



TOWN COUNCIL

MEETING MINUTES Tuesday, January 4, 2022 - 7:00 P.M.

- 1) **Roll Call:** Mayor Patrick Ford called the meeting to order Tuesday, January 4, 2022, at 7:00 p.m. Roll was called which determined the presence of a quorum.
Present: Mayor, Patrick Ford. Councilmembers: Robert Hoover, Peter Boyer, and Steven Clark.
Video Conference: Mary Sue Sorenson.
- 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) **Administer Oath of Office:** Mayor Protem, Clerk Treasurer
Town Attorney and Municipal Judge

Mayor Ford administered the Oath of Office for Mayor Protem, Clerk Treasurer, Town Attorney, and Municipal Judge.

Appointments for 2022: (2-year term)

- A. Mayor Protem- Steven Clark
Clerk Treasurer- Lori Neibauer
Municipal Judge- Phillip Wulf
Town Attorney- Patrick Holscher
Town Engineer- Ray Catellier, Civil Engineering Professionals, Inc.
Zoning and Planning- Gary Geiger
Parks and Recreation- VACANT
MPO Technical Member- Ray Catellier
MPO Policy Member- Steven Clark
MPO Citizen Member- Veronica White
JPB-ANIMAL SERVICES (METRO) Representative- Mayor Patrick Ford
201 MNGT. OVERSIGHT-(2-members) Ray Catellier & Mayor Patrick Ford

Moved by Peter Boyer, seconded by Robert Hoover, and carried without dissent to approve item A (2-year term) Appointments for 2022.

- B. Head of Maintenance- Robert Hoover
Volunteer Fire Department Chief- Robert Hoover

Moved by Steven Clark, seconded by Peter Boyer. Robert Hoover recused. The motion carried without dissent to approve item B (2-year term) Appointments for 2022.

- 4) **Minutes of December 21, 2021:** Moved by Robert Hoover, seconded by Peter Boyer, and carried without dissent to approve the Council Minutes of December 21, 2021.
- 5) **Payable List for December 2021:** Checks #30324-30383, Direct Deposits #1549-1577, ACH #12882462 & ACH #00513652. Moved by Steven Clark and seconded by Mary Sue Sorenson and carried without dissent to approve Payable List for December 2021.

- 6) **Resolution No. 2022-01:** A RESOLUTION OF THE TOWN OF BAR NUNN, WYOMING, AUTHORIZING THE MILEAGE RATE FOR ALL BUSINESS MILES DRIVEN BEGINNING JANUARY 1, 2022, TO BE IN COMPLIANCE WITH FEDERAL REGULATIONS.
Moved by Steven Clark, seconded by Peter Boyer and carried without dissent to approve Resolution No. 2022-01.
- 7) **Resolution No. 2022-02:** RESOLUTION OF THE TOWN BAR NUNN, WYOMING, SETTING THE MILL LEVY FOR THE CALENDAR YEAR 2022.
Moved by Peter Boyer, seconded by Steven Clark and carried without dissent to approve Resolution No. 2022-02.
- 8) **Resolution No. 2022-03:** A RESOLUTION DESIGNATING CERTAIN BANKS TO BE NAMED AS DEPOSITORIES AND CHECKING ACCOUNT BANKS, PER W.S. #9-4-817, FOR THE CALENDAR YEAR 2022. Moved by Peter Boyer, seconded by Robert Hoover and carried without dissent to approve Resolution No. 2022-03.
- 9) **Resolution No. 2022-04:** A RESOLUTION OF THE TOWN OF BAR NUNN, WYOMING, AUTHORIZING A PROCLAMATION FOR ARBOR DAY, SATURDAY, APRIL 23, 2022. Moved by Robert Hoover, seconded by Steven Clark and carried without dissent to approve Resolution No. 2022-04.
- 10) **Resolution No. 2022-05:** A RESOLUTION OF THE TOWN OF BAR NUNN, WYOMING, AUTHORIZING A PROCLAMATION FOR BAR NUNN COMMUNITY VOLUNTEER APPRECIATION DAY, SATURDAY, JULY 16, 2022. Moved by Steven Clark, seconded by Peter Boyer and carried without dissent to approve Resolution No. 2022-05.
- 11) **Attorney's Report:** A written report was submitted. Town Attorney, Patrick Holscher was present for questions or comments from council. Attorney Holscher noted items addressed in the written report submitted to Mayor Ford and council. Mr. Holscher stated the Star Tribune has filed suit again. Mr. Holscher has not yet received the filing. Attorney, Bruce Moats will send the filing to Mr. Holscher when the filing is complete. Mr. Holscher stated he received written correspondence from the County Attorney regarding Wardwell Water. After talking with the County Attorney, an invitation has been extended to both the City of Mills and the Town of Bar Nunn to discuss coordination with the County regarding the development of a new petition form which would meet the County's requirements. Discussion followed. Since the Secretary of State does not currently have a standard petition form, Mr. Holscher would like to send the county form to the Secretary of State for their comments prior to proceeding.
- A. **First Reading of Ordinance No. 2022-01:** "ORDINANCE AMENDING CERTAIN CODE ENFORCEMENT AND LAW ENFORCEMENT PROVISIONS OF THE TOWN CODE OF THE TOWN OF BAR NUNN, WYOMING TO CREATE THE POSITION OF CODE ENFORCEMENT OFFICER".
- Moved by Robert Hoover, seconded by Peter Boyer and carried without dissent to approve the first reading of Ordinance No. 2022-01.
- Mr. Holscher submitted Ordinance No. 2022-01 for first reading. Mr. Holscher clarified that changes may be submitted before the final reading. Mayor Ford stated the updated ordinance clarifies the code enforcement role and provides the Town with a broader range of options for delegation for code enforcement matters. Discussion followed. There were no further questions or comments from council.
- 12) **Engineer's Report:** Town Engineer, Ray Catellier submitted a written report and was present for questions or comments from Council. Mr. Catellier updated council on the following items:
- **Town Hall Project-** Mr. Catellier presented council with a memo for review of schedule, which included grant and loan options, and next steps.
 - **Asphalt Improvements Phase II-** The contractor has completed some of the punch list items. There are several remaining items on the punch list. A meeting will be set up to determine the best path forward for the completion of the project.

Mr. Catellier presented council with an outlined memorandum for delivery method, contracts, and schedule for the Town Hall Project. Mr. Catellier provided a visual presentation for the proposed “construction manager at risk” (CMAR) method of delivery. Mr. Catellier reviewed the CMAR delivery method and schedule and stated a contract will be presented for the architectural commitment after legal review. Mayor Ford opened discussion regarding his experience with the proposed delivery method and inquired clarification regarding expenses that would be incurred to the point of commitment moving forward. Discussion followed. Mr. Catellier clarified the council’s intention to move forward with Arete Design Group. Councilmembers, Steven Clark, and Peter Boyer stated their satisfaction with Mr. Catellier and Arete Design Group and stated there is no opposition moving forward with Arete Design Group. There were no further questions or comments from council. Mr. Catellier will present council with a contract after legal review at the next council meeting.

- 13) **Fire Department Report-** A written report was submitted. Mayor Ford thanked the Fire Department for the Food Drive efforts made. Mr. Hoover stated the food drive was in operation for approximately 18 months. Councilmember, Mary Sue Sorenson inquired clarification regarding bunkered and non-bunkered Fire Department personnel. Mr. Hoover clarified bunkered personnel are fully operational fire fighters and non-bunkered personnel are support personnel.
- 14) **Zoning & Planning Report:** A written report was submitted. Chairman, Gary Geiger was available for questions or comments from council. Mr. Geiger reported (1) one public hearing for a variance request was held, and (2) two site plans were approved with pre-approved house plans. There were no further comments or questions from council.
- 15) **Maintenance Report:** A written report was submitted. Maintenance representative, Dejoe Smith was present for questions or comments from council. Mr. Smith inquired input from council regarding snow removal efforts. Councilmembers, Peter Boyer, and Steven Clark thanked the maintenance personnel for efficient snow removal and noted there have been no public complaints regarding snow removal. Discussion regarding tumbleweed mitigation followed. Additionally, Councilmember, Mary Sue Sorenson inquired information regarding sanding and the removal of the sand later. Mr. Hoover clarified the maintenance personnel have access to two machines and a street sweeper will be used in the spring for street clean up.
- 16) **Office Staff Report:** A written report was submitted. The Clerk reported a new computer has been installed with no issues. Mayor Ford inquired an update on the use of the Town of Bar Nunn Facebook account. Discussion followed. The Facebook page is growing, and comments received have been positive.
- 17) **Petitions and Public Comment:** Resident, Mike Schoolcraft inquired an update regarding the policy for parking a 53’ ft. trailer on property and stated the trailer has been parked for over (2) two months. Discussion followed. Robert Hoover will take photos and forward them to Mr. Holscher. Resident, Gary Geiger stated a power cord is running to the trailer. Attorney Holscher stated he will review Town ordinances and report his findings. There were no further petitions or public comments.
- 18) **Council Miscellaneous:**

A. Oil Capital Auto Club- Wyoming Veterans Memorial Museum Representative, Mark Milliken

Mr. Milliken stated he was representing both the Oil Capital Auto Club and the Wyoming Veterans Memorial Museum and opened the discussion regarding parking clarification and direction for this year’s event. Discussion regarding traffic flow suggestions followed. Mr. Milliken presented council with plans to include the 80th Anniversary Celebration for a 1942 Fire Truck from the Wyoming Veterans Memorial Museum. The celebration would be held directly after the Annual Car Show. Additionally, Mr. Milliken inquired clarification regarding parking of the Fire Truck on the grass and the ability to have champagne at the celebration. Discussion regarding parking and alcohol permitting followed. Attorney Holscher stated permitting for alcohol at events has recently been updated by the State and Bar Nunn’s ordinances should be revised to purport with the State. Permitting alcohol for the event should not a concern. The event will be held Sunday, May 29, 2022. In conclusion, Mr. Milliken expressed appreciation to the Bar Nunn Fire Department and the Town of Bar Nunn for the collaborative relationship and cooperation with Oil Capital Auto Club.

B. Business Licenses Renewals: No. 2022-12 thru No. 2022-17.

Moved by Robert Hoover, seconded by Steven Clark and carried without dissent to approve Business License Renewals: No. 2022-12 thru No. 2022-17.

Business Licenses Renewal: No. 2022-18.

Moved by Steven Clark, seconded by Peter Boyer. Robert Hoover recused. The motion carried without dissent to approve Business License No. 2022-18.

RENEWAL	2022-12	DES, LLC.	ENGINEERING
RENEWAL	2022-13	MOTOR POWER CASPER, LLC.	TRUCK SALES/REPAIR
RENEWAL	2022-14	HIGH COUNTRY CRANE	INDUSTRIAL
RENEWAL	2022-15	FORTERRA CONCRETE	CONCRETE PRODUCTS
RENEWAL	2022-16	GREASE MONKEY BBQ	RETAIL/REPAIR
RENEWAL	2022-17	DILLARD'S PLAYHOUSE	DAYCARE
RENEWAL	2022-18	WYOMING COFFEE COMPANY	DRIVE-THRU COFFEE

- C. City of Casper: Notification of rate increase- Mayor Ford informed council the City of Casper has increased the rates for bale fill. The cost went from \$53 dollars to \$54 dollars per ton. Discussion regarding possible rate increases for the Town followed.

Councilman Peter Boyer stated he will not be present for the February 15, 2022, council meeting.

Councilman, Steven Clark inquired clarification of action taken on a request for variance. Mr. Clark was informed the request for variance was presented and approved by council.

Maintenance Supervisor, Robert Hoover stated plans for dealing with the tumbleweeds will be addressed when weather is more favorable.

- 19) **Adjournment:** Moved by Steven Clark, seconded by Robert Hoover and carried without dissent that there being no further business the meeting of January 4, 2022, be adjourned at 8:28 P.M.

Respectfully Submitted by:
Donna Damori, Administrative Assistant

Patrick R. Ford, Mayor

ATTEST: (seal)

Lori Neibauer, Clerk Treasurer