



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

MEETING MINUTES
Tuesday, October 5, 2021 - 7:00 P.M.

- 1) **Roll Call:** Mayor Patrick Ford called the meeting to order Tuesday, October 5, 2021, 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, and Peter Boyer, and Steven Clark.
- 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) **Minutes of September 21, 2021:** Moved by Robert Hoover, seconded by Mary Sue Sorenson and carried without dissent to approve the Minutes for September 21, 2021.
- 4) **Payable List for September 2021:** Checks #30143-30213, Direct Deposit #1450-1480, ACH #2552862, & ACH#32660126. Moved by Robert Hoover, seconded by Mary Sue Sorenson and carried without dissent to approve Payable List for September 2021.
- 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 stated a work session concerning current and future staffing needs was held September 28, 2021. The maintenance department reported it was overstaffed and they could be well staffed with three employees. A resolution to reduce maintenance staff from four employees to three employees was presented to council for consideration. Mr. Holscher noted information regarding Wardwell Water and revisions to Town codes were addressed in his written report. Additionally, Mayor Ford updated Mr. Holscher and council regarding the status of the Wardwell Water petitions. After a discussion with County Commissioner, Brook Kaufman. Ms. Kaufman indicated that communication had been sent to either the Town of Bar Nunn or to Wardwell Water concerning petition signatures falling short of the required signatures; signature discrepancies are in question due to renters of valuated property vs owners of valuated properties. Discussion regarding the extent of discrepancies with the September 2020 petitions followed.
 - A. Resolution No. 2021-13:
“A Resolution Concerning Staffing Size of the Town Maintenance Department”
Moved by Steven Clark, seconded by Peter Boyer, with Robert Hoover recused, the motion carried to approve Resolution No. 2021-13.
- 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:
 - **Countywide Cooperative-** Denyse Wyskup joined the council meeting to give an update on the work of the cooperative. Ms. Wyskup gave a visual presentation using updated GIS (Geographical Information System) available for mapping. The presentation included discussion regarding regional cooperative membership, resources available, and the effective benefits which allow reference to infrastructures while in the field.

Additional capability functions included intuitive advancements in applications such as decision support mechanisms, planning for routine inspections, uses for code enforcement, seasonal and real time applications. Ms. Wyskup stated CEPI has updated the sanitation infrastructure and continues to work with Casper College updating the Town of Bar Nunn irrigation data. The presentation concluded with questions and comments from council. Mayor Ford inquired clarification of picture functionality. Councilmember, Robert Hoover commented on how well it has streamlined work in the field for the Town of Bar Nunn.

- **Splash Pad Project-** Sod and seed have been completed at the site. The outstanding items list is growing smaller by the day. The contractor is still awaiting the new light pole for the park and anticipate its arrival and installation by the end of October. Rocky Mountain Power will be installing the new electrical transformer next week which will allow for the completion of the electrical work on the project. Phase II should be ordered this month to take advantage of current pricing. Mr. Catellier recommended Phase II purchase discussion and action be taken at the next scheduled council meeting. The Splash Pad installers will be back next May for the first start up and will help install fixtures if needed. Mayor Ford requested cost information prior to the next council meeting. Mr. Catellier will forward the splash pad fixtures cost information to councilmembers for consideration prior to the next council meeting.
- **Asphalt Improvements Project-** Wayne Coleman Construction has begun work and will be pouring the concrete in various intersections this week. Tonkawa Trail, Mandan Trail, and Absaroka Trail will have broken concrete replaced. It is anticipated that milling will be done in next two days with 2-3 weeks of work. The mill tailings will be collected.
- **Town Hall Project-** Arete Design Group has been working on completion of the massing study for the project which will be done this week. Mr. Catellier updated council with information from the design group. After councils input it was agreed concept #2 was most favored. The design group will make further changes to this concept and create a 3rd conceptual design for council consideration. After completion of the massing study the design group would like to meet with the council for presentation of cost and perspective views by November 15, 2021.

Councilmember, Steven Clark inquired clarification regarding repairs on north Tonkawa Trail. Mr. Catellier confirmed the repairs in the scope of the project. Mayor Ford inquired clarification regarding future development and the investment of asphalt. Specifically, requiring the contractors to bore under existing streets due to construction disruptions of existing asphalt. Discussion regarding the permitting of street cuts and recommendation for change with appropriate legal review and revision of Town codes followed.

Councilmember, Mary Sue Sorenson inquired an update regarding sewer taps for wet structures as previously addressed September 21, 2021. Mr. Catellier stated after initial review of the Town Codes and additional inquiries regarding sewer taps to wet structures; he would like to meet with legal counsel to assure the Town Code addresses the subject adequately. Mr. Catellier will contact the contractor with the findings.

- 7) **Fire Department Report:** A written report was submitted. Cody Edgeington was available for questions or comments from council. Mr. Edgeington opened discussion regarding the purchase of AED units and presented council with costs. Mayor Ford requested clarification regarding the previous AED's ordered, and why they were returned. The AEDs previously ordered were not the intended models. The current requested models include WI-FI capability to communicate information directly to the hospital. Discussion regarding budget appropriation followed. Mayor Ford had no reservations in recommending the purchase of the AED's. Council concurred. Additional discussion regarding producers, bid thresholds, and future replacement or upgrades required followed. Moved by Steven Clark, seconded by Peter Boyer, with Robert Hoover recused the motion carried without dissent to approve the purchase of (2) new AEDs with use of designated funds and additional budgeted funds.

8) **Zoning & Planning Report:** A written report was submitted. Gary Geiger was present for questions or comments from council. Mr. Geiger stated that Zoning and Planning met September 16, 2021, and a detached garage site plan and building plan was approved with a variance request. No further response had been received regarding the variance requirements. Mr. Geiger stated there are currently 13 available lots. Mayor Ford commented on the required variance and noted that historically requests for buildings greater than 1,000 sq. ft in the R-1 residential district were not uncommon. Mayor Ford suggested with the current review of Town Codes the Zoning and Planning Commission may wish to consider a change in the building size requirement for the R-1 residential district. Ms. Sorenson inquired clarification of the variance procedure. Mayor Ford noted contact of neighbors within 300 ft. of the resident with signature authorizations, and a public hearing are required for a variance to be granted. This procedure is done to avoid resident conflict when the scope of a project exceeds the existing building codes.

9) **Maintenance Report:** A written report was submitted. Maintenance representative, Dejoie Smith was present for questions or comments from council. Mr. Smith stated the asphalt patcher has been returned and expected to be operational this week or next week. Additional items reported:

- Wet wells cleaned out
- Additional street signs and stop signs installed
- Additional road stripping
- Continued GIS mapping
- Use of “STOP” stencils for pavement markings on Antelope Dr.
- Work session request: Snow Removal

Mayor Ford recommended a work session be scheduled for October 19, 2021 @ 6:00 p.m. for discussion of snow removal. Council concurred. Discussion regarding use of barriers and signs to impede trash and tire disposal followed. Additionally, Ms. Sorenson inquired information regarding the updated population census for the Town of Bar Nunn population sign. Discussion followed. The Town Clerk will inquire information regarding the updated census number for the Town’s population sign. Further, Ms. Sorenson inquired clarification of the green construction markings as indicators of work to be done. Mr. Hoover clarified the green construction markings are outside in the scope of the asphalt project; and maintenance will be repairing the areas with the pothole machine. In conclusion, Mr. Clark inquired the status of the speed limit signs, and review of recommended ordinance change. Mr. Holscher stated he continues to work on the draft for council consideration.

10) **Office Staff Report:** A written report was submitted. Town Clerk, Lori Neibauer added comments regarding the need for a computer replacement. The Clerk noted two of the computers in use were purchased in 2010 with operating systems for Microsoft 2007. With the required updates for Microsoft 2010 the computers experience compatibility issues that include failure to fully load or boot and continued stalling and freezing of programs. Although the computers have been upgraded with additional RAM and solid-state drives, the Clerk continues to experience loss of productivity for periods of time daily. Discussion regarding the cost for a replacement computer and program updates followed. Additionally, the Clerk noted she attended the annual WAMCAT conference hosted at Casper College and found it very informational and productive. Ms. Sorenson inquired an update on future change in accounting systems. The Clerk stated a new accounting system had been appropriated in the budget, however, it has not been approved.

11) **Petitions and Public Comment:** There were no petitions or public comments.

12) **Council Miscellaneous:**

- A. **Business License No. 2021-27:** Levi Harper-Grease Monkey BBQ, LLC. Mr. Harper was available to council for questions or comments. Mayor Ford clarified the business included repair of BBQ grills only and not manufacturing.

Moved by Robert Hoover, seconded by Steven Clark and carried without dissent to approve Business License No. 2021-27.

- B. **Motorized Flight Apparatuses:** Ms. Sorenson inquired information regarding the flying of motorized flight apparatuses in the area. Mr. Holscher stated although it is concerning to some homeowners there is not lot of recourse that can be done, as it would be a civil matter. Mr. Holscher recommended the matter be mentioned to the Sheriff's office. Discussion continued. Mr. Holscher will report findings regarding flight apparatuses.
- C. **Dead Antelope Removal:** Discussion regarding procedures for the removal of dead antelope along Salt Creek Highway and in the Town of Bar Nunn followed. Maintenance Supervisor, Robert Hoover reported Metro is to be contacted for the removal of dead animals. The Town maintenance staff removed the dead antelope near the elementary school after failure to reach or contact Metro. Discussion followed.
- D. **Executive Session:** Mayor Ford recommended adjournment of the regular council meeting to enter Executive Session not to exceed 30 minutes at 8:30 p.m. Moved by Steven Clark, seconded by Peter Boyer and carried without dissent to enter Executive Session not to exceed 30 minutes.

Reconvene Regular Council Meeting: The regular council meeting reconvened at 8:46 p.m. Mayor Ford noted executive session was related to personnel discussion and no action was taken.

Roll Call: Mayor Patrick Ford, Councilmembers, Mary Sue Sorenson, Robert Hoover, Peter Boyer, and Steven Clark.

- E. **No Parking Signs:** Maintenance Supervisor, Robert Hoover inquired clarification regarding the placement of additional signage on Antelope Drive to inform and impede the parking of vehicles between the boulders. Town ordinances and law enforcement actions were included in the discussion.
- F. **Resolution No. 2021-14:** "A Resolution to Accept the Recommendation of the Supervisor of the Maintenance Department Concerning Layoffs". Moved by Mary Sue Sorenson, seconded by Steven Clark with Robert Hoover recused the motion carried without dissent to approve Resolution No. 2021-14: "A Resolution to Accept the Recommendation of the Supervisor of the Maintenance Department Concerning Layoffs."
Maintenance Supervisor, Robert Hoover will write a letter to the individual employee regarding the approved layoff.

- 13) **Adjournment:** Moved by Steven Clark, seconded by Peter Boyer and carried without dissent that there being no further business the meeting of October 5, 2021, be adjourned, at 8:57 p.m.

Submitted by:
Donna Damori, Administrative Assistant

ATTEST: (seal)

Patrick R. Ford, Mayor

Lori Neibauer, Clerk Treasurer