



TOWN COUNCIL

MEETING MINUTES

Tuesday, December 21, 2021 - 7:00 P.M.

4820 N. Wardwell Industrial Avenue,

Bar Nunn, Wyoming

- 1) **Roll Call:** Mayor Patrick Ford called the meeting to order Tuesday, December 21, 2021, at 7:00 p.m. 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 present stood in service to the United States Flag and pledged allegiance to the United States of America.
- 3) **Minutes of December 7, 2021:** Moved by Mary Sue Sorenson, seconded by Steven Clark. Peter Boyer recused due to absence. The motion carried without dissent to approve the Council Minutes of December 7, 2021.
- 4) **Balance Sheet, Budget Income Statement & Trial Balance (Financial Reports) for period ending November 30, 2021.** Moved by Steven Clark, seconded by Mary Sue Sorenson and carried without dissent to approve the Balance Sheet, Budget Income Statement & Trial Balance (Finance Reports) for period ending November 30, 2021.
- 5) **Attorney's Report:** A written report was submitted. Town Attorney, Patrick Holscher was present and available for questions or comments from council. Mr. Holscher stated he submitted a draft ordinance dealing with the authority of code enforcement and recommended council review the draft ordinance for suggestions or changes. The ordinance will be submitted next month for the first reading. Mr. Holscher reported he has corresponded with the County Attorney regarding Wardwell. The County Attorney responded stating a letter is forthcoming. There were no further questions or comments from council.
- 6) **Engineer's Report:** A written report was submitted. Town Engineer, Ray Catellier was present and available for questions or comments from council. Mr. Catellier updated council on the following items:
 - Splash Pad Project- Awaiting Spring 2022 installation of vertical splash pad features and systems training.
 - Asphalt Improvements Project- Awaiting project punch list completion. Some items will be finished yet this year. Winter shut down for paving items.
 - Town Hall Project- Next steps: selection of project delivery method, development of Request for Proposals (RFP), proposal review and selection.
 - Lighting- Multiple lighting options have been discussed for Westwinds Road and Antelope Park. Mr. Catellier briefly addressed the lighting topic on Westwinds Road. The maintenance department has received cost estimates on matching the lighting with WYDOT. Discussion regarding future use of electrical pole at High Plains Park followed.
 - MPO- Update from Technical Committee meeting 12-15-2021. The MPO Technical Committee met last week to provide an update regarding community funds. The City of Casper receives from WYDOT 1.0-1.5 million dollars each year. The funds are now at about 2.7 million dollars. Bar Nunn had received the bulk of funds for the Westwinds project. Mayor Ford expounded on the policy committee's discussion regarding funding sources for future projects and how the funds would potentially be appropriated for each municipality.

CEPI Project Manager, Tom Brauer opened discussion regarding funding and grant options for the Town Hall/Recreation Center. The Town of Bar Nunn has appropriated 3.5 million dollars for the project. The estimated construction costs submitted are approximately 3.6-3.9 million dollars. CEPI has had preliminary conversations exploring grant funding options that could be available to the town to help with construction costs. Discussion regarding additional funding options followed. Project Manager, Tom Brauer and Town Engineer, Ray Catellier recommended council retain Arete Design Group as Architects for the project. Further, CEPI stated the cost estimations submitted by Arete Design Group are comprehensive. Mayor Ford stated Arete Design Group would be finalizing the design options within the next couple of weeks and council will be working toward a decision to retain them by the next or following council meetings. Mr. Brauer will provide draft contracts for professional services and the construction manager to Town Attorney, Patrick Holscher for review.

- 7) **Code Enforcement Report:** A written report was submitted. There were no questions or comments from council.
- 8) **Parks and Recreation Report:** Mayor Ford stated there remains a vacancy for the Parks and Recreation chairman. Mary Sue Sorenson reported the results of the Igloo Decorating Contest. Judging of the Christmas lights and decorations took place Friday, December 17, 2021. The first, second, and third place winners were selected by the Town Clerk, Lori Neibauer. Resident, Tyler Martin, and Councilmember, Mary Sue Sorenson. Fire Chief, Robert Hoover escorted the judges, and the winner received a \$75 dollar gift card. The winners were posted on the Town of Bar Nunn face book and Bar Nunn Community pages.
- 9) **Petitions and Public Comment:** Resident, Mike Schoolcraft inquired clarification of the Town's ordinance regarding the parking of a fifty- three-foot commercial trailer on a residential lot. Mayor Ford stated he believes that it is prohibited. Discussion regarding the truck and trailer on private property and town streets, and law enforcement intervention followed. Mayor Ford directed the Town Clerk to contact law enforcement regarding the commercial trailer on residential property. Discussion followed.

Additionally, Mr. Schoolcraft inquired clarification of the next steps and the timeline for the Town Hall/Recreation Center Project. Mayor Ford stated the final site plan development, and contracts are currently being drafted for review. The council plans to meet with the architects for decision regarding final design development in the next month. As the project moves forward, public input sessions will be held. Discussion regarding the timeline for the project followed. Mayor Ford clarified the council is moving forward with the development plan for the Town Hall/Recreation Project. After a commitment to the final design is made the project would commence beginning January 2022.

10) **Council Miscellaneous:**

A. Natrona County Travel & Tourism Council: Destination Development Plan- Brook Kaufman

Mayor Ford introduced Ms. Kaufman with Visit Casper, and Brad Murphy, General Manager of the Ford Wyoming Center. Mr. Murphy is an appointee to the Natrona County Travel and Tourism Council. A printed power point was provided to council regarding the Destination Development Plan. Ms. Kaufman highlighted the areas that Casper visitation has increased and continues to see growth. Discussion regarding wayfinding efforts followed.

B. Variance Request with Conditional Use No. #2021-01-1785 Prairie Lane (Homeowner-Matt Desch)

Mayor Ford requested a report from the Zoning and Planning Commission. Zoning and Planning Chairman, Gary Geiger reported the variance request met all required criteria and was approved by Zoning and Planning and is being presented to council for final approval. Discussion followed. Moved by Steven Clark, seconded by Peter Boyer and carried without dissent to approve Variance Request with Conditional Use No. #2021-01.

C. Business License Renewals: No. 2022-01 thru 2022-11.

Moved by Steven Clark, seconded by Mary Sue Sorenson and carried without dissent to approve Business License Renewals: No. 2022-01 thru 2022-11.

RENEWAL	2022-01	INLAND TRUCK PARTS	RETAIL
RENEWAL	2022-02	GOOD AS SOLD, INC.	REALTOR
RENEWAL	2022-03	JIMMY B'S TRUCKING	HOT SHOT
RENEWAL	2022-04	JIMMY B'S GROCERY	GROCERY/CONVIENENCE
RENEWAL	2022-05	PINNACLE CONSTRUCTION	CONSTRUCTION
RENEWAL	2022-06	PAGEL STORAGE	STORAGE
RENEWAL	2022-07	INTERNATIONAL UNION OF OPERATING ENGINEERS	TRAINING
RENEWAL	2022-08	R.W. SPECIALTIES	WHOLESALE DISTRIBUTOR
RENEWAL	2022-09	SLASH BACK CANVAS CO.	CANCAS REPAIR
RENEWAL	2022-10	WELL WATER SOLUTIONS & RENTAL INC.	OIL INDUSTRY
RENEWAL	2022-11	SUNSET CAR & TRUCK	CARWASH

D. Set Public Hearing-Retail Liquor License Renewals: Tuesday, February 15, 2022, 7:00 p.m.

Moved by Steven Clark, seconded by Mary Sue Sorenson and carried without dissent to approve a Public Hearing for Retail Liquor License Renewals on Tuesday, February 15, 2022, at 7:00 pm.

- 11) **Adjournment:** Moved by Steven Clark, seconded by Peter Boyer and carried without dissent that there being no further business the meeting of December 21, 2021, be adjourned at 7:57 P.M.

Patrick Ford, Mayor

ATTEST: (seal)

Lori Neibauer, Clerk Treasurer