



## **TOWN COUNCIL**

### **MEETING MINUTES**

**Tuesday, May 2, 2023 - 7:00 P.M.**

- 1) **Roll Call:** Mayor, Peter Boyer called the meeting to order Tuesday, May 2, 2023, at 7:00 p.m.  
Roll was called which determined the presence of a quorum.  
**Present:** Mayor Peter Boyer. Council Members: Mary Sue Sorenson, Tyler Martin, and Tim Ficken.  
**Excused:** Steven Clark.
- 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 April 18, 2023:** Moved by Mary Sue Sorenson, seconded by Tim Ficken, and carried without dissent to approve the Minutes of April 18, 2023.
- 4) **Payable List for April 2023:** Checks #31245-31308, Direct Deposit #2114-2154, ACH #82262694, ACH #23187545.  
Moved by Mary Sue Sorenson, seconded by Tim Ficken, and carried without dissent to approve Payable List for April 2023.  
Mary Sue Sorenson requested the year-to-date budget report be provided with the payable list each month.
- 5) **Attorney Report:** Town Attorney, Patrick Holscher was present for questions or comments from the council. Attorney Holscher stated a written report was submitted to the Mayor and council. Attorney Holscher stated items to be noted included the Cedar Springs Wind Energy Project. The MOU for the participating parties has been submitted. Bar Nunn was not a participant in the MOU. Attorney Holscher stated monitoring the status of the project will be ongoing. Attorney Holscher stated Wardwell Water & Sewer District has approved an amended plan of dissolution and the process is moving at pace. Attorney Holscher will review the amended dissolution plan and provide the council with a copy. Attorney Holscher stated the City of Mills is addressing an ordinance regarding illicit massage businesses. Attorney Holscher stated Bar Nunn does not have an ordinance regarding businesses involving illicit massage practices, however, there is the remote possibility Bar Nunn could be faced with the prospect. Discussion followed. Peter Boyer stated as the Mayor of Bar Nunn, any such business will not be welcomed. The council concurred. Mayor Boyer requested Attorney Holscher proceed with drafting an ordinance addressing illicit massage businesses.
- 6) **Engineer Report:** A written report was submitted. Town Engineer, Ray Catellier was present for questions or comments from the council. Mr. Catellier reported on the following items:
  - **Community Center & Town Hall Project**
    - Building foundation work is complete.
    - Underground wastewater plumbing work is underway.
    - Pouring floors next week. Discussion regarding the use of laser leveling for the gymnasium followed.
    - Electrical service is ready for Rocky Mountain Power.
    - Building delivery is slated for the end of May.
    - Western Sign & Design will install signs this week.
  - **Salt Creek Highway**
    - Treto Construction is ready to begin grading/drainage ditch cleanup. Discussion regarding the expected completion of the grading/drainage cleanup followed.
    - WYDOT District 2 Engineers Mark Williams, Maintenance Engineer Chad Aagard, and Maintenance Foreman Shane Powell are now aware of the drainage issues with the culvert under I-25. Mr. Catellier will follow up with them again now that Treto is ready to begin work to see if they have a schedule for cleaning that utility. Discussion regarding clarification for work to be done on the drainage issues followed.
  - **Wardwell Water & Sewer District**
    - Kick-off meeting for the Wyoming Water Development Level I study began May 2, 2023, with Inberg Miller Engineers, WWDC, WWSD, and Bar Nunn staff. Discussion regarding what the WWDC is looking for and who contracted the study followed.

- Completion deadline for the master plan is August 2024. Discussion regarding how often the reevaluation of the Master Plan followed.
- CEPI met with Gloria Brainard last week to discuss system operations and maintenance before her retirement.

Mayor Boyer reminded Mr. Hoover and Mr. Catellier of the budget work session scheduled for May 9, 2023, for street maintenance and capital improvements. Discussion followed.

- 7) **Fire Department Report:** A written report was submitted. Fire Chief, Robert Hoover was available for questions or comments from the council. Discussion regarding the increase in year-to-date calls followed. Chief Hoover stated the number of medical and fire calls has increased due to the median age of the homes and residents in Bar Nunn.
- 8) **Zoning & Planning Report:** Chairman, Gary Geiger was present for questions or comments from the council. Mr. Geiger stated no meeting was held in April. There were no questions or comments from the council.
- 9) **Maintenance Report:** A written report was submitted. Maintenance Supervisor, Robert Hoover was present for questions or comments from the council. Mr. Hoover reported on the following items:
  - The asphalt patcher arrived on May 2, 2023. The repair of potholes will commence.
  - James Diekemper received his Level I State Water Operator certification.
  - Discussion regarding wage scale adjustment for completion of certifications followed. Mayor Boyer requested Attorney Holscher to draft a resolution regarding a wage increase for certification completion.
  - Discussion regarding the street sweeping schedule followed. Mr. Hoover requested coordination with the Town staff for notifications to residents through Facebook regarding the scheduled street-sweeping routes. Residents will be asked to remove vehicles from the street-sweeping routes.
  - Discussion regarding the budget for oil and materials for the asphalt patcher followed. All asphalt materials will be budgeted through street maintenance.
- 10) **Office Staff Report:** A written report was submitted. Mayor Boyer asked how the transition of the Wardwell Water & Sewer District is going. The Town Clerk stated the transition for billing has had its challenges and continual adjustments to the software have been necessary. The meter reading for the next billing cycle is being done on May 2<sup>nd</sup> and 3<sup>rd</sup>.
- 11) **Petitions and Public Comment:** Resident, Mike Schoolcraft stated he would like to encourage compensation for the Fire Department volunteers. Discussion followed. Mr. Schoolcraft inquired about the next steps regarding the buildings and inventory with the Wardwell Water & Sewer District dissolution plan. Discussion followed. The council will be presented with a proposal regarding recommendations for the assets and inventory.

Robert Hoover recommended speed limit changes for various streets. Mr. Hoover recommended Antelope Drive, McMurry, and Palomino Avenue speed limits be decreased; North Tonkawa toward Westwinds Road and Westwinds Road be increased. Discussion followed. Mayor Boyer requested further speed limit discussion be held with the council and Mr. Hoover.

Resident, Erica Ficken asked if there was anything that could be done about the “loose dogs”. Mrs. Ficken stated it is a continuous issue in Bar Nunn. Discussion regarding the relationship with Metro, and the possibility of increasing the dollar amount to citations followed. Mayor Boyer requested Attorney Holscher to contact Metro regarding imposed citations.

12) **Council Miscellaneous:**

**A. MPO Meeting Update-Steven Clark**

Mayor Boyer tabled the MPO Meeting Update due to the absence of Steven Clark.

**B. Discussion: Fifth Cent Tax**

Mayor Boyer opened the discussion regarding the 5<sup>th</sup> cent tax being made permanent. Discussion followed. Council members concurred that the council is opposed to the 5<sup>th</sup> cent tax being made permanent.

**C. Octane Associates-Tim Ficken**

Tim Ficken updated the council on plans being proposed by Octane Associates. Several events over the summer are expected to be scheduled with advertising in the greater Casper area. Octane Associates is arranging for the use of a pit area and participant parking with Energy 307. Octane Associates will arrange for separate sanitation services and food trucks. The event is expected to draw approximately 60 participants. No contribution is expected by Bar Nunn. There will be no parking on Tonkawa Trail or Westwinds Road. Flyers will be made available to the council at the next council meeting. Attorney Holscher will draft an agreement with Octane Associates for council approval.

Tim Ficken updated the council regarding the Cinco De WYO event scheduled for May 13, 2023. Mr. Ficken presented the plan for spectator parking and plans for traffic control.

**D. Discussion: Gym Equipment**

Mayor Boyer opened the discussion regarding the consideration for gym equipment to be utilized at the new Recreational Center. Resident, Erica Ficken was invited to advise the council on the type of gym equipment that will need to be procured. Discussion regarding membership fees, security, and liability waivers followed. Mrs. Ficken recommended providing a budget to determine the amount and variety of equipment to procure. Mrs. Ficken recommended a variety of cardio, free weights, and weight equipment. Mrs. Ficken will provide the council with additional information on June 6, 2023, council meeting.

**E. Preparedness Committee-Member Appointment**

Mayor Boyer announced the appointed members of the Preparedness Committee.

- Chairman, Dan Sabrosky
- Vice Chairman, Kyla Alvey
- Secretary, Andrea Boyer
- Member, Chandra Wagner
- Member, David Wagner

Mayor Boyer stated the youth group from his church is available for a community service project. Discussion regarding areas that needed a cleanup such as Antelope Park or the baseball fields followed. Robert Hoover stated the Adopt-a-highway project is scheduled for May 20, 2023, and the youth group would certainly be appreciated.

Robert Hoover stated True Green will doing weed abatement. Mr. Hoover reported Shirk’s Sanitation can provide dumpsters to Bar Nunn and would charge for labor and fuel at a cost of approximately \$2,500 to \$3,000. Mayor Boyer stated that would be cost-prohibitive. The council concurred.

Mary Sue Sorenson noted through a review of statements she observed several items have been charged sales tax. Mary Sue requested the Deputy Clerk-Treasurer check invoices to assure there are no sales taxes applied to invoices.

- 13) **Adjournment:** Moved by Tyler Martin, seconded by Tim Ficken, and carried without dissent that there being no further business the meeting of May 2, 2023, be adjourned, at 8:35 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