



TOWN COUNCIL

MEETING MINUTES

Tuesday, July 18, 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 18, 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, Steven Clark, and Tim Ficken.
Excused: Tyler Martin.
- 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 June 2023:** Mary Sue Sorenson clarified year-date GL budget income statement information was included in the financial reports. Moved by Steven Clark, seconded by Mary Sue Sorenson, and carried without dissent to approve the Financial Reports for the period ending June 2023.
- 5) **Resolution No. 2023-17:** “A RESOLUTION APPROVING THE INCREASE IN THE MONTHLY ZONING & PLANNING STIPEND. THE PAY-PER-CALL AND ATTENDED TRAINING RATES FOR FIRE DEPARTMENT VOLUNTEERS”. Moved by Mary Sue Sorenson, seconded by Tim Ficken, and carried without dissent to approve Resolution No. 2023-17.
- 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 Resolution No. 2023-17, the Special Election to be held Tuesday, August 8, 2023. Discussion regarding the staffing of volunteers to assist with the Special Election followed. The Wardwell Water & Sewer District board members asked a County Clerk’s office representative to appear for guidance on July 25, 2023, regarding the Special Election. Mayor Boyer, Mary Sue Sorenson, and a member of Town staff volunteered to assist with the Special Election.
- 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

- Panels and conduit have begun being installed.
- Two weeks for paneling
- Insulation and roofing to follow.
- Discussion regarding the air handling unit delay followed. The air handler is expected to arrive by March 20, 2024. Completion of the project is expected in May 2024.
- A flag mount is expected to be installed this week for the display of the United States flag on the building.

Asphalt Repairs

- First round of chip-sealing is complete. Equipment failures delayed completion.
- Full-depth patching will take place over the next two weeks.
- Second round of chip-seal (Sunset Boulevard) will take place once final pricing has been submitted and approved. Discussion regarding material and cost followed. Mr. Catellier will continue to contact contractors.
- A quote for small-depth repairs of \$28,000 was provided to the council. There is a small amount of material remaining, however, not enough for 40,000 sq. yds. Mr. Catellier recommended accepting the bid for the small-depth repairs.

Mary Sue Sorenson inquired about information regarding the proposed grading along a section of the Salt Creek Highway. Mr. Catellier stated the area along Salt Creek Highway continues to hold significant amounts of water and does not appear to be drying out. Treto Construction recommended the area continue to dry out before attempting to grade along the roadway. Mr. Catellier stated without grading, the water will not drain as it should. Discussion regarding the type of soil, source of water, and drainage issues followed. Mayor Boyer recommended the allowance of time to let the area along Salt Creek Highway dry out for the remainder of July into August and then revisit the topic. Attorney Holscher recommended documentation of industrial traffic on Salt Creek Highway to record the impact on the roadway.

- 8) **Code Enforcement Report:** A written report was submitted. There were no further questions or comments from the council.
- 9) **Maintenance Report:** A written report was submitted. Maintenance Supervisor, Robert Hoover was available for questions or comments from the council. Mr. Hoover stated hydrant tests for ISO certification are completed for Bar Nunn. Hydrant inspections will commence. Upon the completion of hydrant inspections, the data will be submitted to the ISO. The Wardwell Water and Sewer District hydrant testing will commence thereafter. Discussion regarding Class I rating followed. Fire line cutting on the western edge of Bar Nunn is expected to begin.

Mr. Hoover presented the council with a proposed bid for a John Deere FC12E Flex-Wing Rotary Cutter available at one week for \$20,400 with a \$2,000 trade-in for a total cost of \$18,400. Discussion followed. Moved Steven Clark, seconded by Tim Ficken, and carried without dissent to approve the purchase of one John Deere FC12E Flex-Wing Rotary Cutter at a cost not to exceed \$20,000.

Dirt work for the dirt track located at High Plains Park continues. Mr. Hoover reported transient activity was observed at Antelope Park on July 17, 2023. Discussion followed. Mayor Boyer requested the Sheriff's Department be notified if a request to vacate the premises requires assistance.

- 10) **Parks and Recreation Report:** There was no report submitted.
- 11) **Petitions and Public Comment:** Fire Chief, Robert Hoover stated the Annual Fire Department Car Show is scheduled for Saturday, July 22, 2023. Mr. Hoover reported the air conditioning at the Fire Department is out. A quote for the repair is anticipated. The Volunteer Appreciation BBQ has been rescheduled for Saturday, August 12, 2023, at Antelope Park from 11:00 am to 1:00 pm.

12) **Council Miscellaneous:**

- A. Discussion: Gym Equipment-Erica Ficken:** Ms. Ficken inquired for clarification on the estimated timeline for the anticipated gym equipment purchase. Discussion regarding the completion date for the Community Center/Town Hall and how the completion date may determine when the gym equipment is ordered followed. Ms. Ficken stated shipping, installation, and warranty are factors being considered; at least twelve weeks is the expected lead time required to ensure the equipment will be installed promptly. Mayor Boyer thanked Ms. Ficken for the work put into researching the best options available.
- B. Discussion: Wage Scales:** Mayor Boyer stated after communication with council member Mary Sue Sorenson; he recommended work sessions regarding wage scales be moved to an earlier date. Council concurred. Work sessions will be scheduled for August 1, 2023, at 5:00 pm and August 15, 2023, at 6:00 pm. Further work sessions will be scheduled as needed.
- C. Amended Budget for Fiscal Year 2022-2023:** Mary Sue Sorenson recommended the first reading of the amended budget for Fiscal Year 2022-2023 be placed on the next council agenda. Town Staff will prepare the amended budget for the first reading on August 1, 2023.
- D. Collateralization Review:** Mary Sue Sorenson recommended she meet with the Town Clerk to discuss collateralization of financial accounts.

13) **Executive Session: Regional Water:** Mayor Boyer called to adjourn the regular council meeting and enter Executive Session. Moved by Steven Clark, seconded by Tim Ficken, and carried without dissent to adjourn the regular council meeting and enter Executive Session at 8:01 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 8:46 p.m.

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

Moved by Steven Clark, seconded by Mary Sue Sorenson, and carried without dissent to authorized Attorney Holscher to take action and respond to an anticipated legal matter.

15) **Adjournment:** Moved by Steven Clark, seconded by Tim Ficken, and carried without dissent that there being no further business the meeting of July 18, 2023, be adjourned, at 9:03 p.m.

Respectfully Submitted by:
Donna Damori, Administrative Assistant

Peter Boyer, Mayor

ATTEST: (seal)

Kalista Schwarzrock, Town Clerk-Treasurer