



## **TOWN COUNCIL**

### **MEETING MINUTES**

Tuesday, January 19, 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, January 19, 2021 at 7:00 p.m.  
Roll was called which determined the presence of a quorum.  
**Present:** Patrick Ford, 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) **Minutes of January 5, 2021:** Moved by Peter Boyer, seconded by Robert Hoover and carried without dissent to approve the Council Minutes of January 5, 2021.
- 4) **Balance Sheet, Budget Income Statement & Trial Balance (Financial Reports) for period ending December 31, 2020.** 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 December 31, 2020.
- 5) **Attorney's Report:** A written report was submitted. Town Attorney, Patrick Holscher was present for council questions or comments. Attorney Holscher noted that an ordinance update will be required for the increase of the Mayoral salary addressed by council at the December 15, 2020 council session. Attorney Holscher clarified the increase in salary will not be in effect for the present Mayoral seat in accordance with State Statues. Attorney Holscher will make changes accordingly and present council with the appropriate ordinance changes. There were no further questions or comments from council.
- 6) **Engineer's Report:** A written report was submitted. Town Engineer, Ray Catellier was present via video conference. Mr. Catellier asked council if there were questions regarding his written report before continuing. Mayor Ford inquired clarification regarding final retainage payment and the payment balance for Treto Construction in the amount of \$84,429.86. for the Pathway Project. Mr. Catellier will clarify the final retainage payment amount and forward information to Mayor Ford. Mr. Catellier updated council regarding installation of signage for the Pathway Project. Mr. Catellier stated he has communicated with the contractor who reported the sign manufacturer would only require a day or two for turnaround. Mr. Catellier will follow up with Treto Construction for an install date and ensure follow through. Additionally, Mr. Catellier reported he will be unable to attend the upcoming walk-through visits to various Town Halls and other facilities scheduled for January 22, 2021. Mr. Catellier asked if council would like to re-schedule these visits for another date. Discussion regarding date availability for council members followed. Mayor Ford suggested February 4<sup>th</sup> or 5<sup>th</sup> and will follow up with Mr. Catellier. Further, Mr. Catellier updated council regarding the lift station # 1 maintenance concerns. Discussion regarding the safety, maintenance, and potential to eliminate the confined access followed. The primary issues identified included problems with the valve vaults located downstream from the lift station and are 12-15 feet deep making it a confined space with potential H<sub>2</sub>s gas exposure. Options included:
  - Replace equipment and bring access above ground and eliminate the confined space hazards.
  - Bring piping 6 feet higher making access and operation to ground level.
  - Maintain and clean-up damaged pipes and valves.

In conclusion, Mr. Catellier stated he has contacted a representative of the manufacturer of lift station #2 and will obtain cost estimates to bring lift station #1 above ground, making access similar to lift station #2. The cost estimates from the various manufacturers are expected to be available in February for council consideration. There were no further questions or comments from council.

- 7) **Code Enforcement:** A written report was submitted. Marshall Wyatt was present for council questions or comments. Mr. Wyatt stated he has made effort to address snow route violations during snow events and reminded council that the Sheriff's Department is also able to address snow route parking violations. Mayor Ford addressed a resident's concern regarding a neighboring residents aspen trees becoming a line-of-sight issue on Antelope Drive. The resident believed a vehicle accident resulted due to a line-of-sight obstruction. Mayor Ford gave a historical perspective regarding a similar situation. There was question as to who is responsible for resolving such matters. Discussion regarding code enforcement role expectations, ordinance references, and legal resolutions followed. Attorney Holscher stated the Town has ability to resolve such matters and requested specifics regarding the concern. Mayor Ford will forward information including photographs to Attorney Holscher. Further, Attorney Holscher stated that actions taken by the Town should be presented with specificity regarding notification of violation, resolution, and financial responsibility. Mayor Ford stated driver safety at the intersection of Tipton and Antelope Drive is the relevant concern for seeking resolution. Resident, Gary Geiger commented that similar issues are likely to occur in the future for residents in the northern section of Bar Nunn and resolutions should be addressed with equality.
- 8) **Parks and Recreation Report:** No written report was submitted. Administrative staff noted that results for the Annual Igloo Decorating Contest had not been made available. Mayor Ford stated he will follow up.
- 9) **Petitions and Public Comment:** Resident, Mike Schoolcraft asked for clarification regarding the issue of trees and line-of-sight ordinance and expressed concern regarding the possibility of resident objection to actions taken by the Town for ordinance violations. Attorney Holscher noted such violations and resolution to tree ordinances are not uncommon in Natrona County.
- 10) **Council Miscellaneous:**

A. Business License Renewal: 2021-18 thru 2021-20

2021-18- Dillard's Playhouse - Crystal Dillard

Moved by Peter Boyer, seconded by Mary Sue Sorenson, Adam Willett recused, and motion carried without dissent to approve Business License renewal 2021-18 Dillard's Playhouse.

2021-19- Forterra Pipe & Precast- Luke Mccray

Moved by Peter Boyer, seconded by Robert Hoover, and motion carried without dissent to approve Business License renewal 2021-19 Forterra Pipe & Precast.

2021-20- Wyoming Coffee Company- Ashley Christensen

Moved by Peter Boyer, seconded by Mary Sue Sorenson, Robert Hoover recused, and motion carried without dissent to approve Business License renewal 2021-20 Wyoming Coffee Company.

- B. Clerk Treasurer Resignation: Mayor Ford announced the Town's Clerk Treasurer, Carisa Hensley resigned from her position due to a family medical emergency. Mayor Ford recognized Ms. Hensley for her 14 years of service to the Town of Bar Nunn. The Town of Bar Nunn will be advertising for the position of Town Clerk Treasurer.

C. Council Gift Clarification- Mayor Ford stated resident Tyler Martin presented council members with a gift of wisdom in the form of a leather-bound book. Mayor Ford stated that after much discussion a decision was made by council with consideration and due diligence to purchase the item rather than accept as a gift. Mary Sue Sorenson asked for clarification regarding de minimis amounts acceptable in the statutes. Attorney Holscher stated de minimis amounts are not well defined in the statutes. Discussion regarding acceptance and value amounts of gifts offered to council followed. In conclusion, Mayor Ford expressed gratitude for the gesture and further suggested that if other members of council or staff are interested in the leather-bound gift of wisdom, it is available through Tyler Martin at the cost of \$17.76.

- 11) **Adjournment:** Moved by Robert Hoover, seconded by Peter Boyer and carried without dissent that there being no further business the meeting of January 19, 2021, be adjourned, at 7:45 P.M.

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Patrick R. Ford, Mayor

ATTEST: (seal)

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Donna Damori, Administrative Assistant