



TOWN COUNCIL

MEETING MINUTES

Tuesday, April 16, 2024 - 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, April 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, and Tim Ficken.
Audio Conference: Councilman Frank Schwarzrock.
Excused: Councilman Tyler Martin
- 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 April 2, 2024:** Moved by Steven Clark, seconded by Tim Ficken, and carried without dissent to approve the minutes for April 2, 2024.
- 4) **Current Payables List:** Moved Steven Clark, seconded by Tim Ficken, and carried without dissent to approve the payables list of April 16, 2024.
- 5) **Balance Sheet, Detailed Income Statement & Trial Balance (Financial Reports) for the period ending March 2024:** Moved by Tim Ficken, seconded by Steven Clark, and carried without dissent to approve the Balance Sheet, Budget Income Statement & Trial Balance (Financial Reports) for the period ending March 2024.
- 6) **Untable Second Reading of Ordinance No. 2024-01:** "AN ORDINANCE ADOPTING TITLE 13: PUBLIC SERVICES, DIVISION 1. WATER SYSTEM". Moved by Steven Clark, seconded by Tim Ficken, and carried without dissent to untable Ordinance No. 2024-01.
- 7) **Second Reading of Ordinance No. 2024-01:** "AN ORDINANCE ADOPTING TITLE 13: PUBLIC SERVICES, DIVISION 1. WATER SYSTEM". Moved by Steven Clark, seconded by Tim Ficken, and carried without dissent to approve the Second Reading of Ordinance No. 2024-01.
- 8) **Attorney's Report:** A written report was submitted. Attorney, Patrick Holscher was present for questions or comments from the council.
 - Attorney Holscher noted that he met with Mr. Hoover and Mr. Catellier and worked on revisions for Title 13.
 - Attorney Holscher made the council aware that there is still no revised operating agreement for Central Wyoming Regional Water. He noted that some minor changes were made to the current operating agreement as discussed at the Regional meeting, but he had not seen the document. He stated he hopes to have that information by the May 7th council meeting. A member of the Regional Board had instructed that the document be sent to Attorney Holscher for review and he was still waiting. Attorney Holscher noted that it sounded like one change the Regional Board still needed to make to the operating agreement was the ability to have electronic meetings. Regional's attorney has been working on the changes. The largest change made to the document is substituting Bar Nunn for Wardwell. If the agreement is completed by the next Regional meeting, they could vote to approve it and then seat the Bar Nunn representative. Councilman Clark, who attended the Regional meeting stated that it sounded like the goal was to have the paperwork to Bar Nunn and have it looked over and all finalized by their next meeting.

-Anticline payments should have started being distributed by Natrona County. The town should be receiving \$13,750 from the first distribution. Mayor Boyer inquired how the town will be required to report on the expenditures of the Energy Impact Funds. He inquired if we would need to report on the total sum or report as the funds are spent. Attorney Holscher stated that the Industrial Siting Commission will send out report forms, so we report as we go. He stated that reporting forms had already been sent out for the Cedar Springs funds, which was confusing for recipients because no funds had been received yet, so there was nothing to report. We should receive a report form soon. He stated that Christopher Tolson with the Siting Commission informed him that when the state distributes the money, the Siting Commission is going to report that to the towns. This will be helpful in that we will know when they've cut checks to the county. Councilman Clark inquired of the town clerk if we needed to have a separate account for those funds. Town clerk, Kalista Schwarzrock, stated that she would create a separate account in the accounting software to notate those funds and track the expenditures.

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

-Mayor Boyer noted that the town entrance signs were not discussed in the budget session. Mr. Catellier stated that he shared that information with the director of public works, Robert Hoover. The high-end estimate for pricing is \$50,000 per sign. The signs were approximately \$30,000 per sign, bringing electric service to each site was approximately \$10,000, and then getting an electrician to hook the signs up, build the base, etc. would also be about \$10,000. Mayor Boyer suggested that the council allocate the money for the signs in the budget and figure it out as we go along. The signs will be important for keeping residents informed about events within the town. Resident, Mike Schoolcraft inquired how they compared to the Fire Department sign. Mr. Hoover stated that they are about the same size, but have better graphics and full color, similar to the board at the elementary school.

-Mr. Catellier reported that the south side of the building has doors framed in. The doors will be installed within the next week. A temporary garage door is in place because the actual door has been delayed. That door is expected to arrive May 16th.

Mr. Catellier stated he has a time lapse video of the building from start to finish that was a few minutes long. He stated he would share that with the council and the clerk to post online. Councilman Ficken inquired what date he should set with the fitness equipment supplier for installation. The original expectation by the fitness company was mid-May. Mr. Catellier stated that would be fine and everything would be completed by then.

-The asphalt patch on Sunset was completed, so that road is done for now. Councilman Clark confirmed that was the cheaper temporary solution. Mr. Catellier confirmed that it was. The council chose to go with the \$15,000-\$16,000 repair with two inches of asphalt. That fix could potentially last 20 years.

-Mr. Catellier stated that Sampson is working with the Natrona County Health Department on their new building. Sampson Construction mentioned to Mr. Catellier that their current backup generator is not very old and is not compatible with their new building. Mr. Catellier wanted to make the council aware that it may become available. Attorney Holscher stated that we would not need to go through the bid process if it was done as an intergovernmental transfer. Mayor Boyer instructed Mr. Catellier to keep watch the situation and keep the council up-to-date.

-Mayor Boyer discussed sending formal invitations to special guests for the Grand Opening. He stated he would like invitations sent to the State Lands and Investments Board, the Wyoming Business Council, and the Recreational Joint Powers Board due to the grant funding they provided for the building. He also requested invitations be sent to state leadership, local representatives, local media, and local school and church leaders. The council discussed plans regarding the Grand Opening Event.

10) **Preparedness Committee Report:** A written report was submitted. Committee Member Ken Hume was present for questions or comments from the council.

-Mr. Hume stated that he met with Chief Hoover and the assistant emergency management director for Natrona County, Mike Cavellier on April 11th. He received a copy of Natrona County's proposed Emergency Operations Plan that will be approved soon. Mr. Hume stated that the Preparedness Committee will take a chunk of the county's plan and start building it out to

make it applicable to the town of Bar Nunn for our own emergency operations plan that would be significantly shorter than the county's. Mr. Hume stated the council should expect that to take several months.

-The Preparedness Committee has been doing some advertising for the Fire Prevention Seminar that will take place at the Fire Department on May 11th, 2024 from 10:00 a.m. to 12:00 p.m.

-The CERT (Citizens Emergency Response Team) class will be held in Bar Nunn. He suggested that anyone interested in participated should register through the county's website.

11) **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 noted some problems with Valor Baseball with the town's ballfield. One example Mr. Hoover presented to the council was a portion of a sprinkler line that was broken by a stake that was driven into it. Mr. Hoover also stated that they had broken off the sprinkler head and then buried the hole for the sprinkler head.

-Maintenance staff will be attending the Rural Water Conference through Friday April 19th.

-Councilman Ficken asked when the maintenance staff would start covering code enforcement. Mr. Hoover stated they would assume code enforcement on April 24th and would reformat his report to include it.

-Councilman Ficken complimented the dirt work that the maintenance team has put on the dirt track for the kids at the park. He noted that kids have been utilizing it every night. Mr. Hoover stated that they would keep building on it.

12) **Code Enforcement Report:** A written report was submitted.

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

-Mrs. Wharton met with Councilman Martin and was brought up to speed on what was done in the past and what was planned for the coming year. She stated she still needed credentials for the Parks & Rec Facebook page. Mrs. Wharton stated that she is going to co-plan with Councilman Martin for the rest of the year while she learns the position. She inquired if there was anything needed for the Community Center Grand opening. Mayor Boyer directed Mr. Catellier to be in contact with Mrs. Wharton if there was anything CEPI needed assistance with.

14) **Petitions and Public Comment:**

-Resident, Mike Schoolcraft noted that there were 3 instances on the code enforcement report where vehicles left on jack stands in a driveway. He inquired if there was an ordinance against vehicles in driveways on jack stands. Attorney Holscher stated he wasn't sure what those citations were for, but he assumed that it was interpreted as a junk vehicle/inoperable vehicle permanently on jack stands. He stated you can't have an abandoned vehicle. Mr. Schoolcraft expressed concerns of individuals being cited for things on their personal property. Mayor Boyer stated that he and Mr. Hoover will have discussions about what is enforceable and what is not. He stated his chief concern is the fine balance between enforcing the law, and not trampling rights in the process. If it ever comes down to it, he stated he would always fall on the side of citizens' rights. He stated it is a hard balance because your rights should not impede anyone else's. With every right comes responsibility.

-Resident, Ken Hume stated he would like to discuss this topic at the next preparedness committee meeting, but he stated that he cannot find a GMRS (general mobile radio service) repeater in Natrona County. Attorney Holscher stated that there is one and that he would get Mr. Hume the call sign for it. Mr. Hume stated that he was going to ask about putting one at the town hall. Mayor Boyer requested that Mr. Hume research pricing and logistics to make that happen.

15) **Council Business:**

A. Homeland Security Representative Appointment – Ken Hume

Mayor Boyer stated that the other members of the Preparedness Committee recommended Mr. Hume to be the Homeland

Security Representative for the town of Bar Nunn. Mayor Boyer stated he believed he was highly qualified. Moved by Tim Ficken, seconded by Steven Clark, and carried without dissent to appoint Ken Hume as Homeland Security Representative.

16) **Miscellaneous Business:** The next budget sessions were planned for April 23rd & April 30th at 6:30 p.m.

17) **Adjournment:** Moved by Steven Clark, seconded by Tim Ficken, and carried without dissent that there being no further business the meeting of April 16, 2024, be adjourned, at 8:04 P.M.



Peter Boyer, Mayor

ATTEST: (seal)





Kalista Schwarzrock, Town Clerk-Treasurer