



**TOWN COUNCIL**

**MEETING MINUTES**

Tuesday, April 18, 2023 - 7:00 P.M.  
4820 N. Wardwell Industrial Avenue,  
Bar Nunn, Wyoming

- 1) **Roll Call:** Mayor Peter Boyer called the meeting to order Tuesday, April 18, 2023, at 7:00 p.m. The roll was called which determined the presence of a quorum.  
**Present:** Mayor, Peter Boyer. Councilmembers: Mary Sue Sorenson, Tyler Martin, Steven Clark, and Tim Ficken.
- 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 April 6, 2023:** Moved by Tyler Martin, seconded by Tim Ficken, and carried without dissent to approve the minutes for April 6, 2023.
- 4) **Balance Sheet, Detailed Income Statement & Trial Balance (Financial Reports) for the period ending March 2023:** Mary Sue Sorenson requested a budget performance report be included with the financial reports. The report will show the budget, the year-to-date actuals, and the variance. Moved by Steven Clark, seconded by Mary Sue Sorenson, and carried without dissent to approve the Balance Sheet, Budget Income Statement & Trial Balance (Financial Reports) for the period ending March 2023.
- 5) **Resolution No. 2023-13:** “A RESOLUTION APPROVING THE DEVELOPMENT OF A COMMITTEE FOR COMMUNITY PREPAREDNESS AND APPOINTING AN INITIAL CHAIRMAN”. Moved by Steven Clark, seconded by Tyler Martin, and carried without dissent to approve Resolution No. 2023-13.
- 6) **Resolution No. 2023-14:** “A RESOLUTION TO APPROVE THE DRAFTING OF AN AGREEMENT BETWEEN OCTANE ASSOCIATES, LLC, AND THE TOWN OF BAR NUNN, WYOMING”. Mary Sue Sorenson asked to abstain from the vote. Tim Ficken stated he will forward all questions presented for clarification to Ken Balor of Octane Associates, LLC. Moved by Tyler Martin, seconded by Tim Ficken. Mary Sue Sorenson abstained. The motion carried to approve Resolution No. 2023-14.
- 7) **Attorney's Report:** A written report was submitted to the Mayor and council. Town Attorney, Patrick Holscher was present for council questions or comments. Mayor Boyer asked for clarification regarding information from the Attorney General for the State of Wyoming regarding the State abortion case. Attorney Holscher stated a Temporary Restraining Order entered by the Court in the Ninth Judicial District required statewide distribution to all municipal attorneys. The municipality’s obligation to the Attorney General was met by acknowledging receipt and providing the information to the municipal prosecutor. Discussion followed.
- 8) **Engineer’s Report:** A written report was submitted. Town Engineer, Ray Catellier was present for council questions or comments. Mr. Catellier updated the council on the following items:
  - Community Center & Town Hall Project**
    - Building foundation work is ongoing.
    - The project remains on schedule.
  - Salt Creek Highway**
    - CEPI has performed two monitoring surveys of Salt Creek Highway
    - Monitoring of movement continues. There is not enough data to evaluate.
  - 2022 Asphalt Project Completion Update**
    - Chip seal on Bel Vista Drive, Trails End, and Antelope Drive is scheduled for July 10-14, 2023 (weather permitting).
    - Council was presented with a change order for the completion of the 2022 Asphalt Project.

### **Street Maintenance & Repairs**

- Mr. Catellier will meet with Mr. Hoover regarding evaluation and recommended areas that will require full-depth asphalt repair.
- Asphalt patching of the potholes will continue until full-depth repairs are proposed.
- Mr. Catellier will present the council with a proposal when the evaluation of the streets is completed.
- Mr. Hoover stated the asphalt patcher is expected to arrive next week. Training and operation of the equipment will commence. Areas have been identified for immediate pothole repair.

Mayor Boyer asked if WYDOT had been contacted regarding the Interstate 25 drain cleanout. Mr. Catellier stated he will make an inquiry and report to the council. Mary Sue Sorenson inquired for clarification about a pre-payment made to Sampson Construction. Mr. Catellier stated the pre-payment for Sampson Construction included a 10% customary fee for the mobilization and bonding required for the Community Center/Town Hall Project. Mary Sue Sorenson inquired about the signs that are expected to be posted for the project. Mr. Catellier stated 3' X 5' foot signs are currently being designed. There will be 3 signs posted at the project site. Mr. Catellier stated he will continue to follow up with Sampson Construction on the progress of the signs.

- 9) **Code Enforcement Report:** A written report was submitted. Code Enforcement Officer, Marshall Wyatt was present for questions or comments from the council. Mr. Wyatt stated that the summertime increase in hours in Bar Nunn will begin in May. Tim Ficken asked for clarification about information noted in the code enforcement report.
- 10) **Parks and Recreation Report:** A written report was submitted. Chairman, Britany Freeman was present for questions or comments from the council. Ms. Freeman stated the next scheduled event is the Arbor Day Celebration on April 22, 2023, at 8:00 a.m. The Town Clerk stated the Kelly Walsh JROTC Honor Guard is planning to participate. Mary Sue Sorenson asked if the trees will be obtained from the Bar Nunn tree farm. Mr. Hoover stated that access to the Bar Nunn tree farm is not feasible due to moisture. The trees for the Arbor Day Celebration will be obtained from a local nursery. Mayor Boyer, Mary Sue Sorenson, and members of the Town staff plan to attend. Ms. Freeman notified the council that she and her family will be relocating to Gillette, Wyoming; she will not be available for organizing events beyond June 2023. Discussion followed. Mayor Boyer directed the Town Clerk to place a notification in the newsletter and on Facebook for a Parks and Recreation Chairman. Council member, Tyler Martin volunteered to be the interim chairman while seeking a permanent chairman. Mayor Boyer expressed gratitude and appreciation for the dedicated time and commitment that Britnay invested as Chairman of the Parks & Recreation Committee. Ms. Freeman suggested three separate dates be scheduled for the Adopt-a-highway project this year. Mayor Boyer asked Britnay to speak with him regarding the organization of additional people for the event. Mary Sue Sorenson inquired how the Easter Egg Hunt on April 1, 2023, went. Britany stated the event was “cold and “fast. Mayor Boyer stated the event was well attended though the weather was cold. Mayor Boyer thanked Britnay for the organization of the Easter Egg Hunt.
- 11) **Petitions and Public Comment:** Resident, Mike Schoolcraft commented on the well-attended joint meeting with the Town of Bar Nunn and the Wardwell Water & Sewer District. Mr. Schoolcraft stated he would also like to see such active participation at the Town council meetings. Mr. Schoolcraft made comments regarding the Adopt-a-Highway clean-up schedule which currently is suggested for three separate dates. Mr. Schoolcraft stated the first scheduled day conflicts with the May 13<sup>th</sup> Cinco De WYO Car Show. Secondly, Mr. Schoolcraft suggested a morning schedule rather than an afternoon schedule as most residents may have plans for Saturday afternoons. Further, Mr. Schoolcraft challenged the council members to participate in the clean-up and gather larger community participation. Discussion followed. Mayor Boyer requested the Adopt-a-Highway clean-up be scheduled for May 20, 2023, at 9:00 a.m. Mayor Boyer directed the Town Clerk to include the Adopt-a-Highway clean-up in the next newsletter and Facebook to encourage community participation. Mr. Schoolcraft and council members welcomed Mary Sue Sorenson back. Mary Sue Sorenson thanked everyone for the welcome.

Robert Hoover updated the council on the following items:

- Maintenance and water personnel will be attending the Wyoming Association of Rural Water System Annual Training Conference beginning Thursday, April 18-21, 2023.
- Mr. Hoover stated six trees are scheduled to be planted on McMurry for Arbor Day and the locations have been dug.
- Mr. Hoover recommended contacting Shirk’s Sanitation for the use of a large community trash bin. The trash bin would be used for the resident’s yard and trash disposal. Discussion followed. Robert Hoover will contact Shirk’s Sanitation.
- Mayor Boyer requested Mr. Hoover provide a written report for each council meeting. Discussion followed. The Town Clerk will add a Maintenance Report to each council agenda.
- Mr. Hoover was asked when the spring street sweeping is expected to be done. Mr. Hoover did not have a date scheduled. Mr. Hoover will report when street sweeping begins.

Homeland Security Representative, Dan Sabrosky stated he met with the County emergency management team, and they are excited and supportive of the Bar Nunn Preparedness Committee and offered to be available for talks and classes. Steven Clark stated sign up for the CERT training (Community Emergency Rescue Training) is going to be available soon and offered to sign Mr. Sabrosky up for the training.

Mayor Boyer requested Mr. Sabrosky contact Attorney Holscher regarding Wardwell Water & Sewer District communication with the County. Discussion followed.

## 12) Council Miscellaneous:

### A. GIO Update: Regional GIS Administrator-Denise Wyskup

Denise Wyskup provided an annual GIO and Municipal update for the following items:

- GEOSMART: Ms. Wyskup stated work is continually being done to the application including management of software, hardware, staff, and data.
- Regional GIS currently maintains the utility data for the Wardwell Water & Sewer District
- Regional GIS currently is working on three main initiatives.
  - Creating an Enterprise Agreement: Including terms, conditions, and documents for renewal by 02-07-2024.
  - Core system upgrades and conversion: Developing staff and community access goals and making the technology user-friendly.
  - Use of Eagle View through the Department of Revenue: Use oblique flight which allows staff and local governments access. This year, a recapture will include the 2021, 2022, and 2023 catalog of information.

### B. Salt Creek Highway Drainage & Clean-up Update: Robert Hoover

Robert Hoover stated Treto is scheduled for a clean-out of the drainage system on the west side of Salt Creek Highway. Mayor Boyer requested a continual update on the Salt Creek Highway drainage clean-out. Mr. Hoover will provide an update at the next scheduled council meeting.

### C. New Hire-Office Staff:

Mayor Boyer, Steven Clark, and the Town Clerk have done interviews for the Deputy Clerk-Treasurer position and came to a consensus to recommend offering the position to Sheri Farwell. Town Clerk, Kalista Schwarzrock stated a satisfactory background report has been submitted. The Clerk will draft a letter of acceptance to Ms. Farwell. Mayor Boyer asked for questions or comments from the council. Discussion followed. Mayor Boyer reminded the council discussion regarding wage scales will need to be discussed.

### D. Cedar Spring Wind Energy Project

Attorney Holscher stated that Cedar Springs Wind Energy has presented a 4<sup>th</sup> project. Attorney Holscher stated he is aware the Town of Bar Nunn participated in the previous 2<sup>nd</sup> and 3<sup>rd</sup> projects. Mr. Holscher requested direction from the council regarding the response to participation and request for impact funds. Mr. Holscher stated the Natrona County governmental entities will meet Thursday, April 20, 2023. Mr. Holscher reminded the council that a witness will be required and any request for impact funds will need to be measured carefully. Discussion by the council regarding participation in the project followed. The council concurred that Bar Nunn will forgo participating in the 4<sup>th</sup> Cedar Springs Wind Energy Project.

### E. Discussion: 5<sup>th</sup> & 6<sup>th</sup> cent tax

Mayor Boyer opened the discussion regarding the 5<sup>th</sup> cent tax being made permanent and the 6<sup>th</sup> cent tax that will be introduced on the next election ballot. Mayor Boyer recommended providing a poll for the Bar Nunn residents via Facebook to gain a sense of the opinion of the Bar Nunn residents. Mayor Boyer directed the Clerk to add the discussion to the May 2, 2023, agenda.

### F. Council Work Sessions:

- May 2, 2023, @ 5:30 p.m. Work Session- Maintenance & Fire Department
- May 9, 2023, @ 6:00 p.m. Work Session-Street Maintenance
- May 16, 2023, @ 6:00 p.m. Work Session-Maintenance Department & Wardwell Water Operations
- May 23, 2023, @ 6:00 p.m. Work Session-Capital Improvements
- June 6, 2023, @ 6:00 p.m. Work Session-Final Budget Review

### G. Council Comments:

Tim Ficken stated he would like to see an expansion of grass added to High Plains Park and the placement of additional lighting for camera exposure to deter vandalism. Discussion followed. Mayor Boyer stated the budget item would fall under capital improvements to be discussed on May 23, 2023. Ray Catellier and Robert Hoover will gather information for budget consideration. Tyler Martin stated there are few or no volunteers to assist with putting on the community events. Tyler encouraged the council to consider adjusting the budget to incentivize and better equip the Parks & Recreation Committee with the resources necessary to put on the community events. Mayor Boyer stated budget consideration for the Parks & Recreation Committee will be addressed.

- 13) **Executive Session-Wardwell Water:** Mayor Boyer adjourned the regular council meeting and entered Executive Session at 8:30 p.m. Moved by Steven Clark, seconded by Tim Ficken, and carried without dissent to enter the Executive Session.
- 14) **Reconvene Regular Council Meeting:** Mayor Boyer reconvened the regular council meeting at 9:08 p.m.  
**Roll Call:** Mayor, Peter Boyer. Councilmembers: Mary Sue Sorenson, Tyler Martin, Steven Clark, and Tim Ficken.  
No action was required.
- 15) **Adjournment:** Moved by Tyler Martin, seconded by Steven Clark, and carried without dissent that there being no further business the meeting of April 18, 2023, be adjourned, at 9:09 P.M.

Respectfully Submitted by:  
Donna Damori, Administrative Assistant

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Peter Boyer, Mayor

ATTEST: (seal)

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Kalista Schwarzrock, Town Clerk-Treasurer