



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

MEETING MINUTES
Tuesday, April 5, 2022 - 7:00 P.M.

- 1) **Roll Call:** Mayor Patrick Ford called the meeting to order Tuesday April 5, 2022, at 7:00 p.m. Roll was called which determined the presence of a quorum.
Present: Mayor Patrick Ford. Council Members: 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 March 15, 2022:** Moved by Steven Clark, seconded by Peter Boyer and carried without dissent to approve the Minutes for March 15, 2022, with correction made to item (11) "funds have been accepted and will be placed into a separate account".
- 4) **Payable List for March 2022:** Checks #30485-30534, Direct Deposit #1665-1695, ACH #05792182, & ACH #24788237. Moved by Mary Sue Sorenson, seconded by Robert Hoover and carried without dissent to approve Payable List for March 2022.
- 5) **Attorney Report:** Town Attorney, Patrick Holscher was present for questions or comments from council. Attorney Holscher stated a written report was submitted to the Mayor and council. Mr. Holscher noted the 2022 Code Enforcement Contract listed on the agenda may be better served and addressed at the April 19, 2022, council meeting due the inability of the Code Enforcement Officer to attend the current council meeting. Additionally, Mr. Holscher stated a draft for Title 10 which addresses speeds limits has been sent to council members for review. Further, Mr. Holscher stated Visionary Broadband has inquired information regarding entering into a Franchise Agreement with the Town. Discussion regarding the benefit of fiber optic broadband to the community followed. Mary Sue Sorenson inquired clarification regarding the need to make a formal motion regarding Visionary Broadband. Mr. Holscher recommended a resolution to authorize the Town Attorney to consult with Mayor Ford to continue negotiations with Visionary Broadband. Moved by Peter Boyer, seconded by Mary Sue Sorenson and carried without dissent to approve a resolution authorizing the Town Attorney to consult with Mayor Ford to continue negotiations with Visionary Broadband.
- 6) **Engineer Report:** A written report was submitted. Town Engineer, Ray Catellier was present for questions or comments from council. Mr. Catellier updated council on the following items:
 - **Town Hall Project-**
 - A project kick-off meeting will be held with the design team and the construction manager on April 11, 2022.
 - CEPI will be working with the Architect and Construction Manager to complete the contract with Sampson Construction Company.
 - **Sterling Heights Subdivision-**
 - Zoning and Planning approved the Sterling Heights Subdivision conditional preliminary plat application at the March 17, 2022, meeting. The next step is for Council to approve the conditional preliminary plat application then the Town will move into the final plat stage. Zoning and Planning will have another round of approvals as well as council before the project moves into construction.

- **Asphalt Improvement Projects-**

- After conferring with the maintenance department and in anticipation of upcoming projects, there is planning for a chip seal project on Sunset Boulevard, and the east side of Antelope Drive from Prairie Lane to Bel Vista Drive. A chip-seal is 15-20% of the cost of an overlay and should last 5-8 years.

Mayor Ford inquired clarification regarding the design team's goal for the April 11, 2022, meeting. Mr. Catellier stated the design team meeting is for determining the timeline and implementation actions moving forward on the project. Additionally, Mayor Ford inquired information regarding the scheduling of the chip sealing project. Mr. Catellier stated the chip-seal project is scheduled for July-August 2022. Ms. Sorenson asked if Mr. Catellier anticipated additional information to come from the public opinion survey regarding the streetscape revitalization plan. Mr. Catellier stated Bar Nunn's engagement from the community has previously been well received and may provide additional input.

- 7) **Fire Department Report:** A written report was submitted. Cody Edgeington was available for questions or comments from council. Mr. Edgeington reported the current EMT class is nearing completion. Mayor Ford and Ms. Sorenson noted the current budget information provided in the Fire Department report was appreciated.
- 8) **Zoning & Planning Report:** A written report was submitted. Gary Geiger was available for questions or comments from council. Mr. Geiger noted three house and site plans were approved in the month of March 2022. Additionally, a preliminary plat application was submitted for Sterling Heights Phase 1 Subdivision. Town Engineer, Ray Catellier recommended the Zoning and Planning Commission accept the conditional approval of the preliminary plat application for Sterling Heights Phase 1 Subdivision. The Zoning and Planning Commission concurred and have submitted the conditional approval of the preliminary plat application for Sterling Heights Phase 1 Subdivision to council for approval. Discussion regarding phasing of development and sewer and water capacity concerns followed. Sterling Properties & Development representative Dan Sabrosky and Nick Lewis stated preliminary contact has been made with Wardwell Water and Sewer District. The Sterling Heights Subdivision has been designed to include a (4) phase development plan, which includes a total of 180 lots. Phase 1 includes 40 lots. Mayor Ford inquired clarification from Mr. Holscher regarding the request presented is for the approval of the conditional preliminary plat application. Mr. Holscher concurred. Moved by Mary Sue Sorenson, seconded by Peter Boyer and carried without dissent to approve the conditional preliminary plat application for Sterling Heights Phase 1 Subdivision.
- 9) **Maintenance Report:** A written report was submitted. Maintenance representatives, DeJoe Smith and James Diekemper were present for questions or comments from council. Mayor Ford noted the sewer lift stations had a loss of power. Mr. Smith stated the alarms systems were down and have since been resolved. All operations are now in working order. Mayor Ford inquired if the power outage required Pacific Power intervention. Mr. Smith stated the power interruption was an internal malfunction and did not require further intervention. Additionally, Mayor Ford inquired an update for the setup and initial startup of the splash pad. Mr. Catellier stated Vortex is scheduled for installation and operation from May 9-13, 2022. The splash pad is anticipated to be open for Memorial Day. In conclusion, Mayor Ford inquired information regarding the Arbor Day event scheduled for April 23, 2022. Mr. Hoover stated tree planting will begin with meeting at the Fire Department at 8:00 a.m. followed by planting of four trees on Palomino Avenue. Discussion regarding a tree give-away followed. Ms. Sorenson noted the current budget information provided in the Maintenance Department report was appreciated.
- 10) **Office Staff Report:** A written report was submitted. There were no questions or comments from council.

11) **Petitions and Public Comment:** Resident, Mike Schoolcraft inquired an update regarding Wardwell Water. Mayor Ford stated the Town has reopened discussions with Wardwell Water and Sewer District and it is hopeful the parties will reach an amicable resolution. Additionally, Mr. Schoolcraft inquired the status of tumbleweed abatement. Mr. Hoover stated the Town maintenance personnel are planning to create a containment area for the disposal of residential tumbleweeds. Residents will be required to bring the tumbleweeds to the containment area. The dates and location are yet to be determined. The goal is to safely contain tumbleweeds and have them burned off in the next three to four weeks as weather permits. Resident, Britnay Freeman inquired if Parks and Recreation will be participating with opening of the splash pad. Mayor Ford stated there will be a ceremonial opening planned for the splash pad. Ms. Sorenson suggested a ribbon cutting ceremony. Mayor Ford inquired clarification of plans for the Egg Hunt event scheduled for Saturday April 9, 2022. Ms. Sorenson inquired if Ms. Freeman will have adequate volunteers for setting up the event. Ms. Freeman confirmed she has sufficient support. Volunteers will gather at 8:00 a.m. with the Egg Hunt scheduled for 10:00 a.m. at Antelope Park.

12) **Council Miscellaneous:**

A. 2022 Code Enforcement Contract-

Moved by Peter Boyer, seconded by Robert Hoover and carried without dissent to table discussion regarding the 2022 Code Enforcement Contract.

B. Scheduling Consideration for Budget Work Sessions-

Mayor Ford recommended Budget Work Sessions for FY 2022-2023. Council members concurred with dates and times as recommended for budget work sessions.

- Budget Work Session – General/Projects: May 3, 2022, @ 5:30 p.m.
- Budget Work Session – Fire Dept./Maintenance Dept., May 10, 2022, @ 6:00 p.m.
- Budget Work Session – Final Overview, May 17, 2022, @ 5:30 p.m.
- (FY 2022-2023 1st Budget Ordinance Reading May 17, 2022)

C. Splash Pad Light Pole-

Mr. Hoover stated Summit Electric submitted a proposal for installation of the previously acquired light pole. At a proposed cost of \$4,142.31. The proposed installed light pole will be located on the east side of the splash pad building. Mr. Hoover stated the light pole will provide an additional camera point for video surveillance at the splash pad site. Discussion regarding materials, access conduits, and labor costs considered in the quote followed. Moved by Steven Clark, seconded by Peter Boyer and carried without dissent to approve the Summit Electric proposal not to exceed \$4,300.

D. Splash Pad Add-ons-

Mr. Hoover stated during the splash pad work session; he presented visual representations and cost estimates for park benches. There are (3) three areas for the park benches to be installed in proximity to the splash pad. Council members agreed on the cost and choice of park benches to be installed. Additionally, Mr. Hoover recommended the splash pad water control valve for the shower be changed to a push style mechanism. Discussion followed. Mr. Hoover will provide council with a cost estimate. Further, Mr. Hoover stated a plumber is scheduled to repair the water fountain due to vandalism. In conclusion, Mr. Hoover stated signs for the splash pad have been ordered and will be installed upon arrival.

E. Tumbleweeds-

Mr. Hoover stated a containment area for tumbleweeds will be established for residents to dispose of tumbleweeds in the next (2-3) weeks. Collection will be scheduled for approximately (1) week. It will be the resident's responsibility to bring the tumbleweeds to the containment area. No trash or other materials are to be disposed of in the containment area. The Bar Nunn Fire Department will burn the tumbleweeds as weather permits. Discussion followed. Mr. Hoover stated he will contact a representative for Valor regarding where and when to dispose of tumbleweeds from the baseball field.

F. Video Surveillance-

Councilmember, Steven Clark recommended audio and visual coverage for the splash pad be used as a deterrent for vandalism. The audio system will alert those in proximity of the splash pad that they are being visually recorded.

G. Natrona County Recreation and Joint Powers Board Vacancy-

Mayor Ford stated there is a vacancy on the Natrona County Recreation and Joint Powers Board. Discussion regarding the time commitment required followed. Mayor Ford inquired if a member of council would be interested in filling the vacancy. The next scheduled meeting is Friday April 8, 2022. Mayor Ford stated he is willing to attend the meeting one time until another appointment is made. Mary Sue Sorenson and Peter Boyer expressed interest. Moved by Robert Hoover, seconded by Mary Sue Sorenson and carried without dissent to appoint Mayor Ford one time to attend the Natrona County Recreation and Joint Powers Board.

- 13) **Adjournment:** Moved by Steven Clark, seconded by Robert Hoover and carried without dissent that there being no further business the meeting of April 5, 2022, be adjourned, at 7:48 p.m.

Respectfully Submitted by:
Donna Damori, Administrative Assistant

ATTEST: (seal)

Patrick R. Ford, Mayor

Lori Neibauer, Clerk Treasurer