



TOWN OF BAR NUNN

1500 Palomino Ave., Bar Nunn, Wyoming

TOWN COUNCIL

MEETING MINUTES

Tuesday, December 17, 2024 - 6:00 P.M.

1500 Palomino Avenue,

Bar Nunn, Wyoming

- 1) **Roll Call:** Mayor Peter Boyer called the meeting to order on Tuesday, December 17, 2024, at 6:00 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 December 3, 2024:** Moved by Tim Ficken, seconded by Frank Schwarzrock, and carried without dissent to approve the minutes for December 3, 2024. Tyler Martin recused himself due to his absence.
- 4) **Payables List for December 17, 2024:** Moved by Steven Clark, seconded by Tyler Martin, and carried without dissent to approve the payables list for December 17, 2024.
- 5) **Balance Sheet, Detailed Income Statement & Trial Balance (Financial Reports) for the period ending November 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 November 2024.
- 6) **Resolution 2024-19:** "A RESOLUTION ADOPTING THE 2024 WYOMING REGION 2 HAZARD MITIGATION PLAN". Moved by Tim Ficken, seconded by Steven Clark, and carried without dissent to approve Resolution 2024-19.
- 7) **Resolution 2024-20:** "A RESOLUTION REGARDING COMP TIME POLICY". Moved by Steven Clark, seconded by Tim Ficken, and carried without dissent to approve Resolution 2024-20.
- 8) **Attorney's Report:** A written report was submitted. Attorney, Patrick Holscher was present for questions or comments from the council.
-Councilman Ficken noted that Attorney Holscher had previously stated that the Metro contract should be re-assessed at a later date because of building improvement obligations due to the 6th cent tax. He inquired if all of the municipalities should work on that together. Attorney Holscher stated he believed that all of the contract municipalities who have a contract for Casper services should all coordinate so that they are all similar. Attorney Holscher noted that all the contracts resemble each other now, but the nature of things will change once they construct their new facility.
- 9) **Engineer's Report:** A verbal report was delivered. Town Engineer, Ray Catellier, PE was present to answer questions or comments from the council.
-Mr. Catellier stated that the road contractor was taking advantage of the nice weather and just began work again earlier that day. He also noted that he is starting to get some prices on park equipment and he was hoping to hear from a couple more individuals before he would have something to present to the council.
- 10) **Preparedness Committee Report:** A written report was submitted. Committee member, Ken Hume was present for questions or comments from the council.
- Mr. Hume presented the council with a rough draft Emergency Operations Plan (EOP). Mr. Hume inquired if the council was going to be adding a police chief to the town and if that individual should be included in the EOP. Mayor Boyer stated

that yes, the council would begin the process of creating a police department early next year and he should be included. Mr. Hume noted that he had some items he needed to discuss with Fire Chief Zahara and would coordinate with him another time.

-Mr. Hume stated emergency food and water supply was not included in the EOP yet but had previously been discussed. He inquired if he should begin putting prices together for emergency supplies and asked how many meals the council believed should be kept on hand. Mayor Boyer stated that was a very good question that they would have to think about. Mr. Hume confirmed that budget preparation begins in April and asked if that would be a good time to submit any budget requests. Mayor Boyer confirmed that was correct.

-Concerning emergency preparation, Mr. Hume stated that the town did not need to prepare for flooding, but should focus on fire and tornado preparation. He asked if the council had any questions regarding the draft EOP he submitted. Councilman Ficken inquired if there was a template that could be used for supply planning that considers community size and distance from resources that can calculate approximately what supplies would be needed. Mr. Hume stated he hadn't seen anything like that, but had a book he would refer to that could be helpful.

- 11) **Maintenance Report:** A written report was submitted. Public Works Representative, Dustin Smart, was present for questions or comments from the council.

-Mayor Boyer noted that the report mentioned adding another full-time employee. Mr. Smart stated that he and the public works supervisor had discussed having an additional employee would be great as they are currently short-staffed and would like to know wanted to know how the council would like to handle hiring at this time. Mayor Boyer stated considering the department was previously running with 5 individuals and the department is currently down to 3, they should begin looking for more maintenance staff. Mr. Smart stated that ideally, they are looking for candidates who either have a CDL and Wastewater Certification or are willing to earn them. He noted that anyone without a Wastewater Certification would require 6 months minimum on the job to be eligible for the training to acquire the license per DEQ (Department of Environmental Quality) requirements, so already holding that certification would be preferred. The council decided it would be best to post the job with a broad pay scale that can be adjusted to account for experience and certifications to open the position up to candidates who could be a good fit but lack experience.

- 12) **Parks and Recreation Report:** No Parks and Recreation Report was submitted as the Parks and Recreation coordinator was preparing for decoration judging.

- 13) **Petitions and Public Comment:** Resident, Vincent Fernandez, stated he runs a nonprofit organization called Casper Mountain Young Marines. He stated that the group currently utilizes Old Town Family Fun Center as their meeting location, but that business will be closing down. He informed the council that he was looking for a meeting location for his group for the first and third Saturday each month from 8:30 a.m. to 12:30 p.m. Mr. Fernandez stated that as a resident of the town, he would like to request permission from the council for the group to utilize the community room for those monthly meetings and a portion of the gymnasium to hold drills. He stated that if there was a need for the facility during their normal meeting times, they would vacate the room and either hold the meeting in the gym or elsewhere for that day. Mayor Boyer and the council approved of the organization utilizing the facilities and advised them to make arrangements with the town clerk.

Resident, Mike Schoolcraft thanked the firefighters in attendance for their assistance with the Christmas Parade and tree lighting. He stated he really appreciated the work they did. Mayor Boyer and the council echoed the sentiment and thanked the maintenance crew for their work hanging Christmas lights at Antelope Park and Town Hall.

Margaret Kearns was present to discuss a proposal with the council to utilize the gymnasium to host a craft fair in March. She stated she has a daughter with special needs, so she proposed having 40 booths with two of them dedicated to crafters with special needs. Ms. Kearns stated that March is Disability Awareness month, so her goal was to provide individuals with special needs an opportunity to share their crafts while raising awareness. It would also give them experience talking to the community. If the event is a success, they would like to consider making it an annual event.

After some discussion, Mayor Boyer stated he was in favor of the event. He stated it sounded like a good thing and the council want the community center used in the best ways possible. He stated he just wanted to be sure they were aware of their responsibility to respect the facility. Ms. Kearns inquired what the town needed by means of insurance for the event.

Attorney Holscher stated since there had been two requests for community center use that evening, the town needs to set a minimum amount of solvency for these instances. He requested that Mr. Fernandez provide a declaration of coverage to the town clerk for his nonprofit's insurance. Attorney Holscher inquired if Ms. Kearns could provide proof of insurance for the town to review. Ms. Kearns stated that she was working with an insurance provider that had been recommended for this specific type of event and did not have coverage yet. Attorney Holscher stated he would review the coverage that is common for these events and the town can just make a requirement that the declaration sheets be submitted for review and adequacy because one organization's risk to the town is not going to be the same as another's.

Resident, Mike Schoolcraft noted the level of attendance and asked if regular council meetings should be held at 6 p.m. instead of 7 p.m. Councilman Clark commented that often work sessions are held at 6, so it would not work to permanently change the meeting time.

Resident, Cheryl Fisher stated that she had proposed a speed bump by the mailboxes earlier in the year and wondered when that would be complete. Mayor Boyer explained that a project like that generally costs approximately \$30,000 so it would need to be planned for during the next budget cycle.

14) Council Business:

A) Business Licenses No. 2025-01 Through 2025-17

Moved by Tyler Martin, seconded by Tim Ficken, and carried without dissent to approve Business Licenses 2025-01 through 2025-17.

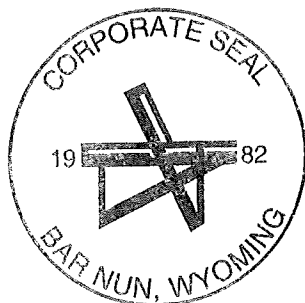
B) Council Miscellaneous: Mayor Boyer stated this would be Councilman Schwarzrock's last full meeting. He thanked him for his willingness to be a civil servant and stated that Councilman Schwarzrock had served faithfully and would be missed. Councilman Schwarzrock thanked Mayor Boyer and the council for the opportunity to serve.

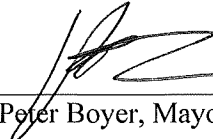
15) Executive Session – Legal Matter: Mayor Boyer adjourned the regular council meeting and entered Executive Session at 6:44 p.m. Moved by Steven Clark, seconded by Tyler Martin, and carried without dissent to enter the Executive Session.

16) Reconvene regular council meeting: Mayor Peter Boyer reconvened the regular council meeting at 7:13 p.m. Moved by Tyler Martin, seconded by Tim Ficken, and carried without dissent to reconvene the regular council meeting.
Present: Mayor, Peter Boyer. Councilmembers: Steven Clark, Tyler Martin, Tim Ficken, and Frank Schwarzrock.
Moved by Frank Schwarzrock, seconded by Tyler Martin, and carried without dissent to authorize a personnel action.

17) Adjournment: Moved by Tim Ficken, seconded by Steven Clark, and carried without dissent that there being no further business the meeting of December 17, 2024, be adjourned, at 7:14 P.M.

ATTEST: (seal)





Peter Boyer, Mayor



Kalista Schwarzrock, Town Clerk-Treasurer