



TOWN COUNCIL

MEETING MINUTES

Tuesday, March 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, March 16, 2021 at 7:00 p.m. Roll was called which determined the presence of a quorum.
Present: Mayor Patrick Ford. Council Members: Peter Boyer and Mary Sue Sorenson. Robert Hoover and 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 March 2, 2021:** Moved by Peter Boyer, seconded by Mary Sue Sorenson and carried without dissent to approve the minutes of March 2, 2021.
- 4) **Balance Sheet, Budget Income Statement & Trial Balance (Financial Reports) for period ending February 28, 2021.** Moved by Peter Boyer, seconded by Mary Sue Sorenson and carried without dissent to approve the Balance Sheet, Budget Income Statement & Trial Balance (Finance Reports) for period ending February 28, 2021.
- 5) **Second Reading** for Ordinance No. 2021-03: An Ordinance Allowing for Charter Ordinances.
Moved by Peter Boyer, seconded by Mary Sue Sorenson and carried without dissent to approve the Second Reading for Ordinance No. 2021-03.
- 6) **Second 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 Mary Sue Sorenson and carried without dissent to approve the Second Reading of Ordinance No. 2021-04.
- 7) **Resolution No. 2021-08:** A Resolution to donate to the Town of Mills one GMC Wildland Fire Tender and accept donation of one 2003 Ford Ambulance both each having in the opinion of each municipality a value of \$2,500. Town Attorney Patrick Holscher updated council on the status of Resolution No. 2021-08. A public hearing advertisement will be submitted for publication before Resolution No. 2021-08 will be approved. The Town of Mills and the Town of Bar Nunn staff will coordinate the public hearing advertisement.
- 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 and council. There were no further questions or comments from council.
- 9) **Engineer's Report:** A written report was submitted.

A. Salt Creek/Antelope Drive Access Study and Plan: Casper MPO Representatives
Town Engineer, Ray Catellier introduced quest speakers: Jeremy Yates, Paul Silberman, and Chuck Huffine via video conference.

A *Draft* Access Study and Plan for Salt Creek Highway and Antelope Drive was presented to council. Items for discussion included goals, objectives, and recommendations for implementation. The Town and the Casper Area MPO have commissioned the Town of Bar Nunn Antelope Drive and Salt Creek Highway Access Study and Plan to assess traffic and safety conditions, examine access to/from Bar Nunn, and identify short and mid-term improvements to Salt Creek Highway. The study evaluated:

- Effects of potentially abandoning and removing a costly section of Antelope Drive (currently the most heavily utilized access point into the Town of Bar Nunn) due to failing subsurface conditions and excessive maintenance costs.
- Modifying traffic control devices (e.g. all-way stop control or roundabout control at one or more existing intersections along Salt Creek Highway, providing enhanced access to the Town as well as traffic calming, traffic safety improvements and enhanced aesthetics. The ability to provide a “town gateway” could be included in these alternatives.
- Reimagining Sunset Boulevard as a possible “Main Street” and foster the creation of an enhanced streetscape and civic atmosphere around Sunset Boulevard, directly adjacent to the plot of land selected for the construction of a new Bar Nunn Town Hall.
- Re-directing and encouraging residential and commercial traffic currently utilizing Antelope Drive to the new interchange at Westwinds Road and alternative access points into town to reduce truck impacts on Salt Creek Highway and residential streets.
- Feasibility of an additional access to Salt Creek Highway from Wardwell Industrial Avenue to reduce or eliminate truck traffic in residential areas.
- Potential road improvements along Salt Creek Highway, including pedestrian, bicycle, and bus facilities. Possible pedestrian and bicycle connection into Bar Nunn were also considered.

Goals:

- Improve quality of life for Bar Nunn residents
- Improve road and intersection safety
- Make Bar Nunn more attractive for future development by improving Town access, visibility, and aesthetics
- Minimize heavy truck impacts to roads and town residents
- Make Bar Nunn accessible for all modes of transportation

Objectives:

- Provide opportunities for the residents. Business owners and key stakeholders to give input to inform the study
- Develop a list of possible existing and future transportation needs in the study area
- Develop and evaluate road, intersection and traffic control improvement alternatives
- Examine possible multimodal improvements and connections to Bar Nunn
- Develop an improvement plan for roads and intersection in and around Bar Nunn, that can be implemented with identified available funding
- Develop a final report that summarizes study data, procedures and recommendations

Recommendations and Implementation:

- Short-Term: Remove or discontinue the maintenance of the pavement on the section of Antelope Drive near Salt Creek Highway. If removed, seek an opportunity to include a multi-use path connection in the former Antelope Drive right-of-way. If remained open, consider implementing peak hour “No left turn” prohibition once other Salt Creek Highway intersections are improved.
- Construct a new roundabout at Sunset Blvd. and extend the taper/transition to provide a left-turn lane at Prairie Lane. The roundabout will serve as a traffic calming treatment, enhance traffic safety, encourage diversion of traffic entering and exiting the Town to other streets and interchanges, and reduce truck traffic, prolonging the life of Salt Creek Highway.
- Construct the channelization improvements along Sunset Blvd and Prairie Lane at Antelope. The design should follow the initial tactical treatments already initiated by the Town to potentially reduce construction costs while maintain the desired traffic calming and streetscape elements.
- Mid-Term: Construct the streetscape improvements along Sunset Blvd between Salt Creek and Antelope Drive. This will provide the opportunity to build an attractive and more visible gateway to Bar Nunn, plus a “town center” area.

- It is recommended that this project occur as part of the new Town Hall construction or other redevelopment so that the site plan and streetscape design can be best coordinated, and the public realm most efficiently activated.
- Construct the new road from Salt Creek Highway to the Wardwell Industrial Avenue. Construct a left turn lane on Salt Creek Highway.
- Long Term: Construct the shared use path along the west side of Salt Creek Highway from Sunset Blvd. to Howard Street. Provide room for possible future widening of Salt Creek Highway.

Discussion and comments were initiated by council members regarding traffic controls, flow of traffic with use of a roundabout system together with the anticipated volume of traffic. Additional comments included truck traffic effects on the Salt Creek Highway, longevity of roundabout construction, and appropriate change in traffic flow awareness such as signage followed. The final Access Study and Plan for Salt Creek Highway and Antelope Drive report will be completed, and all CAD files will be made available for council review. There were no further questions or comments from council.

Further, Mr. Catellier opened discussion with recommendation to set a Community Input Session for the discussion of the Town Hall/Recreation Center. Council members reached consensus regarding the need to schedule a Town Hall/Recreation Center Community Input Session to be held at The Hangar and scheduled for Tuesday, April 13, 2021 from 4:00-7:00 or 5:00-8:00 pm. Advertisement for the Community event will be forthcoming. In conclusion, Mr. Catellier reported a draft of the asphalt assessment was available for overview. Council was presented with visual examples of sites identified, including grading, scale, and degree of damage. The final assessment will be available for presentation April 6, 2021.

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. Mayor Ford stated the Parks and Recreation Chairman, Staci Ross is seeking volunteers for preparations of the Easter Egg Hunt at Antelope Park April 3, 2021 at 10:00 am. Mayor Ford also noted Chairman, Staci Ross will not be able to attend the annual 4th of July events and requested that anyone interested in chairing the event this year should contact Staci Ross. Additionally, Mayor Ford stated that all regularly scheduled annual events are expected to continue throughout 2021. Mary Sue Sorenson inquired information regarding the Bar Nunn Arbor Day event. Mayor Ford provided a synopsis of the typical annual event which included gathering at the Bar Nunn Fire Department at 8:00 am for a flag ceremony with a local Boy Scout troop and concludes with planting of trees organized by the Town maintenance staff.

12) **Petitions and Public Comment:** Resident, Gary Geiger inquired if the Farmer's Market made available the summer of 2020 will be continuing this year. Mayor Ford stated the Farmer's Market was a success last year, and the Chairman of the 307 Vendor co-op reported continued development and growth is expected. Mary Sue Sorenson stated that attendance appeared to be influenced by the availability of food trucks and observed the weekly event to be enjoyed by the community. Additionally, Tyler Martin commended the Town of Bar Nunn maintenance crew for work well done during the recent March 2021 winter storm. Discussion regarding community responses followed.

13) **Council Miscellaneous:**

A. Council Reminders:

1. Easter Egg Hunt-Saturday April 3, 2021-Antelope Park at 10:00 am.
2. Bar Nunn Arbor Day-Bar Nunn Fire Dept.: Saturday, April 24, 2021 @ 8:00 am.
3. Town of Bar Nunn Garage Sale- Saturday June 12, 2021
4. Budget work session schedule consideration

Mayor Ford opened discussion for scheduling the Fiscal Year 2021-2022 budget work sessions. There was consensus from council to proceed with setting budget work sessions for the following dates:

1. Budget Work Session FY 21-22-General Operations/Projects: April 27, 2021 @ 6:00 pm.
2. Budget Work Session FY 21-22-Maintenance Dept.: May 4, 2021 @ 5:30 pm.
3. Budget Work Session FY 21-22-Fire Dept.: May 11, 2021 @ 6:00 pm.
4. Budget Work Session FY 21-22-Overview: May 25, 2021 @ 6:00 pm.

Peter Boyer inquired the current budget status for fiscal year 2020-2021. Mayor Ford reported the Town applied a thirty percent projected decrease to the budget last year, and the Town is not expected to see a short fall for the fiscal year. Mary Sue Sorenson inquired information regarding the budgetary procedures and the status for the replacement of the Town Clerk/Treasurer. Mayor Ford stated the Town Ordinance requirements include three public readings before the final budget for 2021-2022 is adopted and reported by state statute. Mayor Ford stated he will be conducting interviews for the Town Clerk/Treasurer position next week. In conclusion, Robert Hoover reported the Bar Nunn Fire Department received a \$33,000. grant from Blue Envelope. The monies will be used for the purchase of additional AED's for the department. There were no further questions or comments.

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

Patrick R. Ford, Mayor

ATTEST: (seal)

Donna Damori, Administrative Assistant