



## **TOWN COUNCIL**

### **MEETING MINUTES**

Tuesday, February 16, 2021 - 7:00 P.M.

4820 N. Wardwell Industrial Avenue,

Bar Nunn, Wyoming

- 1) **Roll Call:** Mayor Patrick Ford called the meeting to order Tuesday, February 16, 2021 at 7:00 p.m. Roll was called which determined the presence of a quorum.  
**Present:** Mayor Patrick Ford. Council Members- Robert Hoover, Peter Boyer, and Mary Sue Sorenson. Adam Willett via video conference.
- 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) **Public Hearing-** Retail Liquor License Renewals  
Mayor Ford called for a motion to adjourn the council meeting to enter the Public Hearing.  
Moved by Peter Boyer, seconded by Robert Hoover and carried without dissent to adjourn the council meeting for the purpose of Public Hearing-Retail Liquor License Renewals. Roll was called.  
**Present:** Mayor Patrick Ford. Members of Council- Robert Hoover, Peter Boyer, Mary Sue Sorenson, and Adam Willett via video conference.
  - A. Chatters Inc. – Mayor Ford called thrice for those who wished to speak in favor of the Retail Liquor License Renewal, speaking in favor was Ed Kienzle. Mayor Ford called thrice for those speaking against the renewal, there were none. Mayor Ford stated a letter from the Sheriff’s Department noted no citations were issued for Chatters, Inc. Mr. Kienzle reported a burglary in the last year that resulted in a conviction.
  - B. Energy Catering Inc. dba The Hangar – Mayor Ford called thrice for those who wished to speak in favor of the Retail Liquor License Renewal, speaking in favor was Kurtis VanHouten. Mayor Ford called thrice for those speaking against the renewal, there were none. Mayor Ford stated a letter from the Sheriff’s Department noted not citations were issued for Energy Catering dba The Hangar.
- 4) **Reconvene Regular Meeting** Moved by Robert Hoover, seconded by Mary Sue Sorenson and passed without dissent to close the Public Hearing. Mayor Ford declared the Public Hearing closed and reconvened the regular council session. Roll was called.  
**Present:** Mayor Patrick Ford. Council Members- Robert Hoover, Peter Boyer, Mary Sue Sorenson, and Adam Willett via video conference.
- 5) **Consider Retail Liquor License Renewals**
  - A. Chatters Inc.: Mayor Ford recommended Retail Liquor License Renewal for Chatters, Inc. Ed Kienzle represented Chatters Inc. Moved by Robert Hoover, seconded by Peter Boyer and passed without dissent to approve the renewal of Retail Liquor License #2021-01 for Chatters, Inc.
  - B. Energy Catering Inc. dba The Hangar: Mayor Ford recommended Retail Liquor License Renewal for Energy Catering Inc. dba The Hangar. Kurtis VanHouten represented Energy Catering Inc. dba The Hangar. Moved by Peter Boyer, seconded by Robert Hoover and passed without dissent to approve the renewal of Retail Liquor License #2021-02 for Energy Catering Inc. dba The Hangar.

- 6) **Minutes of February 2, 2021:** Mary Sue Sorenson requested a correction be made to the Attorney's Report on the second line to replace the word council with the word the Mayor. Ms. Grill reported a written legal status for the Town of Bar Nunn was submitted to the Mayor. Moved by Robert Hoover, seconded by Mary Sue Sorenson. Peter Boyer recused and carried without dissent to approve the ammended Council Minutes of February 2, 2021.
- 7) **Balance Sheet, Budget Income Statement & Trial Balance (Financial Reports) for period ending January 31, 2021.** Moved by Robert Hoover, seconded by Peter Boyer and carried without dissent to approve the Balance Sheet, Budget Income Statement & Trial Balance (Finance Reports) for period ending January 31, 2021.
- 8) **Attorney's Report:** Town Attorney, Patrick Holscher was present for council questions or comments. Attorney Holscher stated a written report was submitted to the Mayor. Mr. Holscher noted his report included items of continuance of prior events and will present ordinances drafted at the next scheduled council meeting. Mayor Ford requested Mr. Holscher clarify for council the process for which the Attorney's report is submitted. Mr. Holscher stated there is a distinction of information that are attorney client specific and confidential. For this reason, the Attorney's report is directed to the Mayor. Mr. Holscher noted the report to the Mayor is done to avoid improper dissemination of information that could lead to an accidental or unannounced Town Council meeting. The Attorney's Report copy is sent to the Town Clerk and then delivered as appropriate to council members prior to council meetings. In the absence of a Town Clerk the information is provided to the Mayor. Attorney Reports designated as attorney client privilege specific are titled for distinction and acted on appropriately if an Executive session is required. There were no further questions or comments from council.
- 9) **Engineer's Report:** Town Engineer, Ray Catellier was present for council questions or comments. Mr. Catellier introduced guest speakers Tom Brauer with CEPI and WYDOT District II Engineer, Mark Ayen. Mr. Brauer will present information regarding the Town Hall Project. WYDOT District II Engineer, Mark Ayen is available for questions or concerns regarding Salt Creek Highway. Mr. Catellier noted items in his written report:
- **Splash Pad-** Mr. Catellier is working with the design consultants and existing utilities to ensure we have the required capacity. Updated information from Vortex has been approved.
  - **Lift Station #1-** Mr. Catellier is working with suppliers to determine budgetary numbers for the recommended improvements to the lift station.

Mayor Ford inquired a status update regarding the final sign installments for the crosswalk on McMurry Boulevard. Mr. Catellier stated he continues to follow-up with the contractor and manufacturer to finalize the installment of the crosswalk signs. Discussion regarding resolution and completion of the sign installments followed. Robert Hoover inquired a tentative date for breaking ground for the Splash Pad Project. Mr. Catellier stated mid-May remains the anticipated timeline. Concerns for pumps being delivered when required were addressed with the manufacturer. There is no anticipated delay regarding pump delivery that will prevent the project from proceeding. The Splash Pad's anticipated completion is set for early July 2021. The design team is assembled, and a final schedule will be determined and reported to council. Mayor Ford reported the Town of Bar Nunn was successful in a grant request made to the Natrona County Recreation Board. The Town of Bar Nunn has received grant monies in the amount of \$50,000. which will be used for the Splash Pad Project. Tom Brauer with CEPI stated his objective is to present council members with a concept, delivery, and preliminary schedule for future consideration of a Town Hall/Community Center. Mr. Brauer stated there are advantages and disadvantages for the conventional bid build approach of projects. The delivery methods described included the Construction Management approach and a Design Build approach. Mr. Brauer detailed the Construction Management approach which included:

- Partially designed building
- Construction manager is retained
- Construction manager selected by qualifications and fee
- Solicitation of bids meeting municipal requirements

- Receiving of bids for sub-work/Assembling a Team

Design Build approach included:

- Similar to construction manager approach with the construction manager driving the project
- Concept work session for discussion regarding space planning
- Public input
- Retain Architect
- Complete 10% drawings
- Choose construction delivery method
- Consider pre-engineered buildings for reducing cost

Mayor Ford clarified and opened discussion for the next steps required by council. Discussion included:

- Scheduling a council work session.
- Consider construction budget necessary for a 20,000 sq. ft. building with a 3-million-dollar budget.
- Consider suggested construction window for the of Fall 2021 and completion in 2022.
- Consideration of unfinished space built into the designed building, which may include a mezzanine/upper level with room for storage and expansion.
- Description of conceptual design which included two separate buildings in a (L) shape to house the Town Hall and Community Center.
- Cost estimated at \$30,000. to begin the project included: performing a comprehensive site survey with Geotech drilling 25 ft. at the building site and consulting with an Architect and working toward the 10% design level.
- Consideration regarding the location and position of the building using prevailing wind conditions and the path of the sun.

Mayor Ford continued the discussion with confirmation of the goal to create a space that will meet the residents desire to have more recreational opportunities. Additionally, Mayor Ford shared most recently the Boy Scouts have requested the use of available space for meetings; confirming there is a demand for such spaces. Mayor Ford expressed the vision of seeing money spent for a community recreational center that people will use, and still have a nice maintainable Town Hall facility with room for expansion is more in line of with the Town's goal. Further, Mayor Ford recommend a council work session for the Town Hall Project. Council members concurred and discussion regarding a time and date followed. Moved by Robert Hoover, seconded by Peter Boyer and carried without dissent to schedule a Council Work Session regarding the Town Hall Project for Tuesday, February 23, 2021 at 6:00 pm. In conclusion, Mayor Ford directed Town staff to inquire from the historical archives previous data regarding Geotech findings that may have been recorded for the proposed Town Hall site.

Town Engineer, Ray Catellier introduced WYDOT District II Engineer, Mark Ayen. Mr. Catellier reported he was contacted by WYDOT representative, Amy Lambert today regarding the finalization of the Relinquishment of Right-of-Way for the Salt Creek Highway. Ms. Lambert requested Mr. Catellier contact Mark Ayen to address the concerns of Bar Nunn. Mr. Ayen reported he had previous contact with Mayor Ford in the fall of 2020 regarding the right-of way program. Mayor Ford forwarded information to Mr. Ayen. Mr. Ayen made inquiries into the matter and understood the Salt Creek Highway agreement was being addressed. Mr. Ayen stated he is available for any questions or concerns. Mayor Ford gave an historical overview, stating soil conditions, water retention, and drainage concerns previously and currently remain for Salt Creek Highway at Antelope Drive. WYDOT agreed to resurface Salt Creek Highway giving the road a 10–15-year life span upon the completion of the Westwinds Interchange and then WYDOT would abandon the section of Salt Creek Highway to Bar Nunn; the abandoned section includes Salt Creek Highway from Antelope Drive to the Westwinds Road. Mr. Ayen stated WYDOT historically had not pumped water to divert water from the Salt Creek Highway. Discussion regarding diversion of water feasibility, current conditions, and solutions for water related deterioration followed. Mayor Ford implored assistance from WYDOT to investigate, advise options, and possibly design a system to remediate the water drainage at the Salt Creek Highway and Antelope Drive location. Mr. Ayen will explore the Salt Creek geotech history and report to Mayor Ford. Mayor Ford will meet with Ray Catellier and Mr. Ayen for a site review.

- 10) **Code Enforcement:** A written report was submitted. There were no questions or comment from council.
- 11) **Parks and Recreation Report:** No written report was submitted. Town staff will follow-up with Parks and Recreation Chairman, Stacie Ross for information regarding upcoming events.
- 12) **Petitions and Public Comment:** There were no petitions or public comment.
- 13) **Council Miscellaneous:**

A. Sheriff Contract Discussion

Mayor Ford stated he contacted Natrona County Sheriff Gus Holbrook to discuss options available regarding approach for handling of citations issued in Bar Nunn. Mayor Ford noted that having citations issued through the Bar Nunn court was designed to benefit Bar Nunn and offset costs. After reviewing data from the previous (3) three years, the number of citations has dropped significantly. The Sheriff's department reports staff shortages, and conflict in court schedules as deterrents. Mayor Ford recommended the contract with the Natrona County Sheriff's Department be reviewed for negotiation. Discussion regarding the length of the contract, changes recommended, and legal council followed. Town Attorney, Patrick Holscher recommended a resolution to authorize the Mayor to proceed to open negotiations with the Natrona County Sheriff's Office. Council concurred. Attorney Holscher will provide resolution document as directed.

B. New Business License 2021-N1 – Charles Canaday

Mayor Ford expressed concern regarding the application for New Business License 2021-N1. Attorney Holscher stated the application did not comport with sufficient information or specificity requirements. Discussion regarding business license requirements, and compliance followed. Moved by Robert Hoover, seconded by Peter Boyer and carried without dissent to table Business License 2021-N1 for insufficient information. Town staff was directed to follow-up with resident regarding business license application requirements.

- 14) **Adjournment:** Moved by Peter Boyer, seconded by Robert Hoover and carried without dissent that there being no further business the meeting of February 16, 2021, be adjourned, at 8:30 P.M.

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Patrick R. Ford, Mayor

ATTEST: (seal)

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Donna Damori, Administrative Assistant