



TOWN COUNCIL

MEETING MINUTES

Tuesday, October 15, 2024 - 7:00 P.M.

1500 Palomino Avenue,

Bar Nunn, Wyoming

- 1) **Roll Call:** Mayor Peter Boyer called the meeting to order on Tuesday, October 15, 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 October 1, 2024:** Moved by Steven Clark, seconded by Tyler Martin, and carried without dissent to approve the minutes for October 1, 2024.
- 4) **Payables List for October 15<sup>th</sup>, 2024:** Moved by Steven Clark, seconded by Tim Ficken, and carried without dissent to approve the payables list for October 15, 2024.
- 5) **Balance Sheet, Detailed Income Statement & Trial Balance (Financial Reports) for the period ending September 2024:** Moved by Tyler Martin, seconded by Steven Clark, and carried without dissent to approve the Balance Sheet, Budget Income Statement & Trial Balance (Financial Reports) for the period ending September 2024.
- 6) **Attorney's Report:** Attorney, Kevin Bell was present for questions or comments from the council. There were no comments for Attorney Bell from the council.
- 7) **Engineer's Report:** A written report was submitted. Town Engineer, Ray Catellier, PE was present to answer questions or comments from the council.  
-Mr. Catellier noted that a water flow issue had been discovered in the community center. When the irrigation system is on, there is almost no flow in the community center bathrooms. They believe the source of the problem is the plumbing tree in the maintenance room. He spoke with Sampson Construction who is going to get Davidson Mechanical to come and figure out what's going on.  
Sampson was on site examining doors to find the source of the lock mechanism malfunctioning. The source of the problem was just a piece of metal that was preventing the door mechanism from engaging. The aluminum cap that is screwed on the end of the push bar floats a little. It had gotten pushed too far over and a piece of metal was on top of the push bar preventing the door from unlocking. They filed down the piece of metal and it appears to be working again.  
Comtronix also replaced three of the card readers. They discovered that sometime during construction, card readers were updated and older versions were what was installed, so they could not read the new fobs. Now that those card readers have been replaced all of the fobs should work.  
  
-Mr. Catellier included quotes for three options for the bus shelters. He noted that prices were shipped, but not installed. He stated he would speak with Mr. Hoover to determine if the maintenance crew would be interested in installing them or if that would be a project that should be bid out. The prices were approximately \$13,400 for one or \$25,000 for two bus shelters. Mr. Catellier included the price for a second due to a previous discussion about potentially placing one somewhere else or replacing or adding to the shelter at High Plains Park. The lead time would be about 8-10 weeks out. Mr. Catellier stated there was no rush in making the decision.  
Councilman Ficken noted that freight costs were nearly 20% of the total cost. The council discussed budget items to

determine if bus shelters were a feasible project this fiscal year. The town clerk noted that a project designation still needed to be determined for the Community Gas funds to be distributed in March. This year's distribution would be approximately \$4,700. Mayor Boyer stated he would like to wait to pursue this project until we receive Community Gas funds.

Councilman Ficken inquired about temporarily finding a repair solution to the existing shelter at High Plains Park to provide a wind barrier. The council discussed a temporary addition to the picnic shelter that would provide shelter in the winter but be moved in the summer for line of sight to the park.

Councilman Martin stated he would like to find a way to get a bus shelter at the town hall this winter and do a temporary fix at High Plains Park. Mr. Hoover noted he would also prefer to do a bus shelter at the town hall in the coming months while his crew has some time. In the spring, they will be busy with irrigation systems and parks. He stated they could probably fabricate a portable wall system for High Plains Park.

After examining the budget with upcoming projects in mind, the council determined to wait until next year to put in a new bus shelter at the Palomino bus stop.

-Mr. Catellier reported that work would begin on drainage ditches and the shoulder of Salt Creek Highway in the coming weeks. He noted that they are trying to get everything paved before winter weather hits.

-Mr. Hoover and Mr. Catellier met with Visionary Communications on Friday, October 11<sup>th</sup> for a preconstruction meeting. Work on the fiber installation will begin soon. Mr. Catellier said he made them aware of the town's concerns. Visionary informed them how their projects go. Councilman Clark inquired if they run the fiber at the same time, they as the conduit, so once it is buried it's done. Mr. Catellier stated yes, but currently they are only doing south of McMurry Blvd. North of McMurry would be another project potentially next year.

Councilman Martin stated he wanted to clarify what the expectations should be for lawns affected by the fiber installation. Mr. Catellier stated that Visionary had committed that they would fix everything the way it was. They are not planning on doing any open trenching in yards and things of that nature.

Mr. Catellier stated a problem he has seen the City of Casper run into is if work is done in the right of way or an easement, there isn't typically much recourse if something gets messed up.

-Mr. Catellier presented cost estimates to the council for the Antelope Park improvements. He included cost estimates for the two sets of playground equipment the council had decided they liked in the previous meeting. The council was provided with renderings showing the footprints of the equipment. They discussed the equipment, fall material, and where cost savings could be found. The prices with construction costs for the two options ranged from \$170,000 to \$185,000. Mr. Catellier stated the council didn't necessarily have to move forward with any decisions immediately and could mull over their options. Councilman Martin addressed the audience and acknowledged there may be some sticker shock, but he was an advocate for the playground updates given the demographic of the community. Councilman Ficken also stated it can be difficult for the community to go outside of Bar Nunn to do anything with their kids and it is good to keep recreation here for those families. He noted that people come from all over Casper to utilize the splash pad as well.

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

-Mr. Hoover stated his preference regarding the Antelope Park updates would be to move forward this winter if the council approved the improvements. His reasoning was to prevent the park from being shut down for construction as the community and staff are preparing for the summer season. Mr. Catellier stated if it was the council's will, they could work to reduce the scope of this project and start the bidding process. He stated that expenditures are not obligated to begin the project. He stated they could receive bids and figure out if it would work in the time frame allowed with the goal of completion being by Memorial Day 2025.

Mr. Hoover noted there would be cost savings with artificial turf being installed in the park as fall protection because there would be less watering and landscape maintenance. The council agreed to begin the bidding process. Moved by Steven Clark, seconded by Frank Schwarzrock, and carried without dissent to approve putting out to bid the Antelope Park Improvements.

- 9) **Parks and Recreation Report:** A written report was submitted. Parks and Recreation Chairwoman, Virginia Wharton, was present for council questions or comments.

-Ms. Wharton announced that the committee met on September 30<sup>th</sup> and that she would like to welcome Jan Schoolcraft to the Parks & Recreation Committee.

She informed the council that enough volunteers had stepped forward for the October 26<sup>th</sup> Trunk-or-Treat that she would not need to cancel it. Ms. Wharton also presented the council with Halloween and Christmas decorating contest names. The council all agreed to call the Halloween contest "Festival of Fear". For the Christmas decorating contest, there was a split in favor of "The Bar Nunn Light Fight" and "The Clark Griswold Award". After a vote among the council and the audience, they chose to name the Christmas contest "The Clark Griswold Award".

- 10) **Petitions and Public Comment:** Resident Robert Hoover noted that the City of Casper has moved its holiday parade to Thanksgiving weekend, which is when Bar Nunn usually holds its parade and Christmas Carnival. As a result, Bar Nunn's festivities have been rescheduled to December 14th. The parade will begin at 4:30 p.m. and end at Antelope Park for the tree lighting. Lights will also be turned on at the Fire Station and Town Hall. The Christmas Carnival will follow in the gymnasium around 6:30 p.m.

Resident, Ken Hume thanked Chief Hoover for sparing three firefighters to assist with the Community Emergency Response Team (CERT) training. He also thanked the council for letting the CERT class utilize the building. He noted it was a great class and there are now three new CERT-certified residents in the community.

#### 11) Council Business:

**A. Visit Casper Board Appointment – Daniel Foote:** Mayor Boyer informed the council that the prior appointee had stepped down because he was relocating. After interviewing Mr. Foote, Mayor Boyer believed he would represent Bar Nunn well on the Visit Casper Board. Councilman Ficken inquired what made Mr. Foote want to represent Bar Nunn on the board. Mr. Foote responded that like the prior representative, he is with the Ford Wyoming Center and is a long-time resident of Natrona County. He noted a concern he had discussed with Mayor Boyer is that Bar Nunn has had representation that has moved on and he has no intention of doing that. He stated he is passionate about tourism and would like to fulfill the remaining term. Councilman Clark noted that he had worked with Mr. Foote professionally and has great respect for him. Mr. Foote stated he was his belief that tourism is an untapped economic force that should benefit the whole of Natrona County, including Bar Nunn. The council agreed he would make a good representative for the town. Moved by Steven Clark, seconded by Tyler Martin, and carried without dissent to approve Daniel Foote as Bar Nunn's Visit Casper Board Representative.

**B. Palomino Lots Proposal:** Bidder, Dan Sabrosky was present to discuss the proposed bid for the 11 town-owned lots on Palomino Avenue. Mayor Boyer requested clarification on the bid. He inquired if the bid required the town to complete street construction. Mr. Sabrosky stated that the expense of street overlay and the curb requirements would make the project unfeasible for development. He proposed a partnership in developing the area where the town completed the overlay, and his company would take on the curb, sidewalk, and infrastructure. Mayor Boyers stated that the overlay would be substantial, and more than the council would be willing to take on. Mr. Sabrosky stated though he is not a fan of property taxes, there would be value to the town in perpetual property tax revenue from those homes once all 22 lots in the area are developed. He noted there would also be service fees on the permits purchased during development, so there would be cost recuperation. Mayor Boyer estimated that those properties would net approximately \$38,000 a year in property tax revenue.

Councilman Ficken inquired if it was confirmed that a new sewer lift station would be needed to develop the area. Mr. Sabrosky stated they wouldn't know until the surveying was done, but the bid was based on an accepted engineered set of plans. Ideally, gravity sewer could work with a larger sewer pipe. If the gravity feed couldn't reach the manhole, then it would require a lift station. Councilman Ficken stated that Ashby had also looked at these particular lots and also said that the sewer and roadwork to develop the area would be a missive expense and they couldn't incur it either.

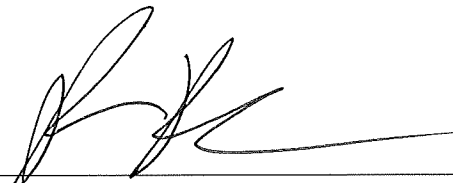
Preliminary estimates from the town engineer were approximately \$300,000 to \$400,000 to put a 3-inch overlay on that stretch. Councilman Clark stated he would love to see the lots developed, but he did not want to spend up to \$400,000 just to sell the lots. Councilman Schwarzrock stated he had only been on the council for a year, but the council had been approached by other developers. The council had always been firm that they were not going to be involved in the development, so for consistency and fairness to the other offers he had to say no.

Councilman Martin stated he would like to see the town do something to help the development of the town. He stated it

should have been done in the beginning, and now there are two streets that are undeveloped and the town is no longer able to grow.

Mr. Sabrosky stated that a family member who is involved in this potential project also owns another 52 acres and would like to take on a small project, such as the 22 total lots on Palomino. If it were a success, he would immediately begin development on those 52 acres, which would be another 250 homes over four years. Mayor Boyer stated, unfortunately, he could not base a contract on that. Councilman Ficken stated he also would like to see those lots developed, but if the town were to be involved in the development, it would be more affordable for rezoning and more development to the north because streets are narrower, and infrastructure is already in place. He believed the proposed lots would be developed eventually because properties to develop are running out, and someone would eventually bite the bullet and take a slim profit margin to develop them. With the expense of finishing the new Town Hall, the town does not have the budget to take it on. Moved by Tim Ficken, and seconded by Frank Schwarzrock with Tyler Martin dissenting, the motion carried to reject the bid for the Palomino lots because they do not meet the conditions given for the cost.

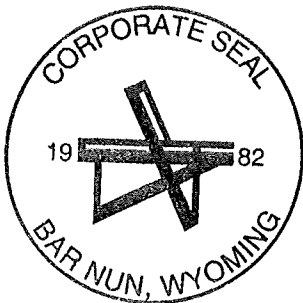
- 12) **Executive Session – Legal Matter:** Mayor Boyer adjourned the regular council meeting and entered Executive Session at 8:00 p.m. Moved by Steven Clark, seconded by Tyler Martin, and carried without dissent to enter the Executive Session.
- 13) **Reconvene regular council meeting:** Mayor Peter Boyer reconvened the regular council meeting at 9:18 p.m. Moved by Tyler Martin, seconded by Tim Ficken, and carried without dissent to reconvene the regular council meeting.  
**Present:** Mayor, Peter Boyer. Councilmembers: Steven Clark, Tyler Martin, Tim Ficken, and Frank Schwarzrock. No further action was taken.
- 14) **Adjournment:** Moved by Tim Ficken, seconded by Steven Clark, and carried without dissent that there being no further business the meeting of October 15, 2024, be adjourned, at 9:19 P.M.



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Peter Boyer, Mayor

ATTEST: (seal)



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Kalista Schwarzrock, Town Clerk-Treasurer