



TOWN COUNCIL

MEETING MINUTES

Tuesday, June 20, 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, June 20, 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 June 6, 2023:** Moved by Mary Sue Sorenson, seconded by Steven Clark, and carried without dissent to approve the minutes for June 6, 2023.
- 4) **Balance Sheet, Detailed Income Statement & Trial Balance (Financial Reports) for the period ending May 2023:** Moved by Steven Clark, seconded by Tyler Martin, and carried without dissent to approve the Financial Reports for the period ending May 2023.
- 5) **Third and Final Reading of Ordinance No. 2023-02:** “ANNUAL APPROPRIATION ORDINANCE (BUDGET) FOR THE FISCAL YEAR ENDING JUNE 30, 2024.” Discussion regarding line-item changes followed. Mary Sue Sorenson provided the council with a recap of the budget to include total revenues, earmark funds, and the difference in revenue and expenses. Moved by Steven Clark, seconded by Tyler Martin, and carried without dissent to approve the Third and Final Reading of Ordinance 2023-02.
- 6) **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 the confirmation of the signed road use agreement from Octane Associates, LLC. An update regarding the MOU for the Cedar Springs IV Wind Energy Project with a discussion regarding the future submission of funds for Salt Creek Highway. Mr. Holscher reminded the council any request for funds must be substantially supported. Mr. Holscher stated Mountain West Communications has inquired about a franchise agreement with Bar Nunn for anticipated lines and services. Mr. Holscher stated Mountain West inquired about the future potential for lines and service to the present and future Community Center/Town Hall. Discussion followed. Mr. Holscher will forward anticipated location information to Mountain West. Mr. Holscher reported the Natrona County master plan for Parks & Recreation has not been finalized. Mayor Boyer stated Bar Nunn has requested participation, however, it is unclear who is to be contacted. Discussion followed. Tyler Martin and Steven Clark volunteered to participate and will contact Sabrina Kemper. Mr. Holscher noted the topic of vagrancy is presented on the agenda for further discussion. Mr. Holscher stated Attorney Elizabeth Grill represented Bar Nunn at the last Regional Water meeting. Tom Brauer and Mayor Boyer were in attendance. Discussion 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:

Community Center & Town Hall Project

- The structure is going up for the Town Hall portion of the building.
- The project is on schedule, there are still some concerns with supply chain issues with interior components. There is a 65-week lead time for the air handling unit for the gymnasium. Other options are being explored.
- Interior color selections are available for review and approval. Council members were presented with the interior color selections. Discussion followed.

Asphalt Repairs

- Evaluation and measurements will be conducted over the next few days to determine the scope of the repairs project for bid in the July-August timeframe.

Westwinds Road Study

- The final study has not been approved by the MPO, Natrona County, and Bar Nunn. Mr. Catellier recommended the council consider zoning changes and possible northern annexation. Mary Sue Sorenson inquired about the potential for funding through grants. Discussion followed. Mr. Catellier stated the amount of funding required is substantial and grants would not cover the cost.

- 8) **Code Enforcement Report:** A written report was submitted. There were no further questions or comments from the council.
- 9) **Parks and Recreation Report:** A written report was submitted. Interim Chairman, Tyler Martin was present for questions or comments from the council. Mayor Boyer inquired about the 4th of July parade. Mr. Martin stated work continues to organize the event, floats are encouraged, and registration is not required. Discussion regarding the parade lineup and start times followed. The parade lineup will begin at 9:30 a.m. and the parade will begin at 10:30 a.m. Mayor Boyer asked for council members who are available to attend the 4th of July events if possible.
- 10) **Petitions and Public Comment:** Resident, Mike Schoolcraft suggested the council consider advertising for interested residents for the Zoning and Planning Commission. Mr. Schoolcraft stated the median age for Bar Nunn residents is approximately 30-45 years of age. The Zoning and Planning Commission currently has only three active members, all of whom are over the age of 70 on a five-member committee. The Zoning and Planning Commission is at risk of not being able to hold meetings if a quorum is not available. This will directly affect the timeline for contractors and residents with Zoning and Planning requests. Zoning and Planning would like to encourage residents to consider serving on the Zoning and Planning Commission. Discussion followed. Mayor Boyer requested the Town Hall staff advertise in the monthly Newsletter and Facebook for interest in serving with the Zoning and Planning Commission.
- 11) **Maintenance Report:** A written report was submitted. Maintenance Supervisor, Robert Hoover was present for questions or comments from the council. Mr. Hoover reported there are 200 trees from the tree farm and throughout Bar Nunn that are found to be dead. Eighteen trees throughout Bar Nunn will be removed in the next two weeks and many trees at the tree farm will need to be replaced. The pump for the splash pad did not arrive as scheduled. It is anticipated the pump will arrive by June 21, 2023. Discussion regarding extending the season and daily hours followed. Mayor Boyer stated the hours for the splash will be 9:00 am to 9:00 pm and the season will be extended in September provided weather conditions allow. Mr. Hoover stated Westwinds Road will be mowed and swept.

12) Council Miscellaneous:

A. Palomino Development: David Kelley

David Kelley proposed the development of four additional lots along Palomino Avenue and asked the council to consider cost-sharing in the street development. Discussion followed. Attorney Holscher informed Mr. Kelley that municipality cost-sharing for street development would not purport with the normal. Attorney Holscher recommended Mr. Kelley submit a request for proposal to the zoning and planning commission for consideration. Attorney Holscher clarified zoning and planning would submit recommendations to the council and there is no promise that the municipality would invest in the infrastructure for development. Mayor Boyer stated that with the current budget constraints, it is not financially possible. Discussion regarding street widths and asphalt requirements for the completion of Palomino Avenue followed.

B. Discussion: Vagrancy

Robert Hoover reported the recent presence of vagrants in Bar Nunn. The restrooms, showers, and port-a-potties at the splash pad and ball field locations are being used. Discussion regarding the recent incidents of vagrancy followed. Mayor Boyer asked that the Sheriff's office be notified. Mr. Hoover stated the Sheriff's office has been notified.

C. Discussion: Submission for Parks & Recreation Chairman

Council considered a submission for the Parks & Recreation Chairman. Discussion followed. No action was taken.

D. July Council meeting date change:

Mayor Boyer requested council members reconsider the date for the first council meeting for July 2023. Discussion followed. The next scheduled council meeting will be Monday, July 10, 2023, at 7:00 p.m.

E. High Plains Park update:

Town Engineer, Ray Catellier updated the council on the development of a dirt bike track at High Plains Park. Stakes have been placed and Mayor Boyer requested signs will be posted on both sides of the track to inform users the track is for bicycles only. No motorized vehicles are allowed.

- 13) **Executive Session: Legal Matter-Star Tribune:** Mayor Boyer called to adjourn the regular council meeting and enter Executive Session. Moved by Steven Clark, seconded by Mary Sue Sorenson, and carried without dissent to adjourn the regular council meeting and enter Executive Session at 8:33 p.m.
- 14) **Reconvene Regular Council Meeting:** Mayor Boyer called to reconvene the regular council meeting. Moved by Steven Clark, seconded by Mary Sue Sorenson, and carried without dissent to reconvene the regular council meeting at 8:59 p.m.

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

No action was taken.

- 15) **Adjournment:** Moved by Mary Sue Sorenson, seconded by Tyler Martin, and carried without dissent that there being no further business the meeting of June 20, 2023, be adjourned, at 9:05 p.m.

Respectfully Submitted by:
Donna Damori, Administrative Assistant

Peter Boyer, Mayor

ATTEST: (seal)

Kalista Schwarzrock, Town Clerk-Treasurer