



## TOWN OF BAR NUNN

1500 Palomino Ave., Bar Nunn, Wyoming

### TOWN COUNCIL

#### MEETING MINUTES

Tuesday, May 21, 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 21, 2024, at 7:00 p.m. The roll was called which determined the presence of a quorum.  
**Present:** Mayor, Peter Boyer. Councilmembers: Steven Clark, Tyler Martin, and Tim Ficken.  
**Excused:** Councilman Frank Schwarzrock
- 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 May 7<sup>th</sup>, 2024:** Moved by Tyler Martin, seconded by Tim Ficken, and carried without dissent to approve the minutes for April 2, 2024. Steven Clark was recused due to his absence.
- 4) **Current Payables List:** Moved Steven Clark, seconded by Tim Ficken, and carried without dissent to approve the payables list of May 21, 2024.
- 5) **Balance Sheet, Detailed Income Statement & Trial Balance (Financial Reports) for the period ending April 2024:** Moved by Tim Ficken, seconded by Steven Clark, and carried without dissent to approve the Balance Sheet, Budget Income Statement & Trial Balance (Financial Reports) for the period ending April 2024.
- 6) **Resolution 2024-11:** "A RESOLUTION SETTING FEES". Moved by Steven Clark, seconded by Tyler Martin, and carried without dissent to approve Resolution 2024-11.
- 7) **First Reading of Ordinance No. 2024-02:** "AN ORDINANCE ADOPTING THE UNIFORM BUILDING CODE". Attorney Holscher noted that this is a standard municipal dangerous building code. It outlines a clear set of options for how a town can handle dangerous structures. Moved by Steven Clark, seconded by Tim Ficken, and carried without dissent to approve the First Reading of Ordinance No. 2024-02.
- 8) **Attorney's Report:** A written report was submitted. Attorney, Patrick Holscher was present for questions or comments from the council.  
Attorney Holschers stated that the Bar Nunn representative to the Regional Board will be seated at the June 18<sup>th</sup> meeting. Mayor Boyer inquired how the Regional meeting went. Attorney Holscher stated that the documents that Regional has been working on are in final form. Regional did not vote on them because a representative from the City of Casper who put a lot of effort into them was not present. The Regional board wanted to allow him to be present for the vote. Regional included a provision in the by-laws that would prohibit regional water being used to supply a municipality or a lot in a municipality that is not part of Regional.  
  
Attorney Holscher also noted that Wardwell's attorney approached the county with the proposition that the county take over the Blair Lane Improvement District as Bar Nunn is unable to. The county appeared to be receptive to it.
- 9) **Engineer's Report:** A written report was submitted. Town Engineer, Ray Catellier, PE was present for questions or comments from the council.  
Mr. Catellier informed the council that the weather has slowed down the concrete trash enclosure and other site work. The

contractor planned to do demolition work on Palomino in front of the Town Hall for the bus drop-off lane this week, but everything this week is starting to be pushed into next week.

Mr. Catellier checked in with the council to ensure everyone was on the same page with the projects planned for fiscal year 24-25. He wanted to confirm what projects should be put out for bid in July. Projects include Salt Creek Highway improvements and improvements on Nez Perce from McMurray to Mandan and potentially some miscellaneous concrete improvements on things that have appeared over the last few weeks. Then there are the Antelope Park improvements. Weather and pricing have kept us from doing the turf around the splash pad. Mr. Catellier's recommendation is to put it all out to bid as one large project and do the turf fall protection underneath the new playground equipment, and that same turf or similar turf would just run up to the splash pad for fall protection because the fall protection needs to be replaced at the same time as the park equipment. The council would need to decide if they would like to wrap that into one or two separate projects but as part of the next fiscal year. Councilman Clark stated we would have to pull the amount for park improvements from this fiscal year's budget and earmark it for next fiscal year.

Mayor Boyer inquired if we were able to keep the borrowed flagpole. Mr. Catellier stated that he had been in discussions with the City of Casper to see what it would take to keep it and had instructed the contractor not to pour in the new flagpole. The flagpole that was borrowed from the Casper is the nicer of the two poles.

Councilman Clark inquired if the speed tables requested by a resident at a recent meeting would be attainable with the 24-25 fiscal year budget. Mayor Boyer stated that it was unlikely with the other larger projects taking priority, such as Salt Creek Highway. All of the council agreed they liked the idea of speed tables and to plan for them in the future.

- 10) **Preparedness Committee Report:** A verbal report was delivered. Committee Secretary, Andrea Boyer was present for questions or comments from the council.

Mrs. Boyer reported that the preparedness committee held its regular meeting in May. They also hosted a wildfire prevention workshop at the Firehall. The event was held on a Saturday with beautiful weather, so no residents of the community came to the event. Mrs. Boyer noted that there is very little attendance and participation from the community in the regular Preparedness Committee meetings as well. The committee has decided to focus less on hosting educational events and primarily on creating an emergency operations plan specific to the Town of Bar Nunn.

Mrs. Boyer noted that the committee succeeded in reaching out to the community by providing brochures and emergency checklists at the grand opening. The county health department and the County Emergency Operations Committee provided brochures. The Bar Nunn committee plans to continue having that type of information available at the town hall for the residents of Bar Nunn.

Preparedness Committee Member Ken Hume noted that he had spent time working on the emergency operations plan. He requested the council's permission to work on an addendum to Natrona County's emergency operations plan. He believed that very little of the county's EOP applied to Bar Nunn and would like to work on something more specific to the Town of Bar Nunn. He expected it to be between 10-15 pages. Mayor Boyer stated that the County's emergency operations plan did not have a section regarding what local governments should do in the case of a catastrophe scenario. They have one for police and fire departments, but not local governments. Mr. Hume stated the first consideration he had for roles in emergencies was elected officials. It puts the Mayor's office in control and Chief Hoover in charge of the fire department's response. He stated he would have the Mayor Pro Tem handle media and community relations. Mr. Hume also suggested that the town has a civilian emergency response manager, which would be an unpaid volunteer position. They would be responsible for doing stuff for people, such as setting up an emergency shelter, feeding people, etcetera.

\*Councilman Schwarrock arrived at the meeting at 7:28 p.m.\*

- 11) **Maintenance and Water Report:** A written report was submitted. Director of Public Works, Robert Hoover, was present for questions or comments from the council.

Mr. Hoover reported that there was a waterline break between Sunset and Prairie Lane on the west end. The maintenance crew went through 11 valves and had to shut off the entire west end of Bar Nunn to perform repairs. Mr. Hoover stated that the maintenance crew is currently testing valves throughout the system and informed the council that preventative maintenance will need to be addressed in that portion of the budget. After the crew has finished testing all of the valves,

Mr. Hoover will work with the engineer to classify the valves' condition from critical down to good condition. He stated that the crew should only have had to shut off two valves to repair that leak, but it took shutting off 11 valves. Councilman Ficken and Mayor Boyer inquired what the malfunction was with all of the valves. Mr. Hoover said that either the seats had gone out of them or they had not been flushed for so long there may be sedimentation build up in the valve not allowing it to close all the way. He noted that there are 970 valves in the system, and at least 300 will likely need to be replaced.

Mr. Hoover stated a lot of people have asked where the new town hall is located. He suggested that the council consider moving one of the monuments from one of the town's entrances and changing the decal to say Town Hall if they plan on moving forward with electric signs for the town entrances. Councilman Schwarzrock inquired if the maps had been updated to reflect the new location. Councilman Clark stated that it is now on Google Maps. Councilman Clark asked if there was any signage for the new building. Mr. Hoover believed it was just the address.

The final item Mr. Hoover updated the council on was that he was currently trying to fill the open maintenance position and 2 janitorial positions.

- 12) **Code Enforcement Report:** A written report was submitted by the previous code enforcement officer. Robert Hoover was present to discuss items with the council.  
Mr. Hoover stated that overall everything around town looks good, but he and his crew are working on putting together a list of items they are going to focus on. There are 2 motor homes parked in driveways blocking the sidewalk that they plan to address. There was a situation with a house off of McMurray where a resident was hostile. Mr. Hoover recommended that situation and similar ones be turned over to law enforcement.
- 13) **Parks and Recreation Report:** A written report was submitted. Parks and Recreation Chairwoman, Virginia Wharton, was present for council questions or comments.  
Mrs. Wharton informed the council that she was preparing for garage sale day on June 8<sup>th</sup>. Mayor Boyer inquired if she had started planning for July 4<sup>th</sup>. Mrs. Wharton stated that she had not gotten that far yet. Councilman Martin stated the link Mrs. Wharton created listing all of the addresses on Google Maps for garage sale day was a great idea.
- 14) **Petitions and Public Comment:** Resident, Mike Schoolcraft stated that the grand opening went very well thanks to Mr. Catellier and his team.  
Mr. Schoolcraft also inquired if the town would be taking a look at the code enforcement policy. He expressed concerns over a few items that had received warnings from the previous code enforcement. Mayor Boyer stated that things would be enforced differently moving forward. Mr. Schoolcraft inquired if Mr. Hoover would have guidelines for code enforcement. Mr. Hoover stated he would be going over the town code with the attorney. Attorney Holscher stated that the town ordinances were very vague.  
Resident, Andrea Boyer stated that some items pursued by code enforcement do have a purpose. She stated that the town's largest risk is fire, so it is important for residents to keep weeds and grass trimmed down to reduce fire risk. It is not all about appearances, but safety as well.  
Mr. Hume also complimented the Grand Opening. He commended Chief Hoover, Mr. Catellier, and the office staff for their part in the event stating it was one the best big community get-togethers he had ever been to. He stated that everyone he spoke to was complimentary. Mayor Boyer agreed that it was a great event. Councilman Schwarzrock thanked the office staff for all of the work on Thursday and Friday cleaning the building in preparation for the grand opening so that the council did not have to come in and clean. Mayor Boyer stated that the town had tried to find a cleaning service to clean the building beforehand but was unsuccessful with the time constraints. He also complimented the maintenance crew for their help in preparing the building as well.  
Mr. Hume inquired about all of the issues with keys in the new building and why the town doesn't use electronic locks. Mr. Catellier stated that price was a matter of discussion and the price to use electronic access to every door was more than \$100,000 and was very quickly value-engineered out of the project.  
Mr. Hoover reminded the council that Spring Fest would be taking place on Sunday, May 26<sup>th</sup>. There will be vendors and food trucks and the splash pad will be up and running.  
Bob Shellard, a resident from Blair Lane was present at the meeting to inquire what would be done about the Blair Lane

Improvement District now that the Town of Bar Nunn is managing Wardwell Water. Mr. Shellard stated that he thought that Wardwell Water had become a road improvement district to receive grant funds to fix Blair Lane. The initial improvement was done, but part of the conditions was that a small amount of maintenance would take place each year. Mayor Boyer stated that Wardwell could not be a road improvement district since they were a special district themselves. Legally speaking, they cannot be both a road improvement and a special district. Mr. Shellard believed Wardwell had received grant money to complete that project. Attorney Holscher informed Mr. Shellard that they did not receive any grant money. They had applied for grants but failed to secure any. So the project was paid for out of Wardwell's accounts. Mr. Shellard clarified that regular maintenance was out of the question. Attorney Holscher stated that Bar Nunn cannot statutorily be part of that special district. Whatever obligations Wardwell undertook to preserve the Blair Lane District, Bar Nunn is not subject to. Wardwell has, however, approached the county commissioners through the county attorney about having Natrona County take over the district. The town cannot take that on legally because it is out of the town boundaries. Mr. Shellard asked how he could stay informed on the matter. Attorney Holscher anticipated that the topic would appear during a Natrona County commissioner's work session within the next two months. He advised that Mr. Shellard watch the commissioner's agendas for the topic and approach the commissioners directly on the matter.

**15) Council Business:**

- A. GMRS Repeater Discussion with Ken Hume:** Mr. Hume stated that he previously thought about placing a GMRS tower at the new town hall, getting a GMRS 50-watt radio for the town to use, running off of that repeater, and anyone that has a handheld radio could use that repeater as well. After pricing out that option, Mr. Hume stated he spoke with Chief Hoover about placing an antenna at the firehall where they would only need an antenna and a repeater. This was a much cheaper option. The council and Mr. Hume discussed various radio systems.
- B. Community Safety & Families Discussion:** Mayor Boyer mentioned a discussion from the Mayor/Commissioner breakfast where they discussed two recent juvenile murders that took place in less than a month. At the breakfast, mental illness was discussed as a contributing factor. Mayor Boyer stated that mental illness was part of the problem, but they needed to get to the root of the issue. He stated that he wants the council to start thinking of ways that we can promote strengthening families and a strong community so we don't have kids murdering each other. He instructed the council to think of things the council could do as leaders to keep this from becoming a problem in Bar Nunn.

- 16) **Executive Session – Legal Matter:** Mayor Boyer adjourned the regular council meeting and entered Executive Session at 8:28 p.m. Moved by Tyler Martin, seconded by Steven Clark, and carried without dissent to enter the Executive Session.
- 17) **Reconvene Regular Council Meeting:** Mayor Boyer reconvened the regular council meeting at 8:45 p.m. Moved by Steven Clark, seconded by Tyler Martin, and carried without dissent to take action to resolve a legal matter.
- 18) **Executive Session – Legal Matter:** Mayor Boyer adjourned the regular council meeting and entered Executive Session at 8:45 p.m. Moved by Steven Clark, seconded by Tyler Martin, and carried without dissent to enter the Executive Session.
- 19) **Reconvene Regular Council Meeting:** Mayor Boyer reconvened the regular council meeting at 9:45 p.m. Moved by Steven Clark, seconded by Tim Ficken, and carried without dissent to approve the town attorney to issue a series of recommendations and gather materials.
- 20) **Adjournment:** Moved by Steven Clark, seconded by Tim Ficken, and carried without dissent that there being no further business the meeting of May 21, 2024, be adjourned, at 9:46 P.M.

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Peter Boyer, Mayor

ATTEST: (seal)

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Kalista Schwarzrock, Town Clerk-Treasurer