



TOWN COUNCIL

MEETING MINUTES

Tuesday, January 3, 2023 - 7:00 P.M.

- 1) **Administer Oath of Office:** Newly Elected Mayor and Council Members
Mayor Patrick Ford administered the Oath of Office to incoming Mayor, Peter Boyer.
Mayor, Peter Boyer administered the Oath of Office for Councilmembers, Steven Clark, and Tyler Martin.
- 2) **Roll Call:** Mayor Peter Boyer called the meeting to order Tuesday, January 3, 2023, at 7:00 p.m.
Present: Mayor Peter Boyer. Councilmembers: Steven Clark and Tyler Martin.
Audio Conference: Mary Sue Sorenson
- 3) **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.
- 4) **Appointments for 2023: (2-year term)**
Mayor Peter Boyer recommended the following appointments:
 - A. Mayor Protem- Steven Clark
Clerk-Treasurer- Kalista Schwarzrock
Head of Maintenance- Robert Hoover
Municipal Judge- Phillip R. Wulf
Town Attorney- Patrick Holscher
Town Engineer- Ray Catellier, Civil Engineering Professionals, Inc.
Zoning and Planning Chair- Gary Geiger
Parks and Recreation Chair- Britnay Freeman
MPO Technical Member- Ray Catellier
MPO Policy Member – Steven Clark
MPO Citizen Member- Veronica White
JPB-ANIMAL SERVICES (METRO) Representative – Tyler Martin
201 MNGT. OVERSIGHT- (2 Members): Ray Catellier & Mayor Peter Boyer
County Recreation Board- (to be determined)
Homeland Security- Mayor Peter Boyer

Moved by Steven Clark, seconded by Tyler Martin, and carried without dissent to approve all appointments under Section A to serve a two-year term.

- 5) **Administer Oath of Office:** Mayor Protem, Town Clerk-Treasurer
Town Attorney, Municipal Judge

Mayor Boyer administered the Oath of Office for Mayor Protem, Steven Clark, Town Clerk-Treasurer, Kalista Schwarzrock, Town Attorney, Patrick Holscher, and Municipal Judge, Phillip R. Wulf.

- 6) **Minutes of December 20, 2022:** Moved by Steven Clark, seconded by Peter Boyer, with Mary Sue Sorenson, and Tyler Martin recused. Discussion regarding the status of attendance to accept the minutes followed. Mr. Holscher recommended the council resolve to accept the minutes accurately as written. Moved by Steven Clark, seconded by Tyler Martin, to ratify the minutes for December 20, 2022.

- 7) **Payable List for December 2022:** Checks #30996-31061, Direct Deposits #1939-1971, ACH #74753324 & ACH #40639967. Moved by Steven Clark and seconded by Mary Sue Sorenson, and carried without dissent to approve the Payable List for December 2022.
- 8) **Resolution No. 2023-01:** A RESOLUTION OF THE TOWN OF BAR NUNN, WYOMING, AUTHORIZING THE MILEAGE RATE FOR ALL BUSINESS MILES DRIVEN BEGINNING JANUARY 1, 2023, TO BE IN COMPLIANCE WITH FEDERAL REGULATIONS. Moved by Steven Clark, seconded by Tyler Martin, and carried without dissent to approve Resolution No. 2023-01.
- 9) **Resolution No. 2023-02:** RESOLUTION OF THE TOWN BAR NUNN, WYOMING, SETTING THE MILL LEVY FOR THE CALENDAR YEAR 2023. Moved by Steven Clark, seconded by Tyler Martin, and carried without dissent to approve Resolution No. 2023-02.
- 10) **Resolution No. 2023-03:** A RESOLUTION DESIGNATING CERTAIN BANKS TO BE NAMED AS DEPOSITORIES AND CHECKING ACCOUNT BANKS, PER W.S. #9-4-817, FOR THE CALENDAR YEAR 2023. Moved by Tyler Martin, seconded by Steven Clark, and carried without dissent to approve Resolution No. 2023-03.
- 11) **Resolution No. 2023-04:** A RESOLUTION OF THE TOWN OF BAR NUNN, WYOMING, AUTHORIZING A PROCLAMATION FOR ARBOR DAY, SATURDAY, APRIL 29, 2023. Moved by Steven Clark, seconded by Tyler Martin, and carried without dissent to approve Resolution No. 2023-04.
- 12) **Resolution No. 2023-05:** A RESOLUTION OF THE TOWN OF BAR NUNN, WYOMING, AUTHORIZING A PROCLAMATION FOR BAR NUNN COMMUNITY VOLUNTEER APPRECIATION DAY, SATURDAY, JULY 22, 2023. Moved by Tyler Martin, seconded by Steven Clark, and carried without dissent to approve Resolution No. 2023-05.
- 13) **Attorney's Report:** Town Attorney, Patrick Holscher was present for council questions or comments. A written report was submitted to the Mayor and council. Mr. Holscher stated the written report included an item to point out. The Natrona County Planner has sent to the town an application for a small subdivision on Salt Creek Highway. The Sandhill Center Subdivision development is purposed just south of Bar Nunn in Bar Nunn's growth boundary. Mr. Holscher recommended Zoning and Planning and the Town Engineer review the subdivision documents. Council members were allowed to ask questions or comment on the matter. Mr. Holscher will provide the documents to the Attorney for Wardwell Water, Zoning and Planning, and the Town Engineer. Mayor Peter Boyer stated Zoning and Planning and the Town Engineer will provide due diligence and report any questions or comments regarding the purposed subdivision.
- 14) **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:
 - **Community Center & Town Hall Project:**
 - Site utilities and grading package are in the advertising period. The bid date is January 13th at 2:00 p.m.
 - **Weather Impacts /Streets:**
 - The recent freeze/thaw cycles have started to impact asphalt around town. Monitoring the impacts throughout the spring season will continue. Mr. Catellier will maintain contact with the Maintenance Supervisor regarding the status of road conditions. Until then, be aware of ride comfort issues.
- 15) **Fire Department Report:** Fire Chief, Robert Hoover provided a verbal report to the council for the month of December 2022. Mr. Hoover stated the recent weather events had required much attention and a written report was unavailable. Items to report included:
 - Status of personnel- 19- personnel, 2-probationary, 2-paramedic, 4-EMT, and 2-reserve
 - Number of calls-396 for 2022 with an increase of 82 calls from last year
 - December residential structure fire-contained to the garage with the residential structure saved
 - Dispatch for Federal fire management & amount of funds received at \$45,000

Mr. Hoover stated he plans to present the council for approval of an additional structure engine at the next scheduled council meeting. The structure engine is anticipated to be paid for with funds from the Dino Solar Energy Project. The structure engine availability is expected to take 705 days from the acceptance of the contract. Council members were allowed to ask questions or comment on the matter. Attorney Holscher stated he will provide the council with a revised timetable for the anticipated funds from the Dino Solar Energy Project.

Steven Clark thanked the Maintenance personnel for the hours dedicated to street maintenance during the holiday snow event. Mayor Boyer thanked the Fire Department for the response time to the residential structure fire in December. Resident, Dan Sabrosky wished to recognize the Fire Department for their professionalism and response to the residential structure fire.

- 16) **Zoning & Planning Report:** No meeting was held for the month of December 2022. Gary Geiger was present for council questions or comments. Mr. Geiger stated there are approximately eight undeveloped lots and is hopeful the spring will bring further development.
- 17) **Maintenance Report:** Maintenance Supervisor, Robert Hoover presented the council with a verbal report.

Items reported:

- Back-up generators at lift stations 1 & 2 lost power due to cold weather-fortunately the outage occurred for a short time
 - Snow events occurred on both Christmas and New Year holiday weekends
 - Front-end loader is back in operation
 - Town Hall building construction continues with delays due to weather
 - James Diekemper continues to be on call for Wardwell Water with Robert Hoover alternating on-call responsibilities
 - Mr. Hoover attended the Wardwell Water meeting to request approval to purchase a backup generator for the Wardwell Water lift station. The generator was approved and is now on order.
 - Summer temporary employee ended work at the end of December and may return as early as May 2023
 - Maintenance received a new hire beginning January 3, 2023
 - Licensed operator for Wardwell Water will begin January 16, 2023
 - Council can anticipate a cost quote for the asphalt patcher at the next council meeting. The cost of the equipment is anticipated to be purchased with impact funds received from the Anticline Energy Project. Discussion and recommendations regarding the timeline for the purchase followed. Attorney Holscher will provide the council with a table regarding the timeline for the Anticline Energy Project.
 - Steven Clark thanked the Fire Department for their response to the recent residential structure fire
 - Tyler Martin thanked the maintenance crew for their snow removal efforts
- 18) **Office Staff Report:** A written report was submitted. Town Clerk, Kalista Schwarzrock stated the (.gov) domain has been requested and is pending CISA approval. Visionary Broadband has been contacted to determine if the Town can utilize the fiber optic internet option. Ms. Schwarzrock presented the council with options for accounting programs capable of handling the future billing integration for Wardwell Water. Discussion regarding the cost, comparisons, and timelines for integration followed. Ms. Schwarzrock reported online credit card payments will be required to change with the software changes. Discussion regarding credit card service cost, options, and recommendations followed. Attorney Holscher recommended the council accept the accounting software upgrade quotes in the form of a resolution. Mr. Holscher will present the council with a resolution at the next scheduled council meeting on January 17, 2023.
 - 19) **Petitions and Public Comment:** Robert Hoover reminded the council the Fire Department's annual car show is scheduled for July 22, 2023. The date will conflict with the date set for the volunteer appreciation BBQ. Mr. Hoover recommended the position of Homeland Security be filled by someone other than the Mayor. Discussion followed. Resident, Dan Sabrosky thanked the Bar Nunn Fire Department for the services provided to residents, and for the dedication and professionalism exhibited in response to the residential structure fire in December 2022. Mr. Sabrosky welcomed Mayor, Peter Boyer and thanked former Mayor, Patrick Ford for his years of service and dedication to Bar Nunn.

20) **Council Miscellaneous:**

A. Council Vacancy

Mayor, Boyer asked for the council's input regarding the council seat vacancy. Mayor Boyer stated advertisement for the vacancy was an option for the January 2023 newsletter. Discussion followed. The council seat vacancy will be advertised in January 2023 newsletter.

B. Business License Renewals:

- No. 2023-18: Well Water Solutions & Rentals, Inc.- Mike Karaouni
- No. 2023-19: High Country Crane Service- Kent Lundine

Moved by Mary Sue Sorenson, seconded by Steven Clark, and carried without dissent to approve business license renewals for No. 2023-18 and No. 2023-19.

C. Set Public Hearing date for Liquor License Renewals on February 21, 2023

Mayor, Boyer recommended a Public Hearing date for Liquor License renewals be set for February 21, 2023. The council concurred.

D. Approval Letter for Chatters to serve off-site event

Chatters Bar and Grill submitted a request from the council to serve at an off-site event for the City of Casper. Discussion followed. Attorney Holscher stated the off-site event request required a permit and will send the Town Clerk the process for off-site liquor requests. Mr. Holscher will draft a permit for the Town Clerk to issue to Chatters. Mayor Boyer requested future requests for permits be submitted 30 days before the event. Moved by Steven Clark, seconded by Tyler Martin to approve Chatters Bar and Grill, LLC's request to serve liquor for an off-site event in the City of Casper.

- 21) **Adjournment:** Moved by Tyler Martin, seconded by Steven Clark, and carried without dissent that there being no further business the meeting of January 3, 2023, be adjourned at 8:10 P.M.

Respectfully Submitted by:
Donna Damori, Administrative Assistant

Peter Boyer, Mayor

ATTEST: (seal)

Kalista Schwarzrock, Town Clerk-Treasurer