



TOWN OF BAR NUNN 4820 N. Wardwell Industrial Ave., Bar Nunn, Wyoming
TOWN COUNCIL

MEETING MINUTES
Wednesday, July 6, 2022 - 7:00 P.M.

- 1) **Roll Call:** Mayor Patrick Ford called the meeting to order Wednesday, July 6, 2022, at 7:00 p.m. The roll was called which determined the presence of a quorum.
Present: Mayor Patrick Ford. Council Members: Mary Sue Sorenson, and Robert Hoover.
Excused: 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 June 21, 2022:** Moved by Robert Hoover, seconded by Mary Sue Sorenson, and carried without dissent to approve the Minutes for June 21, 2022.
- 4) **Payable List for June 2022:** Checks #30647-30714, Direct Deposit #1758-1784, ACH #12924256 & ACH #74944719. Moved by Mary Sue Sorenson, seconded by Robert Hoover, and carried without dissent to approve Payable List for June 2022.
- 5) **Resolution No. 2022-15:** “A RESOLUTION OF THE TOWN OF BAR NUNN, WYOMING, AUTHORIZING THE MILEAGE RATE FOR ALL BUSINESS MILES DRIVEN BEGINNING JULY 1, 2022, TO BE IN COMPLIANCE WITH FEDERAL REGULATIONS”. Moved by Robert Hoover, seconded by Mary Sue Sorenson, and carried without dissent to approve Resolution No. 2022-15.
- 6) **First Reading Ordinance No. 2022-09:** “AN ORDINANCE REPEALING AND REPLACING TITLE 1”. Ms. Sorenson asked how comments are to be sent to Mr. Holscher. Mr. Holscher stated he would prefer comments be emailed; however, comments can be scanned, or he can be called. Ms. Sorenson stated she will scan and send comments by email and retain her copy. Moved by Robert Hoover, seconded by Mary Sue Sorenson, and carried without dissent to approve the First Reading of Ordinance No. 2022-09.
- 7) **First Reading Ordinance No. 2022-10:** “AN ORDINANCE ADOPTING A NEW TITLE 2 AND MOVING THE EXISTING TITLE 2 TO TITLE 5”. Moved by Robert Hoover, seconded by Mary Sue Sorenson, and carried without dissent to approve the First Reading of Ordinance No. 2022-10.
- 8) **First Reading Ordinance No. 2022-11:** “AN ORDINANCE ADOPTING AMENDING THE FORMER TITLE 2, NOW TITLE 5”. Discussion regarding the question of why Statewide Statutes and individual municipalities differ on the issuing of liquor licenses and permits followed. Moved by Robert Hoover, seconded by Mary Sue Sorenson, and carried without dissent to approve the First Reading of Ordinance 2022-11.
- 9) **Attorney Report:** Town Attorney, Patrick Holscher was present for questions or comments from the council. A written report was submitted to the Mayor and council. Mr. Holscher stated the items presented to the council this evening has been discussed. Mr. Holscher explained Title 10 will be readdressed when the existing Title 5 is moved into Title 10. Additionally, Mr. Holscher reported the CATC agreement with the City of Casper has been pulled to allow for a meeting with CATC next week. It is anticipated a revised agreement will be available.

Mr. Holscher stated in the matter of the title question raised regarding the bridle trail, the Town Clerk provided historical Town information, and Mr. Holscher stated he is hopeful the ownership of the bridle trail will be defined when the Town was formed. Mr. Holscher stated he will continue to go through the material. Councilmember, Mary Sue Sorenson inquired if Sterling owns the trail now; if not, who will ultimately decide. Discussion regarding the status of the property and bridle trail followed. Mr. Holscher is hopeful when the Town was formed the bridle trail was vested to the Town.

In conclusion, Ms. Sorenson inquired about information regarding the ultralights. Mr. Holscher stated he acquired several regional numbers that can be called for communication with the FAA.

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

- **2022 Asphalt Improvements Projects**
 - We have created plans and specifications for a town-wide asphalt improvements project with current estimates based on recently bid projects of a similar size and scope to our needs. This project addresses the asphalt areas with the highest need and best “bang for our buck”. Mr. Catellier provided a visual exhibit showing the areas to be addressed. There were cutbacks made due to budget constraints. The asphalt plan for this year includes chip seal, full-depth repairs, and additional concrete work addressing the constant water problem on Prairie Lane. Mr. Catellier worked with Robert Hoover and identified a top ten list of areas in need of work. Council members asked for clarification regarding the scope of the project. Mr. Catellier stated the project will be advertised and placed for bid in the next two weeks with council approval. Moved by Mary Sue Sorenson, seconded by Robert Hoover, and carried without dissent to approve the 2022 Asphalt Improvement Project to be advertised and placed for bid.
- **Bar Nunn Community Center/Town Hall Project-**
 - We anticipate presenting the 50% design drawings with updated cost estimates to the Council on August 2, 2022, preferably in a work session format if the council is in agreement. Mayor Ford inquired for information regarding anticipated cost increases. Mr. Catellier stated the architects and construction management team have not reported cost increases. Mr. Catellier recommended a work session to discuss the project more in-depth. A work session for the Bar Nunn Community Center/Town Hall Project will be scheduled for August 2, 2022, at 6:00 p.m.

11) **Fire Department Report:** A written report was submitted. Josh Freeman was available for questions or comments from the council. Mr. Freeman stated Firefighter, David Potter will be returning from a wildfire assignment in Utah on July 7, 2022.

12) **Zoning & Planning Report:** A written report was submitted. Gary Geiger was available for questions or comments from the council. Mr. Geiger reported the Zoning and Planning Commission had an extensive meeting for the month of June 2022. There were four site plans and building plans approved for new home construction. One house plan was tabled due to the question of height. A site plan and building plan for an accessory building on the Town Hall lot were also approved. Mr. Catellier attended the meeting to recommend approval of a commercial site plan for R&S Pipeline, LLC. and a recommendation for approval of the Sterling Heights Subdivision final plat. The Zoning and Planning Commission approved the commercial site plan and final plat for Sterling Heights Subdivision recommendations. Mr. Catellier reported the final site plan agreement for R&S Pipeline, LLC. is currently being reviewed. Additional geotechnical information required for the foundation plan is being resolved. Ms. Sorenson inquired where R&S Pipeline, LLC., is located. Mr. Catellier clarified the location on Wardwell Industrial Avenue.

13) **Maintenance Report:** A written report was submitted. Maintenance representative, DeJoe Smith was present for questions or comments from the council. Mayor Ford stated the backup generator is still being rented for the sewer lift station.

Mr. Smith presented the council with two quotes for a flatbed and toolbox replacement for the F-550 and requested approval for the budgeted item at a cost of \$8,418 dollars. Mayor Ford clarified with Attorney Holscher that in the absence of two council members if there would be an issue with Robert Hoover voting. Mr. Holscher stated there is no issue. Moved by Mary Sue Sorenson, seconded by Robert Hoover, and carried without dissent to approve the purchase of a flatbed and toolbox replacement for the F550 from Bolinger Incorporated at a cost of \$8,418 dollars.

Additionally, Mr. Smith inquired for clarification regarding private property access from Circle Drive North. There is mud being dragged out onto Trails End from Circle Drive North. Discussion regarding a resolution to the matter followed. Moved by Mary Sue Sorenson, seconded by Robert Hoover, and carried without dissent to approve the Town Attorney to meet with maintenance personnel to discuss the access easement.

Mr. Smith stated mowing access for a fire break behind residential homes behind the western edge of upper Antelope Drive has been hindered due to the amount of trash and other debris behind these homes. Discussion regarding a resident report that builders are dumping concrete, and other trash and junk behind residential homes followed. Mr. Holscher stated the matter should be turned over to code enforcement. Robert Hoover will follow up with code enforcement. In conclusion, Mr. Smith stated that the front-end loader will need to be sent for repairs. Mayor Ford clarified the repairs involved a new flywheel and starter. This item was previously discussed with the council and was put on hold due to budget constraints. The previously estimated cost was quoted at \$7,000 to \$10,000 dollars. The current quote is \$8,927.34. Mayor Ford clarified with Attorney Holscher that in the absence of two council members if there would be an issue with Robert Hoover voting. Mr. Holscher stated there is no issue. Moved by Mary Sue Sorenson, seconded by Robert Hoover, and carried without dissent to approve the repairs to the front-end loader by Inland Truck Parts and Service in the amount of \$8,927.34.

Councilmember, Mary Sue Sorenson inquired for clarification regarding the budget performance for streetlights and mailboxes. The Clerk stated the item was over budget due increased cost of utilities.

14) **Office Staff Report:** A written report was submitted. Ms. Sorenson inquired for clarification on the availability of the budget amendments. Town Clerk, Lori Neibauer stated the amended budget will be made available for the council at the July 20, 2022, council meeting.

15) **Petitions and Public Comment:** Resident, Mike Schoolcraft thanked the Parks and Recreation department for the good job and hard work done for the fourth of July parade and festivities.

16) **Council Miscellaneous:**

A. Business License No. N2-2022: High Desert Gunworks LLC. -Robert Adams
Moved by Robert Hoover, seconded by Mary Sue Sorenson, and carried without dissent to approve business license No. N2-2022.

B. Sewer Shutoff Notice and Fee: Mayor Ford stated the current notification for sewer shut-offs had been brought to his attention and became evident it required revision. Discussion regarding the current process for dealing with delinquent accounts and costs as related to sewer shut-offs followed. Attorney Holscher presented the council with a resolution regarding the sewer disconnection notice. Moved by Mary Sue Sorenson, seconded by Robert Hoover, and carried without dissent to approve Resolution No. 2022-16 "A Resolution Approving Sewer Disconnection Notice.

C. County Recreation Board Grant Submission: Mayor Ford stated he and Ray Catellier each received information that no grant requests have been made to the County Recreation Board. Mayor Ford recommended the council pursue a grant request from the County Recreation Board.

Mary Sue Sorenson inquired about the amount of the request. Ray Catellier stated there have been requests made for more than \$250,000 dollars. Mayor Ford stated he anticipates a request for \$250,000 dollars and recommended the council pursue a grant request from the County Recreation Board. Moved by Robert Hoover, seconded by Mary Sue Sorenson, and carried without dissent to authorize the Town of Bar Nunn to pursue a grant with the County Recreation Board for the Bar Nunn Community Center/Town Hall Project.

- D. Bar Nunn Community Volunteer Appreciation Day BBQ: Saturday, July 16, 2022, 11:00 a.m.-1:00 p.m.
- E. Bar Nunn Fire Department Car Show: Saturday, July 23, 2022, 10:00 a.m.-3:00 p.m.
- F. Pillar of the Community: Mayor Ford stated Resident, Jan Schoolcraft sent a notice regarding Kathleen Whitney. Ms. Whitney was a former Clerk-Treasurer for the Town of Bar Nunn. Ms. Schoolcraft recommended Ms. Whitney for the Pillar of the Community recognition. Ms. Whitney had been named Clerk of the Year by the WAMCAT (Wyoming Association of Municipal Clerks and Treasurers) twice during her twenty years of service with the Town of Bar Nunn. Discussion regarding the date and location for recognizing the Pillar of the Community recipient followed. Mayor Ford recommended the Pillar of the Community recognition be announced and awarded at the Bar Nunn Fire Department Car Show on Saturday, July 23, 2022. Moved by Robert Hoover, seconded by Mary Sue Sorenson, and carried without dissent to approve Kathleen Whitney for a Pillar of the Community recognition.
- G. Maintenance- Antelope Park Streets: Robert Hoover made a recommendation to turn the Antelope Park streets into one-way streets. Discussion followed. Mayor Ford recommended further discussion with the opportunity to discuss Mr. Hoover's purposed plans for Antelope Park streets in greater detail. Mr. Hoover will provide a visual presentation for the council's consideration.

17) **Adjournment:** Moved by Robert Hoover, seconded by Mary Sue Sorenson, and carried without dissent that there being no further business the meeting of July 6, 2022, be adjourned, at 8:20 p.m.

Respectfully Submitted by:
Donna Damori, Administrative Assistant

ATTEST: (seal)

Patrick R. Ford, Mayor

Donna Damori, Administrative Assistant