



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

## **TOWN COUNCIL**

### **MEETING MINUTES**

Tuesday, March 19, 2024 - 7:00 P.M.

4820 N. Wardwell Industrial Avenue,

Bar Nunn, Wyoming

- 1) **Roll Call:** Mayor Peter Boyer called the meeting to order Tuesday, March 19, 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 present stood in service to the United States Flag and pledged allegiance to the United States of America.
- 3) **Minutes of March 5, 2024:** Moved by Tim Ficken, seconded by Tyler Martin, and carried without dissent to approve the minutes for March 5, 2024.
- 4) **Current Payables List:** Moved by Steven Clark, seconded by Tim Ficken, and carried without dissent to approve the payables list of March 19, 2024.
- 5) **Balance Sheet, Detailed Income Statement & Trial Balance (Financial Reports) for the period ending February 2024:** Moved by Steven Clark, seconded by Tyler Martin, and carried without dissent to approve the Balance Sheet, Budget Income Statement & Trial Balance (Financial Reports) for the period ending February 2024.
- 6) **Resolution No. 2024-10:** "A RESOLUTION APPROVING CONTRACT WITH ADMIRAL BEVERAGE (ABC)" Travis Kaysen, General Manager representing Admiral Beverage was present to discuss the contract with the council. Admiral Beverage provided a scoreboard for the new community center gymnasium. In return, Admiral requested that the Town of Bar Nunn allow them to place two vending machines only selling Admiral-provided products in the community center. The contract term is seven years. Councilman Ficken expressed concerns that the scoreboard was provided and in place before the contract was presented to the council. Ray Catellier stated that it was an arrangement that Tom Brauer had organized with Pepsi for the town. Mayor Boyer stated that it would be disingenuous of the council to accept the scoreboard and not accept the contract terms. Moved by Steven Clark, seconded by Tyler Martin, and carried without dissent to approve Resolution No. 2024-10.
- 7) **First Reading of Ordinance No. 2024-01:** "AN ORDINANCE ADOPTING TITLE 13: PUBLIC SERVICES, DIVISION 1. WATER SYSTEM". Moved by Steven Clark, seconded by Tim Ficken, and carried without dissent to approve the First Reading of Ordinance No. 2024-01.
- 8) **Attorney's Report:** A written report was submitted. Attorney, Patrick Holscher was present for questions or comments from the council. He noted that most items in his report had already been discussed.  
  
-Attorney Holscher noted that the fees currently listed in Title 13 as it is currently not accurate and need to be updated with the current fees from Wardwell. He also stated he would be distributing an updated copy of the handbook for the Work Session on April 9<sup>th</sup>. He reiterated that most municipalities have a model code that makes it easy to go from one to another, but Bar Nunn does not and the town's code has some gaps. He stated when Bar Nunn was a smaller town it did not matter, but it is starting to matter now.
- 9) **Engineer's Report:** A written report was submitted. Town Engineer, Ray Catellier, PE was present for questions or comments from the council.

-**Community Center & Town Hall Project:** The facility is nearing completion. The air-handling unit has arrived and are being installed. Councilman Schwarzrock inquired how long it would be until town staff could move operations to the new building. Mr. Catellier stated that it would be a few weeks for the air handling unit to be installed and all of the testing to be completed. Then Sampson Construction would close the opening that was left for the unit and finish the exterior. Mr. Catellier stated that building inspectors would be conducting a temporary occupancy walk-through of the building the week of March 25<sup>th</sup>. That would allow furniture to start being moved in so that the building is ready to move operations to once it is completed.

Mr. Catellier reported that final pricing had been received for the addition of the overhead door and the two automatic doors. That price came to \$29,000 and Sampson was instructed to move forward with that change order. That does not include the coiling door between the weight room and the gym and four new electrical circuits in the gym. Those can be added later if it is determined they are necessary. Everything can be brought through existing doors. Removing those items saves \$13,000 from the original estimate.

After meeting with the contractors and discussing change orders, it was determined that the town would be receiving between \$100,000 and \$120,000 of cost savings on the project. Through 21 different change orders, there was a variety of things that were eliminated or changed resulting in about \$70,000 in contingency and \$ 50,000 in building funds that just weren't expended. Mr. Catellier said there are still going to be little things that are going to happen over the next few weeks that will probably chip away at that, but it is still anticipated building savings would be into the six figures.

Mr. Catellier then presented the landscaping plan for the new town hall and community center. He noted features such as concrete planters, areas to be seeded with grass, a flagpole with uplighting to illuminate the flag, various trees and shrubs, and an area where eventually there will be a large evergreen to be used as the community Christmas tree. Mr. Catellier stated that the irrigation will be the largest ticket item on the landscaping plan because over an acre of turf will be irrigated plus all of the trees. Councilman Ficken inquired if Mr. Catellier anticipated there would be foot traffic coming across the seeded area and if the town needed to put up a temporary fence to keep people off while the grass gets established for a season. Mr. Catellier stated the parking lot is in direct line from Antelope Park and he didn't believe foot traffic would be an issue in the seeded area.

Mayor Boyer asked Mr. Catellier if he believed \$300,000 was a fair price for the landscaping portion of the town hall. Mr. Catellier stated he believed it was and that there are a few ways to save money as well. He stated a cost-saving idea would be to cut down the portion that will have sod installed and increase the amount that is being seeded instead, but the council needed to understand that meant there would not be grass in those portions for a growing season while the grass seed gets established. Councilman Clark stated he did have concerns about keeping foot traffic off of the seed long enough for it to grow. Mayor Boyer stated he didn't believe cutting down the sod would make enough difference to justify the savings. He believed they may regret that choice with the time and upkeep it would take for the seed to become established, and the council wants it to look nice.

Councilman Clark compared the landscaping quote to other landscape projects and pricing he was familiar with and stated this seemed on par for pricing. Mr. Catellier stated approving the plan is just the first step. The council still needs to approve bids which could come in higher or lower and there are still changes that can be made and the money isn't being spent right now.

Moved by Steven Clark, seconded by Tim Ficken, and carried without dissent to move forward with the bidding process for the town hall landscaping.

**-Sunset Boulevard Asphalt Repairs:** A quote of \$15,440 was received from Crown Construction to repave the section of asphalt that they removed. Mr. Catellier recommended that the town move forward with the quote for the short-term repair. The repair would provide a two-inch thick lift of asphalt on top of the recycled asphalt that has been graded out. This could potentially be a 20-year fix. Mr. Catellier hoped it would not take that long to do the full-depth repairs, but he believed they should move forward with the patch while planning out the rest of the long-term plans for Sunset Boulevard.

Councilman Schwarzrock asked if the amount of savings previously discussed could be used for this repair. Mr. Catellier stated that the amount was available in the site improvements budget. Mayor Boyer and Councilman Clark stated that was a better price than they originally anticipated for the repair.

**-Street Improvements & Salt Creek Highway:** Mr. Catellier noted that there were three necessary repairs to streets and Salt Creek Highway that needed to take place. Originally, the five-year plan was to turn Sunset into the main street once the new town hall was completed, but it was Mr. Catellier's recommendation to pause the Sunset project and prioritize the necessary repairs. He stated that a section of asphalt needs to be removed and replaced for a block of Nez Perce between McMurray and Mandan Trail. This would be a continuation of what the town has been doing in that part of town for the last few years.

Mr. Catellier stated that another repair needs to be done to Sunset at the intersection of Antelope Drive. He stated it is starting to fall apart and needs temporary surfacing until that can be addressed fully. Then Salt Creek Highway also needs a real mill and overlay on the section that is starting to fail as well as the drainage improvements on the side. Mr. Catellier believed doing the concrete drainages in the WYDOT right of way would be a cost-effective repair that may mitigate future failures in that stretch of the highway. Concrete is easy to maintain. He stated the hard part about what is there now is that someone has to walk through six inches of muck trying to weed it out and clean all the trash out and that's why it just doesn't get done.

Mr. Catellier stated he would like permission to move forward with the design and cost estimate of the three improvements he discussed. He reiterated that this would be just to get a design and cost estimate, then it would be presented to the council for approval, and then they would begin the bidding phase. Then the council could decide whether or not to move forward when bids are received. Councilman Clark clarified that the cost estimate would include the Salt Creek Highway repairs as well. Mr. Catellier said it would. He stated that we do not want to put new asphalt on top and not fix the drainages because the drainage is what is causing the problem. It hasn't gotten bad enough to need a full-depth repair yet and if we fix the drainages, we'll keep the frost heave from being as aggressive with the road as it has been.

10) **Preparedness Committee Report:** A written report was submitted. Committee Member Ken Hume was present for questions or comments from the council. Mr. Hume reported that the Preparedness Committee will be having a presentation with Chief Hoover for Wildland Fire Awareness and Mitigation on May 11<sup>th</sup> at 10:00 a.m. at the Fire Hall, or possibly the new town hall if it is available. Mr. Hume reported that the committee would like to try to have something for the community once a month moving forward. Aside from the Natrona County Patriots, the committee will be doing something more in line for individual households. The committee will also be getting in touch with Natrona County Emergency Management and starting a Bar Nunn Emergency Operations Plan for the town.

11) **Maintenance and Water Report:** A written report was submitted. Director of Public Works, Robert Hoover, was present for questions or comments from the council.

-Mr. Hoover stated he would like to discuss a leak on Regional Water's valve. He believes that the leak may be contributing to the issues on Salt Creek Highway. The leak is also on our end of the master meter, so the town pays for the water lost through that leak. Mr. Hoover stated that repair would be Regional's responsibility as it is on their valve and the town can't fix it. Attorney Holscher stated if the public works department is certain that is the source of our unaccountable water usage, he would recommend the town discuss the issues with Central Regional Water. Attorney Holscher inquired how long Mr. Hoover believed it would take for the repairs. Mr. Hoover estimated it would take a day. The town clerk stated that through multiple repairs since taking over management, the amount of unaccountable usage has dropped significantly, but there is still consistent water loss. Mr. Hoover stated that the town is still working on locating possible leaks in the system. Attorney Holscher recommended the town revisit the issue at a later date.

12) **Fire Department Report:** A written report was submitted. Fire Chief, Robert Hoover, was present for questions or comments from the council.

-Chief Hoover reported that the truck involved in an accident in February was totaled by the other driver's insurance. The other driver's insurance will only be paying roughly \$26,000 for the truck. Chief Hoover presented the council with a packet of information on replacement costs for a new truck. He stated that Griener Ford informed him that it would take roughly 60-120 days to receive a new truck and that no down payment would be needed because we are a municipality. Chief Hoover stated he was aware that the budget was not there to purchase one outright at the moment, but with the budget meetings around the corner, he recommended to the council that they order the truck now so that it is here for part of the summer season.

Attorney Holscher stated that with the way the statute was rewritten, despite the \$75,000 threshold for bid, a contract for the purchase or lease of a new automobile or truck shall be advertised regardless of cost. And if there is an automobile or truck for trade-in, it shall be included as part of the advertisement bid so the town still has to advertise for the truck.

Chief Hoover stated he would prefer to get the council's approval, put out a bid for the truck, and get a truck ordered. It won't need to be paid for until the town is in a new budget cycle and the fire department isn't waiting until the last reading of the budget in June, and then another 120 days before a truck arrives.

Councilman Clark inquired if there was a reason to get diesel over gas. Chief Hoover stated that the whole fleet aside from one truck is diesel. Mayor Boyer stated that diesel won't ignite or burn as quickly as gasoline will. Councilman Schwarzrock inquired if the previous truck was a 2011, why not consider a 2016 and still have an upgrade from what we had before? Chief Hoover stated that on the pricing he had seen, used prices are just as much as new. Mayor Boyer stated that he would lean towards a new vehicle simply for the warranty. Councilman Schwarzrock stated he did not know how everyone else felt, but that he was not comfortable committing to that much money without having it in the budget first. Councilman Ficken asked how long the bidding process was. Attorney Holscher stated it would be roughly two months to get through the bidding process and get a vehicle ordered. Mayor Boyer stated that by the time we have our budget session to address this issue, we will already be able to allocate the money to this. Councilman Schwarzrock stated he was fine with the bidding process timeline, his concern was more regarding ordering something immediately before funds had been allocated.

Moved by Steven Clark, seconded by Tyler Martin, and carried without dissent put out a bid for a fire truck.

13) **Code Enforcement Report:** A written report was submitted. Councilman Clark noted he had received comments about a junk truck parked at a residence on Tonkawa. Since it was parked on private property, there was nothing that could be done and the council was unsure if the town code put a limit on the amount of time junk vehicles can be parked on the street or at a residence.

14) **Parks and Recreation (Auxiliary) Report:** A written report was submitted. Auxiliary representative, Michelle Hoover, was present for council questions or comments.

Mrs. Hoover inquired if the volunteer appreciation barbecue could be rescheduled because the Fire Department Car Show was also booked for that day. The volunteer appreciation barbecue was rescheduled for July 13 from 11 a.m. to 1 p.m.

Tyler Martin stated that the Easter Egg hunt on March 23<sup>rd</sup> will be his last event before the Parks and Recreation responsibilities are passed on to the new coordinator.

Mayor Boyer introduced Virginia Wharton to the council. Ms. Wharton had applied to the Parks and Recreation position and was

present for questions from the council. Councilman Ficken asked Mrs. Wharton why she was interested in Parks & Rec. Ms. Wharton stated she has been a resident of Bar Nunn since 2003 and that she had recently been looking for an opportunity to get involved in the community. She stated that she had organized and started a roller derby team in Casper, so she is very familiar with organizing events, and getting groups of volunteers together.

Mayor Boyer stated that the expectations for the position are to attend the second meeting of every month to present a report, and organize events, and there is an expectation of holding a monthly meeting to coordinate and plan community events. Ms. Wharton stated she is willing to meet those obligations. Mayor Boyer stated he was happy to welcome Virginia Wharton as our new Parks and Recreation Coordinator.

15) **Petitions and Public Comment:** Mr. Hoover inquired when the council would like the maintenance team to start handling code enforcement. Mayor Boyer estimated sometime between now and May.

16) **Council Business:**

A) **Arbor Day Discussion** – Bar Nunn’s Arbor Day is currently scheduled for April 27 at 8 a.m. at the Fire Station. The council had previously discussed rescheduling the Arbor Day Celebration, but the town clerk informed the council that they could not reschedule that until the grand opening because it was set by resolution and because a representative from the forestry department had already planned to be present.

Robert Hoover stated there are roughly six trees that can be planted in the medians. Councilman Schwarzrock asked if the information had been conveyed to the Kelly Walsh Marine Corps JROTC so they could do a flag-raising for the event. The town clerk stated it had.

17) **Miscellaneous Business:**

Steven Clark: Councilman Clark attended the Regional Water meeting. Regional’s chairman and attorney did not review the things they previously committed to reviewing, so they stated that they would on Wednesday, March 20<sup>th</sup>. Councilman Clark stated that they also still have confusion if the vote the board casts to accept our letter to the seat is even valid because there is a member who thinks they have to have a total of five yes votes. Attorney Holscher stated he would speak with Mr. Brauer with Casper about the issue. Councilman Clark also expressed frustration over the fact that Regional holds public meetings behind a barbed wire fence and a closed gate. It is very intimidating for anyone wishing to attend their public meetings.


Tyler Martin: Councilman Martin attended the Metro Joint Powers Board meeting on March 6<sup>th</sup>. He stated as the council had previously discussed, Casper would like to form a joint powers board. They used to have one and they are trying to start a new one. Effectively, the matter comes down to funding. Metro needs a new facility. They are overcapacity and they would like a new building, but there’s simply no funding for it. Effectively they are saying that each municipality would be representatively charged, similar to what already happens. The biggest key for the joint powers board being effective would be Mills and Evansville participating since they have their own operations. Both municipalities stated they would be interested in participating if it would be cost-effective for them. They would like a say in the decisions that are made, how things get funded, and how it is operated. The council agreed they were for the arrangement. Mayor Boyer stated that the current facility is too small.

Councilman Martin also presented the council and audience with proposed membership fees for the new community center. It included pricing tiers for individuals 19 and older, couples, a family up to 5 members, and senior citizens. There was also an incentive for high school and college students enrolled in 12 or more credits. Councilman Clark stated as a business owner, he was wondering if the town could offer bulk pricing to business owners for their employees. Councilman Martin said he would look into putting some pricing together for that.

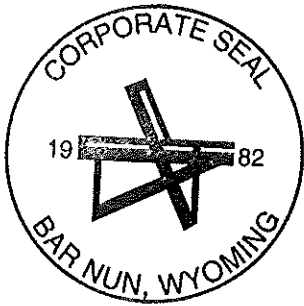
Frank Schwarzrock: Councilman Schwarzrock was tasked by the council to look at the cost breakdown for the administrative fee for statements going out. He presented a breakdown to the council and stated he took the cost per unit for all of the statements going out, then did a breakdown of all the labor and machinery that the town needs to utilize to produce the statements by assuming a 10-year life on the machines, and then broke down the total cost of the machines over that 10-year life cycle. He stated he summed up those amounts and then broke the total down by the number of accounts. He rounded up the number of total accounts to 1450 and came up with \$2.18 per account. He proposed an administrative fee \$2.25 to provide leeway for inflation over the next few years. The current administrative fee is \$1.25, so the proposed increase is \$1.00.


Moved by Tim Ficken, seconded by Frank Schwarzrock, and carried without dissent to adopt the increase to the administrative fee setting it at \$2.25.

18) **Adjournment:** Moved by Tim Ficken, seconded by Steven Clark, and carried without dissent that there being no further business the meeting of March 19, 2024, be adjourned, at 8:55 P.M.

  
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Peter Boyer, Mayor

ATTEST: (seal)



  
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Kalista Schwarzrock, Town Clerk-Treasurer