



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

MEETING MINUTES
Tuesday, December 6, 2022 - 7:00 P.M.

- 1) **Roll Call:** Mayor Patrick Ford called the meeting to order Tuesday, December 6, 2022, at 7:00 p.m. The roll was called which determined the presence of a quorum.
Present: Mayor Patrick Ford. Council Members: Robert Hoover, Peter Boyer, and Steven Clark.
Audio Conference: Mary Sue Sorenson
- 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 November 15, 2022:** Moved by Robert Hoover, seconded by Peter Boyer, and carried without dissent to approve the Minutes for November 15, 2022.
- 4) **Payable List for November 2022:** Checks #30937-30995, Direct Deposit #1905-1936, ACH #92453163 & ACH #34772218. Moved by Steven Clark, seconded by Robert Hoover, and carried without dissent to approve Payable List for November 2022.
- 5) **Attorney Report:** Town Attorney, Patrick Holscher was available for questions or comments from the council. Mr. Holscher stated the hearing before the Industrial Siting Commission regarding the Dino Solar Energy Project impact mitigation funds concluded this afternoon. Mr. Holscher stated Robert Hoover represented the Town Maintenance and Fire Departments together with Councilman, Peter Boyer, and Town Engineer, Ray Catellier. Mr. Holscher stated after a two-day contested case hearing, the Industrial Siting Commission rendered its decision. Mr. Holscher noted that unlike the Anticline Project hearing there was no memorandum of understanding. Mr. Holscher detailed the results of the hearing with the council. The Industrial Siting Commission approved the Bar Nunn Fire Department's request in its entirety at \$805,116.75. Regarding the request for streets and maintenance, two out of the four requests made were granted at \$380,000 for the milling and overlay of Salt Creek Highway and the Southwest Bar Nunn Emergency Access. The funds requested for Doane Lane and Sunset Boulevard were denied. Mr. Holscher stated he will contact their Economist, Mr. Tolson, to inquire about how the payments are intended to be scheduled. Mr. Holscher advised the council to proceed with the projects and purchases immediately due to the length of time it will take to accomplish the necessary work. Mr. Holscher gave a synopsis of the outcomes for Natrona County, Mills, and the City of Casper. Discussion regarding the required time limits, use of the granted impact funds, and the immediate financial impact the Town will need to consider followed. Mr. Catellier provided additional information to answer the council member's questions and concerns regarding the scope of each project, including financial and scheduling considerations.
- 6) **Engineer 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/Town Hall Project CMAR Update-**
 - Work continues for the site design and the first utility package
 - Plan to advertise for bids starting next week (December 11-17) with a possible bid opening in December.
 - Expectations for the first phase are water service, fire line, sewer service, site grading, and delivery of the metal building system (MBS).
 - Expected MBS delivery is April 1, 2023.

- Final site plan has been pared down from the previous concept. Updated concepts and estimates will be presented to the council when complete.
- A pay application will be forthcoming for the 25% fee down payment for the MBS.
- The foundation and excavating package moved out of the building package to the site civil package. The change provided significant cost savings, and the civil site work advertisements will commence.
- The landscaping plans and cost estimates are expected to be below \$600,000 dollars.

Mayor Ford inquired for clarification on the expected completion date for the Bar Nunn Community Center/Town Hall Project. Mr. Catellier stated that seasonal delays are likely to occur, however, the project on the current timeline is expected to be completed by late December 2023. Robert Hoover inquired when the council will have the updated conceptual plans for the landscaping site work. Mr. Catellier stated the plans will be made available later in the week.

- 7) **Fire Department Report:** A written report was submitted. Drew Gibson was available for questions or comments from the council. Mr. Gibson updated the council on the intended purchase of a smart board to be used for training. The number of calls has increased by more than 60 calls annually, implicating the importance of training. Engine 11-2 has been returned from the City of Mills and is now back in service. The unit was returned on November 30, 2022. The department requested that notice be put into the Town newsletter looking for members of our community who would be interested in being a volunteer for the Fire Department.
- 8) **Zoning & Planning Report:** Gary Geiger was present for questions or comments from the council. There was no meeting held for the month of November 2022. There were no questions or comments from the council.
- 9) **Maintenance Report:** A written report was submitted. Maintenance Supervisor, Robert Hoover stated the building construction for equipment storage on the Town Hall site is on task. Mr. Hoover stated he is currently awaiting an MOU (memorandum of understanding) from the Wyoming Department of Transportation regarding snow removal on Salt Creek Highway from Antelope Drive to Howard Street. Discussion regarding sanding and snow removal along Salt Creek Highway followed. Mr. Hoover stated additional sand will be needed and the department is monitoring the amounts for future sand reserves.
- 10) **Office Staff Report:** A written report was submitted. The Town Clerk updated the council regarding the future change to the Town's email and website address domain. Discussion followed. Mayor Ford stated that after researching names for domains, he recommended the domain name be like those used by other municipalities in Natrona County. The requested domain change will be barnunnwy.gov. The Town Clerk will register the domain request, and it is expected to take twenty days to process. The Town Clerk will utilize IT support to implement the change.
- 11) **Petitions and Public Comment:** Resident, Mike Schoolcraft thanked the Town Maintenance Department for snow removal efforts. Mr. Schoolcraft suggested a section of snow fence be used along a portion of Salt Creek Highway. Discussion followed. Gary Geiger complimented the Town for the reconstruction done on Prairie Lane. Mr. Geiger stated he is concerned that damage may occur during the winter months to the valley pans due to the freeze and thaw. Discussion regarding the possible future subdivision development and water drainage concerns followed.
- 12) **Council Miscellaneous:**

A. Sanitation Services Bid Award

Mayor Ford stated a sanitation bid was received by Showtime Industries, LLC. d.b.a. Shirk's Sanitation. Mayor Ford confirmed with Attorney Holscher the receipt of the bid and the current contract were prepared for acceptance and signatures. Mayor Ford recommended sanitation services for the Town of Bar Nunn be awarded to Shirk's Sanitation. Moved by Robert Hoover, seconded by Steven Clark, and carried without dissent to award the Town of Bar Nunn sanitation services contract to Showtime Industries, LLC. d. b. a. Shirk's Sanitation.

Discussion regarding the change in rates from Shirk’s Sanitation and the implication the rate change may have on the residents followed. Mayor Ford recommended the council further discuss the possible necessity to pass the rate increase to the residents.

B. Salary Compensation Review-Mary Sue Sorenson

Mayor Ford stated Mary Sue Sorenson has done extensive research for salary comparisons and encouraged the council members to review the information provided by Ms. Sorenson for future discussion. The information has been provided through email to each council member. Ms. Sorenson stated the salary survey done by Evansville, Wyoming is close to completion and additional information will be shared.

C. Wardwell Update-Software and Processes

Mayor Ford stated a meeting was arranged with Wardwell Water & Sewer District together with Mayor Ford, Peter Boyer, Mary Pearson, Gloria Brainard, and two members of the Wardwell Water Board. The meeting was productive and provided information regarding software, meter reading equipment, meter data uploading processes, and information on how systems will be integrated. Discussion regarding future accounting software compatibility and support followed.

D. Sheriff’s Report

Robert Hoover stated he is concerned with outcomes reported by the Sheriff’s Department. Mr. Hoover noted that with an average of 298.5 hours of patrol time done for the Town of Bar Nunn in November 2022, there were no investigations, no citations written, and only eleven warnings issued. Mr. Hoover requested that the Sheriff’s Department report the number of citations written for the Natrona County District Court. Mr. Hoover stated there is continuous observation of speeding in Bar Nunn with no greater citations written for the number of hours patrolled. Mayor Ford stated he will follow up with the Sheriff’s Department regarding the noted concern.

E. Plowing Operations

Robert Hoover stated the State of Wyoming is short of approximately 78 plow drivers. Natrona County currently has 4 plows in operation. Mr. Hoover said this will likely impact travel and road closures along Interstate 25.

- 13) **Adjournment:** Moved by Steven Clark, seconded by Robert Hoover, and carried without dissent that there being no further business the meeting of December 6, 2022, be adjourned, at 8:05 p.m.

Respectfully Submitted by:
Donna Damori, Administrative Assistant

Patrick R. Ford, Mayor

ATTEST: (seal)

Kalista Schwarzock, Town Clerk-Treasurer