



TOWN COUNCIL

MEETING MINUTES

Tuesday, April 7, 2026- 7:00 P.M.

1500 Palomino Avenue,

Bar Nunn, Wyoming

- 1) **Roll Call:** Mayor Peter Boyer called the meeting to order on Tuesday, April 7, 2026, 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, Dan Sabrosky and Joy Shain
- 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 March 17, 2026:** Moved by Joy Shain and seconded by Tyler Martin. Tim Ficken recused himself due to his absence. The motion carried without dissent to approve the minutes for February 24, 2026.
- 4) **Payables List for April 07, 2026:** Moved by Tim Ficken, seconded by Joy Shain, and carried without dissent to approve the payables list of April 7, 2026.
- 5) **Payables Review for March 2026:** Checks #33958 - #34018, Direct Deposits #3505 - #3550, EFTPS #23174525, EFTPS #62928525, ACH #2610000 - #260002. The 25-26 Year-to-Date Budget Report. Moved by Tim Ficken, seconded by Dan Sabrosky, and carried without dissent to approve the Payables Review for March 2026 & the 25-26 Year-to-Date Budget Report.
- 6) **Attorney's Report:** A written report was submitted. Town Attorney, Patrick Holscher was present for questions or comments from the Council.  
Mr. Holscher presented a draft framework for proposed Urban Agriculture zoning revisions. He explained that the document was intentionally broad and intended to serve as a starting point for Council review and refinement. He noted that the acreage thresholds and permitted uses included in the draft would likely need to be reduced and tailored to better fit the Town's needs.  
  
Mr. Holscher advised that livestock limitations should not be incorporated directly into zoning tables, but instead placed within the animal section of the Town Code and tied to Urban Agriculture zoning classifications. He further noted that guidance from the University of Wyoming regarding sustainable stocking rates on small acreages indicates that previously discussed livestock densities may be too high for the proposed lot sizes.  
Councilman Tim Ficken requested that the University of Wyoming publication be provided for review. Mr. Holscher agreed to distribute the material.  
  
Council discussion followed regarding the structure of the draft ordinance. Councilman Ficken expressed support for the table format and overall organization, noting that it provides clarity and ease of use for both staff and the public. Mayor Peter Boyer directed Council to review the draft in detail and indicated that the item would be placed on a future agenda for further consideration.
- 7) **Engineer's Report:** Town Engineer, Ray Catellier PE was present for questions or comments from the Council. Mr. Catellier provided an update on the Coleman Circle water tank roof project. He reported that upon contractor mobilization, two additional roof panels were discovered to be damaged due to wind-related fatigue, bringing the total number of panels requiring replacement to four.

Mr. Catellier explained that temporary repairs will be completed using plastic sheeting and sealant, as no permanent materials are immediately available. Replacement panels are expected to require approximately four weeks for delivery.

Estimated costs for panel replacement were discussed, with individual panels ranging from approximately \$8,000 to \$10,000, resulting in a total anticipated repair cost of \$40,000 to \$50,000.

Further discussion revealed that the roof had been previously repaired approximately five to six years ago, and the current damage is likely the result of ongoing vibration and metal fatigue. Mr. Catellier stated that contractors recommended installing additional internal bracing to reduce future panel movement and extend the life of the structure.

Council engaged in discussion regarding long-term options for the water system, including continued repairs, full roof replacement, abandonment of the tank in favor of booster pump operation, or construction of a new water tank. Mr. Catellier estimated that construction of a new tank could cost approximately \$4 million.

Mr. Catellier reported that the system is currently operating adequately using the booster pumps, with no reported pressure issues. However, he cautioned that long-term reliability concerns remain, particularly in the event of pump failure.

No formal action was taken. Mr. Catellier will continue developing cost estimates and options for Council consideration.

Mr. Catellier also reported on concerns identified during a walkthrough of the fire hall. He stated that portions of the building addition, including bunk rooms, may have been constructed without permits and do not meet current code requirements. Issues identified include lack of secondary egress, absence of a fire suppression system, and plumbing that is not connected to the sewer system.

Mr. Catellier recommended engaging a structural engineer to evaluate the building and determine whether the existing structure is safe for occupancy. He further recommended development of compliant floor plans and cost estimates for necessary upgrades.

Council discussed the need to first assess structural integrity before proceeding with design or construction. No formal action was taken at this time.

Mr. Catellier provided updates on ongoing transportation and development projects. He reported that a Metropolitan Planning Organization (MPO) study has been initiated for the Salt Creek Highway corridor, focusing on improving pedestrian and bicycle access. He noted that WYDOT is also evaluating potential widening of the Howard Street underpass, which would significantly improve connectivity to regional trail systems.

Mr. Catellier further reported that a pre-construction meeting has been held for the Love's Travel Stop project and that site work is underway. The project is anticipated to open later in 2026.

- 8) **Police Department Report:** A written report was submitted. Interim Police Chief Steve Sheridan was present for questions or comments from the Council. Chief Sheridan reported that the department has applied for a WYDOT High Visibility Patrol grant for fiscal year 2027, which would provide approximately \$3,000 to \$5,000 in overtime funding. He also reported that the Town has applied for a \$35,000 security grant to fund radio purchases and is awaiting a decision.

Chief Sheridan requested authorization to begin recruitment of part-time officers in preparation for July 4th events, noting that equipment procurement timelines require early hiring. Council expressed support for proceeding with recruitment efforts.

Chief Sheridan then presented cost estimates for upgrades to the police department building to bring it into compliance with code and operational needs. The proposed upgrades include emergency exit lighting, door and window replacement, electrical improvements, and installation of secure evidence storage.

Following discussion, the total project cost was confirmed at \$49,218.00 including electrical work. Councilman Dan Sabrosky moved to approve Terrell Construction LLC to perform upgrades to the police department building in the amount of \$49,218. Councilwoman Joy Shain seconded the motion. The motion carried without dissent.

- 9) **Fire Department Report:** No report was submitted. Chief Zahara was present to deliver an oral report and for questions or comments from the council.

Chief Zahara provided an update regarding a fire engine ordered in 2023. He explained that the apparatus, as specified at the time, is a six-wheel drive heavy engine that is not well suited for current operational needs or local terrain conditions.

Chief Zahara presented an alternative option involving a Type 1 Wildland Urban Interface engine, which would better support both structural response and wildland firefighting operations. The proposed replacement engine would cost approximately \$660,000.

Chief Zahara reported that a trade-in offer had been received for the current apparatus in the amount of approximately \$550,000, resulting in a potential deficit of approximately \$110,000. He indicated that he intends to offset this difference through surplus equipment sales and fire deployment revenue.

Council discussion followed regarding funding implications, including the use of Industrial Siting Council impact funds associated with the Dino Solar project. Town Attorney Patrick Holscher advised that any changes to equipment purchases funded through impact funds must be justified as better meeting the original mitigation purpose.

Councilmembers discussed depreciation concerns and operational suitability. General consensus supported pursuing a solution that aligns with the Town's actual firefighting needs, while acknowledging the financial and regulatory constraints involved.

Chief Zahara will continue evaluating options and return with additional information for Council consideration.

**Agenda Adjustment:**

Mayor Peter Boyer stated that Council Business Item 13(A) would be taken out of order at this time to allow Annette Pitts with Visit Casper to give her presentation.

**A) Visit Casper Presentation – Annette Pitts**

Annette Pitts, representing Visit Casper, provided a presentation to the Council regarding tourism promotion efforts and regional collaboration opportunities. Ms. Pitts discussed Visit Casper's role in marketing the Casper area, supporting local events, and promoting local events and amenities.

Ms. Pitts outlined ongoing initiatives focused on increasing visitation to Natrona County, including partnerships with local municipalities, event promotion, and targeted advertising efforts. She emphasized the importance of regional collaboration and noted that surrounding communities benefit from increased tourism activity within the Casper area.

Council discussion followed regarding opportunities for Bar Nunn to participate in regional tourism efforts and promote local events. Ms. Pitts encouraged continued coordination with Visit Casper and offered support in highlighting community activities.

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

Mr. Smart provided additional comments regarding proposed updates to Title 13 of the Town Code related to water meter pit requirements. He explained that revisions are needed to standardize installation requirements and ensure consistency moving forward.

Mr. Smart requested Council direction to move forward with updating the code language to reflect the revised meter pit requirements.

Council discussed the need for clear and enforceable standards to ensure proper installation and long-term system reliability.

Council provided general direction to proceed with drafting revisions to Title 13 for future consideration.

- 11) **Office Staff Report:** A written report was submitted. Town Clerk Treasurer, Kalista Schwarzrock, was present for questions or comments from the council. Mrs. Schwarzrock provided updates on several administrative and funding-related items.

She reported that the Town received its 2026 community distribution from Wyoming Community Gas, along with additional grant funding awarded through the organization's grant program to support the Palomino bus shelter project. Mrs. Schwarzrock clarified that a large portion of the funds for the bus shelter were obtained through 2 years' worth of community distributions and the organization competitive grant program.

Mrs. Schwarzrock presented an updated vendor quote for the bus shelter project and requested authorization to proceed with ordering the shelter to move the project forward.

Mrs. Schwarzrock also reported that the Town submitted a FY27 Community Project Funding request through Congresswoman Harriet Hageman's office in the amount of \$4,500,000 for the Town's Water System Resiliency and Infrastructure Expansion project. She noted that the project has been selected as one of the Congresswoman's submissions to the House Appropriations Committee. While this represents progress in the funding process, final approval is not guaranteed.

Council discussed the bus shelter project and acknowledged the funding secured to date and authorized Mrs. Schwarzrock to proceed with ordering the bus shelter.

- 12) **Petitions & Public Comment:** Mayor Peter Boyer opened the floor for petitions and public comment.

Resident Mike Schoolcraft expressed appreciation to Councilman Tyler Martin and volunteers for organizing the recent Easter egg hunt, noting it as a positive asset to the community.

Mr. Schoolcraft then raised concerns regarding the Town's current and proposed capital expenditures, including staffing additions and potential projects such as a new fire station, police station, and water tank. He questioned whether the Town can afford the scope of these ongoing and anticipated investments.

Resident Venus Childress stated that she had reviewed the April Town newsletter and raised concerns regarding the section addressing gas service provider selection. She noted that the language appeared to strongly encourage residents to choose Wyoming Community Gas and expressed concern that the messaging could give the appearance of favoring one provider over others, which she felt could potentially create issues in the future.

Mayor Peter Boyer acknowledged the concern.

Ms. Childress also referenced a recent article regarding potential water shortages and noted that, following prior Council discussion about possible watering limitations, there appeared to be increasing concern regionally about water availability. She asked whether the Town is considering implementing any water restrictions.

Councilman Dan Sabrosky responded that Regional Water continues to monitor conditions through monthly public meetings and has taken preliminary steps, including securing access to additional water sources if needed later in the season. He stated that mandatory restrictions have not been implemented historically, though voluntary conservation measures could be considered if conditions warrant.

Mayor Boyer directed staff to include a reminder in the Town newsletter encouraging residents to ensure their addresses are clearly visible from the street.

Hearing no further public comment, Mayor Boyer closed the public comment period.

- 13) **Council Business:**

**A) Visit Casper Presentation – Annette Pitts:** Item previously addressed earlier in the meeting.

**B) Business License No. 2026-26:** Moved by Tim Ficken, seconded by Joy Shain, and carried without dissent to approve

business license 2026-26 Big Iron Mobile Services.

**C) Car Show Discussion:** Mrs. Schwarzrock informed Council that a member of the public had contacted the Town requesting permission to close a portion of Prairie Lane for a car show event.

Discussion followed regarding the event, noting that similar car shows have been held in prior years without significant issues. Public Works staff and Police Chief Steve Sheridan confirmed that they had been in communication with the event organizer regarding logistics and expectations.

Chief Sheridan noted that the organizer had inquired about the possibility of a law enforcement presence during the event, particularly in light of issues that occurred the previous year involving unsafe driving behavior near show vehicles. He advised that this would be the first time a formal request for dedicated law enforcement presence had been made for the event.

Council discussed the need to determine what level of support, if any, would be required from the Town, including potential street closures and staffing considerations. Mayor Peter Boyer indicated that additional coordination would be needed to evaluate the request and determine appropriate support.

**D) Fire Engine Discussion:** Item previously addressed earlier in the meeting during the Fire Department Report.

**E) 4<sup>th</sup> of July Discussion:** Mayor Peter Boyer opened discussion regarding a proposed joint communication with the City of Mills outlining plans for 4th of July celebrations. He explained that a draft letter had been circulated and requested Council input on how the Town would like to proceed, including any revisions or additions needed prior to release.

Mrs. Schwarzrock reported that the City of Mills is coordinating with the Town and intends to release a similar communication jointly, but is waiting for Bar Nunn's input before finalizing their version.

Council discussion followed regarding the format and messaging of the communication. Councilman Tim Ficken suggested reviewing the draft and providing feedback so a final version could be prepared.

Mayor Boyer directed Councilmembers to review the draft correspondence and provide input so that a finalized version can be completed and shared with the City of Mills in a timely manner.

**F) Spring Clean-up Planning:** Mayor Peter Boyer opened discussion regarding scheduling for the annual spring clean-up event.

Mrs. Schwarzrock noted that a tentative date had already been included in the Town newsletter to begin notifying residents, though it had not yet been finalized by Council.

Council discussed potential scheduling conflicts, including previously planned events and availability of Councilmembers. After discussion, Council reached consensus to schedule the spring clean-up for May 16th at 9:00 a.m.

Discussion then focused on cleanup locations and logistics. Council agreed that efforts would be concentrated near the area where fireworks will be staged, specifically down Tonkawa Trail to Zuni. Public Works Supervisor Dustin Smart also suggested including areas with visible debris near the KOA, noting that those locations could be addressed depending on volunteer turnout.

Council acknowledged that final cleanup areas may be adjusted based on participation levels and available volunteers.

**G) Schedule Budget Work Sessions:** Mayor Peter Boyer opened discussion regarding scheduling upcoming budget work sessions. He noted that the Town is entering the annual budget process and that sessions are typically held on Tuesdays.

After discussion, Council reached consensus to hold the first budget work session on April 21, 2026, at 6:00 p.m., with additional sessions to follow on subsequent Tuesdays as needed throughout the budget process.

**H) Miscellaneous Business:** Mayor Boyer also provided an update regarding the acquisition of an emergency generator from Natrona County. He stated that the Town is in the process of coordinating the purchase and noted that while the generator itself is available, the Town will need to procure a new automatic transfer switch, as the existing switch cannot be reused.

Town Engineer Ray Catellier confirmed that a new transfer switch would be required for proper installation and operation.


Mayor Boyer further identified two priority items for future Council consideration following completion of the budget process:

- Annexation of property along Salt Creek Highway, including the area where the police department is located; and
- Updates to Town ordinances related to employee policies.

Town Attorney Patrick Holscher advised that the annexation process will require identification of affected property owners, preparation of engineering drawings, and a public hearing process. He noted that preliminary work, such as identifying property ownership, could begin prior to formal action.

Council acknowledged these items and agreed they would be addressed following the completion of the budget process.

- 14) **Adjournment:** Councilman Tim Ficken moved to adjourn the meeting. Councilwoman Shain seconded the motion. With no further business, the meeting adjourned at 9:07 p.m.

  
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Peter Boyer, Mayor

ATTEST: (seal)

  
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Kalista Schwarzrock, Town Clerk-Treasurer