



TOWN COUNCIL

MEETING MINUTES

Tuesday, April 6, 2021 - 7:00 P.M.

- 1) **Roll Call:** Mayor Patrick Ford called the meeting to order Tuesday, April 6, 2021 at 7:00 p.m. Roll was called which determined the presence of a quorum.
Present: Mayor Patrick Ford. Council: Mary Sue Sorenson
Late Arrival: Robert Hoover and Peter Boyer
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 March 16, 2021:** Moved by Adam Willett, seconded by Mary Sue Sorenson, with correction to date on page (3) Petitions and Public Comment: line 6 to read **March 2021**. Motion carried without dissent to approve as corrected Council Minutes of March 16, 2021.
- 4) **Payable List for March 2021:** Checks #29815-29864, Direct Deposits #1059-1064 & #1089-1110, ACH #33321278 & ACH #1846571. Moved by Adam Willett, seconded by Mary Sue Sorenson and carried without dissent to approve Payable List for March 2021.
- 5) **Third Reading** for Ordinance No. 2021-03: An Ordinance Allowing for Charter Ordinances. Moved by Mary Sue Sorenson, seconded by Adam Willett and carried without dissent to approve Third Reading for Ordinance No. 2021-03.
- 6) **Third 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 Mary Sue Sorenson, seconded by Adam Willett and carried without dissent to approve Third Reading for Ordinance No. 2021-04.

Robert Hoover joined the meeting.

- 7) **Attorney's Report:** Town Attorney, Patrick Holscher was present for questions or comments from council. Attorney Holscher stated a written report was submitted to the Mayor and council. Mr. Holscher stated per conversation with Town staff, follow-up is required regarding the public hearing publication for the proposed vehicle exchange. Mr. Holscher will contact the Town of Mills. Mayor Ford inquired clarification regarding proceeding with claim for damaged Town property due to a vehicle collision. Attorney Holscher made recommendations for addressing the matter. Mayor Ford directed Town staff to file the claim and report deductible status. Additionally, Mary Sue Sorenson inquired the status of a previous matter discussed regarding a residential property concern. Discussion followed. Mr. Holscher stated with clarification of information he will report status regarding the residential property concern to council.
- 8) **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:
 - **Lift Station #1-** A new leak was noticed over the last week. CEPI will perform final measurements for material suppliers and contractors to finalize cost estimates this week. The lift station is operating on one pump until further notice. Bids for the repair of the lift station will be accepted next week. Cost estimates are expected to increase over time. Mr. Catellier will submit the bids for council budget consideration.
 - **Town Hall-** A public input session will be held April 13, 2021 at the Hangar from 4:00-7:00 pm.

Town staff reported the newsletter will be mailed this Friday. Mayor Ford directed Town staff to include flyer announcing the Community Input Session. Mary Sue Sorenson inquired the location of lift station #1. The lift station is located at Sunset Blvd. and Circle Drive South. Additionally, Ms. Sorenson inquired the status of the Asphalt Assessment presentation. Mr. Catellier stated budgetary information from the Mayor and Town staff will be considered before presenting recommendations to council. Further, Mr. Catellier stated he spoke with WYDOT representative David Hurt regarding the TAP (Transportation Alternatives Program) Grant. Participation will require submission of letter of intent for a full-time employee of the Town. The online training is scheduled for next week. The project limit is \$500,000. with a 25% match from the Town. Mayor Ford noted \$375,000. would be funded by TAP with the additional Town contribution of \$125,000. Mr. Catellier stated a meeting with TAP representatives is expected in October of 2021. Construction for the proposed project upon approval would begin in 2022.

Peter Boyer joined the meeting.

In conclusion, Maintenance Supervisor Paul Watson and resident Gary Geiger mentioned asphalt deteriorations at various locations of the Town. Discussion followed.

- 9) **Fire Department Report-** A written report was submitted. Cody Edgeington was present for questions or comments from council. Mr. Edgeington stated the brush truck will be scheduled for availability in 1-2 weeks. Additionally, Mr. Edgeington recognized town maintenance employee Dejoie Smith for his assistance with a fire engine. There were no further questions or comments from council.
- 10) **Zoning & Planning Report:** A written report was submitted. Chairman Gary Geiger was available for questions or comments from Council. Mayor Ford addressed a recent issue regarding an approved site plan and water utility conflict with Wardwell Water and Sewer District. Discussion regarding municipality oversight followed. The conflict is contributed to the Town of Bar Nunn not having authorization over water services within its own municipality. The conflict resulted in the homeowner and contractor being forced to resubmit a changed site plan and delayed work progress by two weeks. Discussion regarding the zoning and planning procedures for site plans followed. Current zoning and planning procedures dictate that changes to a site plan require resubmission to the zoning and planning commission. Attorney Holscher recommended procedure changes in site plan approval and will draft an Ordinance to reflect the recommended changes. The changes in procedure are expected to prevent future conflicts with utility service interference and forced unnecessary delays. The purposed Ordinance will allow the municipality to maintain its authority to approve site plans. In conclusion, Mr. Geiger noted the approval for a new residential site plan at 1833 Zuni Trail.
- 11) **Maintenance Report:** A written report was submitted. Maintenance Supervisor, Paul Watson was available for questions or comments from council. Mr. Watson updated council:
 - Snowblower placement on skid steer
 - 5 posts and cable replacement at McMurry Blvd and Salt Creek Highway
 - Tree farm is now open for grass clippings/will close if muddy
 - Reported loss of large pine tree at the Fire Department/Recommended replacement with 5-year-old Aspen for Arbor Day planting
 - Vandalism at Antelope Park/described as painted with foul language and slurs
 - Snow fence removal on Nez Perce with portions that will need to be replaced next season
 - Snow equipment prepared for off season/leaving one snowplow available
- 12) **Office Staff Report:** A written report was submitted. There were no further questions or comments from council.
- 13) **Petitions and Public Comment:** There were no petitions or public comments.

14) **Council Miscellaeous:**

A. Business License Renewals: 2021-22-24:

1. Business License Renewal 2021-22: Bar Nunn Best Storage-Dan Bowman
2. Business License Renewal 2021-23: Lil Rascals-Nancy Jaure
3. Business License Renewal 2021-24: Intermountain Towing & Auto Salvage, Inc.-Kenneth Booker

Moved by Peter Boyer, seconded by Robert Hoover and carried with no dissent to approve business licenses 2021-22-Bar Nunn Best Storage, 2021-23-Lil Rascals, 2021-24-Intermountain Towing & Auto Salvage Inc.

B. Council Reminders:

1. Town Hall Project Community Input Session: April 13, 2021 at the Hangar 4:00-7:00 pm
2. Bar Nunn Arbor Day-Bar Nunn Fire Department-Saturday, April 24, 2021 at 8:00 am.
3. Budget Work Session-General/Projects: April 27, 2021 at 6:00 pm.
4. Budget Work Session-Maintenance Dept.: May 4, 2021 at 5:30 pm.
5. Budget Work Session-Fire Dept.: May 11, 2021 at 6:00 pm.
6. Budget Work Session- Overview: May 25, 2021 at 6:00 pm.
7. Public Hearing: Vehicle Exchange with Town of Mills-(TBD)

Mayor Ford reminded council of upcoming calendar dates. Council members agreed to scheduled dates with the Public Hearing date to be determined. Mayor Ford will follow up with the local Boy Scout Troop for participation related to Bar Nunn Arbor Day. Attorney Holscher will follow up with the Town of Mills for clarification of publication for the Public Hearing.

- C. Town Clerk/Treasurer Appointment: Mayor Ford recommended Lori Neibauer for the Town Clerk/Treasurer position pending background check and employment status.

Moved by Robert Hoover, seconded by Mary Sue Sorenson and carried without dissent to approve recommendation for Town Clerk/Treasurer, Lori Neibauer pending background check and employment status.

- D. Sheriff's contract negotiation: Mayor Ford stated an agreement to renegotiate the Sheriff's Office Contract has been reached by Town of Bar Nunn and the Natrona County Sheriff's Office. Mayor Ford recommended a revised contract be drafted with agreed changes. The current contract amount being paid annually is \$96,000. The negotiated annual contract amount to be paid will reflect a reduced amount of \$85,000. annually. Attorney Holscher will draft the revised contract for council approval.

Moved by Robert Hoover, seconded by Peter Boyer and carried without dissent to approve the drafting of revised contract with the Natrona County Sheriff's Office.

- E. Miscellaneous: Mary Sue Sorenson inquired clarification for the Spring Cleanup advertised in the newsletter. Mayor Ford stated historically the cleanup is scheduled for one day each year and includes the cleanup of the right of way fence along Salt Creek Highway from Antelope Drive to Westwinds Road. However, the last two years have been cancelled due to Covid-19 restrictions and the resurfacing of the Salt Creek Highway. A resident has offered to lead the organizing of the Spring Cleanup this year. No date for the cleanup has been set at this time. Mayor Ford will follow-up for further details. Further, Ms. Sorenson also commended the Town maintenance personnel for the excellent job done with street maintenance and snow removal with the March 2021 snow event. Additionally, Ms. Sorenson inquired information regarding the staking of ground at the future Town Hall/Recreation Center site. Town Engineer, Ray Catellier clarified the area staked shows the extent of the right of way that will be vacated with public notice.

In conclusion, Ms. Sorenson inquired the status for the Relinquishment of the Salt Creek Highway. Mayor Ford stated after working with WYDOT there appears to be no material defect that would prevent the Town from moving forward with accepting the Relinquishment of the Salt Creek Highway Agreement. The relinquishment would extend from Antelope Drive to the Westwinds Road. The Town will accept the transfer of the described portion of highway right of way and assume all responsibility of this portion of the Salt Creek Highway.

F. Miscellaneous Continued: Robert Hoover stated monies had been received from The Blue Envelope in the amount of approximately \$33,000. The Fire Department has allocated the monies towards the purchase of AED's. There were no further questions or comments from council.

15) **Adjournment:** Moved by Peter Boyer, seconded by Robert Hoover and carried without dissent that there being no further business the meeting of April 6, 2021 be adjourned at 8:18 P.M.

Patrick R. Ford, Mayor

ATTEST: (seal)

Donna Damori, Administrative Assistant