



**TOWN OF BAR NUNN** 4820 N. Wardwell Industrial Ave., Bar Nunn, Wyoming

## **TOWN COUNCIL**

### **MEETING MINUTES**

Tuesday, October 3, 2023- 7:00 P.M.

4820 N. Wardwell Industrial Avenue,

Bar Nunn, Wyoming

- 1) **Roll Call:** Mayor Peter Boyer called the meeting to order on Tuesday, October 3, 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 September 19, 2023:** Moved by Mary Sue Sorenson, seconded by Tim Ficken, Tyler Martin was recused due to his absence. The motion carried without dissent to approve the minutes for October 3, 2023.
- 4) **Payable List for September 2023 & The 23-24 Year-to-date Budget Report:**  
Checks #31598–31685, Direct Deposit #2326–2373, ACH #2438802, ACH #55566713, ACH #62888370 & ACH #71595608. Moved by Steven Clark, seconded by Tim Ficken, and carried without dissent to approve Payable List for September 2023.
- 5) **Third and Final Reading for Ordinance No. 2023-04:** “ORDINANCE AMENDING TITLE 4: OFFENSES AGAINST PUBLIC PROPERTY AND PUBLIC PEACE”. Moved by Steven Clark, seconded by Mary Sue Sorenson, and carried without dissent to approve the second reading of Ordinance 2023-04.
- 6) **Third and Final reading for Ordinance No. 2023-05:** “ORDINANCE TO REQUIRE MASSAGE BODYWORK THERAPISTS TO MAINTAIN PERMITS FROM THE TOWN OF BAR NUNN”. Moved by Steven Clark, seconded by Tyler Martin, and carried without dissent to approve the second reading of Ordinance 2023-05.
- 7) **Second Reading of Ordinance 2023-06:** “AN ORDINANCE REGARDING LEGAL ADVERTISEMENTS”. Moved by Steven Clark, seconded by Mary Sue Sorenson, and carried without dissent to approve the first reading of Ordinance 2023-06.
- 8) **Second Reading for Ordinance No. 2023-07:** “AN ORDINANCE REGARDING FERAL CATS”. Moved by Steven Clark, seconded by Tyler Martin, and carried without dissent to approve the first reading of Ordinance 2023-07.
- 9) **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 noted most items in his report were already voted on earlier in the meeting.
  - Attorney Holscher stated that a similar ordinance to 2023-06 is being considered in Mills. One of their council members had inquired about whether something should be added to their ordinance to favor a publication, electronic or print, that originated within the municipality, though neither Bar Nunn nor Mills has one currently. Attorney Holscher thought since it was brought up there, he should mention it here. The thought was that it would encourage a business of that type to be located in Mills/Bar Nunn. The town attorney doesn't feel there is a real strong reason to add that to the ordinance. Mayor Boyer agreed not wanting to spread the town too many directions.
  - The town attorney also detailed in his report that the ordinance regarding filling council vacancies had changed since the last vacancy. Attorney Holscher stated it was a little different and mentioned to the council it is something to consider as they move forward.

- Wardwell has been drafting a lot of deeds to convey its property to Bar Nunn. Attorney Holscher stated he will be working with Wardwell's attorney to finalize what else needs to be accomplished. The Wardwell attorney is drafting a very detailed letter on the topic to create a roadmap of what still needs done. Mayor Boyer stated he signed the first document beginning the process of transfer of authority. He also stated it is going much faster than he thought.
- Attorney Holscher also brought up that the divers with Midco did note an area of concern with the tank on Coleman Circle during their annual cleaning. He mentioned that he spoke with Wardwell's attorney and that there were no warranty papers on that tank as it had been repaired some time ago. Mr. Hoover stated that the divers could see daylight, but the source of the light and the magnitude of the repairs is yet to be determined. He further addressed this subject in his Maintenance & Water report.

10) **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**

- There are two bays left to complete the roof, but it is expected to be done this week. Then they will begin work on soffits and getting everything else dried in. There will be a hole in the front of the building while we wait for the air handling unit, but there will be a temporary enclosure to keep the weather out.
- Site contractor removed the asphalt section of Antelope that was still left on the build site. They've been hauling in base material and estimate getting some storm sewer work done this week, then starting on the curb and gutter next week. That is estimated to be a two-week operation. Once completed, they will start on the concrete work for the parking lot.

#### **Salt Creek Highway**

- Mr. Catellier met with Advanced Geotechnical Solutions regarding Salt Creek Highway. They are very familiar with the area. They discussed options for solving the issue in the cheapest, most effective way possible. Mr. Catellier also reached out to WYDOT to get some of their records for the design of the highway and get some of their geology reports and as much background information as he can. They will be taking some time to figure out what the status and history of Salt Creek Highway is so they can make a plan to move forward with repairs.

#### **Message Boards**

- Mr. Catellier spoke with Rocky Mountain Power to obtain estimates to bring power to various sites the town is considering placing message boards. Rocky Mountain Power estimates the cost to be between \$6,000-\$10,000 to provide power to each site. The cost of a double-sided sign is about \$17,000 - \$18,000 for each face of the sign. That with the cost to provide power, an electrician to do the trenching, and depending on the type of monument the town chooses, each sign is estimated to be about \$50,000. Mayor Boyer stated it is something he would like the council to look ahead and plan for and complete in stages.

#### **Melodi Lane Utilities**

- CEPI was able to start looking at the water and sewer utilities on Melodi Lane. CEPI has a good baseline of the condition of the water and sewer utilities. If they are impacted by the Solar Project, CEPI will have good documentation. They also noted that Granite Peak was hauling in some oversized loads and able to navigate the road just fine. Mayor Boyer requested that they look at the utilities down Renauna as well as that road makes sense for the project to use.

#### **Miscellaneous Discussion for Town Engineer**

- Councilwoman Sorenson inquired if the asphalt removed from the town hall site is ground up and if the town keeps it. Mr. Catellier stated that it was milled and put east of the access road that goes from the parking lot up to Sunset. That will prevent the area from becoming a mud pit when people start driving on it. It was spread out so when they get the concrete in, they will back up the concrete with that asphalt to make a nice driving surface.
- Councilman Ficken inquired about the streetlights on Palomino. The town engineer had not heard any further information from Rocky Mountain Power on that issue.
- Councilwoman Sorenson inquired if anyone else can do the work to bring power to the message board sites or if it had to be Rocky Mountain Power. Mr. Catellier stated Rocky Mountain Power has to do the work on their part of the system, but the town will hire their own electrician to connect to their power. They provide the service, and we connect to it.

11) **Fire Department Report:** A written report was submitted. Fire Chief, Rober Hoover was available for questions or comments from the council.

- Chief Hoover stated that the countywide fire ban may be lifted.
- Councilwoman Sorenson stated that she did not see the alarm testing on the Town's web page. She would like that to become the main source of information for the community. Discussion ensued regarding the alarms not being heard well in some parts of the community. The placement of the current alarms was done before much of the development was completed, so those areas of town were not part of the planning process. Mayor Boyer would like the town to reach out to Natrona County Emergency Management about installing more alarms closer to the newer subdivision and what our part would be to move that forward.

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

- Councilwoman Sorenson inquired about the HVAC system being installed in the Wardwell building. Mr. Hoover stated that last summer, Wardwell's heating system failed, their AC went out, and they had a leak in their roof. The Wardwell Board contracted out to have a new roof and HVAC system installed. The project sat idle for many months, and we were finally able to get a contractor to come in and install the HVAC system that had been sitting in the shop.
- Councilwoman Sorenson also inquired about the status of the cameras for Romie Nunn Park. Mr. Hoover stated that the cameras are on order, the post pole has been located and will hopefully be set within the next week. Mr. Hoover will be contacting SCSI to get an update on the cameras.
- Councilwoman Sorenson inquired what a dead-end hydrant is. Mr. Hoover explained that it is a hydrant at the end of a water line with nothing going past it. There is build-up that regularly needs flushed from the dead-end hydrants.
- Mayor Boyer requested an update on the Coleman Circle water tower. Mr. Hoover stated that while Midco Diving was doing their annual tank cleaning and disinfecting, they could see daylight in the tank. We are still unsure what the issue is. It could be as simple as some caulking that has broken loose at the top of the tank or a malfunction of some sort of sealing mechanism for the panel. Mr. Hoover is waiting on a video from Midco. Once the video is received, it will be sent to the town engineer and HDR to identify the issue so the town can repair it. If video does not help solve the problem, the only choice would be to drain the tank to go in and find the problem. The repair will require a contractor as the town does not have the safety requirements to make repairs at that height. Councilman Clark inquired if the town would lose water if that tank was drained for repairs. Mr. Hoover assured council the town would not lose water service, but the water pressure would be impacted.
- Mr. Hoover emailed Mayor Boyer regarding a contract through Sensus for an AMI (Automatic Meter Infrastructure) System. The system would provide continuous real-time meter readings. The benefit of such a system would be catching major leaks before a resident is stuck with a large water bill. The current system where meters are only read once a month leaves a large window of time for leaks to go undetected. The town engineer also stated that from an engineering perspective, that daily data is valuable in infrastructure planning as the town grows. The Wardwell board approved and budgeted for the system, and now Sensus is requiring a signed 5-year service contract. The Wardwell attorney thought it best if the current board does not instigate themselves into a contractual basis as the Wardwell District is being dissolved. Attorney Holscher had some concerns given the price of the system exceeds the amount that would require being put out to bid. As Sensus was the supplier of the meters and radios currently within the Wardwell system that will be compatible with the AMI system, it was determined the town has an obligation to pick up the contract without going to bid.
- Mr. Hoover stated that he would like to get new decals for the maintenance vehicles since we are servicing water for the residents of the district. He would like them relabeled to say Bar Nunn Public Works Department rather than Town of Bar Nunn.

13) **Zoning & Planning Report:** A written report was submitted for a meeting held September 21. Chairman Gary Geiger was present for questions or comments from the council. Mr. Geiger stated that they interviewed Laura Bauer to fill Keith Brown's vacancy. It was Chairman Geiger's recommendation that council approve Mrs. Bauer for the position. The council noted that Mr. Brown was removed from his position on Zoning & Planning for failing to attend. Mayor Boyer entertained a motion to approve Laura Bauer as a Zoning & Planning Commission member. Moved by Steven Clark, seconded by Mary Sue Sorenson, and carried without dissent to approve Laura Bauer as a Zoning & Planning Commission Member.

- 14) **Office Staff Report:** A written report was submitted. Clerk Treasurer, Kalista Schwarzrock, was present for questions or comments from the council. It was noted that the town has a new website, [www.barnunnwy.gov](http://www.barnunnwy.gov). Councilwoman Sorenson inquired what the town was doing for late notices. Mrs. Schwarzrock stated that residents who are 2 months past due will receive a late notice generated by the billing software. They will then have until the date stated on the notice to take action on the account or risk having services shut off. Late fees are also added to accounts the first Monday of the following month.
- 15) **Petitions & Public Comment:** Mr. Geiger stated he would like to reiterate what Mr. Schoolcraft had mentioned before about placing a flag at the town hall construction site. The town engineer stated that he spoke with Sampson Construction about this, and they said each time one gets installed, it breaks. They are unsure why, but suspect the wind is a factor. Mr. Hoover stated that depending on how the concrete work progresses, they may go ahead and install the flagpole soon. Mr. Schoolcraft inquired if Mr. Catellier had driven the speed bump on Sunset & Mustang. Mr. Catellier stated he did and noted that it was more abrupt. The town should consider placing signs warning of the dip. It can't be ground down because then it won't drain water. Mr. Hoover stated he has driven that stretch for many years. That valley pan was put in to drain water off of Mustang into the center median. It has never been a 30 MPH dip. Mr. Hoover also believes a Dip sign should be placed as he is concerned someone will hit it too fast, lose control, and hit one of the houses adjacent to it. Mr. Hoover also stated that the town should take a serious look at Renauna because there are 2 very big areas of subsidence in there from compaction around the water and sewer utilities. Mr. Catellier inquired of the town attorney how far should the town go to address those issues as the water and sewer utility when it comes to looking at road conditions. Attorney Holscher stated that any information taken in could be useful. Mr. Catellier stated they will have video of the area but didn't want to overstep what the town should be doing.

16) **Council Business:**

**A. Discussion: Salt Creek Highway**

Covered in the engineer's report.

**B. New Visit Casper Representative**

Bar Nunn's Visit Casper Representative, Tom Brauer, pursued a position with the City of Casper and felt holding the position of Bar Nunn's representative would be a conflict of interest. As a result, Bar Nunn needs to designate a new representative. It was recommended that Mayor Boyer meet with Mr. Kirk Goodman as a potential replacement. After meeting with Mr. Goodman, it was Mayor Boyer's recommendation that Mr. Goodman be appointed as the new Bar Nunn Visit Casper Representative. Mayor Boyer entertained a motion to approve Mr. Kirk Goodman as the town's new Visit Casper Representative. Moved by Steven Clark, seconded by Tyler Martin, and carried without dissent to approve Mr. Kirk Goodman as Bar Nunn's Visit Casper Board Representative.

**C. Discussion: Wyoming Class Investment Pool**

Councilwoman Sorenson reviewed the investment pool's financials and provided the rest of council with a performance sheet. She encouraged everyone to look through the information provided on their website. Her concern was where Wyoming Class received the funds to sponsor all of the events that they had. The first year, the investment fees were waived. The second year, a portion of the investment fees were waived. As far as the returns are concerned, they are doing far better than WyoStar. She wanted to point out was they did really well because those investment fees were waived, and all participants in the fund received the benefit of that. Councilwoman Sorenson was concerned that ten participants hold 79% of the portfolio. Their investment activity could have a material impact on the trust. She noted that there is no level 3 risk. They only invest in risk level 1, that consists of money markets, and risk level 2, which consists of commercial paper and repurchase agreements, and they have done very well for their clients. They also received a positive report from their auditors. All of their investments are short term. Mayor Boyer inquired what the time frame is from investment to when funds can be pulled and is there a fee with that. The town clerk said she would reach out to Wyoming Class for that information and have it available for the council next meeting.

17) **Miscellaneous Business:**

Steven Clark: Councilman Clark noted that names on Google were not accurate for some areas. The town engineer noted that Google tends to be behind.

Tyler Martin: Councilman Martin thanked Mary Sue Sorenson for attending the Metro Meeting in his place and for her extensive notes. They stated that Metro wants all of the municipalities to adopt a fee schedule for adoptions.

Mary Sue Sorenson: Councilwoman Sorenson noted that the clean up day had a good turn out and would like to thank those who

came.

Tim Ficken: The production company that does drone footage stated he wouldn't have any footage available from the drag races until November but did offer to meet with the town to shoot some drone footage for the webpage. Councilman Ficken suggested spring would be a good time when the town hall is completed if council was interested in that.

Peter Boyer: Mayor Boyer received a text from Balor conveying his thanks to the town for allowing him to hold the drag races in Bar Nunn.

Mayor Boyer also stated that the town has only received 2 letters of interest for the council vacancy and requested that the vacancy advertisement be mailed with the statements to reach more people and see if there is any more interest.

- 18) **Adjournment:** Moved by Steven Clark, seconded by Tyler Martin, and carried without dissent that there being no further business the meeting of October 3<sup>rd</sup> 2023, be adjourned at 8:55 p.m.

Respectfully Submitted by:  
Kalista Schwarzrock, Town Clerk Treasurer

---

Steven Clark, Mayor Pro Tem

ATTEST: (seal)

---

Kalista Schwarzrock, Town Clerk-Treasurer