



TOWN COUNCIL

MEETING MINUTES

Tuesday, May 7, 2024- 7:00 P.M.

1500 Palomino Avenue,

Bar Nunn, Wyoming

- 1) **Roll Call:** Mayor Peter Boyer called the meeting to order on Tuesday, May 7, 2024, at 7:00 p.m.
The roll was called which determined the presence of a quorum.
Present: Mayor, Peter Boyer. Councilmembers: Tyler Martin, Tim Ficken, and Frank Schwarzrock
Excused: Steven Clark
- 2) **Pledge of Allegiance:** The Town Council and all those present stood in service to the United States Flag and pledged allegiance to the United States of America.
- 3) **Minutes of April 16, 2024:** Moved by Frank Schwarzrock, seconded by Tim Ficken, and carried without dissent to approve the minutes for April 16, 2024. Tyler Martin was recused due to his absence.
- 4) **Current Payables List:** Moved by Tim Ficken, seconded by Frank Schwarzrock, and carried without dissent to approve the payables list of May 7, 2024.
- 5) **Payable List for April 2024 & The 23-24 Year-to-Date Budget Report:**
Checks #32147–32212, Direct Deposit #2560–2596, ACH #40237000 & ACH #50546580. Moved by Frank Schwarzrock, seconded by Tim Ficken, and carried without dissent to approve the Payables List for April 2024.
- 6) **Third and Final Reading for Ordinance No. 2024-01: “AN ORDINANCE ADOPTING TITLE 13: PUBLIC SERVICES, DIVISION I. WATER SYSTEM”** Moved by Tyler Martin, seconded by Tim Ficken, and carried without dissent to approve the third and final reading of Ordinance No. 2024-01.
- 7) **Attorney's Report:** A written report was submitted to the mayor and council. Town Attorney Patrick Holscher was present for questions or comments from the council.

-Attorney Holscher stated that the council had been made aware of a dangerous structure on a property within Bar Nunn's boundaries. Mr. Holscher noted that nearly all municipalities in Wyoming have a uniform dangerous building code that is specifically set up for situations like that. Bar Nunn lacks an ordinance that addresses hazardous structures. Any town can adopt the dangerous building code with very little modification. Attorney Holscher recommended that the town adopt the uniform code to address the situation and others like it.

-Attorney Holscher noted that Wardwell's attorney, Alia Scott, would be attending the next Central Wyoming Regional Water meeting. He noted that the Wardwell board was also frustrated at the lack of movement on Regional's part to update its documents and seat Bar Nunn on its board. Wardwell is going to take the position that they have done everything that is necessary and that Bar Nunn's representative should simply be seated. Regional just needs to complete the updated document listing Bar Nunn instead of Wardwell so the members of the Regional Board and Bar Nunn can sign off on it. Councilman Ficken inquired if there was anything in the original document stating if there was a dissolution of one of the systems that it would nullify the document. Attorney Holscher stated no. He stated that he and Mrs. Scott would take the position that the state approved the dissolution in November and to please seat the Bar Nunn representative and wait on the formality of the agreement.

Councilman Ficken inquired if not being seated on the Regional board was holding up anything as far as the transfer of everything from Wardwell to Bar Nunn. Attorney Holscher stated that it is the last thing to be done and is necessary because we need to be a signer to their agreement that governs their joint powers board. Councilman Schwarzrock inquired if Bar Nunn would have voting rights from the time we are seated, or do they need to modify their document before we have voting rights? Attorney Holscher stated that they need to modify their document, but what can be done is they can go ahead and seat the representative in anticipation of the instructed changes being completed. Attorney Holscher stated that if it was not done at the next Regional

meeting, Bar Nunn should express concern that we've been waiting for this document to be completed and perhaps if a very busy council cannot get to it, they could assign it to some other council within the same firm so we can complete this prior to the end of June. He stated that he will request a copy of the draft document.

- 8) **Engineer's Report:** A written report was submitted. Town Engineer, Ray Catellier, PE was present for council questions or comments from the council.

-Mr. Catellier stated that the town hall was in operation. There had been some hiccups, but we are still on track to have the overhead door and the weight room flooring installed by May 17th. Mr. Catellier stated that landscaping has gone out to bid and should commence sometime this summer and be completed by early fall.

-Mr. Catellier stated that he did receive the change order pricing from the contractor to add the bus drop-off lane improvements to Palomino. It was more expensive than anticipated, but the contractor is planning to take three feet of asphalt out of the entire perimeter to make the concrete work with the frame and everything else, which is why his number was higher. It was still a reasonable bid. Mr. Catellier stated he can negotiate with him further to try to bring that number down a bit. The amount came to \$218,130. Moved by Tim Ficken, seconded by Frank Schwarzrock, and passed without dissent to approve the change order request to \$218,130 for the completion of concrete work, striping, signage, and improvements between Town Hall and Antelope Park.

-The Casper area MPO has two studies that have either just started or will be starting soon. These two studies will have an impact on Bar Nunn. Casper will take up the bulk of the study, but Mr. Catellier encouraged the council to have a representative participate at those meetings to voice any concerns. The studies are the Long-Range Transportation Plan and the Safe Routes to School Study. These type of studies tend to have grant dollars associated with them, so if there is a project in the documents such as the Westwinds extension or some other transportation project that impacts the town, grant funding will be easier to obtain for those projects.

-Mr. Catellier informed the council that he had seen that grant funding agencies are starting to look for asset management and/or capital improvement plans and encouraged that one be put in place. Especially pertaining to water and sewer-related items, firefighting equipment, and other town maintenance equipment. Anything that can be depreciated should be put on a schedule. Mr. Catellier stated that individuals with Rural Water want to see that the town has some planning in mind for the water system. If the council is interested in something like that, there are several options so that we have something on paper that can be sent to grant funding agencies.

Mayor Boyer inquired what would be involved in putting a plan in place and how many man-hours it would take. Mr. Catellier stated that initially, it would be quite a bit, but for a town the size of Bar Nunn, it wouldn't be a huge endeavor. It can be done one department at a time. Councilman Schwarzrock inquired who would be best to complete a replacement schedule. Mr. Catellier stated it will have to be a collaborative effort.

- 9) **Zoning & Planning Report:** A written report was submitted. Gary Geiger was present for questions or comments from the council. Mr. Geiger reported that the Zoning & Planning committee approved a site plan for an accessory building at their April 18th meeting. He also noted that the committee interviewed 3 individuals for the open seat. The committee recommended the appointment of Kyla Alvey to the open committee seat.

Moved by Tyler Martin, seconded by Tim Ficken to approve the appointment of Kyla Alvey to the Zoning and Planning Committee.

- 10) **Fire Department Report:** A written report was submitted. Fire Chief, Robert Hoover, was present via audio conference for questions or comments from the council.

-Mr. Hoover reported that the town received 4 bids for the replacement command unit truck. All bids received were for quarter-ton 4-wheel drive pick-ups. The lowest bid received was from Fremont Dodge at \$55,424. He stated that Fremont Dodge informed him that they are still in the 2024 production models, but the auto builders could change to 2025 models at any time. Delivery of the vehicle would not be until late July or early August 2024. Mr. Hoover requested authorization from the council to approve the bid from Fremont Dodge for \$55,424. Mayor Boyer inquired if the price was before or after payment from the insurance was applied. Mr. Hoover stated that the truck itself was \$55,424. Then the lighting package and decals would be nearly \$20,000. So after the insurance payment, the total left to pay on the truck would be approximately \$43,000 to \$44,000. Moved by Tyler Martin, seconded by Tim Ficken, and carried without dissent to approve moving forward with the bid for \$55,424 on the Tradesman Diesel from Fremont Dodge.

-Mr. Hoover stated that bunker gear needs to be replaced every 10 years and air packs need replaced every 20 years. Bunker gear was last replaced in 2016, so the replacement window is approaching. Every year, funds are earmarked for bunker gear and air pack replacements. He stated that he would like to start the process of replacing eight sets of gear. The fire department received a quote of \$29,663.84 from Globe for eight sets of structure gear. He stated he would like to get eight sets of gear this budget cycle, and then another eight sets next budget cycle. Mayor Boyer stated he would like to look over the quote and discuss it at the next

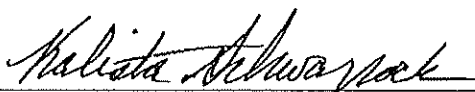
council session when Mr. Hoover would be physically present.

- 11) **Maintenance & Water Report:** A written report was submitted. Maintenance Supervisor, James Diekemper, was present for questions or comments from the council.
-Mr. Diekemper noted that there was an emergency shut-off that affected more customers in the Wardwell District than anticipated while repairing a hydrant that had rusted through. Necessary repairs were made and service was restored to those residents. The council discussed ways to communicate with those residents in the future.
- 12) **Office Staff Report:** A written report was submitted. Town Clerk, Kalista Schwarzrock, was present for questions or comments from the council.
Councilman Ficken expressed appreciation for the work office staff had put in to move operations while maintaining the day-to-day functions.
- 13) **Petitions & Public Comment:** Resident, Mike Schoolcraft, stated he would like to thank the previous mayor and council and the present mayor and council for the hard work that was put into the new town hall and community center. He stated that this building is really something to be proud of. He thanked the council for representing the town so well. He thanked the town clerk and office staff for their work on the interior touches.
Mr. Schoolcraft also inquired where the dangerous structure was located. Mr. Hoover stated that it was on Prairie Lane. Mayor Boyer stated that it was an abandoned structure that was near collapse.
Mr. Schoolcraft also inquired what the status was on the Zoning and Planning policy books. Attorney Holscher stated that the draft is completed, all that needed to be done was to meet and go over it to be sure it was satisfactory. Work sessions addressing Zoning and Planning Policy will likely have to take place after the budget season is over. Mr. Schoolcraft asked if this should be brought back up in July. Attorney Holscher stated that it should.
- 14) **Council Business:** Mayor Boyer reminded the council that the grand opening was on Saturday, May 18th at 11 a.m.
- 15) **Executive Session: Legal Matter**
Mayor Boyer adjourned the regular council meeting and entered Executive Session at 8:17 p.m. Moved by Tyler Martin, seconded by Tim Ficken, and carried without dissent to adjourn the regular council meeting to enter executive session.
- 16) **Reconvene Regular Council Meeting:** Mayor Boyer reconvened the regular council meeting at 8:35 p.m. No action was taken.
- 17) **Adjournment:** Moved by Tim Ficken, seconded by Tyler Martin, and carried without dissent that there being no further business the meeting of May 7th, 2024, be adjourned at 8:37 p.m.


Peter Boyer, Mayor

ATTEST: (seal)




Kalista Schwarzrock, Town Clerk-Treasurer