



TOWN COUNCIL

MEETING MINUTES

Tuesday, September 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 Tuesday, September 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 September 6, 2022, and Special Meeting of September 13, 2022.** Moved by Steven Clark, seconded by Peter Boyer, and carried without dissent to approve the minutes for September 6, 2022.

Moved by Steven Clark, seconded by Peter Boyer, and carried without dissent to approve the Special Meeting Minutes for September 13, 2022.

- 4) **Balance Sheet, Detailed Income Statement & Trial Balance (Financial Reports) for the period ending August 2022:** Moved by Mary Sue Sorenson, seconded by Robert Hoover, and carried without dissent to approve the Balance Sheet, Budget Income Statement & Trial Balance (Financial Reports) for the period ending August 2022.
- 5) **Final Reading for Ordinance 2022-12:** “AMENDMENT OF THE ANNUAL APPROPRIATION ORDINANCE (BUDGET) FOR THE FISCAL YEAR ENDING JUNE 30, 2022”. Moved by Peter Boyer, seconded by Mary Sue Sorenson, and carried without dissent to approve the final reading for Ordinance 2022-12.
- 6) **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 updated the council regarding the Anticline Wind Energy Project and stated the project will go before the Industrial Siting Commission on September 21, 2022, at 10:00 am at the Thyra Thompson State Office Building. The initial pretrial hearing is expected to include discussion, exhibits, and witnesses. The topic will include the Memorandum of Understanding between all the communities in Natrona County. Mr. Holscher invited members of the council to attend the hearing. The next hearing will be held on October 5th and 6th, at 8:00 am. Mr. Holscher stated Councilmember, Robert Hoover, and Town Engineer, Ray Catellier will present exhibits regarding the impact of the project on the Town. Discussion regarding the exhibits and information that will be provided followed.
- 7) **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:
 - **2022 Asphalt Improvement Project-**
 - Preconstruction meeting will be Friday, September 23, 2022, at 2:00 pm at the Town Hall.
 - Mobilization and demolition will take place over the following two weeks.

Mayor Ford inquired for clarification on the advanced notice to the public regarding the transportation impact the asphalt project will have. Mr. Catellier stated the work will impact both ends of Prairie Lane, at Mustang and at Antelope Drive. Robert Hoover stated a public notice is available on the digital information board at the Fire Department. Mr. Catellier stated that the contractor will have construction signs posted prior to mobilization and demolition for the project.

- **Community Center and Town Hall Project-**
 - Final design drawings have been submitted to the Construction Manager. They are in their review stage and will begin soliciting bids soon. Tom Brauer will have updates throughout the bidding process.
 - WBC grant request next steps: Mayor Ford stated continued efforts are being pursued with WBC.
 - Additional grant opportunities:
 - Daniels Fund- grant areas include aging, amateur sports, and youth development facilities that accommodate and encourage community gatherings.

- The Daniels Fund Grant requires the submittal of an inquiry form, followed by a staff review and then a decision on whether a full application should be submitted. Mayor Ford recommended the council pursue the Daniel Fund grant and the council concurred. Mr. Catellier stated he will fill out and submit the inquiry forms. Mr. Catellier will inform the council regarding timelines and additional information required.
 - **ISO Rating-**
 - CEPI has offered assistance and expertise in hydrant flow testing. A brief conversation was held with CWRWS and Wardwell regarding coordination. If possible, coordination between the Town and Wardwell could yield assistance from regional with faster results. Discussion regarding the impact of hydrant flow testing as related to the Insurance Office Organization criteria followed.
- 8) **Code Enforcement Report:** A written report was submitted. There were no questions or comments from the council.
- 9) **Parks and Recreation Report:** Chairman, Britany Freeman was available for questions or comments. Ms. Freeman stated the next scheduled community event is the Trunk-o-Treat event to be held on October 29, 2022, in Antelope Park at 3:00 pm. Discussion regarding the use of release forms for a parent's signature allowing the use of photographs taken at events followed. Attorney Holscher recommended a release form and will draft a release form for Ms. Freeman. Ms. Freeman will provide her contact information to Mr. Holscher.
- 10) **Petitions and Public Comment:** Resident, Mike Schoolcraft inquired about clarification on the scope of the 2022 Asphalt Project. Mr. Catellier stated full depth replacement and resurfacing will be done. Mr. Schoolcraft inquired about information regarding drainage water flow concerns currently present on Prairie Lane. Mr. Catellier stated a concrete valley pan is to be installed to channel water from the road surface. Discussion regarding road surface and expected repairs for Sunset Boulevard and Trails End followed. Mr. Catellier stated the goal is to retain the existing road surfaces for as long as possible. Additionally, Mr. Schoolcraft inquired about information regarding the funding for the Bar Nunn Community Center/Town Hall Project and the impact the grant funding will have on the determination to move forward on the project. Mr. Catellier stated the final cost for the project will not be determined until bids are submitted. Discussion followed. In conclusion, Mr. Schoolcraft inquired about information regarding the Attorney's report being made available. Attorney Holscher stated his report is submitted separately and contains client-attorney privileged information and he does not submit a redacted version.
- 11) **Council Miscellaneous:**
- A. **Business License- N4-2022: Wyoming Coffee Company-Britnay Freeman**
Moved by Steven Clark, seconded by Mary Sue Sorenson, and carried without dissent to approve Business License N4-2022: Wyoming Coffee Company.
- B. **Garbage contract bid process for 2023**
 Attorney Holscher provided information regarding the sanitation contract for 2023. Mr. Holscher reported the previous contract with Shirk's Sanitation was found to be unusual in that it did not include an automatic renewal provision. Mr. Holscher stated the dollar amount of the contract, and the Town's ordinance, require the contract to be placed out for bid. Mr. Holscher recommended the bid process begin as soon as possible. Additionally, Shirk's Sanitation requested a rate increase of \$2.00 dollars due to the increased cost of doing business. Discussion regarding the allowance of a rate increase due to increased bale fill cost to Shirk's Sanitation for the remaining three months of the current contract followed. Mayor Ford recommended the Town allow for the rate increase of \$2.00 dollars to Shirk's Sanitation for the remaining three months of the current contract. Mayor Ford also recommended the council not pass the rate increase to the residential and commercial customers.
Moved by Peter Boyer, seconded by Steven Clark, and carried without dissent, to resolve to compensate Shirk's Sanitation the additional amount of \$2.00 dollars per month over the contract rate for each residential and commercial customer. The rate increase will not be passed to residential and commercial customers.
- C. **Status of current year budget information for reports**
 Mayor Ford stated an inquiry was made by Mary Sue Sorenson regarding the lack of budget comparison in the department reports. Mayor Ford clarified the Deputy Treasurer required a finalized amended budget ordinance from FY 21/22 to submit the data. The budget data has been entered and is now current.
- D. **Mileage for maintenance vehicles**
 Mayor Ford opened the discussion regarding a resolution for the use of maintenance vehicles for personnel. The council members were given an opportunity for questions and comments. Following the discussion, Maintenance Supervisor, Robert Hoover will provide a proposal for use of the Town vehicles and submit the information to Attorney Holscher. Attorney Holscher recommended a written resolution outlining the policy for on-call personnel and will draft a resolution for approval. The council concurred.

E. Wyoming Community Gas Designation

Mayor Ford reported the request for designation of funds to be received by Wyoming Community Gas for 2022 was received. Discussion regarding the community project designation of \$4,653.62 dollars to be received followed. Moved by Peter Boyer, seconded by Steven Clark, and carried without dissent to approve the Wyoming Community Gas Designation for 2022 in the amount of \$4,653.62 to be used for the Bar Nunn Community Center/Town Hall Project.

F. Interviews for Town Clerk

Mayor Ford recommended a date be considered for a second interview of prospective candidates for the Town Clerk position. Discussion followed. The date for a special meeting will be scheduled at the direction of Mayor Ford.

G. Children at Play signs

Mary Sue Sorenson asked for an update regarding the “Children at Play” signs previously discussed in the council. Robert Hoover reported an order for the signs has been placed and the date of arrival is unknown.

H. Statement regarding Wardwell Water and Town of Bar Nunn Discussions

Mary Sue Sorenson asked if a statement from the Town of Bar Nunn and Wardwell Water regarding discussions was to be released. Attorney Holscher stated he will draft the statement.

I. Maintenance expense report

Robert Hoover reported Rocky Mountain Power was contacted regarding power lines for the irrigation system. There are currently no meters on a section of irrigation. The installation of (2) two power meters at a cost of \$5,700 is required for Palomino Ave. and Antelope Dr. Mr. Hoover recommended the cost be charged to the parks and maintenance budget item. Council concurred.

- 12) Adjournment: Moved by Steven Clark, seconded by Peter Boyer, and carried without dissent that there being no further business the meeting of September 20, 2022, be adjourned, at 8:27 P.M.

Respectfully Submitted by:
Donna Damori, Administrative Assistant

Patrick R. Ford, Mayor

ATTEST: (seal)

Donna Damori, Administrative Assistant