



TOWN OF BAR NUNN 4820 N. Wardwell Industrial Ave., Bar Nunn, Wyoming
TOWN COUNCIL

MEETING MINUTES
Tuesday, June 6, 2023 - 7:00 P.M.

- 1) **Roll Call:** Mayor, Peter Boyer called the meeting to order Tuesday, June 6, 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, 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. Mayor Boyer wished to commemorate those who served on Normandy's beaches and honor in remembrance of those who fought for freedom in history's largest naval, air, and land operation during World War II on June 6, 1944.
- 3) **Minutes of May 16, 2023, & Special Meeting Minutes of May 23, 2023:** Moved by Mary Sue Sorenson, seconded by Tim Ficken, and carried without dissent to approve the Minutes of May 16, 2023. Moved by Mary Sue Sorenson, seconded by Steven Clark, and carried without dissent to approve Special Meeting Minutes of May 23, 2023.
- 4) **Payable List for May 2023:** Checks #31309-31387, Direct Deposit #2156-2200, ACH #45339588, ACH #02399110, & ACH #82921215. Moved by Steven Clark, seconded by Tyler Martin, and carried without dissent to approve Payable List for May 2023.
- 5) **Second Reading of Ordinance No. 2023-02:** "ANNUAL APPROPRIATION ORDINANCE (BUDGET) FOR THE FISCAL YEAR ENDING JUNE 30, 2024". Moved by Mary Sue Sorenson, seconded by Steven Clark, and carried without dissent to approve the Second Reading of Ordinance No. 2023-02.
- 6) **Resolution No. 2023-15:** "A RESOLUTION REGARDING WATER OPERATOR CERTIFICATION". Moved by Mary Sue Sorenson, seconded by Tim Ficken, and carried without dissent to approve Resolution No. 2023-15.
- 7) **Resolution No. 2023-16:** "A RESOLUTION APPROVING ROAD USE AGREEMENT WITH OCTANE ASSOCIATES, LLC." Mary Sue Sorenson asked how the agreement differed from the agreement previously presented to the council. Attorney Holscher stated the previous agreement was for review by the council; the current agreement presented is for approval with no changes being made to the agreement. Moved by Tim Ficken, seconded by Tyler Martin. Mary Sue Sorenson abstained. The motion carried to approve Resolution No. 2023-16".
- 8) **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 considered include:

A. Consideration of MOU for the Converse County Cedar Springs IV Wind Energy Project:

Attorney Holscher noted the MOU presented to the council reflects Bar Nunn's decision not to participate in a request for impact funds. Moved by Steven Clark, seconded by Tim Ficken, and carried without dissent to approve the amendment to MOU for the Converse County Cedar Springs IV Wind Energy Project.

- 9) **Engineer Report:** Project Manager, Tom Brauer presented the council with a project estimate summary and updated the council on information regarding the Community Center/Town Hall Project. Mr. Brauer will meet with Regional Water on June 20, 2023. Discussion followed. The construction project meetings are held on Tuesdays at 3:00 pm. Tom Brauer, Ray Catellier, Peter Boyer, and Patrick Holscher will attend the owner-contractor, and architect meeting for construction logistics.

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 interior concrete slabs are complete and ready for building construction.
 - Weather has impacted the building crew; however, the crew will arrive on site and the building will be going vertical in the next week.
 - Site work continues, with grading being the next major milestone.
- **2023 Road Improvements**
 - Ramshorn Construction has been contacted regarding adding the additional chip sealing to their contract. Ramshorn Construction will reach out to materials suppliers and subcontractors to determine availability and cost implications.

- 10) **Fire Department Report:** A written report was submitted. Fire Chief, Robert Hoover was available for questions or comments from the council. Mayor Boyer inquired if raising the per-call rate will help fill the needed volunteers. Discussion regarding increasing per-call rate and incentives for volunteer firefighters followed.
- 11) **Maintenance Report:** A written report was submitted. Maintenance Supervisor, Robert Hoover was present for questions or comments from the council. Mr. Hoover reported concerns regarding street locations where the use of easement accesses on dirt surfaces has created mud on streets. Street cleaning on Prairie Lane, Sunset Boulevard, Tipton Street, and Bel Vista Drive has been difficult to keep clear. Discussion regarding residents' responsibility for tracking mud onto road surfaces followed. Attorney Holscher will review the Town codes. Attorney Holscher will coordinate with Mr. Hoover to gain the necessary information to report to the council. Councilmembers inquired about the estimated time for the splash pad pump to be replaced, and the use of the restrooms located at the splash pad. Mr. Hoover reported the main pump for the splash pad has been ordered, however, the timeline for delivery is unknown. The electronics for the restroom sinks are ordered, the timeline for delivery is unknown. Discussion regarding the use of the restrooms without operating sinks followed. Mr. Hoover will open the restrooms for use on June 7, 2023. Mary Sue Sorenson inquired if one-call locates are currently being charged. Mr. Hoover stated the locates are not currently charged, and to contract the one-call locates is cost-prohibitive.

Council Miscellaneous: Mayor Boyer moved item 15) C.

- C. **Drag Racing; Resident concerns:** Ken Balor with Octane Associates, LLC, was present for questions or comments from the council. Mayor Boyer inquired about the maximum horsepower for the drag racing events. Mr. Balor stated that the larger horsepower race cars would not participate in the scheduled events. There are approximately 40 participants, and additional invitations may be extended to make the event cost-effective. There will be limited spectators allowed. There will be no food trucks. Trash and sanitation arrangements have been made for the participants. Mary Sue Sorenson inquired about the availability of emergency services and the possibility of future compensation to the Town for events held with a street closure event.

- 12) **Zoning & Planning Report:** A written report was submitted. Chairman, Gary Geiger was present for questions or comments from the council. There was no new business for the month of May 2023. Mayor Boyer stated the council increased the Zoning & Planning stipend to \$50.00 for the FY 23-24 budget year. Discussion regarding the review of Zoning & Planning Ordinances followed. Attorney Holscher will arrange to meet with the Zoning & Planning Commission. Discussion regarding the coordination of rezoning changes followed. The council will meet with Zoning & Planning in September or October.
- 13) **Office Staff Report:** A written report was submitted. There were no questions or comments from the council.
- 14) **Petitions and Public Comment:** Resident, Mike Schoolcraft thanked Josh & Britnay Freeman for their service to the Bar Nunn Community. The Freemans will be relocating in mid-June. Mr. Schoolcraft asked if the number of dead trees are going to be addressed. Mr. Hoover stated the trees are planned for removal and several of the trees will be planted next spring for Arbor Day. Mr. Schoolcraft inquired about the possibility of a job fair being hosted by the Fire Department as a tool for recruitment. Discussion regarding volunteer criteria, retention, and recruitment efforts followed.

15) **Council Miscellaneous:**

A. Caselle Software Demonstration: Christine Trumbull & Alyssa Hartmann

The Town Clerk and Treasurer from the City of Mills were present for a brief presentation of the Caselle accounting software that is currently utilized by the City of Mills. Discussion regarding cash vs accrual methods for accounting followed.

Discussion regarding the utilization, function, accountability, and benefits of the software followed. Ms. Trumbull and Ms. Hartmann stated they will be available for future questions or comments.

B. Council meeting date change due to July 4, 2023, holiday:

Mayor Boyer recommended a change of date for the regularly scheduled council meeting on July 4, 2023. The council concurred to reschedule the regularly scheduled council meeting for Tuesday, July 11, 2023, at 7:00 pm.

C. Drag Racing: Resident concerns:

This agenda item was moved to agenda item 11)

D. Discussion: Westwinds Road Extension:

Mayor Boyer opened a discussion regarding the proposed Westwinds Road Extension. The discussion included concerns about road maintenance expenses, benefits, and the possibility of northern annexation for the Town of Bar Nunn for possible future business expansion.

E. Schedule Budget Work Session:

A Budget Work Session will be scheduled for Thursday, June 8, 2023, at 6:00 pm.

F. Discussion: Speed Limit Changes:

Councilmember, Tyler Martin opened a discussion regarding the proposed speed limit changes for Bar Nunn. Discussion included leaving Antelope Drive at 30 mph and increasing the speed limits for northern Tonkawa Trail and Westwinds Road. Speed limit changes for northern Tonkawa Trail and Westwinds Road will change on June 12, 2023. Northern Tonkawa Trail will be posted at 35 mph, and Westwinds Road will be posted at 45 mph.

- 16) **Executive Session: Legal Matter-Wardwell Water:** Mayor Boyer asked for a motion to adjourn the regular council meeting and entered Executive Session at 9:14 p.m. Moved by Steven Clark, seconded by Tim Ficken, and carried without dissent to enter Executive Session.

- 17) **Reconvene Regular Council Session:** Mayor Boyer reconvened the regular council meeting at 9:32 p.m.

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

No action was taken.

- 18) **Adjournment:** Moved by Tyler Martin, seconded by Tim Ficken, and carried without dissent that there being no further business the meeting of June 6, 2023, be adjourned, at 9:35 p.m.

Respectfully Submitted by:

Donna Damori, Administrative Assistant

Peter Boyer, Mayor

ATTEST: (seal)

Kalista Schwarzrock, Town Clerk-Treasurer