being transported to the hospital for a heat-related concern. The firefighter was released satisfactorily.

G. Resident Inquiry: Councilmember, Peter Boyer reported an email received by a resident with an inquiry regarding the use of a paperless billing statement option. Discussion regarding the potential cost savings and the current accounting and billing process and procedures followed. Mayor Ford stated the current accounting system does not have the ability to process billing statements for online use. Mayor Ford stated the council has budgeted for an updated accounting system and the updated system is under consideration.

14) **Adjournment:** Moved by Steven Clark, seconded by Robert Hoover, and carried without dissent that there being no further business the meeting of July 20, 2022, be adjourned, at 8:05 P.M.

Respectfully Submitted by:  
Donna Damori, Administrative Assistant

---

Patrick R. Ford, Mayor

ATTEST: (seal)

---

Donna Damori, Administrative Assistant