



TOWN OF BAR NUNN
TOWN COUNCIL

1500 Palomino Ave., Bar Nunn, Wyoming

MEETING MINUTES

Tuesday, August 6, 2024- 7:00 P.M.

1500 Palomino Avenue,
Bar Nunn, Wyoming

- 1) **Roll Call:** Mayor Peter Boyer called the meeting to order on Tuesday, August 6, 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 July 16, 2024:** Moved by Steven Clark, seconded by Frank Schwarzrock, and carried without dissent to approve the minutes for July 16, 2024.
- 4) **Current Payables List:** Moved by Tyler Martin and seconded by Tim Ficken. The motion was carried without dissent to approve the payables list of August 6, 2024.
- 5) **Payable List for July 2024 & The 23-24 Year-to-Date Budget Report:**
Checks #32369 – #32438, Direct Deposit #2675 – #2712, ACH #55243362 & ACH #3280715. Moved by Steven Clark, seconded by Tim Ficken, and carried without dissent to approve the Payables List for July 2024.
- 6) **Third and Final Reading for Ordinance 2024-04:** “AMENDMENT OF THE ANNUAL APPROPRIATION ORDINANCE (BUDGET) FOR THE FISCAL YEAR ENDING JUNE 30, 2024” Moved by Steven Clark, seconded by Tyler Martin, and carried without dissent to approve the second reading of Ordinance No. 2024-04.
- 7) **First Reading of Ordinance No. 2024-05:** “AMENDMENT OF THE 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. 2024-05.
- 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 reported on the status of the Settler Wind Farm Energy project. He stated that the participating municipalities have agreed to submit the MOU for the requested amount. The MOU omits Converse County and Douglas.
 - Attorney Holscher informed the council that the town will have to pursue action against vandalism to Antelope Park through another municipality. Councilman Clark inquired why the Sheriff's Department did not cite the individual responsible. Attorney Holscher stated that the responding deputy determined not to issue a citation. Mayor Boyer stated he reached out to the young man responsible to offer an olive branch and allow him the opportunity to make things right, but he has so far been unresponsive. Attorney Holscher recommended to the council that they open a limited contract with another municipality to address the matter and just leave the contract open in case there are similar situations in the future.
 - Attorney Holscher noted that there will be municipal court this month to address property citations. Councilman Schwarzrock inquired if it was common practice in the past to hold court over weeds and grass. Attorney Holscher stated that previous code enforcement hadn't pursued it this extensively, but there had been some scheduled that were resolved before the court date.
- 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 architect with Arete Design was present at the town hall earlier in the day to help move along work on the door to the weight room and try to get Comtronix on site to move the card reader on the outside of the weight room for secure access. Sampson Construction is still working on some punch list items, though they have moved on to other projects. The project manager overseeing the Town Hall Project recently moved, so the current project manager is doing the job of two people.

-The improvements to the Antelope Drive and Palomino Avenue intersection are complete. The Natrona County School District has moved the bus stop to the new pavilion and is very appreciative of the Town of Bar Nunn's commitment to student safety.

-Irrigation and landscaping is underway and there should trees and shrubs planted soon.

-Mr. Catellier stated that Air Innovations informed him that the condensing units will ship by October 25th, so they should be installed in early November.

-Three bids were received for the asphalt project ranging from \$272,055 to \$331,484.98. Mr. Catellier recommended that the bid be awarded to Ramshorn Construction who provided the lowest bid at \$272,055, which was lower than the engineer's estimate. CEPI thoroughly reviewed the bid provided and determined that it was accurate and complete. Councilman Ficken inquired what work was included in that bid. Mr. Catellier stated it would be mill and overlay on Salt Creek Highway, improving the drainage along Salt Creek Highway, mill and overlay at the intersection of Antelope Drive and Sunset Blvd, and rebuilding the one block of Nez Perce from McMurry to Mandan. Work would begin mid-late September. Moved by Steven Clark, seconded by Tim Ficken, and carried without dissent to award the contract for the Bar Nunn Asphalt Improvement Project to Ramshorn Construction for the amount of \$272,055.

- 10) **Zoning & Planning Report:** Gary Geiger was present for questions or comments from the council. Mr. Geiger reported that the committee met on July 20th to review a site plan submitted by Current Homes. He stated that there was a minor change made to the original plan. The committee found no problems and approved the site plan.
- 11) **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 July had an unprecedented high call volume.
 - The Fire Department car show was a success. Mayor Boyer thanked Chief Hoover for facilitating the car show.
 - Councilman Martin thanked the Fire Department for the work they do to keep people safe stating he is unbelievably grateful for the fast response time.
- 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 provided the council with photos of a root cluster that had been cleaned out of the sewer on Bel Vista. He stated it shows the importance of regularly cleaning out the sewer lines.
 - Mr. Hoover provided the council with options for a used street painting truck. The council discussed the various options and chose to pursue purchasing a 2006 Sterling Condor street striper. Attorney Holscher stated that it would have to be put out for bid, but the town could invite the seller to bid. Tim Ficken inquired if it would be carried under the delivery company's insurance while it was being delivered. Attorney Holscher stated that the town can specify that in the bid so it would be covered if lost in transit. Moved by Steven Clark, seconded by Tim Ficken, and carried without dissent to put out to bid for a Sterling Condor paint striper meeting or exceeding the specifications of what is entailed in the description.
- 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 the office staff is working with the utility billing software to find a solution for billing for fitness memberships.
 - The clerk reported that she provided the Fire Department with the necessary financial information for them to pursue a State Lands and Investment Board grant for a new structure engine.
- 14) **Petitions & Public Comment:** Resident, Mike Schoolcraft inquired if there would be instructions or training provided for operating the street striper. Mr. Hoover stated that there are plenty of resources in the county for assistance.
- Resident, Kent Hopkins inquired how often the street striper would be utilized. Mr. Hoover stated it would likely be used twice a year. Mr. Hopkins inquired if the council had pursued other options as opposed to purchasing a striper. Councilman Martin informed Mr. Hopkins that the Department of Transportation had been striping our streets for us, but is no longer able to provide that service and that the town had reached out to other municipalities, but there were no other options available. Councilman Schwarzrock stated now that Bar Nunn is purchasing a street striper, that the council had also discussed reaching out to other municipalities that are in similar situations and perhaps pursuing a revenue opportunity.
- Resident, Ken Woods was present to discuss safety concerns with the council. He stated that there are children on bikes going through the stop signs and that the walking path is being used by go-carts and other recreational vehicles. Councilman Ficken stated that until Bar Nunn has its own law enforcement in place, all that can be done is to call the Sheriff's department, but at this time, the town's hands are tied on what can be enforced. Mr. Woods stated that he also did not like the rocks down Antelope Drive. Mayor Boyer explained that the walking path needed to be protected and the rocks were the cheapest way to accomplish that. He stated that so far, the rock had stopped two drunk drivers and one distracted driver from driving into the walking path. If a better solution was presented, the council would consider it, but protecting the walking path was their main priority with the placement of the rocks.
- Resident, Mary Sue Sorenson stated that she was on the town council when they decided to put the boulders on Antelope. She stated that one of the deciding factors was to reduce the amount of asphalt that needs to be maintained by 4 feet down the side and they believed the boulders would cause drivers to slow down.

Resident, Mike Schoolcraft inquired if there were any signs along the walking path saying no motorized vehicles. Mary Sue Sorenson stated that she knew there signs at High Plains Park stating no unauthorized vehicles. Councilman Clark stated that ultimately, the solution would be for Bar Nunn to get it's own police department in place, which they are working on.

Resident, Jan Schoolcraft inquired what the status is on hiring a police chief. Mayor Boyer stated that the council did budget for it and it is on the council's radar, but they haven't moved forward with it yet because there were still some individuals he would like to consult with.


Resident, Ken Hume, informed the council that there is still a lot of planning to be done to get the emergency operations plan in place. He sought permission from the council to organize meetings with key individuals to get the ball rolling toward implementing that plan. Councilman Schwarzrock advised that he consider reaching out to someone who was involved in the emergency response in Hartville. He stated with his experience on the utility side of that situation, there were some serious lessons learned with how they managed the evacuation of Hartville during the fire between Guernsey and Hartville.

15) **Council Business:**

A. Special Tax District Discussion with Jaimie Loveall, Executive Director of Meals on Wheels: Jaimie Loveall was present to inform the council of a special tax district that will be on the ballot for a vote in August. It is a proposed Senior District that would add 1 mill to the property tax levy. Funds from that tax levy would provide senior services, such as meals delivered to seniors by Meals on Wheels, and financial assistance to the Casper Senior Center. They estimated the tax would generate \$1.7 million for senior services in Natrona County. The funds would be overseen by a board of 5 elected individuals and the funds would be granted through the board to organizations that would have to apply for the funds. Bob Thunselle was in attendance with Jamie Loveall informed the council that if the mill levy passes in the primary election, then the five board members would be elected during the general election. Ms. Loveall stated any funding not dispersed would be used to build senior housing once it reached a set threshold.

B. Wardwell's Sewer Savings-Investment Discussion: Town Clerk, Kalista Schwarzrock, stated that all of Wardwell's assets had been transferred to the Town of Bar Nunn except for one sewer mutual fund account held with First Interstate Bank. She stated that the council needed to decide how those funds would be handled. Mrs. Schwarzrock recommended that the council move those funds to an investment account with Wyoming Class Investment Pool. If that was what they chose to do, she would need a resolution from the council to move those funds from the Wardwell-held mutual fund to a Town of Bar Nunn investment account. Moved by Steven Clark, seconded by Frank Schwarzrock, and carried without dissent to approve moving Wardwell Sewer savings from First Interstate to a Wyoming Class Investment Account.

16) **Adjournment:** Moved by Steven Clark, seconded by Tim Ficken, and carried without dissent that there being no further business the meeting of August 6th, 2024, be adjourned at 8:32 p.m.



Peter Boyer, Mayor

ATTEST: (seal)





Kalista Schwarzrock, Town Clerk-Treasurer