



TOWN OF BAR NUNN

1500 Palomino Ave., Bar Nunn, Wyoming

TOWN COUNCIL

MEETING MINUTES

Tuesday, June 18, 2024 - 7:00 P.M.

1500 Palomino Avenue,

Bar Nunn, Wyoming

- 1) **Roll Call:** Mayor Peter Boyer called the meeting to order on Tuesday, June 18, 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, Tim Ficken, and 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 June 4, 2024:** Moved by Tyler Martin, seconded by Frank Schwarzrock, and carried without dissent to approve the minutes for June 4th, 2024.
Special Session Minutes of June 11, 2024: Moved by Steven Clark, seconded by Frank Schwarzrock, and carried without dissent to approve the Special Session Minutes of June 11, 2024. Tim Ficken 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 June 18, 2024.
- 5) **Balance Sheet, Detailed Income Statement & Trial Balance (Financial Reports) for the period ending May 2024:** Moved by Steven Clark, seconded by Tim Ficken, and carried without dissent to approve the Balance Sheet, Budget Income Statement & Trial Balance (Financial Reports) for the period ending May 2024.
- 6) **Resolution 2024-12:** "A RESOLUTION APPROVING NATRONA COUNTY EMERGENCY MANAGEMENT PLAN". Moved by Tim Ficken, seconded by Steven Clark, and carried without dissent to approve Resolution 2024-12.
- 7) **Third and Final Reading for Ordinance No. 2024-03:** "ANNUAL APPROPRIATION ORDINANCE (BUDGET) FOR THE FISCAL YEAR ENDING JUNE 30, 2025" Moved by Steven Clark, seconded by Tyler Martin, and carried without dissent to table the third and final Reading for Ordinance No. 2024-03.
- 8) **Third and Final Reading for Ordinance No. 2024-02:** "AN ORDINANCE ADOPTING THE UNIFORM DANGEROUS BUILDING CODE" Moved by Tyler Martin, seconded by Tim Ficken, and carried without dissent to approve the third and final reading for Ordinance No. 2024-02.
- 9) **Attorney's Report:** A written report was submitted. Attorney, Patrick Holscher was present for questions or comments from the council.
- 10) **Engineer's Report:** A written report was submitted. Town Engineer, Ray Catellier, PE was present for questions or comments from the council.
 - Work on the bus stop area on Palomino Avenue is underway. That project should be completed within the next two weeks.
 - The cooling coil is on order from Air Innovations. There is no update on a timeframe for arrival.
 - Mr. Catellier provided flooring samples for potential flooring replacements in the weight room. The council was given the opportunity to look at the provided samples to find an option that might better fight the weight room. Mr. Catellier discussed

the benefits of the provided options if the council chose to change the flooring. He explained the new flooring could take approximately two weeks to arrive on the low end of timeframes and over a week to install. Councilman Clark inquired why the council was considering changing the flooring. Mr. Catellier stated that these were just options as the current floor tracks and holds a lot of dirt. Councilman Clark commented that he did notice that all of the seams didn't line up and you can see they bow up.

Councilman Ficken commented that the timeframes would be tight because the fitness equipment provider was waiting for two additional pieces of equipment to show up and then it would all be headed this way. The flooring needs to be installed before the equipment because some of the equipment needs to be assembled upon installation and the town won't want to move it after it's assembled unless necessary.

Councilman Clark noted he had also seen the tracks on the floor when someone entered the side door. He said ideally no one should come in through that door, but rather in through the walk-offs, get their feet clean, and then go in the fitness room. Councilman Clark also stated that in his line of work, he has experienced moisture underneath the flooring tiles, they don't dry well and start to smell bad. He expressed concerns about snow being tracked in if access is allowed through the side exterior door. He expressed hesitation to spend the money on upgrading the flooring but commented that the options were far better than what was currently installed.

Mayor Boyer commented that he didn't remember ordering the floor. Mr. Cavalier said it was included with the bid from Sampson Construction. Councilman Schwarzrock asked if it was installed properly. Mr. Catellier stated that he could find out if it was installed properly, but he believed the installer would inform him that the type of flooring can either be set down or glued down and it likely wasn't bid to be glued down.

Mayor Boyer stated that the council has two options. The council can either request that the current flooring be glued down or the council can order new flooring that is a better overall product that will last longer. Councilman Martin inquired how much new flooring would cost. Mr. Catellier stated that options on the high end would cost approximately \$16,000. Councilman Martin was also hesitant about the expenditure but was in favor of changing the flooring. Councilman Ficken stated he would work with the fitness equipment shipper to delay delivery until new flooring can be put in place.

-Mr. Catellier informed the council that the 201 Oversight Committee met on June 13th and discussed the annual budget and wanted the council to note the increase to Bar Nunn's contribution for budgetary purposes. Bar Nunn's contribution will increase from \$149,000 to \$171,000. The 201 Sewer Main collects 65% of the sewage in Natrona County and every municipality is a member of 201 Sewer and contributes to its operations. Mr. Catellier explained the contribution will be increasing because there was an \$8M rehab project to the 201 line last year and the loan repayments are starting this coming fiscal year. The 201 Committee is also budgeting for the next section of that pipeline to be replaced. Mr. Catellier stated he expected contributions to continue to rise in the coming years.

Mr. Catellier stated that the 201 Oversight Committee did a good job of slimming up operations where they could and had quite a few operational savings. However, having to pay for these large projects that we all use greatly increased their budget.

-Mr. Catellier reported he had been working with the Head of Public Works, Robert Hoover, to create 5-year plans for the streets, water, and sewer systems and get them on consistent templates and layouts to pass them on easily to future employees. It is also taking into account various projects, such as recommended projects from the Water Development Commission, and working them into the 5-year plan so that if and when we pursue funding from various agencies, we will have those plans just off the shelf and ready.

- 11) **Preparedness Committee Report:** A verbal report was delivered. Committee Members, Ken Hume and Andrea Boyer were present for questions or comments from the council.

-Mr. Hume provided the council members with a list of questions to consider while he prepares an Emergency Operations Plan specific to Bar Nunn. He stated he also was looking into ways to get feedback from the community. He requested a Facebook page for the Preparedness Committee to have increased communications with community members. Mayor Boyer addressed one of the questions that inquired who the emergency plan was for by stating he would like it to be for government, but it should also be available to the citizens. Mrs. Boyer clarified it was a question of whether the emergency plan should direct residents on what to do in an emergency, or if it should provide town officials with instructions on how to conduct operations during an emergency. Mayor Boyer stated that when he read the County's Emergency Operations Plan, it included plans for the police department, EMS, and fire departments, but there was nothing in the plan for what to do if you are in a leadership role in government. He stated he would like to have a structured plan for officials. Councilman Clark stated he

believed it would be great to have a plan for both residents and officials.

-Mr. Hume also noted that the current evacuation plan for the school is to take kids to The Hangar. He asked the council if we could consider using this building for the evacuation plan for the school because this building will always be open while school is in session. The council agreed that would be a good idea.

-The clerk has booked the community room for CERT (Citizen Emergency Response Training) classes for 8/20, 8/27, 9/3, 9/10, 9/17, 9/24, 10/1, & 10/8. Mr. Hume stated he would like Mike Cavalier with Natrona County know so he can begin advertising the classes. Mr. Hume suggested it would also be a good idea to let the residents of Bar Nunn know as well and encourage participation. He stated that he also received some handouts from the county asked if there was somewhere he could put them to give people easy access to them. The clerk suggested a rack that the town has set up in the town hall for information.

-Mayor Boyer inquired what the status of Mr. Hume's research was on GMRS (General Mobile Radio Systems). Mr. Hume stated that he could get a system for \$5,000 to be installed at the fire hall.

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

-Councilman Martin commented that drainage ditches by High Plains Park looked great.

- 13) **Code Enforcement Report:** A written report was submitted. Robert Hoover was present to discuss items with the council.

-Mr. Hoover asked the council if the town could send a flyer with the next round of billing statements reminding residents of the importance of following town ordinances regarding parking recreational vehicles on residential streets. He also wanted to request that residents do their due diligence and keep their property maintained by mowing down grass and weeds to help prevent fires. He stated historically, code enforcement had always issued citations, but never really explained why property maintenance was important to the community. Being a rural community, Bar Nunn is at risk of wildland fires.

Councilman Ficken stated it would be beneficial to explain it isn't just about appearances, but how quickly a fire could spread.

-Mr. Hoover stated he had been working with the town attorney to streamline code enforcement operations so it would be easy to hand over to law enforcement when the time came.

- 14) **Parks and Recreation Report:** A written report was submitted. Parks and Recreation Chairwoman, Virginia Wharton, was present for council questions or comments.

-Ms. Wharton informed the council that preparations were underway for the 4th of July celebration. She is working with the town clerk to obtain the proper parade waiver forms for participants and vendor registration forms for the party at the park. Ms. Wharton stated she would also be reaching out to food trucks to sign them up for the event. Mayor Boyer reminded the council that the parade line-up is at 10:30 and encouraged members of the council to attend.

- 15) **Petitions and Public Comment:** Resident, Mike Schoolcraft, thanked the fire department for attending the drag races on Saturday, June 15th. He commented that he noticed attendees were not consistently charged for the event depending on how they entered. Councilman Ficken stated that Baylor with Octane Associates informed him it was difficult to keep people where they were supposed to be, but all attendees should have paid a \$10 entrance fee.

Resident, Mary Sue Sorenson, thanked Mr. Hoover's group for the code enforcement report. She also thanked Ms. Wharton for organizing the garage sale day. Mrs. Sorenson then volunteered to draft a schedule for the gym. The council accepted her offer. Mrs. Sorenson also commented that she would like the town's Facebook page to be where residents go for information and stated that she did not like the town committees each having their own pages. The council expressed concerns about information being buried on the town page with too many groups sharing information in one place. Councilman Clark stated that people go to the community group because more individuals are watching that group and can have questions answered more quickly. The town clerk stated that she can share important information from each

committee's pages to the town page as well when she is aware there is something to be shared.

16) Council Business:

-Mayor Boyer stated that there needed to be one final budget session to finalize the water portion of the budget before the council could do the final reading of the budget ordinance. A work session was scheduled for Monday, June 24th at 6:00 p.m. to finalize the budget, and a Special Session for the final reading of the budget was scheduled for 7:00 p.m. following the work session.

-Councilman Clark requested that the rest of the council consider signage for the new building that would help direct people where to go within the building.

17) Executive Session – Legal Matter: Mayor Boyer adjourned the regular council meeting and entered Executive Session at 8:05 p.m. Moved by Tyler Martin, seconded by Tim Ficken, and carried without dissent to enter the Executive Session.

18) Reconvene Regular Council Meeting: Mayor Boyer reconvened the regular council meeting at 8:32 p.m. Moved by Steven Clark, seconded by Tyler Martin, and carried without dissent to authorize the Mayor to enter into the Regional Water System Joint Powers Agreement.

19) Adjournment: Moved by Tim Ficken, seconded by Tyler Martin, and carried without dissent that there being no further business the meeting of June 18, 2024, be adjourned, at 8:35 P.M.



Peter Boyer, Mayor

ATTEST: (seal)



Kalista Schwarzrock, Town Clerk-Treasurer