



**TOWN COUNCIL**

**MEETING MINUTES**

Tuesday, May 16, 2023 - 7:00 P.M.

4820 N. Wardwell Industrial Avenue,

Bar Nunn, Wyoming

- 1) **Roll Call:** Mayor Peter Boyer called the meeting to order Tuesday, May 16, 2023, at 7:00 p.m. The roll was called which determined the presence of a quorum.  
**Present:** Mayor, Peter Boyer. Councilmembers: Mary Sue Sorenson, Tyler Martin, Steven Clark, and Tim Ficken.
- 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 May 2, 2023:** Moved by Tim Ficken, seconded by Mary Sue Sorenson, and carried without dissent to approve the minutes for May 2, 2023.
- 4) **Financial Reports for the period ending April 2023:**  
Moved by Steven Clark, seconded by Tyler Martin, and carried without dissent to approve Financial Reports for the period ending April 2023.
- 5) **Attorney's Report:** A written report was submitted to the Mayor and council. Town Attorney, Patrick Holscher was present for council questions or comments. Attorney Holscher stated items to be noted included information regarding the Casper Star Tribune. The legal notice for the setting of the Election for Wardwell Water & Sewer District Dissolution. Jerry Ressler's request for municipal participation to resolve a property title issue involving the bridle trail and suggested the sale of an available lot to the Town of Bar Nunn.
  - **Authorization for Signature-MOU Cedar Springs IV Energy Project:** Discussion regarding the outcome of the MOU for the Cedar Springs IV Energy Project followed. Bar Nunn did not participate in the MOU request for impact funds. Attorney Holscher requested authorization for the Mayor's signature. Moved by Mary Sue Sorenson, seconded by Tyler Martin, and carried without dissent to authorize the Mayor's signature for MOU Cedar Springs IV Energy Project.
  - **Octane Associates Discussion-MOU:** Discussion regarding the review and acceptance of the proposed MOU for Octane Associates, LLC for review and signature followed. Mayor Boyer requested Attorney Holscher forward the proposed MOU to Octane Associates, LLC for review and signature. The council concurred.
- 6) **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:
  - Community Center & Town Hall Project**
    - Building foundation work is complete.
    - Underground wastewater plumbing work is underway.
    - Permanent power is established to the new RMP equipment, and conduit is being installed within the building.
    - Building delivery is slated for the end of this month.
  - Salt Creek Highway**
    - Treto Construction attempted to work on the drainage ditches, but it was far too wet and slick to use the method he quoted the Town. Treto would like to wait until the area has a chance to dry out enough to use a motorized grader to shape the ditches properly. Discussion regarding the shutdown of traffic to one lane as an alternative followed. Ray Catellier stated the traffic control method was not cost-efficient. The council concurred.
  - Wardwell Water & Sewer District**
    - Work on updating maps to show water line ownership south of the Salt Creek Highway Bypass is underway.
    - Will begin work documenting the status of each meter pit through the summer. This information will be inputted into GIS.

- 7) **Code Enforcement Report:** A written report was submitted. There were no further questions or comments from the council.
- 8) **Maintenance Report:** A written report was submitted. Maintenance Supervisor, Robert Hoover was present for questions or comments from the council. Mr. Hoover provided the April 2023 monthly report for the Wardwell Water & Sewer District. Discussion regarding the work to be done by Treto Construction for drainage along a portion of the Salt Creek Highway followed. Treto Construction has not been able to complete the drainage work due to recent wet weather. The Town has not been billed for service. Discussion regarding the recommendation to realign the boulders along Antelope Drive followed. The boulders will shift to the east away from the driving lane. Discussion regarding recommended speed limit changes due to the uptick of vehicle accidents followed. The recommendations included:

- Reducing the speed limit on Palomino Avenue, Antelope Drive, and McMurry Boulevard to 20 mph.
- Increasing the speed limit to the north from Zuni Trail up Tonkawa Trail to 35 mph.
- Increase the speed limit on Westwinds Road to 45 mph.
- All streets will be posted at 20 mph unless otherwise posted.

Mayor Boyer and the council concurred in agreement with the speed limit recommendations. Robert Hoover will order the speed limit signs. Mayor Boyer requested the Town staff include notification of the speed limit changes as “Coming Soon” on the Town’s Facebook page and the June 2023 newsletter.

- 9) **Parks and Recreation Report:** A written report was submitted. Chairman, Britany Freeman was present for questions or comments from the council. Britnay Freeman stated she will no longer be able to represent the Parks and Recreation Committee beginning June 15, 2023. Council member and Interim Chairman, Tyler Martin will represent the Parks and Recreation Committee until a permanent chairman is appointed. The Bar Nunn Garage Sale Day is scheduled for Saturday, June 10, 2023.
- 10) **Petitions and Public Comment:** Resident, Mike Schoolcraft opened a discussion regarding the ordinances concerning parking of commercial vehicles on residential streets. Discussion regarding vehicle size, weight, and trailer restrictions followed. Mr. Schoolcraft commented on the speed limit changes proposed by the council. Mr. Schoolcraft was not opposed to the speed limit changes; however, he has concerns regarding compliance and enforcement. Discussion followed.

Attorney Holscher requested the Town Clerk identify areas of Bar Nunn that are “risk areas” for unleashed or dogs at large. Metro has been contacted regarding the increase in complaints and will be providing an increased presence in Bar Nunn.

Resident, Jan Schoolcraft inquired about the administrative cost listed on the Town of Bar Nunn sewer and sanitation statements, and what the fee of \$1.25 is applied for. The Town Clerk clarified the charge is an administrative fee for the cost of materials and postage for the monthly statements.

11) **Council Miscellaneous:**

**A. Zoning & Planning: Variance Amendment Request**

Zoning & Planning Chairman, Gary Geiger presented the council with a recommendation to approve a variance amendment for a residential accessory building located at 1785 Prairie Lane. Moved by Steven Clark, seconded by Tyler Martin, and carried without dissent to approve variance amendment request for residential accessory building at 1785 Prairie Lane.

**B. Parks Discussion:**

Mayor Boyer opened a discussion on park development for pre-teen youths. Discussion regarding vandalism of park equipment and lack of opportunity for age-appropriate activities followed. Tim Ficken described interactions with various youths at High Plains Park and made recommendations for creating a space for bike riding on a dedicated dirt surface. Attorney Holscher cautioned the council on the liability present with the provision of equipment i.e., tools and materials. Robert Hoover will work with Ray Catellier regarding the use of soils and drainage for a dirt project. Mayor Boyer recommended the topic be addressed at the next council session scheduled for Tuesday, May 23, 2023, at 6:00 pm.

- 12) **Executive Session-Personnel:** Mayor Boyer adjourned the regular council meeting and entered Executive Session at 8:20 p.m. Moved by Tyler Martin, seconded by Mary Sue Sorenson, and carried without dissent to enter Executive Session.
- 13) **Reconvene Regular Council Meeting:** Mayor Boyer reconvened the regular council meeting at 8:54 p.m.

**Roll Call:** Mayor, Peter Boyer. Councilmembers: Mary Sue Sorenson, Tyler Martin, Steven Clark, and Tim Ficken.

Moved by Steven Clark, seconded by Tim Martin, and carried to approve setting the salary for Water Operator Level I at \$49,300.

- 14) **Adjournment:** Moved by Mary Sue Sorenson, seconded by Tim Ficken, and carried without dissent that there being no further business the meeting of May 16, 2023, be adjourned, at 9:02 P.M.

Respectfully Submitted by:  
Donna Damori, Administrative Assistant

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Peter Boyer, Mayor

ATTEST: (seal)

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Kalista Schwarzrock, Town Clerk-Treasurer