



TOWN COUNCIL

MEETING MINUTES
Tuesday, March 2, 2021 - 7:00 P.M.

- 1) **Roll Call:** Mayor Patrick Ford called the meeting to order Tuesday, March 2, 2021 at 7:00 p.m. Roll was called which determined the presence of a quorum.
Present: Mayor Patrick Ford, Council: Robert Hoover, Peter Boyer, and Mary Sue Sorenson
Video Conference: Adam Willett
- 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 February 16, 2021:** Moved by Peter Boyer, seconded by Mary Sue Sorenson, and carried without dissent to approve the Council Minutes of February 16, 2021.
- 4) **Payable List for February 2021:** Checks #29978-29814, Direct Deposits #1030-1058, ACH #80000154 & ACH #72892765. Moved by Robert Hoover, seconded by Peter Boyer and carried without dissent to approve Payable List for February 2021.
- 5) **First Reading** for Ordinance No. 2021-03: An Ordinance Allowing for Charter Ordinances. Moved by Robert Hoover, seconded by Peter Boyer and carried without dissent to approve First Reading for Ordinance No. 2021-03.
- 6) **First Reading** for Ordinance No. 2021-04: An Ordinance Amending the Existing Section 1-6-1 of the Town Code of the Town of Bar Nunn. Compensation of Officials. Moved by Peter Boyer, seconded by Robert Hoover and carried without dissent to approve First Reading for Ordinance No. 2021-04.
- 7) **Resolution No. 2021-07:** A Resolution Authorizing the Mayor to Proceed to Open Negotiations with the Natrona County Sheriff's Office. Moved by Robert Hoover, seconded by Peter Boyer and carried without dissent to approve Resolution N0. 2021-07.
- 8) **Attorney's Report:** A written report was submitted. Town Attorney, Patrick Holscher was present for questions or comments from council. Mr. Holscher stated the ordinances and resolution addressed in his written report were addressed in the previous agenda items. Additionally, Mr. Holscher stated there is an ordinance regarding council conduct that requires a penalty amount from council to finalize. Mr. Holscher stated from previous discussions there was consensus to amend the amount and it will be finalized and presented to council. Mayor Ford inquired clarification for charter ordinances. Discussion regarding charter ordinance requirements and the proposed legislative status for legal notices followed. In conclusion, Mr. Holscher updated council regarding the status of the Wardwell Water & Sewer District; the petitions have now been submitted to the Natrona County Commission. The Natrona County Commission will determine how to proceed and whether to hold an election as the petition requested or not. Discussion regarding civic procedures followed.
- 9) **Engineer's Report:** Town Engineer, Ray Catellier submitted a written report and was present for questions or comments from Council. Mr. Catellier updated council on the following items:
 - **Town Hall:** The work session on February 23, 2021 was very productive. A memo summarizing the results and next steps has been sent to the Mayor for dissemination.
 - **WYDOT Salt Creek Highway-** Mr. Catellier will be meeting with WYDOT representatives to look at road conditions and acquire any testing data they have available.

- **Splash Pad-** Mechanical, electrical, and plumbing drawings were received today and are being reviewed by the architect and engineers. Once the plans are approved and specifications completed, bidding for the project will begin.
- **2021 Asphalt Assessment-** Assessment is underway. Documenting asphalt failures with locations and pictures are in progress. Evaluation of the assessments made will be finalized later in the spring.

Discussion regarding the frequency of asphalt assessments, and expected date of completion for the 2021 asphalt assessment followed. Mr. Catellier stated asphalt assessments are ideally done annually with the goal of identifying the scope and depth of repairs that may be required. An assessment was not done in 2020 due to the comprehensive road work done on Antelope Drive. Additionally, aerial surveying of roads and documentation of areas from year to year by scale is ongoing. Assessments done this year thru the spring will show changes occurring and show progression thru documentation. There were no further questions or comments from council.

10) **Fire Department Report-** A written report was submitted. Cody Edgeington was present for questions or comments from council.

A. **Equipment Swap Agreement:** Robert Hoover presented council with a recommendation for an equipment swap with the Town of Mills Fire Department. The Town of Mills has a 2003 Ford ambulance that is available for swap with the Bar Nunn Volunteer Fire Department for a 1980 GMC 4x4 wildland fire tender. Each municipality agrees the described equipment has an estimated value of \$2,500. The goal for the Bar Nunn Fire Department is to have the ambulance in service in approximately 1-year for basic life support response for residents in the incorporated area of Bar Nunn. Discussion regarding cost for ambulance upgrades, accoutrements, and clarification regarding qualifications and the scope of services to be provided followed. Mr. Hoover estimated the cost for ambulance upgrade would be \$6,000. To \$7,000. The Bar Nunn Fire Department currently has 5- EMT's, 1- Intermediate EMT, and 1- Paramedic. All personnel meet the requirements to operate emergency apparatuses. The Town Attorney recommended a resolution to donate to the Town of Mills one GMC 1980 4x4 wildland tender and accept the donation of one 2003 Ford ambulance both each in the opinion of each municipality having value of \$2,500. Moved by Mary Sue Sorenson, seconded by Peter Boyer and carried with Robert Hoover recusing to approve the Town Attorney to produce a resolution to donate to the Town of Mills one GMC 1980 4x4 wildland tender and accept the donation of one 2003 Ford ambulance both each in the opinion of each municipality having value of \$2,500. Mayor Ford clarified that Wyoming Medical Center will continue to respond and provide support for advanced and basic life support. The proposed ambulance will be an adjunct service provided through the Bar Nunn Volunteer Fire Department.

11) **Zoning & Planning Report:** Chairman Gary Geiger was available for questions or comments from Council. Mr. Geiger stated the Zoning and Planning Commission approved the building and site plan for proposed addition to a primary residential property at 1680 Palomino Ave. There were no further questions or comments from council.

12) **Maintenance Report:** A written report was submitted. Maintenance Supervisor, Paul Watson was available for questions or comments from council. Mr. Watson reported:

- Previously damaged fence at the Town Hall has been replaced.
- Water valve and manhole sites are showing significant cracks and damage from McMurry Boulevard to the Ponderosa subdivision and will require repair work.
- A storm drain on Nez Perce was replaced and a park bench that was placed on a manhole was removed.
- The check valve replacement for lift station # 1 was successful and pump run times are half as long.
- Maintenance personnel are preparing for the Ken Kerri water treatment certification.
- Discussion regarding reported potholes and repair plans followed.

- 13) **Office Staff Report:** A written report was submitted. Town staff reported Sanner IT recommended solid state drives and additional RAM for the 4 office computers. Additional recommendations included replacement of POE switches. Council member, Peter Boyer inquired a status update for the Town Clerk/Treasurer replacement. Mayor Ford stated he is reviewing candidate resumes and will be setting appointments for interviews. Discussion regarding appointment procedure for the Clerk/Treasurer followed. There were no further questions or comments from council.
- 14) **Petitions and Public Comment:** There were no petitions or public comments.
- 15) **Council Miscellaneous:** Resident, Cody Edgington questioned council regarding the observation of significant work being done at 6214 Tonkawa Trail. Discussion regarding the scope of work and building and site plan authorizations followed. Mayor Ford requested Town staff contact the Building Inspector to purview the scope of the work being performed at the site.

Robert Hoover stated he will be attending the next scheduled council meeting via video conference.

- 16) **Adjournment:** Moved by Peter Boyer, seconded by Robert Hoover and carried without dissent that there being no further business the meeting of March 2, 2021 be adjourned at 7:52 P.M.

Patrick R. Ford, Mayor

ATTEST: (seal)

Donna Damori, Administrative Assistant