



TOWN COUNCIL

MEETING MINUTES

Tuesday, November 4, 2025- 7:00 P.M.

1500 Palomino Avenue,

Bar Nunn, Wyoming

- 1) **Roll Call:** Mayor Peter Boyer called the meeting to order on Tuesday, November 4, 2025, at 7:00 p.m. The roll was called, which determined the presence of a quorum.
Present: Mayor, Peter Boyer. Councilmembers: Steven Clark, Tim Ficken, and Tyler Martin.
Excused: Councilman Dan Sabrosky
- 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 October 21, 2025:** Moved by Steven Clark, seconded by Tim Ficken. The motion carried without dissent to approve the minutes for October 21, 2025. Tyler Martin recused himself due to his absence.
- 4) **Payables List for November 4, 2025:** Moved by Steven Clark and seconded by Tim Ficken. The motion carried without dissent to approve the payables list of November 4, 2025.
- 5) **Payables List for October 2025:** Checks #33536- #33615, Direct Deposits #3266- #3312, ACH #44774515 & ACH #42100981. The 25-26 Year-to-Date Budget Report Moved by Steven Clark, seconded by Tyler Martin, and carried without dissent to approve the Financial Reports for the period ending October 2025.
- 6) **Attorney's Report:** Two written reports were submitted. Attorney Patrick Holscher was present for questions or comments from the council. The first report noted that Mr. Hoover's sentencing is scheduled for December 10, 2025, at 10:00 a.m. Mayor Boyer confirmed that he will attend. The second report submitted was regarding an update on the Wardwell Tax Assessment. Mr. Holscher received notice that the County Treasurer has completed the assessment and that no Wardwell assessments were issued for 2025, as the district was properly dissolved. The county collected assessments for the year 2024 because the district was active until November 13th, 2024. The county continued processing delinquent taxes and sale collections related to 2024 assessments through September 2025. Mill levies for prior years were correctly assessed and collected by Natrona County, not the Town. The County Treasurer has agreed to provide a detailed breakdown of the assessments by property, which will take some time due to the large number of parcels involved.
- 7) **Engineer's Report:** No report was submitted. Engineer, Enrique Jimenez, PE was present to answer questions or comments from the council. There was no further discussion.
- 8) **Public Works Report:** A written report was submitted. Head of Public Works, Dustin Smart, was present for questions or comments from the Council. Councilman Tim Ficken inquired about the sewer lift station located in the industrial park, asking for details on the cost and need for replacement of the electrical control panel. Mr. Smart reported that the estimated cost for replacement is approximately \$23,000, with funds available within the existing sewer lift station maintenance budget. He noted that the current control panel is over 30 years old, dating back to the early 1990s, and that replacement parts are no longer available. The replacement is necessary to prevent failure that could disable the pumps.

Mr. Smart confirmed that the Town operates three lift stations. The control panel at Lift Station #1 (Sunset) was replaced within the past year, and Lift Station #2 (Nez Perce) remains in good condition as it is the newest of the three.

- 9) **Fire Department Report:** A written report was submitted. Fire Chief, Eugene Zahara was present for questions or comments from the council. Fire Chief Zahara provided an update from the Department of Forestry, confirming that checks have been issued for both California wildfire deployments, one totaling approximately \$74,000–\$76,000 and the other about \$68,000. These funds will be received by the county and then disbursed to the town. Chief Zahara also reported that no personnel are currently deployed, and that firefighter Jake Kujawa has returned. The department is currently standing by for any future deployment requests.
- 10) **Office Staff Report:** A written report was submitted. Clerk Treasurer Kalista Schwarzrock was present for questions or comments from the council. Mrs. Schwarzrock noted that the date was set to bring the new Caselle software online, and that training will be held in Provo, Utah in February.
- 11) **Petitions And Public Comment:** Mayor Boyer called for petitions and public comment.

Mike Schoolcraft: Resident Mike Schoolcraft inquired whether the Town was losing its holiday spirit by not decorating Antelope Park this year. Mayor Boyer responded that the Town plans to try a new approach for the season by focusing on illuminating Town Hall as part of the holiday decorations.

LeeAnn Newquist: Resident LeeAnn Newquist inquired about the status of the Interim Police Chief, noting that no reports have been received from him. Mayor Boyer explained that the Interim Chief has been attending training in Florida since October. Before leaving, he had been preparing the Wardwell building to serve as a police department. The Mayor further stated that, despite being away, the Interim Chief has been working on policies and procedures and reviewing potential officer hires, all on his own time and without compensation.

Ms. Newquist asked about plans moving forward, particularly with the MOU with the Sheriff's Department expiring in January. Mayor Boyer confirmed that the Town will review the situation and discuss renewal of the contract and payroll matters upon the Chief's return, noting that renewing the Sheriff's Department contract would be a straightforward process.

Ms. Newquist also requested that the Town provide more public updates on police department progress and suggested that outdated information regarding nuclear topics be removed from the Town's website.

Bill Frazey: Resident Bill Frazey addressed the Council regarding bus stop shelters around town. He shared that shelters previously existed but were removed years ago after being vandalized and expressed concern for children and grandchildren waiting in harsh weather, especially if Bar Nunn School closes, which would leave more students exposed to the elements. Mr. Frazey suggested installing windbreaks or clear plexiglass shelters for visibility and protection.

Mayor Boyer explained that a new bus shelter is planned for the Palomino stop, and that the High Plains stop will be addressed in coordination with the police department to help reduce vandalism before reconstruction. Funding for a new bus shelter had already been dedicated from Wyoming Community Gas, which provides annual distributions for community projects.

Councilmen Tim Ficken and Steven Clark noted that previous shelters and temporary structures had been repeatedly damaged or destroyed, but the Town is now testing a new, more durable shelter design near Town Hall. If successful, this design will be used as a model for future bus stops throughout the community. Mr. Frazey thanked the Council for the update.

Laura Redmond: Resident Laura Redmond addressed the Council regarding questions about Wardwell water disbursements and the Town budget. She noted a Wardwell reimbursement of \$157,762 appearing in the 2023 budget and disappearing in August 2024, and asked for clarification on its disposition. Mayor Boyer,

Clerk/Treasurer Kali Schwarzrock, and Town Attorney Pat Holscher explained that Bar Nunn had temporarily managed Wardwell operations in 2023–2024, invoicing Wardwell for employee hours and other expenses, with reimbursements deposited in a separate account. Wardwell was officially dissolved on November 13, 2024, with Bar Nunn assuming responsibility as the successor entity. The expense reimbursement account was then no longer necessary.

Ms. Redmond also questioned whether Bar Nunn could issue new assessments; Town officials clarified that as a municipality, the Town cannot levy Wardwell's former mill levy, and all 2025 assessments were stopped.

Finally, Ms. Redmond inquired about miscellaneous budget line items, noting fluctuations in amounts without explanation. Councilmen Martin and Mayor Boyer explained that miscellaneous entries cover small, one-off revenue or expense items that do not fit other line items, and that proper documentation and receipts exist even if not reflected in the summary line item. Ms. Redmond requested greater transparency for these miscellaneous entries in future budget reporting.

- 12) **Council Business:** Councilman Tyler Martin announced that he has fully returned after being away for his wife's medical treatment, reporting a clean bill of health and being cancer-free.

Councilman Steven Clark announced his resignation from the Council, effective at the end of the meeting, due to a family health situation requiring relocation to Utah within the next week and a half. Mayor Boyer and the Council expressed appreciation for Mr. Clark's 11 years of service, recognizing his contributions as a council member, business owner, and community leader, and acknowledged that family obligations take priority.

- 13) **Executive Session – Personnel Matter:** Mayor Boyer adjourned the regular session and entered Executive Session at 7:35 p.m. Moved by Steven Clark, seconded by Tim Ficken, and carried without dissent to enter Executive Session.

- 14) **Reconvene Regular Council Session:** Mayor Boyer reconvened the regular session at 8:03 p.m.
Roll call: Mayor Peter Boyer, Steven Clark, Tyler Martin, Tim Ficken
Excused: Dan Sabrosky

Resolution to Compensate Fire Chief: Moved by Tyler Martin, seconded by Steven Clark, and carried without dissent, to approve a salary of \$4,000.00 per month for the full-time Fire Chief position.

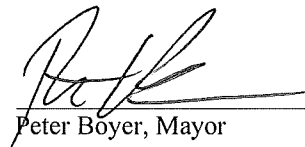
Resolution to Compensate Interim Police Chief: Moved by Tim Ficken, seconded by Steven Clark, and carried without dissent, to approve a monthly stipend of \$3,000.00 for the Interim Police Chief.

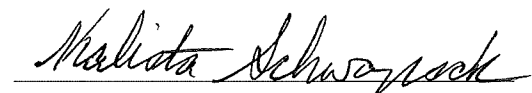
- 15) **Adjournment:** Moved by Steven Clark, seconded by Tim Ficken, and carried without dissent that there being no further business for the meeting of November 4, 2025, be adjourned at 8:05 p.m.

(Respectfully submitted by Tiffany Popp)

ATTEST: (seal)




Peter Boyer, Mayor


Kalista Schwarzrock, Town Clerk-Treasurer