



TOWN COUNCIL

MEETING MINUTES

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

- 1) **Roll Call:** Mayor Patrick Ford called the meeting to order Tuesday, December 7, 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, and Steven Clark.
Excused: Peter Boyer.
- 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) **Adjourn Council Meeting:** Mayor Ford called for the regular council meeting to adjourn and enter the Public Hearing regarding the Liquor License Transfer for Bar Nunn's Chatters, LLC. at 7:01 p.m. Moved by Steven Clark, seconded by Mary Sue Sorenson and carried without dissent to enter the Public Hearing regarding the Liquor License Transfer for Bar Nunn's Chatters, LLC.
- 4) **Public Hearing:** Liquor License Transfer No. #2021-02 Bar Nunn's Chatters, LLC.

Roll Call: Mayor, Patrick Ford. Council Members: Mary Sue Sorenson, Robert Hoover, and Steven Clark.

Mayor Ford called thrice for those in favor of the Liquor License Transfer for Bar Nunn's Chatters, LLC. No. #2021-02. Ms. Josey Kienzle of 8080 Viewpoint Circle, Evansville, Wyoming was present as the current owner of Bar Nunn's Chatters, LLC.

Mayor Ford called thrice for those in opposition of the Liquor License Transfer for Bar Nunn's Chatters, LLC. No. #2021-02. There were none opposed.

- 5) **Reconvene Council Meeting:** Mayor Ford called the regular council meeting to order at 7:03 p.m. Moved by Robert Hoover, seconded by Mary Sue Sorenson and carried without dissent to reconvene the regular council meeting.

Roll Call: Mayor, Patrick Ford. Council Members: Mary Sue Sorenson, Robert Hoover, and Steven Clark.

Moved by Robert Hoover, seconded by Steven Clark and carried without dissent to approve the Liquor License Transfer for Bar Nunn's Chatters, LLC. No #2021-02.

- 6) **Minutes of November 16, 2021:** Moved by Mary Sue Sorenson, seconded by Robert Hoover with Steven Clark abstained, the motion carried without dissent to approve the Council Minutes of November 16, 2021.
- 7) **Payable List for November 2021:** Checks #30271-30323, Direct Deposits #1515-1542, ACH #20281230 & ACH #92156052. Moved by Mary Sue Sorenson, seconded by Steven Clark and carried without dissent to approve Payable List for November 2021.
- 8) **Attorney's Report:** Town Attorney, Patrick Holscher was present for questions or comments from council. Mr. Holscher stated he submitted a written report to Mayor Ford and members of council.

A. WYDOT Amended Acceptance Agreement- Attorney Holscher stated he had exchanged documentation with WYDOT regarding the description of land transfer. The transfer of land into the Bar Nunn boundary was initialized upon the completion of the Westwinds Interchange.

All land work and deeds have been verified and Mr. Holscher recommended council's approval of the WYDOT Amended Acceptance Agreement. The agreement correctly identifies Westwinds Road to Antelope Drive as the portion of the Old Salt Creek Highway that Bar Nunn will maintain.

Moved by Robert Hoover, seconded by Steven Clark and carried without dissent to approve the WYDOT Amended Acceptance Agreement.

- 9) **Engineer's Report:** A written report was submitted. Town Engineer, Ray Catellier was present for questions or comments from council. Mr. Catellier reported on items currently being worked on.
- **Splash Pad Project-** The remaining materials for phase two of the project (vertical features and UV filtration) should be on site February 2022. The implements will be installed, and the water turned on at the beginning of May 2022, for a mid-May start-up and training with the Vortex technicians.
 - **Asphalt Improvements Project-** The contractor has received the project completion list and will be addressing the items contained in that list prior to final payment on the project. The Maintenance Supervisor and the Town Engineer had inspected each utility diamond and asphalt transition to determine where issues will be with plowing operations. The information will be presented to the contractor Wednesday December 8, 2021.
 - **Town Hall Project-** Arete Design Group has developed additional phasing and cost options for council consideration.

Mr. Catellier presented council with a detailed report regarding estimated costs for the Town Hall/Recreation Center Project. Mr. Catellier presented council with two different design and phasing options and included the estimated cost of each option. The options included decreasing the overall size of the building by 1,400 sq. ft. with reductions made in floor spaces for the gym, council chambers, and community spaces; and options to phase the projects construction by building the recreation center and town hall sections separately. The estimated cost for construction is currently (\$145.00) to (\$150.00) dollars per square foot. The estimated cost for the options presented ranged from 3.17 to 3.61 million dollars. Mr. Catellier recommended council schedule a work session with the Arete Design Group. The Arete Design Group's goal is to prepare council for a decision regarding the progression of the project. Mr. Catellier presented council with an approximate timeline for the progression of the project once a decision has been made. With a (RFP) Request for Proposal review by January 2022; the building could be ready to occupy by July 2023.

Attorney, Holscher stated he was contacted by a resident of Bar Nunn regarding spending for capital improvement projects and detailed budget requirements. Mr. Holscher stated the inquiries were not of a legal nature and recommended that all resident questions or comments are most appropriately addressed at council meetings which are open to the public. Mayor Ford stated the council has historically provided additional public input opportunities for residents of Bar Nunn when future community development projects are being considered. All budget work sessions are open to the public. Additionally, Mayor Ford stated from a community perspective Bar Nunn has continually moved in a positive direction providing the community with options for recreational opportunities, including the development of additional walking paths, and the Splash Pad Project. Other community events including 2 annual car shows, Trunk-o-Treat, Easter Egg Hunt, and the Fire Department events are examples of recreational activities sponsored in Bar Nunn. The development of the Westwinds Interchange has increased accessibility to Bar Nunn for all residents. Further, Mayor Ford stated the current council has considered the most economical structure for the recreational center and town hall project and recommended moving forward with the project. Discussion was opened for questions or comments from councilmembers and residents. In conclusion, Mayor Ford recommended scheduling a work session with Arete Design Group. Discussion followed. Mr. Catellier will contact Arete Design Group to set a date for the work session.

- 10) **Fire Department Report:** A written report was submitted. Josh Freeman was available for questions or comments from council. Mr. Freeman stated the annual parade and tree lighting events had over 500 people in attendance. Councilmember, Steven Clark inquired if the Fire Department was under a time constraint due to scheduling of Santa flying in for the event. Discussion followed. Residents had commented that the parade moved much faster than it had in the past. Councilmember, Mary Sue Sorenson thanked the Fire Department for the parade and activities on Saturday December 4th.
- 11) **Zoning & Planning Report:** A written report was submitted. Chairman, Gary Geiger was present for questions or comments from council. Mr. Geiger stated a public hearing was held for the approval of Variance with Conditional Use No. # 2021-01. However, the Zoning and Planning Commission did not have the number of members present to represent a quorum. The Zoning and Planning Commission recommended the variance be forwarded to council for approval with signatures of the two members present and provide additional signatures by proxy.
 - A. Variance Request with Conditional Use No. #2021-01: Mary Sue Sorenson inquired clarification of proper procedure for the public hearing. Discussion regarding the appropriate action required in the absence of a quorum followed. Attorney Holscher stated the variance request requires a quorum present for the public hearing and the Zoning and Planning Commission and the variance request should return to zoning and planning to act upon when there is a quorum. Discussion followed. The Zoning and Planning Commission will schedule a new public hearing.
- 12) **Maintenance Report:** A written report was submitted. Maintenance personnel, James Diekemper was present for questions or comments from council. Mr. Diekemper stated maintenance personnel have used the brush hog equipment to mitigate the number of tumbleweeds in Bar Nunn. Discussion followed.
- 13) **Office Staff Report:** A written report was submitted. Town Clerk, Lori Neibauer reported the requested computer has arrived and is expected to be installed this week with IT support.
- 14) **Petitions and Public Comment:** Resident, Mike Schoolcraft thanked the Fire Department for their community involvement and included the maintenance personnel for their efforts to mitigate the number of tumbleweeds. Additionally, Mr. Schoolcraft inquired information regarding the Sheriff stopping vehicles on Antelope Drive when there is nowhere to pull over due to the boulder placements. Discussion followed. Mayor Ford will contact the Sheriff's Department regarding stops on Antelope Drive. There were no further questions or comments for council.
- 15) **Council Miscellaneous:** Mayor Ford stated he sent an email regarding the video surveillance equipment and had not received a response. Mayor Ford will continue efforts to open communication regarding the installation of the video surveillance equipment.

Mayor Ford adjourned the regular council meeting to enter executive session at 8:14 p.m. Moved by Steven Clark, seconded by Robert Hoover and carried without dissent to adjourn the regular council meeting to enter executive sessions not exceeding 10 minutes for discussion regarding legal matter and personnel.

16) **Executive Session:** Legal

17) **Executive Session:** Personnel

The council reconvened the regular council meeting at 8:40 p.m.

Roll Call: Mayor Patrick Ford. Councilmembers: Mary Sue Sorenson, Robert Hoover, and Steven Clark. No actions were taken. Attorney Holscher will continue drafting ordinances for council consideration.

18) **Adjournment:** Moved by Robert Hoover, seconded by Steven Clark and carried without dissent that there being no further business the meeting of December 7, 2021, be adjourned at 8:41 P.M.

Respectfully Submitted by:
Donna Damori, Administrative Assistant

Patrick Ford, Mayor

ATTEST: (seal)

Lori Neibauer, Town Clerk Treasurer