



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

TOWN COUNCIL

MEETING MINUTES

Tuesday, January 2, 2023- 7:00 P.M.

4820 N. Wardwell Industrial Avenue,

Bar Nunn, Wyoming

- 1) **Roll Call:** Mayor Peter Boyer called the meeting to order on Tuesday, January 2, 2024, at 7:00 p.m. The roll was called which determined the presence of a quorum.
Present: Mayor, Peter Boyer. Councilmembers: Steven Clark, Tyler Martin, Tim Ficken, and Frank Schwarzrock
- 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 December 19, 2023:** Moved by Tim Ficken, seconded by Tyler Martin, and carried without dissent to approve the minutes for December 19, 2023.
- 4) **Current Payables List:** Moved by Steven Clark, seconded by Tim Ficken, and carried without dissent to approve the payables list of January 2, 2024.
- 5) **Payable List for December 2023 & The 23-24 Year-to-date Budget Report:**
Checks #31891–31926, Direct Deposit #2455–2494, ACH #63042108 & ACH #33580707. Moved by Steven Clark, seconded by Tyler Martin, and carried without dissent to approve Payable List for December 2023.
- 6) **Resolution No. 2024-01:** “A RESOLUTION OF THE TOWN OF BAR NUNN, WYOMING, AUTHORIZING THE MILEAGE RATE FOR ALL BUSINESS MILES DRIVEN BEGINNING JANUARY 1, 2024, TO BE IN COMPLIANCE WITH FEDERAL REGULATIONS” Moved by Steven Clark, seconded by Tim Ficken, and carried without dissent to approve Resolution No. 2024-01.
- 7) **Resolution No. 2024-02:** “A RESOLUTION OF THE TOWN OF BAR NUNN, WYOMING, SETTING THE MILL LEVY FOR THE CALENDAR YEAR 2024” Moved by Tim Ficken, seconded by Steven Clark, and carried without dissent to approve Resolution No. 2024-02.
- 8) **Resolution No. 2024-03:** “A RESOLUTION DESIGNATING CERTAIN BANKS TO BE NAMED AS DEPOSITORIES AND CHECKING ACCOUNT BANKS, PER W.S. #9-4-817, FOR THE CALENDAR YEAR 2024” Moved by Tyler Martin, seconded by Frank Schwarzrock, and carried without dissent to approve Resolution No. 2024-03.
- 9) **Resolution No. 2024-04:** “A RESOLUTION OF THE TOWN OF BAR NUNN, WYOMING, AUTHORIZING A PROCLAMATION FOR ARBOR DAY, SATURDAY, APRIL 27, 2024” Moved by Tim Ficken, seconded by Steven Clark, and carried without dissent to approve Resolution No. 2024-04.
- 10) **Resolution No. 2024-05:** “A RESOLUTION OF THE TOWN OF BAR NUNN, WYOMING, AUTHORIZING A PROCLAMATION FOR BAR NUNN COMMUNITY VOLUNTEER APPRECIATION DAY, SATURDAY, JULY 20, 2024” Moved by Frank Schwarzrock, seconded by Tyler Martin, and carried without dissent to approve Resolution No. 2024-05.
- 11) **Resolution No. 2024-06:** “A RESOLUTION OF THE TOWN OF BAR NUNN, WYOMING, DESIGNATING AN OFFICIAL LEGAL NEWSPAPER FOR THE YEARS 2024-2025” Councilman Schwarzrock inquired who was responsible for the publication maintenance as outlined in the Resolution. Attorney Holscher stated that the online publication being discussed would be maintained by the Wyoming Secretary of State if created. Moved by Steven Clark, seconded by Tyler Martin, and carried without dissent to approve Resolution No. 2024-06.
- 12) **Resolution No. 2024-07:** “A RESOLUTION AUTHORIZING ENTERING INTO A MEMORANDUM OF UNDERSTANDING WITH NATRONA COUNTY, WYOMING REGARDING WATER AND SEWER SYSTEM” Moved by Steven Clark, seconded by Tim Ficken, and carried without dissent to approve Resolution No. 2024-07.

- 13) **Attorney's Report:** A written report was submitted to the mayor and council. Town Attorney Patrick Holscher was present for questions or comments from the council. Attorney Holscher noted everything in his report except for the topic of the executive session had been addressed and he had no further comments.
- 14) **Engineer's Report:** A verbal report was given. Town Engineer, Ray Catellier, PE was present for council questions or comments. Mr. Catellier updated the council on the following items:
- **Community Center & Town Hall Project:** Mr. Catellier reported that events had been relatively slow due to the holidays. An update was received from Sampson Construction. The town hall project is still on track and some of the subcontractors were working over the Christmas and New Year's breaks. The HVAC is very close to being complete aside from the component that will be shipping in March. Punch list items are being completed right now. The contractor intends to do their punch-out walk-throughs as they are completed for everything except the mechanical space and the weight room so when that air handling component arrives, they can get it installed, run all the tests, and the checklist of things that needs to be completed with the HVAC to then be able to turn the building over to the town. Sampson anticipates that the building will be completed by mid-April.
 - **Salt Creek Highway:** The geotechnical engineer has been working on the Salt Creek Highway analysis. The town can expect that information soon.
 - **Miscellaneous for Town Engineer:**
 - Councilman Ficken inquired about what happened with WYDOT and cleaning the storm drain that runs under Salt Creek Highway. Mr. Catellier stated that WYDOT informed him it was on their maintenance list to address.
 - Mayor Boyer confirmed that the town owns Salt Creek Highway from Antelope Drive to McMurray, then inquired what the town needs to do to take ownership of Salt Creek north of McMurray. He stated he was forward-thinking and realized that was eventually going to become part of the town since the town owned the property right up next to it. Councilman Clark stated that not owning that stretch does not prevent the town from growing. The council discussed what the benefit would be to taking ownership of the newest stretch of Salt Creek Highway. At this time, WYDOT is responsible for the maintenance if there are any issues, but the town is allowed to plow it. The council concluded the benefit would be the ability to maintain that stretch of road instead of depending on WYDOT to do it. Mr. Catellier asked Mr. Diekemper how far the maintenance crew plows. Mr. Diekemper responded that the town plows from Westwinds Road down to 3 businesses past Howard St. Mayor Boyer stated that as the town is considering rezoning certain areas, the goal would be to try to expand and start moving into that section of land, rather than empty properties sitting unutilized. He stated he would like the council to consider requesting ownership of that stretch of Salt Creek Highway from WYDOT. Councilman Ficken mentioned it was good foresight to be discussing it now because once development starts in that area, it would make tying in utilities easier not having to deal with a WYDOT easement. Councilman Schwarzrock stated that taking ownership of that stretch of highway would be admitting the reality that ultimately maintenance is going to fall on the town or it may not get taken care of.
 - Councilman Martin stated he would like to do a grand opening for the new community center for Parks and Recreation. He presented some ideas, such as having food, games, and a walkthrough open house for the community to see the new building. Discussion followed concerning possible dates if the construction goes as planned.
- 15) **Zoning & Planning Report:** Chairman, Gary Geiger was present for questions or comments from the council. There was no meeting held for December 2023. Mr. Geiger confirmed with Mayor Boyer, Attorney Holscher, and Mr. Catellier would be available to attend the Zoning and Planning meeting on January 18, 2024, at 6 p.m.
- 16) **Fire Department Report:** A written report was submitted.
- 17) **Maintenance & Water Report:** A written report was submitted. Maintenance Supervisor, James Diekemper was present for questions or comments from the council.

Mr. Diekemper noted that the leak on Coleman Circle had been repaired. Councilman Schwarzrock inquired about what kind of pipe it was at the leak site. Mr. Diekemper informed the council it was asbestos concrete. Councilman Schwarzrock inquired if pipe materials were being documented as they were being repaired and what was going on with the overall system. Mr. Diekemper stated that an employee of the City of Casper helps maintain the GIS and keep it updated. Mayor Boyer inquired about what caused the link break on Coleman Circle. Mr. Diekemper said it was hard to say, but it was a perfectly straight crack around the line. Councilman Schwarzrock asked the town engineer if there could be ground movement in that area as well. Mr. Catellier stated he didn't believe so but the material of that pipe was very old and brittle.

Councilman Clark noted that two lights along the walking path are out and suggested that the maintenance crew keep an eye on the lights this winter and see how many go out and order more in the spring.

Councilman Ficken inquired if the turf was being torn up at the High Plains park. Mr. Diekemper stated that it had been repaired, but kids were starting to tear it up again and that the town needed to order more of the mix to repair it in the spring again.

18) **Office Staff Report:** A written report was submitted. Clerk Treasurer, Kalista Schwarzrock, was present for questions or comments from the council.

19) **Petitions & Public Comment:** Resident, Mike Schoolcraft, stated he has an acquaintance who was on the Casper PD and is working for a private firm now. With the town interviewing police chiefs in preparation for our own law enforcement, he thought it may be beneficial to hear from his acquaintance as well to get a patrolman's perspective on what type of police chief he would like to interact with as an officer. It would be beneficial to hear what type of characteristics and leadership skills a patrolman values in their chief. Mayor Boyer stated he felt that choosing a chief and beginning a law enforcement agency for the town was a huge decision, not because of the assets at play but because it's a big deal. Due to the nature of constitutional rights butted up against enforcement of the law you want to make sure you get the right person for the job because they could be a great asset to the town or a major liability. He stated he would be open to any kind of input. The council requested that Mr. Schoolcraft reach out to his acquaintance to see how much time he would need and his availability for a discussion so the council could plan to meet with him.

Resident, Jan Schoolcraft, inquired if there was anywhere for the public to view the resolutions that are up for a vote. Discussion followed regarding options for public access to the resolutions of the council. The town clerk stated she would work with IT to add a page to the website to publish the town's resolutions.

20) **Council Business:**

A. Public Hearing Date for Liquor License Renewals: Public Hearing set for February 20, 2024.

B. Discussion: Casper Regional Solid Waste Facility Rate Increase

Jason Schierkolk with Shirks Sanitation was present for discussion. The Casper Regional Solid Waste Facility placed a 40% increase on their rates effective January 1st. The town received an email notice from the City of Casper noting the rate change on December 28th. Mayor Boyer stated he did not believe Shirks's Sanitation should have to eat the cost of the increase. The council assessed with Mr. Schierkolk how the increase would impact him and the sanitation services he provides for the town. Mr. Schierkolk stated he had heard what other municipalities are considering raising their rates too, but he was not interested in raising his rates quite that high at this point and that he would like the relationship between the town and Shirks Sanitation to remain mutually beneficial. He stated that the Town of Bar Nunn was the first account Shirks had when his parents started the business and it means a lot to him to not price gouge the residents. Councilman Schwarzrock addressed Mr. Schierkolk stating that his concern as a representative of the town is if Shirks is not covering their costs adequately, the business cannot eat that cost forever. From the town's perspective, whether that's this year, 5 years down the road, or however long term; if we are not supporting you, then the town will be in a worse spot down the line as a community.

Mayor Boyer requested that Mr. Schierkolk evaluate his operational expenses with the price increase and meet with the council again at the next meeting to negotiate an appropriate rate increase.

C. Business Licenses No. 2024-13 Through 2024-18

Moved by Steven Clark, seconded by Tyler Martin, and carried without dissent to approve Business Licenses 2024-13 through 2024-18.

21) **Miscellaneous Business:**

Peter Boyer: Mayor Boyer inquired if the council had thought about naming the new Town Hall/Community Center. The Council discussed possible names to consider.

Tyler Martin: Councilman Martin proposed that the town offer disc golf rentals for the disc golf course.

Tim Ficken: Councilman Ficken inquired if residents who sign up for online bills no longer receive a dump pass. The town clerk recommended that any resident who wishes to receive a dump pass and manage their account online should unenroll in the paperless billing option on their account through the payment portal.

Frank Schwarzrock: Councilman Schwarzrock inquired about the Central Regional Water System raising rates as well and how the town will be impacted regarding the MOU with Wardwell Water. Mayor Boyer requested that the town attorney let the town council know at the meeting on January 16th how the MOU states rate increases from the Regional Water System should be handled by the town.

22) **Executive Session-Committee Matter:** Mayor Boyer adjourned the regular council meeting and entered Executive Session at 8:10 p.m. Moved by Tyler Martin, seconded by Steven Clark, and carried without dissent to enter the Executive Session.

- 23) **Reconvene Regular Council Meeting:** Mayor Boyer reconvened the regular council meeting at 8:34 p.m.
Roll Call: Mayor, Peter Boyer. Councilmembers: Tyler Martin, Tim Ficken, Steven Clark, and Frank Schwarzrock.
No action was taken.
- 24) **Adjournment:** Moved by Steven Clark, seconded by Tim Ficken, and carried without dissent that there being no further business the meeting of January 2nd, 2024, be adjourned at 8:36 p.m.

Respectfully Submitted by:
Kalista Schwarzrock, Town Clerk Treasurer

Peter Boyer, Mayor

ATTEST: (seal)

Kalista Schwarzrock, Town Clerk-Treasurer