



TOWN COUNCIL

MEETING MINUTES

Tuesday, December 19, 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, December 19, 2023, 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 present stood in service to the United States Flag and pledged allegiance to the United States of America.
- 3) **Minutes of December 5, 2023:** Moved by Tim Ficken, seconded by Frank Schwarzrock. Tyler Martin was recused due to his absence. The motion carried without dissent to approve the minutes of December 5, 2023.
- 4) **Current Payables List:** Moved by Tim Ficken, seconded by Steven Clark, and carried without dissent to approve the current payables list of December 19, 2023.
- 5) **Balance Sheet, Detailed Income Statement & Trial Balance (Financial Reports) for the period ending November 2023:** Moved by Steven Clark, seconded by Tim Ficken, and carried without dissent to approve the Financial Reports for the period ending November 2023.
- 6) **Resolution No. 2023-23:** “A RESOLUTION ACKNOWLEDGING AND ACCEPTING ALL OF THE WARDWELL WATER & SEWER DISTRICT’S RESPONSIBILITIES, DUTIES, AND SHARE OF INDEBTEDNESS HELD AS A MEMBER OF THE CENTRAL WYOMING REGIONAL WATER SYSTEM” Mayor Boyer clarified for those in attendance that everything in the Resolution was already agreed to in our MOU with Wardwell, but Central Wyoming Regional Water requested the information be passed as a Resolution as well. Moved by Steven Clark, seconded by Tim Ficken, and carried without dissent to approve Resolution No. 2023-23.
- 7) **Attorney’s Report:** A written report was submitted. Attorney, Kevin Bell, was present on behalf of Attorney Holscher for questions or comments from the council. Attorney Bell stated the only item he had for discussion was the Resolution that was just passed.
- 8) **Engineer’s Report:** A written report was submitted. Town Engineer, Ray Catellier, PE was present for council questions or comments. Mr. Catellier stated there was not much to update, but covered the following topics:
 - **Community Center & Town Hall Project**
Work continues as planned. The entire parking lot and roadway is paved, and he believed striping was currently underway. It would be a couple of days after striping until traffic was allowed into the parking lot while the paint and concrete cure, and then it would just be construction traffic. The entrance on Sunset to the site would not be open for a few weeks, probably after January 1st because the concrete was just recently poured. Councilman Clark inquired if the entire parking lot was concrete. Mr. Catellier confirmed that it was. Councilman Martin noted there had been a question on the Community Page asking if there was an update and suggested making an update video of the progress. Mr. Catellier stated he would have to check with Sampson Construction if that was something we could do.
 - **Salt Creek Highway**
Mayor Boyer inquired what the status of Salt Creek Highway is and if we are any closer to a resolution. Mr. Catellier stated he reached out the Geotech the week before and was informed they still had testing to do. Everyone is taking advantage of the nice weather to continue to work, so everyone that can do work is out completing projects, so their office is spread pretty thin to complete testing.
- 9) **Preparedness Committee:** Committee Secretary, Andrea Boyer, was present for council questions or comments and to present a committee appointment recommendation to the council.

Mrs. Boyer reported to the council that the Preparedness Committee had a resignation. She recommended Ken Hume to fill the vacancy. Ken Hume was present for questions from the council. Mr. Hume's letter of interest had been reviewed by the Preparedness Committee and Mayor Boyer and found to be an excellent candidate to fill the vacancy.

Mayor Boyer requested that Mr. Hume introduce himself to the council. Mr. Hume stated he had been a resident of Bar Nunn for about a year and a half. He noted his extensive background involving disaster recovery and disaster planning for companies he had worked for in the past.

Mayor Boyer stated to the council he would like to use Mr. Hume as a resource to the governing body in the event of an emergency or disaster. He believes Mr. Hume's background would make him a valuable asset to the community. The mayor approved Mr. Hume's appointment to the vacancy.

Mrs. Boyer stated the committee would like to take the opportunity to review any kind of emergency plan that is already in place for the town and see if it needs any updating. She also stated the Preparedness Committee is planning its first event for the community. The committee had discussed the possibility of an educational workshop to discuss family-level 72-hour kits and to cover emergency preparedness in the community at a very basic, individual household level. Councilman Clark and Ficken both commented that was a great idea.

10) **Maintenance Report:** A written report was submitted. Maintenance Supervisor, James Diekemper was present for questions or comments from the council.

- Mr. Diekemper reported there was a leak in the main on Coleman Circle near the water tower and that the repair was in progress. He also stated that the roof repair on the Coleman Circle tank had been completed. Councilman Clark inquired if the company performing the repair had to be boom lifted to the top of the tower. Mr. Diekemper stated that the individual who performed the repair actually carried everything up and took nearly a dozen trips to complete the repair.
- Mayor Boyer inquired what the status of the Automatic Meter Infrastructure is. Mr. Diekemper stated that the maintenance department has been replacing a lot radios to be compatible with the new system when it is in place. Town Clerk, Kalista Schwarzrock, stated that the Ferguson representative we began the process with is no longer with Ferguson. She stated she would need to reach out to the new representative to get a status update on the propagation study they were performing in preparation for the system installation. Councilman Clark noted from the written report that 150 radios had been replaced.
- Councilman Schwarzrock inquired about what was going on with the Wardwell truck repair noted in the "Items to Discuss" portion of the report. Mr. Diekemper reported that the truck had been taken to KB Mechanics. He reported that it was a broken valve spring and the repair was complete. He stated that KB Mechanics were good to work with.

11) **Code Enforcement Report:** A written report was submitted.

12) **Parks and Recreation:** Interim Parks and Recreation representative, Tyler Martin was present for questions or comments from the council.

- Mr. Martin reported that the Igloo Contest had taken place. Unfortunately, there was a snag announcing the winners. Mr. Martin noted that as soon as he realized the winners were not announced at the Christmas Carnival, he made a video announcing the winners. He congratulated the Schoolcrafts on their placing with the handmade Whoville decorations and stated it was incredible. He noted the Fire Department did a fantastic job with the parade and that it is a pretty unique experience to get to live in a town where the fire department brings the parade through every single street in the town.
Resident, Mike Schoolcraft

13) **Petitions & Public Comment:** Resident, Mike Schoolcraft, wished the council a Merry Christmas. He inquired who helped Mr. Martin judge the Igloo Contest while Mr. Hoover was recovering from surgery. Mr. Martin said he drove and he had help from a resident and Councilman Schwarzrock and his daughter. Mr. Schoolcraft thanked them for taking the time to do that.

14) **Council Business:**

A. Sheriff Department Memorandum of Understanding

Mayor Boyer stated he spoke with Attorney Holscher about it, and it was recommended that we sign the MOU as is, especially since it has been delayed some time and Bar Nunn is planning for its own law enforcement eventually. Moved by Tim Ficken, seconded by Steven Clark, and carried without dissent to approve the Memorandum of Understanding with the Sheriff Department.

B. Wardwell Water Dissolution Documents

The documents presented by Attorney Holscher were sent to the council as an FYI and for the council to review. Documents included a resolution the Wardwell Water Board of Trustees would be passing.

C. Wardwell Accounts

Mayor Boyer stated that the timeline to completion would likely be in the next two months. He stated that the town would be opening its separate accounts to roll those assets into upon completion.

D. Wyoming Class Deposit

Town Clerk, Kalista Schwarzrock, presented the Wardwell account balances to the council to discuss what funds they would like to deposit into the Wyoming Class Investment pool for system infrastructure once the dissolution is finalized. Councilman Ficken stated he would like to put dedicated and focused time into the decision. Councilman Schwarzrock stated he would also appreciate being brought up to date on those funds. The council determined to schedule a work session to discuss the matter further.

E. Property Tax Discussion

Mayor Boyer briefed the council on a situation that was recently discovered and resolved where the town took ownership of a parcel of land in the Ponderosa subdivision in 2018 that had delinquent taxes from the previous owners. The situation was brought to light when the town received a letter from a company named Five Aces saying they were going to pay the delinquent taxes and take ownership of the property. The property taxes of \$560.04 were paid upon receipt of that letter and the property was secured. Mrs. Schwarzrock noted that she was curious if there were any other properties the town owns that may have delinquent taxes from prior owners. She collected a list of the 44 parcels of land the town owns and emailed the County Treasurer to request that all of them be checked for delinquent taxes.

Mayor Boyer stated it was an odd situation and eye-opening that someone could come in and take your property for \$560. Resident, Mike Schoolcraft if he heard right that the town has 44 properties. It was clarified that most of those are parks and utilities, such as lift stations, etc.

F. Business Licenses No. 2024-01 Through 2024-12

Moved by Tyler Martin, seconded by Frank Schwarzrock, and carried without dissent to pass Business Licenses No. 2024-01 through 2024-12.

15) Miscellaneous Business:

Steven Clark: Did the council move ahead with the Fire Department heater repairs? Mayor Boyer stated that the council approved those repairs.

16) Adjournment: Moved by Steven Clark, seconded by Tyler Martin, and carried without dissent that there being no further business the meeting of December 19th, 2023, be adjourned at 7:45 p.m.

Respectfully Submitted by:
Kalista Schwarzrock, Town Clerk Treasurer

Peter Boyer, Mayor

ATTEST: (seal)

Kalista Schwarzrock, Town Clerk-Treasurer