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

**MEETING MINUTES**  
**Tuesday, November 16, 2021 – 7:11 P.M.**

- 1) **Roll Call:** Mayor Patrick Ford called the meeting to order Tuesday, November 16, 2021, at 7:11 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.  
**Excused:** 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 November 2, 2021:** Moved by Robert Hoover, seconded by Mary Sue Sorenson and carried without dissent to approve Minutes of November 2, 2021.
  - 4) **Balance Sheet, Budget Income Statement & Trial Balance (Financial Reports) for period ending October 31, 2021.** Moved by Peter Boyer, seconded by Robert Hoover and carried without dissent to approve the Balance Sheet, Budget Income Statement & Trial Balance (Finance Reports) for period ending October 31, 2021.
  - 5) **Ordinance No. 2021-08: Final Reading to Amend FY21 Budget** Moved by Robert Hoover, seconded by Peter Boyer and carried without dissent to approve Ordinance No. 2021-08: Final Reading to Amend FY21 Budget.
  - 6) **Attorney Report:** Town Attorney Representative, Elizabeth Grill was present for questions or comments from council. Attorney Grill stated a written report was submitted to the Mayor and council.
    - A. WYDOT Amended Agreement of Acceptance: Mayor Ford stated in the absence of Town Attorney, Patrick Holscher the WYDOT Amended Agreement of Acceptance will be tabled for discussion at the next scheduled council meeting.
- Councilmember, Mary Sue Sorenson inquired clarification regarding the development of a Recreation Board. Mayor Ford stated a Tree Board was formed to fulfill the requirements for maintaining Bar Nunn's Tree City status. After the Parks and Recreation Committee was developed the responsibilities of the Tree Board were fulfilled by the Parks and Recreation Committee. Additionally, Robert Hoover inquired if identification of the section of road between Westwinds Road and Antelope Drive will be addressed in the WYDOT amended agreement. Mayor Ford confirmed clarification of the road boundaries will be addressed in the amended agreement and the documents are available to council.
- 7) **Engineer Report:** Town Engineer, Ray Catellier was present for questions or comments from council. Mr. Catellier submitted a written report updating council on the various projects occurring in Bar Nunn.
    - **Splash Pad Project-** The long-awaited light pole is in place thanks to the efforts of D&H Welding, Summit Electric, and Caspar Building Systems. The pole is ready to accept additional wiring and cameras whenever necessary. Wardwell Water & Sewer District visited the site and looked at the splash pad water connection to the water service for Antelope Park. Wardwell Water & Sewer District will be invited to look at the backflow preventer later due to lack of accessibility to the building.

Mr. Catellier stated the Splash Pad Project is essentially completed until Spring of 2022. Mayor Ford inquired the approximate date the Splash Pad would be operational. Mr. Catellier stated the initial start-up is dependent on the season's last freeze, however, he will be in contact with Vortex regarding timing for the final equipment deliveries and start-up dates. Mr. Catellier stated the goal is to have the final equipment installed, initial start-up, and trainings completed before the splash pad is open to the public. Mayor Ford stated he would like to see the splash pad open to the public by the end of the school year.

- **Asphalt Improvements Project-** The substantial completion walkthrough was scheduled today. There was good feedback from the contractor and additional work and punch list items are expected to be completed in the current construction season. Discussion followed.
- **Town Hall Project-** Arete Design Group presented council with updated design plans during the scheduled work session held at 6:00 p.m. Discussion regarding cost estimates followed.

- 8) **Code Enforcement:** A written report was submitted. Marshall Wyatt was present for comments or questions from council.
- A. Code Enforcement Contract Renewal: Mayor Ford verified Mr. Marshall's intention to renew his contract for 2022. Mr. Marshall confirmed his intention to renew the Code Enforcement contract. Additionally, Mayor Ford stated Mr. Marshall has satisfactorily met the delegated tasks under his contract. Attorney Grill opened the discussion regarding modifications to current ordinances and recommended the code enforcement contract be extended rather than renewed. Ms. Grill stated the extension will allow time to address ordinances and the code enforcement contract renewal for consistency and clarity regarding various grants of authority. Discussion followed. Mayor Ford recommended council extend the current code enforcement contract (3) additional months to complete ordinance and code enforcement contract modifications. Moved by Mary Sue Sorenson, seconded by Peter Boyer and carried without dissent to extend the code enforcement contract for (3) additional months to complete ordinance and code enforcement contract modifications.
- 9) **Parks and Recreation Report:** Mayor Ford stated there has been no interest for the Chairman of the Parks and Recreation Committee. Resident, Corey Binfet coordinated the Trunk -o- Treat event this year at the corner of Mandan Trail and Antelope Drive. Mr. Hoover stated the Fire Department will be coordinating the Annual Igloo Decorating Contest scheduled for Friday December 17, 2021. The announcement will be made Saturday December 18, 2021. Additionally, Mr. Hoover stated he would like to recruit one member of the council and a resident representative to assist in the judging for the Igloo Contest. Councilmember, Mary Sue Sorenson and Resident, Tyler Martin volunteered to assist in the judging for the Igloo Contest. In conclusion, Mr. Hoover announced the Annual Christmas Parade and Celebration will be held Saturday December 4, 2021. The parade will begin at 4:00 p.m. at the Fire Department and end at Antelope Park. Santa Claus is attentively expected to arrive by Life Flight with lighting ceremonies at Antelope Park and the Fire Department. The evening will conclude with a visit with Santa Claus and refreshments at the Fire Department. Resident, Mike Schoolcraft thanked the Fire Department for the continuous contributions the Fire Department makes to the community. Resident, Tyler Martin stated the Outfitter Church would happily be available for the Annual Easter Egg Hunt.
- 10) **Petitions and Public Comment:** Resident, Tyler Martin expressed words of appreciation for the Council's direction and community development efforts for the Town of Bar Nunn. Mr. Martin stated he is excited for the upcoming splash pad, and the development plans for a recreational center and new town hall. Mr. Martin expressed thanks for the maintenance supervisor and personnel for their efforts in maintaining streets with clear stripping and snow removal. In conclusion, Mr. Martin expressed appreciation for the addition of the new 4-way stop signs and boulder placements provided for the safety of motorists and pedestrians.

Resident, Mike Schoolcraft inquired clarification regarding the plans for training of personnel and maintenance of the splash pad. Mr. Hoover stated he is currently certified as a pool operator. Mr. Catellier stated training will be provided for maintenance personnel for mechanical operation and use of chemicals in the start-up phase of the project. Resident, Gary Geiger inquired if there would be (1) main or primary maintenance personnel responsible for the splash pad. Mr. Hoover confirmed there will be (1) designated maintenance personnel responsible for the splash pad with additional training for all maintenance personnel.

11) **Council Miscellaneous:**

- A. Video Surveillance: Mayor Ford stated with the electrical lighting pole now installed for the splash pad at Antelope Park; he will contact the video surveillance vendor for updated quotes and lead time expectations for installation of video surveillance equipment. Mayor Ford stated he is hopeful the presence of video surveillance will mitigate vandalism in the Town's parks.
- B. Updated Population Signs: Ms. Sorenson stated she spoke with Jeremy Yates of the MPO. WYDOT is expected to update the population signs by the end of the year.
- C. Workplace Services: Ms. Sorenson shared with council statistics that were published by Workplace Services. Ms. Sorenson quoted: "106,462 employees work for companies that employ more than 100 employees", "That is 41.7% of the Wyoming workforce" and 18.5% of the Wyoming population".
- D. Fire Department: Fire Chief, Robert Hoover provided an update regarding Assistant Fire Chief, Wes Gilmore. Mr. Gilmore is reported to be in stable condition after a health emergency. Mayor Ford stated Kurtis VanHouten offered the Hangar if space for a benefit is needed.
- E. Bar Nunn Facebook Page: Mayor Ford inquired on the status of the Town's Facebook page. The office staff reported the page is now live. Mayor directed office staff to highlight the Facebook account in the monthly newsletter. Additionally, Mayor Ford suggested office staff contact the City of Mills for advice regarding the verification and authentication of the Bar Nunn Facebook page.

12) **Adjournment:** Moved by Peter Boyer, seconded by Robert Hoover and carried without dissent that there being no further business the meeting of November 16, 2021, be adjourned, at 8:00 p.m.

Respectfully Submitted by:  
Donna Damori, Administrative Assistant

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Patrick R. Ford, Mayor

ATTEST: (seal)

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Lori Neibauer, Clerk Treasurer