



TOWN COUNCIL

MEETING MINUTES

Tuesday, November 15, 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, November 15, 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) **Oath of Office:** Town Clerk Appointment-Kalista Schwarzrock
Mayor Ford administered the Oath of Office for the new Town Clerk appointment, Kalista Schwarzrock.
- 4) **Minutes of November 1, 2022:** Moved by Mary Sue Sorenson, seconded by Peter Boyer, with Robert Hoover recused. The motion carried without dissent to approve the minutes for November 1, 2022.
- 5) **Balance Sheet, Detailed Income Statement & Trial Balance (Financial Reports) for the period ending October 2022:** Moved by Steven Clark, seconded by Robert Hoover, and carried without dissent to approve the Balance Sheet, Budget Income Statement & Trial Balance (Financial Reports) for the period ending October 2022.
- 6) **Resolution No. 2022-22:** “A RESOLUTION REGARDING REVISED DINOSOLAR NUMBER.” Peter Boyer inquired for clarification on the reason for the revision. Mary Sue Sorenson stated there were factors that had not been previously considered. The amount was adjusted to reflect the change. Moved by Steven Clark, seconded by Peter Boyer, and carried without dissent to approve Resolution No. 2022-22.
- 7) **Resolution No. 2022-23:** “A RESOLUTION REGARDING A MEMORANDUM OF UNDERSTANDING WITH THE WARDWELL WATER & SEWER DISTRICT.” Moved by Steven Clark, seconded by Mary Sue Sorenson, and carried without dissent to approve Resolution No. 2022-23. (Additional information provided in Petitions and Public Comments).
- 8) **Attorney's Report:** A written report was submitted to the Mayor and council. Town Attorney Representative, Elizabeth Grill was present for council questions or comments. Ms. Grill stated the prehearing date for the Industrial Siting Committee regarding the Dino Solar Energy Project is set for November 18, 2022. Ms. Grill updated the council regarding the advertisement for bids for municipal sanitation services and the need for a publication date. Discussion regarding dates for publication and bid qualifications followed. The bid was recommended for publishing as soon as November 20th and November 27th. The projected date for bid opening was set for December 1, 2022. In conclusion, Robert Hoover inquired when exhibits for the Dino Solar Energy Project need to be submitted. Ms. Grill recommended all exhibits be made available for the trial hearing as soon as possible.
- 9) **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-**
 - Chip Sealing will take place in 2023
 - **Community Center and Town Hall Project-**
 - Guaranteed Maximum Price (Contractor's fee plus cost of work) is \$4,924,607

- 10) **Code Enforcement Report:** A written report was submitted. Robert Hoover reported a complaint of leaves dumped into the street. Discussion regarding the appropriate enforcement entity to be notified followed. Ms. Grill provided the Town's ordinances for reference. Mayor Ford recommended further investigation of the rules and regulations. Ms. Grill will research the matter and provide the council with additional information.
- 11) **Parks and Recreation Report:** Chairman, Britany Freeman was available for questions or comments. The next monthly Parks and Recreation Committee meeting will be held on December 15, 2022, at 7:00 pm. The annual holiday parade, community tree lighting, and carnival event are scheduled for December 10, 2022. The parade is scheduled to begin at 4:00 pm. All other events are to begin following the completion of the parade.
- 12) **Petitions and Public Comment:**
Mediator, Tom Brauer updated the council with information and recommendations regarding the MOU between the Town of Bar Nunn and Wardwell Water & Sewer District and clarified the details of the MOU are handled by Attorney, Patrick Holscher, and Attorney, Alia Scott. Mr. Brauer stated with the acceptance of the MOU agreement, there is a component of the MOU agreement that is engineering-related that he would like to bring to the council's attention. Mr. Brauer recommended doing a detailed map of the water and sewer lines. Mr. Brauer stated CEPI has a considerable amount of mapping and GIS information that can be provided. Mr. Brauer recommended the council consider funding to perform comprehensive mapping, and update GIS information, and pump station locations. Resident, Venus Childress inquired if the Wyoming Water Development Commission master plan covers the same information. Mr. Brauer stated that the WWDC master plan is not available until approximately May 2023, and therefore recommended access to the design and infrastructure data that CEPI has available and building on the data. Robert Hoover stated the Town is working with Natrona County GIS and the need for additional information was identified. Discussion regarding the cooperative relationship between the Town and Wardwell Water & Sewer District followed.

Resident, Tyler Martin stated he appreciated the labor and stewardship done for the Bar Nunn Community Center and Town Hall Project. Mr. Martin wished to encourage the council by stating complaints will not get smaller with less money spent on the project. The Council has provided good stewardship and planning with the community in mind and is looking forward to enjoying the community center with his family.

13) **Council Miscellaneous:**

A. Community Center/Town Hall Project: Guaranteed Maximum Price

Project Manager, Tom Brauer presented the council with the amendments and contractual agreement documents for the Bar Nunn Community Center/Town Hall Project with the Guaranteed Maximum Price of \$4,924,607. Discussion and council comments followed. Mayor Ford noted funding has been earmarked for the project with additional grant funding. As the project moves forward, a continual effort will be made toward further grant funding. Steven Clark commented the community overall is in favor of the project. Moved by Robert Hoover, seconded by Peter Boyer, and carried without dissent to approve moving forward with the Bar Nunn Community Center/Town Hall Project with acceptance of the Guaranteed Maximum Price of \$4,924,607.

B. Sanitation Services: Bid Advertisement

Mayor Ford recommended the Town Attorney move forward with the bid advertisement for sanitation services. The current contract expires on December 31, 2022. Moved by Steven Clark, seconded by Peter Boyer, and carried with no dissent to have the Town Attorney place the bid advertisement for sanitation services.

C. Fire Department Radio Update:

Robert Hoover stated grant funds of \$125,000 have been applied for replacement radios at the Fire Department. Much of the costs for the radios are expected to be received from the grant funds.

D. Snowplow Ride-along:

Robert Hoover offered a ride-along on the snowplow during a snow event for any incoming council member or current council member interested.

E. Maintenance Construction Update:

Robert Hoover stated the building materials for the storage structure on the Town Hall lot are expected next week with construction to follow for the next 3-4 weeks.

F. Fire Department Equipment Request:

Fireman, Josh Freeman presented the council with a proposal to purchase an 86” Smartboard for the Fire Department. Information regarding the cost of the purchase was provided to the council. The available funds of \$4,000 in the budget for training are expected to be used toward the purchase. The additional funds required of \$1,500 will be from the proceeds of the Haunted House. Peter Boyer inquired about the amount the Haunted House made this year. Mr. Freeman stated approximately \$16,000 was made from the event. Discussion regarding the details related to the smart board followed. Mayor Ford stated funds for the smart board have been allocated and recommended the purchase. The council concurred. Robert Hoover was recused.

G. City of Mills:

Attorney Grill stated the City of Mills is expected to return the Town of Bar Nunn’s loaned fire truck on November 30, 2022.

H. Fire Department Hydrant Testing Update:

Mayor Ford updated the council on the status of hydrant testing and the possibility of using testing machinery from Regional Water. Robert Hoover recommended that the hydrants be tested in the Spring of 2023. Discussion regarding the testing procedures, water systems, and classifications for ISO ratings followed. The ISO rating is a score provided to Fire Department and insurance companies by the Insurance Services Office. The score reflects how prepared a community and area are for fires.

- 14) Adjournment: Moved by Peter Boyer, seconded by Steven Clark, and carried without dissent that there being no further business the meeting of November 15, 2022, be adjourned, at 8:05 P.M.

Respectfully Submitted by:
Donna Damori, Administrative Assistant

Patrick R. Ford, Mayor

ATTEST: (seal)

Kalista Schwarzrock, Town Clerk-Treasurer