



TOWN COUNCIL

MEETING MINUTES

Tuesday, July 16, 2024 - 7:00 P.M.

1500 Palomino Avenue,

Bar Nunn, Wyoming

- 1) **Roll Call:** Mayor Peter Boyer called the meeting to order on Tuesday, July 16, 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 July 2, 2024:** Moved by Steven Clark, seconded by Tim Ficken, and carried without dissent to approve the minutes for July 2, 2024.
- 4) **Special Session Minutes of July 11, 2024:** Moved by Frank Schwarzrock, seconded by Steven Clark, and carried without dissent to approve the Special Session Minutes of July 11, 2024. Tim Ficken and Tyler Martin were recused due to their absence.
- 5) **Current Payables List:** Moved by Tim Ficken, seconded by Tyler Martin, and carried without dissent to approve the payables list of July 16, 2024.
- 6) **Balance Sheet, Detailed Income Statement & Trial Balance (Financial Reports) for the period ending June 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 June 2024.
- 7) **Resolution 2024-16:** "A RESOLUTION APPROVING MEMORANDUM OF UNDERSTANDING ON SETTLER WIND FARM AND GRANTING AUTHORITY TO MAYOR". Moved by Steven Clark, seconded by Tim Ficken, and carried without dissent to approve Resolution 2024-16.
- 8) **Second Reading for Ordinance No. 2024-04:** "AMENDMENT OF THE ANNUAL APPROPRIATION ORDINANCE (BUDGET) FOR THE FISCAL YEAR ENDING JUNE 30, 2024." Moved by Tyler Martin, seconded by Frank Schwarzrock, and carried without dissent to approve the second reading for Ordinance No. 2024-04.
- 9) **Attorney's Report:** A written report was submitted. Attorney, Kevin Bell was present for questions or comments from the council.
-Mayor Boyer noted that Councilman Schwarzrock and Councilman Clark both attended the Regional Water meeting and the Bar Nunn representative was yet again not seated to the Regional Board. The reason they provided was that all of the member entities had not signed the updated bylaws document. Councilman Clark stated he wished there was more communication from the Regional Board. Councilman Schwarzrock stated he was concerned that the chairman was unwilling or unable to confirm that everything would be ready by the next meeting.
Councilman Clark inquired if the delay in appointment to the board is delaying the financials or business functions? The town clerk stated that she had worked with Wardwell's attorney to finalize the transfer of monetary assets to town held accounts earlier in the week, so it did not stop that aspect of the dissolution. Councilman Clark clarified that being seated was to provide the town with more of a voice on the board than it is stopping business. Mayor Boyer stated that was correct,

but once we are accepted onto the board, the dissolution is final and official. There is no more Wardwell Water, it is just Bar Nunn Water.

10) **Engineer's Report:** A written report was submitted. Town Engineer, Ray Catellier, PE was present for questions or comments from the council.

-Mr. Catellier reported that the lights on the flagpole would be functional that evening when the lights to the parking lot come on and the trash enclosure is underway.

There was a preconstruction meeting with the landscaping contractor on Monday, July 15th and irrigation would be installed this week. The landscaping project is expected to take roughly two months, so it should be done early to mid-September. Mr. Catellier updated the council on the remaining punch list items for the Town Hall. He stated they are still waiting on keys and cores for the locks.

-Mr. Catellier informed the council that he sent the Land Use Plan to Zoning & Planning Committee member, Kyla Alvey and Town Planner, Megan Nelms.

-Mr. Catellier provided Mayor Boyer with a quote from Crown Construction for changes made to the proposed project. He stated he reviewed the numbers and that they looked fair. He stated that Crown could potentially start the work this week. He clarified it was for adding sidewalk and curb and gutter out from the town hall site/bus area, moving boulders back to make defined turns, and putting in a raised crosswalk. Councilman Clark inquired how much it would be. Mr. Catellier stated it was \$61,710. He stated he is pleased with this contractor's work and recommends moving forward with approving the changes. Moved by Tyler Martin, seconded by Steven Clark and carried without dissent to accept the change order from Crown Construction for the amount of \$61,710.

-Councilman Clark inquired if the parking lot was going to be re-striped. Mr. Catellier stated he had expressed his disappointment to the contractor in the quality of the work and how worn it already appeared after a few months. There was discussion about the quality of the subcontractor who performed the work. Mr. Catellier stated they were working to rectify the poor work.

11) **Preparedness Committee Report:** No meeting was held for the month of July.

12) **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 reported that the back up pump arrived for the splash pad. There have been a few calls stating that the splash pad is not working, but it is usually just a matter of people being unaware of the sensor that needs to be activated when using the pad.

-Mr. Hoover recommended the council consider pursuing a Homeland Security grant. He reported that during a recent power outage, power was knocked out to the water system as well. The Wardwell Water system was designed without a backup power generator system for the booster system. If power were to ever go out for a few days, the town would be without water. Mr. Hoover stated that he believed the Fire Department had gotten their backup generator system under a Homeland Security grant and thought the town could apply for one for the water system as well. Mayor Boyer permitted Mr. Hoover to work with the town engineer to pursue a grant for a backup generator system.

13) **Code Enforcement Report:** A written report was submitted. Robert Hoover was present to discuss items with the council.

-Councilman Clark inquired if it was accurate that residents are only allowed a trailer on the street for three days, but then they have ten days to move it. Mr. Hoover stated that was not accurate, and unfortunately did not realize that was printed on all of the tags until after some were distributed.

-Mr. Hoover reported that all of the code violations had been rectified but three. He stated that the citation books had not arrived from the printer yet.

14) **Parks and Recreation Report:** A written report was submitted. Parks and Recreation Chairwoman, Virginia Wharton, was present for council questions or comments.
-Ms. Wharton reported that the 4th of July parade went well. She suggested blocking the Sunset & Antelope and Palomino & Antelope intersections because vehicles drove into the parade. Mayor Boyer thanked her for her work on the parade. Ms. Wharton stated she had received some comments on the pace of the parade and how the beginning was paced little too quickly and it got broken up. She stated it would be something else to work on next year. Resident, Mike Schoolcraft stated that in other parades, the Fire Department goes last and maybe next year, our Fire Department could go last.

-Ms. Wharton stated that there was enough interest for a second garage sale day, so it would be held on August 10th. The cutoff to be put on the list would be August 2nd.

15) **Petitions and Public Comment:** Resident, Cheryl Fisher presented the council with a suggestion of a beautification program to encourage members of the community to take pride in their properties, such as awards for most improved or most beautiful yard. Mayor Boyer stated he had noticed this year that a lot of houses have let their yards die and stated he wondered if it wasn't due to the economy. He stated people can't control much, but they don't have to water their yard. The council discussed options and concluded it would likely have to be a Parks and Recreation program. Mrs. Fisher stated she would like to see more community pride. Mayor Boyer stated he was ok floating the idea to the community through a Facebook post to gauge interest. If there was enough interest, they would figure out how to proceed from there.

Resident, Robert Hoover stated that the annual Fire Department Car Show would be that weekend at Antelope Park. He stated registration for the cars would start at 7 a.m. and there would be vendors and food trucks.

Mr. Hoover stated he and Mrs. Schwarzrock were working to create a spreadsheet of residents who were elderly or disabled and required a little more assistance to maintain their properties so that if anyone wished to help a resident, we would have a database of those who needed assistance. And if any residents or teens were willing to help, the clerk could share their number with anyone calling to request assistance.

16) **Council Business:**

A. Adjustments to the Current Fiscal Year Budget Discussion: Mayor Boyer stated the council needed to schedule a work session to make adjustments to this year's budget. A work session was scheduled for July 30th at 6 p.m. *This meeting was later rescheduled to July 23rd*

B. Sewer Rate Discussion: The town clerk evaluated the increased assessment received from the 201 Sewer Management against the number of accounts within the town and determined that to cover the cost of what is billed for sewer management, unfortunately, the town would have to increase the sewer rate by \$1.75 per month. Councilman Ficken clarified that was not to make any profit. The clerk stated that was just to pay what the town is billed annually by 201, and since sewer is an enterprise no other part of the budget can contribute to sewer and vice versa.


Resident Jan Schoolcraft asked how sewer was charged, if it was a flat rate or if it was based off usage. Mrs. Schwarzrock stated that the town of Bar Nunn is a flat rate and the Wardwell District was charged based on usage, but the base rate set by Wardwell is higher than Bar Nunn's flat rate, even with the increase. The clerk recommended that in the future, the council consider a work session to evaluate the costs to the sewer system versus what is being paid by the customer. The council unanimously expressed frustration at the increased costs from vendors that ultimately impact the residents. Councilman Clark expressed concern that they may increase our charge again mid-year. Mr. Catellier stated that 201 just completed their budget so this is our cost for the year.

Moved by Tyler Martin, seconded by Steven Clark, and carried without dissent to raise the sewer rate by \$1.75 per month.

C. Gym Schedule: The council reviewed the gym schedule created by Mary Sue Sorenson. Councilman Schwarzrock stated he appreciated that she made notes stating that individuals using the equipment were responsible for setting up and putting it away. Councilman Ficken stated he appreciated the work she did creating the schedule. Mayor Boyer added to the schedule that if no one shows up for the scheduled activity, then that time frame can be considered open gym. Mr. Hoover stated he would like to get some signs stating clean shoes or no street shoes on the gym floor. A rock or


something in someone's shoes has already torn the gym floor. The council tentatively adopted the schedule.

- 17) **Adjournment:** Moved by Frank Schwarzrock, seconded by Tyler Martin, and carried without dissent that there being no further business the meeting of July 16, 2024, be adjourned, at 8:22 P.M.


Peter Boyer, Mayor

ATTEST: (seal)




Kalista Schwarzrock, Town Clerk-Treasurer