



TOWN COUNCIL

MEETING MINUTES

Tuesday, June 21, 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, June 21, 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 June 7, 2022:** Moved by Mary Sue Sorenson, seconded by Robert Hoover, with clarifications made to item number 8) Fire Department Report: line 2: to read: **dollars were earned by the Cath Canyon Fire**, and item 10) Maintenance Report: line 9: to read: **allocated to parks repair and maintenance**. The motion carried without dissent to approve the amended minutes for June 7, 2022.
- 4) **Balance Sheet, Budget Income Statement & Trial Balance (Financial Reports) for the period ending May 2022:** Moved by Robert Hoover, seconded by Steven Clark, and carried without dissent to approve the Balance Sheet, Budget Income Statement & Trial Balance (Financial Reports) for the period ending May 2022.
- 5) **Third and Final Reading of Ordinance No. 2022-08:** "ANNUAL APPROPRIATION ORDINANCE (BUDGET) FOR THE FISCAL YEAR ENDING JUNE 30, 2023. Mayor Ford stated the finalized budget included edits made due to generator costs and the incoming distribution of ARPA funds. Moved by Robert Hoover, seconded by Steven Clark, and carried without dissent to approve the Third and Final Reading of Ordinance No. 2022-08.
- 6) **Attorney's Report:** Town Attorney, Patrick Holscher was present for council questions or comments. Mr. Holscher stated a written report was submitted to the mayor and council and he had no further comments. Councilmember, Mary Sue Sorenson stated she read through the IRS Publication 15-B and wanted to comment that she believes that commutes are the way to go. Ms. Sorenson stated she has supervised payroll for over 40 years in her accounting career and it is the way it should go. Mr. Holscher clarified that the reference being made was regarding various ways commutes can be calculated. Additionally, Ms. Sorenson inquired if the FAA had been contacted regarding the ultralights. Mr. Holscher stated he has not had a chance to contact the FAA. In conclusion, Ms. Sorenson inquired about information regarding a claim made with Wardwell Water. Mr. Holscher stated he had received information after his report was submitted and has not yet responded. Discussion regarding damages to Town property that occurred due to work done by Wardwell Water 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.
 - **Bar Nunn Community Center and Town Hall Project-**
 - Update from Arete Design Group: We have received the 50% drawings and will present them to the council when the colored copies are made available. We are currently in the three-week period in which CMAR will begin cost estimating.
 - **201 Management Oversight Committee-**
 - Annual meeting held June 15, 2022.
 - Bar Nunn sewer flows range from 1.89% to 3.09% of total flows into the sewer treatment plan. The average is 2.21% for 2021.
 - Bar Nunn is responsible for 2.21% of the FY23 budget, down from 2.25% in FY22.

- **MPO Technical Committee-**
 - Quarterly meeting was held on June 16, 2022.
 - MPO Supervisor, Jeremy Yates is leaving for another job in Casper. The MPO will be seeking a new supervisor.
 - MPO work plan for FY23 includes a Westwinds Road extension study.
 - Casper College GIS department has recently purchased a drone with a LiDAR unit. If there are small-scale projects in the Town that would benefit from aerial imagery with LiDAR information, we can request assistance from the College.
- **Bar Nunn Streetscape Study-**
 - Consultant has submitted preliminary recommendations and would like to hold a progress meeting with the MPO on Thursday, June 23, 2022.
- **Zoning and Planning-**
 - The final plat for the Sterling Heights Subdivision has been reviewed and was recommended to the Zoning & Planning Commission for approval, contingent on the resolution of property ownership. The next steps are for the council to approve the final plat once the ownership is properly determined and to develop a subdivision agreement. The final plat was presented for reference. The Town owns the bridle trail and engineering is working with the Town Attorney to deed the property and resolve the property ownership.
 - A site plan for R&S Pipelines, Inc. was submitted and reviewed. Zoning and Planning approved the site plan with contingencies upon the approved landscaping and paving plan. Currently, the owner has met the landscaping and paving requirements and the Town Engineer recommended approval of the site plan. The next step would be working with the Town Attorney on the development of a site plan agreement with the owner. The site plan was presented for reference.

Mayor Ford inquired for clarification that the Sterling Heights Subdivision required no action to be taken by the council. Regarding the site plan for R & S Pipelines, Inc., Mayor Ford inquired for clarification that no action was required by the council. Mayor Ford stated he would prefer actions taken by the council for the Sterling Heights Subdivision and R & S Pipelines, Inc., not be made until all requirements and agreements are reconciled. Councilmember, Steven Clark inquired about information regarding the Sterling Heights Subdivision Plat and lot sizes. Discussion regarding zoning and planning regulations that address lot sizes, landscaping, and sprinkler systems followed. Mayor Ford inquired about the developer's requirements for green spaces. Discussion regarding what constitutes green spaces, and irrigated spaces followed. Mr. Catellier will make inquiries into the questions raised and will follow up with the Attorney to assure interpretations are correct.

- 8) **Code Enforcement Report:** A written report was submitted. Mayor Ford stated Code Enforcement was not available for one week, as a result, he doubled his efforts to cover areas he would have covered during that week he was not available.
- 9) **Parks and Recreation Report:** A written report was submitted. Chairman, Britany Freeman was available for questions or comments. Mayor Ford suggested a theme for the fourth of July event and to contact the Town of Mills for use of their dunk tank. Ms. Freeman inquired about food arrangements for the Annual Volunteer BBQ, which will be held on July 16, 2022, from 11:00 a.m. to 1:00 p.m. Fire Chief, Robert Hoover will get with Ms. Freeman to acquire supplies.
- 10) **Petitions and Public Comment:** Resident, Mike Schoolcraft inquired about ordinance re-writes through legal and would like to see the zoning and planning ordinances reviewed and reorganized. Mr. Schoolcraft is a member of the zoning and planning commission and stated for example that residential height restrictions were not listed or could not be found. Mr. Schoolcraft stated that the last revisions of many of the zoning and planning ordinances are from 1999. Attorney Holscher stated with approval from the council he would like to meet with Chairman, Gary Geiger and Mike Schoolcraft regarding the review and reorganization of the zoning and planning ordinances. Council concurred. Mr. Holscher will be provided with the zoning and planning ordinances.
- 11) **Council Miscellaneous:**
 - A. Councilmember, Peter Boyer presented the council and those present with an example of a written statement acknowledging the troubling times in our nation and bringing unity through prayer as individuals and our families as we celebrate the fourth of July holiday this year. Mr. Boyer stated he would like to see the Declaration of Independence shared with residents and their families in celebration of our country's history as we celebrate the fourth of July holiday this year. Discussion followed. Attorney Holscher stated he will review the statement and advise.

Moved by Steven Clark, seconded by Robert Hoover, with Mary Sue Sorenson opposed. The motion carried to resolve to send a mailing regarding July 4th and its meeting pending completion of the draft by Councilman, Peter Boyer, and the Town Attorney.

B. New Business License N1-2022-Pronghorn 307 Insurance LLC: Sandra Skinner

Moved by Robert Hoover, seconded by Steven Clark, and carried without dissent to approve New Business License N1-2022- Pronghorn 307 Insurance LLC.

C. Accounting and Review Service Agreement: Skogen, Cometto & Associates, P.C.

Mayor Ford stated that it had been previously requested that alternating accounting firms be used for accounting and review services. However, due to time constraints, another accounting firm was not able to be rotated into this year's review. Councilmember, Mary Sue Sorenson stated that with anticipation of new accounting software she does not think accounting firms should be changed.

Moved by Robert Hoover, seconded by Mary Sue Sorenson, and carried without dissent to approve the accounting review and service agreement with Skogen, Cometto & Associates, P.C.

D. Proposal to change July 2022 Council meetings to Wednesday.

Moved by Robert Hoover, seconded by Peter Boyer, with Steven Clark unable to attend July 6th, the motion carried without dissent to approve the council meetings for July be moved to Wednesday, July 6, 2022, and Wednesday, July 20, 2022.

In conclusion, Councilman Hoover requested his council book be corrected as the content was out of order.

- 12) **Adjournment:** Moved by Robert Hoover, seconded by Steven Clark, and carried without dissent that there being no further business the meeting of June 21, 2022, be adjourned, at 7:53 P.M.

Respectfully Submitted by: Donna Damori, Administrative Assistant

Patrick R. Ford, Mayor

ATTEST: (seal)

Lori Neibauer, Town Clerk/Treasurer