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**TOWN OF BAR NUNN** 4820 N. Wardwell Industrial Ave., Bar Nunn, Wyoming  
**TOWN COUNCIL**

**MEETING MINUTES**

**Tuesday, September 7, 2021 - 7:00 P.M.**

- 1) **Roll Call:** Mayor Patrick Ford called the meeting to order Tuesday, September 7, 2021, at 7:00 p.m. Roll was called which determined the presence of a quorum.  
**Present:** Mayor Patrick Ford. Council Members: Mary Sue Sorenson, Robert Hoover, and Peter Boyer, and Steven Clark.
- 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 August 17, 2021:** Moved by Robert Hoover, seconded by Mary Sue Sorenson and carried without dissent to approve the Minutes for August 17, 2021.
- 4) **Payable List for August 2021:** Checks #30087-30142, Direct Deposit #1414-1454, ACH #31124181, ACH #75736338, & ACH#64242411. Moved by Robert Hoover, seconded by Steven Clark and carried without dissent to approve Payable List for August 2021.
- 5) **Attorney 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 his written report addressed pending matters. Mary Sue Sorenson inquired clarification regarding Code Enforcement contract limitations. Mr. Holscher stated he has engaged in conversation with Code Enforcement Officer, Marshall Wyatt regarding clarification of the Town Ordinance and the role of the Code Enforcement Officer. Mr. Holscher stated in his view there is no conflict with the Ordinance or contract regarding the role of the Code Enforcement Officer. Mr. Holscher stated he presented in his written report the options available to the Town regarding Code Enforcement and can address the Town Ordinance for clarity if required at the direction of council. Mayor Ford gave a historical perspective regarding the role of the Code Enforcement Officer, stating the Town did not want a militant form of presence regarding code enforcement. Further, Mayor Ford stated the current expectation for the code enforcement presence is approximately 4 hours weekly, with the focus on main problem areas regarding grass and weeds, junk, inoperable vehicles, snow route clearance, trailers etc. However, it was not the Town's intention to exclude additional responsibilities from the code enforcement role. Mr. Holscher stated Mr. Marshall's point of view regarding the language of the Town's Ordinance are not in agreement. Discussion regarding options available to enable the Town to carry out the needed code enforcement expectations followed.
- 6) **Engineer Report:** A written report was submitted. Town Engineer, Ray Catellier was present for questions or comments from council. Mr. Catellier updated council on the following items:
  - **Splash Pad Project-** Caspar Building Systems continues to make progress on this project. The interior of the mechanical building is nearing completion. The splash pad itself is complete and commission will take place in the spring. Now is the time to start thinking about the features for spring installation (phase II of the project, as previously discussed). Attached is the latest quote from Vortex Aquatic for the entirety of phase II.

- **Asphalt Improvements Project-** Bids were received August 31, 2021, from three contractors. The recommendation to award was presented to council.
- **Bar Nunn Town Hall Design-** The architect team was here September 1st and 2<sup>nd</sup> to review the existing Town Hall, staff operations, the proposed site, and a variety of other information. Meetings were held with the available personnel to discuss the project. The team created rough concepts and will be refining those concepts as well as additional information received. All in all, the two days were very productive, and the architect team were very appreciative of the willingness to work with them that everyone exhibited. Conceptual designs are expected to be received as early as this week. Mr. Catellier will forward the conceptual designs to council when they are available.

Mr. Catellier stated the Splash Pad remains within budget. A change order is required due to additional concrete work including water line installation, and realignment to access to chemical storage tank placement at cost of (\$17,718.). Discussion regarding the required change orders followed. Moved by Mary Sue Sorenson, seconded by Peter Boyer and carried without dissent to approve the change order for the Splash Pad Project at a cost not to exceed \$18,000.

Mr. Catellier stated he received an email from Wardwell Water's legal counsel regarding the Splash Pad Project. Wardwell Water presented questions regarding water sources, water treatment plans, and plans for potable water disposal. Discussion regarding follow-up with Wardwell Water via the Town's Attorney followed.

Mayor Ford clarified the date for decisions regarding the final equipment order for the Splash Pad Project. Mr. Catellier stated the equipment order will need to be decided by the end of October 2021.

Mr. Catellier recommended Wayne Coleman Construction for the Asphalt Improvement Project. The Asphalt Improvement Project bid from Wayne Coleman Construction was presented at the cost of (\$411,307.). Discussion regarding the cost of the project falling within budget appropriation, the scope of the project, and the possible hinderances to the completion of the project followed. Moved by Peter Boyer, seconded by Steven Clark and carried without dissent to approve the bid for the Asphalt Improvement Project to Wayne Coleman Construction at a cost not to exceed (\$411,307.).

Councilmember, Robert Hoover inquired clarification regarding the adequacy of stripping and signage for the projected four-way stop signs at Tipton Street and Antelope Drive. Mr. Catellier provided clarification stating the current markings are sufficient. The signs recommended for the midway approach of the pedestrian walkway were discussed. There were no further questions or comments from council.

- 7) **Fire Department Report:** A written report was submitted. Cody Edgeington was available for questions or comments from council. Mayor Ford inquired clarification regarding the completion and use of the fire department's ambulance. Mr. Edgeington stated the ambulance is completed for operation; however, it is not available for use until the State of Wyoming EMS Department issues the official operation license.
- 8) **Zoning & Planning Report:** There was no scheduled Zoning and Planning meeting for the month of August. Gary Geiger was present for questions or comments. Mr. Geiger stated the Zoning and Planning Commission had no business for the months of July and August 2021. Mayor Ford inquired the number of remaining lots available in Bar Nunn. Mr. Geiger estimated 18 lots. There were no further questions or comments from council.
- 9) **Maintenance Report:** A written report was submitted. Maintenance representative, James Diekemper was present for questions or comments from council. Mr. Diekemper presented council with requests for equipment and provided council with descriptions and costs.

- Pellet Stove for the cold storage building (\$3,000.) - The pellet stove is expected to provide heat for the cold storage building, allowing work on equipment throughout the winter season. The maintenance crew will install the equipment as a cost saving measure.
- Garage door openers for the cold storage building (\$2140.) – Mr. Diekemper additionally requested consideration for garage door openers for 2021 or 2022 budget year. The maintenance crew will install the equipment as a cost saving measure.

Councilmember, Steven Clark inquired information regarding the square feet of the space, and the amount of BTU's the pellet stove would provide including the long-term cost analysis for gas vs. pellet usage. Discussion regarding the purchase of requested equipment followed. Mayor Ford recommended the purchase of the pellet stove. Moved by Steven Clark, seconded by Peter Boyer, with Robert Hoover recused due to his role as maintenance supervisor. The motion carried without dissent to approve the purchase of one Pellet Stove not to exceed the cost of \$3,500.

10) **Office Staff Report:** A written report was submitted. There were no further questions or comments from council.

11) **Petitions and Public Comment:** Resident, Mike Schoolcraft inquired if the Town has done or plans in the future to provide hazardous material disposal such as paint, oil, and gas. Councilman, Hoover stated in the mid 90's the Town had a Clean-up Day in cooperation with Shirk's Sanitation and hazardous materials was offered for disposal. Mayor Ford agreed providing the disposal of hazardous material has merit; however, there is concern of ownership of the disposed hazardous materials. Attorney Holscher confirmed this would be a legal concern. Discussion followed. Mayor Ford requested town staff place an alert in the newsletter regarding the disposal of hazard materials to the City of Casper landfill. Councilmember, Mary Sue Sorenson stated the landfill may be able to provide a list of items that can be disposed at the landfill.

Resident, Tyler Martin inquired clarification on the ability to have ducks in Bar Nunn. Mayor Ford stated ducks are not allowed, however, chickens are allowed within the town limits of Bar Nunn.

## 12) **Council Miscellaneous:**

- A. Liquor License Transfer Chatters: Josey Kienzle was present for questions or comments from council. Eddie A. Keinzle gave written authorization to transfer the Liquor License for Chatters Bar and Grill to Jessie C. Kienzle and Josey D. Kienzle. Mayor Ford recommended the authorization of liquor license transfer for Chatters Bar and Grill. Moved by Peter Boyer, seconded by Steven Clark and carried without dissent to approve the Liquor License transfer for Chatters Bar and Grill from Eddie A. Kienzle to Jessie C. Kienzle and Josey D. Kienzle.
- B. Department of Revenue-2021 Revised Retail and Bar & Grill Liquor License Authorizations: Council was provided with the Wyoming Liquor Division adjusted Retail and Bar & Grill Liquor license authorizations reflecting the current population figures for each Licensing Authority in effect August 17, 2021. The current revised population for Bar Nunn was stated as 2,981. The number of liquor licenses was increased from 6 to 7 for the Town of Bar Nunn. There are currently 2 liquor licenses awarded for Bar Nunn.
- C. WAMCAT Registration Deadline: September 9, 2021- Council was provided information regarding registration deadline for the WAMCAT conference. No members of council stated they were able to attend.
- D. Antelope Park- Peter Boyer stated he was approached with a resident concern regarding the deterioration of the playground underlayment at Antelope Park.

Discussion regarding availability of materials and repair of the underlayment followed. Robert Hoover further stated a full park inspection for Antelope Park has been done, and the maintenance personnel will address the playground underlayment.

- E. Weed control- Robert Hoover stated True Green successfully sprayed for weeds in the areas requested by the maintenance department. Mr. Hoover stated his department will be evaluating future weed applications with the possibility of the maintenance department providing the weed abatement.

- 13) **Adjournment:** Moved by Robert Hoover, seconded by Steven Clark and carried without dissent that there being no further business the meeting of September 7, 2021, be adjourned, at 7:50 p.m.

Submitted by:  
Donna Damori, Administrative Assistant

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Patrick R. Ford, Mayor

ATTEST: (seal)

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Lori Neibauer, Clerk Treasurer