



TOWN COUNCIL

MEETING MINUTES

Tuesday, June 4, 2024- 7:00 P.M.

1500 Palomino Avenue,

Bar Nunn, Wyoming

- 1) **Roll Call:** Mayor Peter Boyer called the meeting to order on Tuesday, June 4, 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 May 21, 2024:** Moved by Tyler Martin, seconded by Frank Schwarzrock, and carried without dissent to approve the minutes for May 21, 2024.
- 4) **Current Payables List:** Moved by Tim Ficken, seconded by Frank Schwarzrock, and carried without dissent to approve the payables list of June 4, 2024.
- 5) **Payable List for May 2024 & The 23-24 Year-to-Date Budget Report:**  
Checks #32213 – #32289, Direct Deposit #2597 – #2633, ACH #51356243 & ACH #64145941. Moved by Steven Clark, seconded by Tyler Martin, and carried without dissent to approve the Payables List for May 2024.
- 6) **First Reading for Ordinance No. 2024-03:** “ANNUAL APPROPRIATION ORDINANCE (BUDGET) FOR THE FISCAL YEAR ENDING JUNE 30, 2025.” Moved by Tim Ficken, seconded by Steven Clark, and carried without dissent to approve the first reading of Ordinance No. 2024-03.
- 7) **Second Reading for Ordinance 2024-02:** “AN ORDINANCE ADOPTING THE UNIFORM BUILDING CODE” Moved by Steven Clark, seconded by Tyler Martin, and carried without dissent to approve the second reading of Ordinance No. 2024-02.
- 8) **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 updated the council regarding a damaged meter pit. He reported that town staff contacted the Sheriff's department to report the damage. Public works estimated \$8,000 of destruction, which would be considered a felony.
- 9) **Engineer's Report:** A written report was submitted. Town Engineer, Ray Catellier, PE was present for council questions or comments from the council.  
-Mr. Catellier reported that the baseball field parking lot was marked to begin cutting out the asphalt. They will begin cutting that out for the bus stop lane. The contractor understands that it needs to be done by the end of the month. Improvements to the area include the bus stop lane, striping, and stop sign relocation. Councilman Clark asked if that would open up the entrance coming in from that side of town. Mr. Catellier said it would not, but it would channel traffic there around the field and put in a bus lane so that two to three buses can park there. Mr. Catellier stated that we could look at widening that entrance.  
  
-The landscape architect is working on the Antelope Park improvements. He is changing the footprint to accommodate adding the swing set and ensuring the right fall protection to make more sense for irrigation and maintenance. Councilman Clark asked if the council was choosing the play equipment or if CEPI was choosing it. Mr. Catellier stated he thought it would be easier if the council had just a few options to choose from that would fit with what was already there. He stated that he instructed the landscape architect to select some options that would accommodate an age group that was not already served.  
Councilman Clark requested that there be no large visible obstructions in the plans. He stated that the climbing wall at High Plains Park, though cool, creates a visible obstruction that has been an irritant to him as a parent.

-Three bids were received for landscaping the new town hall. All of the bids were under the original estimate and ranged from \$312,000 to \$342,000. Cheeney Landscaping from Pinedale was the lowest bid at \$312,903.10. Councilman Ficken stated for the minimal difference, he would prefer to give the business to a local landscaping company. Mr. Holscher informed him the council had to choose the lowest bid. Moved by Tyler Martin, seconded by Steven Clark to approve Cheeney Landscaping to do the town hall landscaping for the amount of \$312,903.10

- 10) **Zoning & Planning Report:** A written report was submitted. Gary Geiger was present for questions or comments from the council. Mr. Geiger reported that the Zoning & Planning Committee approved an accessory building expansion placed on a pre-existing 8-foot by 8-foot pad.

Committee member, Mike Schoolcraft inquired when the council would like to schedule a work session to work on zoning with the council and the town planner. A work session was scheduled for July 16<sup>th</sup> at 6:00 p.m. Mr. Schoolcraft stated it would be helpful to have a copy of what the county shows is recorded for zoning. Mr. Catellier stated he could get a copy of that.

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

-Chief Hoover reminded the council of an earlier discussion about purchasing bunker gear. Mr. Hoover stated that he would like to get the order process started. Moved by Steven Clark, seconded by Tyler Martin to approve the bunker gear purchase from Curtis for \$29,663.84.

-Chief Hoover made the council aware that construction had begun for the Anticline energy project. The Bar Nunn Fire Department has already responded to two calls out at that site for cardiac arrest. The Industrial Siting Committee approved funds related to the Anticline project for the fire department to purchase high-angle rescue gear and training. Chief Hoover informed the council that once they start erecting the wind turbines, the fire department will begin utilizing those funds in preparation for more calls to the project.

Councilman Clark inquired what other departments have that gear. Chief Hoover stated that only Casper Fire and Natrona County have high-angle gear currently. That would make Bar Nunn one of three and the closest department to respond. Councilman Schwarzrock asked what the training for high-angle rescues entails. Chief Hoover stated that they would be training with Micah Rush.

Attorney Holscher inquired if the town had received any of the impact funds from the county. The clerk stated the town had received no payments for the Anticline project yet. Attorney Holscher stated he would call the county treasurer again to follow up about why Bar Nunn has not received any of the scheduled payments. He stated that the next resort would be to contact the Department of Revenue.

- 12) **Maintenance & Water Report:** A written report was submitted. Head of Public Works, Robert Hoover, was present for questions or comments from the council.

-Mr. Hoover reported that the department has been working on leaks in the system and meter pit problems caused by people breaking into meter pits.

Mayor Boyer asked if it was possible to cap the line off if the individual kept breaking into the pit. Mr. Hoover stated that the meter pit was ruined anyway. He told the council that Wardwell would crimp the water line so it could not be utilized in extreme cases. This individual has destroyed multiple locks, and broken the valve in the pit, and public works believes he has been placing a jumper to bypass the meter based on the damage to the pit. Mr. Hoover stated that all of the information had been turned over to the Sheriff's office investigator. Attorney Holscher believes the individual should be cited because this situation is theft of services.

-Mayor Boyer asked what the status was of getting the Automatic Meter Infrastructure in place. Mr. Hoover stated that the propagation study was complete and a contract was sent to the town attorney for review.

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

-Mrs. Schwarzrock reported that staff had recently had the windows coated with a reflective tint that helps with the heat control in the main portion of the office. Councilman Ficken asked if there was anyone for the janitorial positions. Mrs. Schwarzrock stated that Mr. Hoover had filled the positions.

- 14) **Petitions & Public Comment:** Resident, Mike Schoolcraft, stated that the speed limit sign on his street was extremely faded. He suggested that faded signs be either refurbished or replaced. Mayor Boyer stated that was an easy enough solution that the town could probably get it fixed pretty quickly.

Resident, Mary Sue Sorensen, asked what the gym schedule was going to be. The town clerk stated that the gymnasium was open to the public Monday through Friday, 8:00 a.m. to 5:00 p.m. There is no gym equipment yet, but once the equipment arrives, the membership hours will be from 6:00 a.m. to 10:00 p.m. for the weight room. Mrs. Sorensen asked where the sports equipment, like

pickleball sets, would be stored. Mrs. Schwarzrock stated they were locked up. People have been able to check out equipment by leaving an ID in the office while they use it. Mrs. Sorenson then inquired about what happened with the fire truck that the Dinosolar funds were committed to. Mr. Hoover stated that it is on order and expected to arrive around June of 2025.

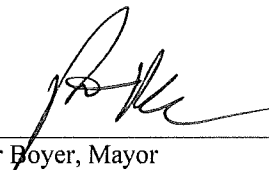
15) **Council Business**

**A. WAM Resolutions:** Mayor Boyer stated that he reviewed the Resolutions and made some notes but was lacking context on many of them. He stated that Councilman Schwarzrock would be representing the town at the Wyoming Association of Municipalities Convention. The council discussed the best way to instruct Mr. Schwarzrock how to vote. Attorney Holscher stated that the council can authorize Mr. Schwarzrock to decide on behalf of the town. Moved by Steven Clark, seconded by Tim Ficken, and carried without dissent to authorize Frank to vote on behalf of the town at the WAM convention.

**B. Transferring Investment Funds:** The council discussed increasing the amount invested in the Wyoming Class investment pool from \$500,000 to \$1,000,000. Moved by Frank Schwarzrock, seconded by Steven Clark, and carried without dissent to move \$1,000,000 to Wyoming Class Investment Pool.

**C. Steven Clark:** Councilman Clark stated that he encountered an individual at the grand opening named Nick Whipps. Mr. Whipps is the Casper Recreation Center Manager and has offered to come do a work session to help answer any questions about running the community center. A work session was scheduled with Mr. Whipps on June 18<sup>th</sup> at 6:00 p.m.

16) **Adjournment:** Moved by Tim Ficken, seconded by Steven Clark, and carried without dissent that there being no further business the meeting of June 4<sup>th</sup>, 2024, be adjourned at 8:02 p.m.

  
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Peter Boyer, Mayor

ATTEST: (seal)



  
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Kalista Schwarzrock, Town Clerk-Treasurer