



TOWN COUNCIL

MEETING MINUTES

Tuesday, May 19, 2026- 7:00 P.M.

1500 Palomino Avenue,

Bar Nunn, Wyoming

- 1) **Roll Call:** Mayor Peter Boyer called the meeting to order on Tuesday, May 19, 2026, at 7:00 p.m. The roll was called, which determined the presence of a quorum.
Present: Mayor, Peter Boyer. Councilmembers: Tim Ficken and Joy Shain.
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 May 5, 2026:** Moved by Joy Shain, seconded by Tim Ficken. The motion carried without dissent to approve the minutes for May 5, 2026.
- 4) **Payables List for May 19, 2026:** Moved by Joy Shain, seconded by Tim Ficken. The motion carried without dissent to approve the payables list of May 19, 2026.
- 5) **Financial Statements for the Period Ending April 2026:** Moved by Joy Shain, seconded by Tim Ficken, and carried without dissent to approve the financial statements for the period ending April 2026.
- 6) **Second Reading of Ordinance 2026-03: "AN ORDINANCE ADOPTING TITLE 8-7-G AND TITLE 8-7-H"** Moved by Tim Ficken, seconded by Joy Shain, and carried without dissent to table the second reading of Ordinance 2026-03.
- 7) **First Reading of Ordinance 2026-04: "ANNUAL APPROPRIATION ORDINANCE (BUDGET) FOR THE FISCAL YEAR ENDING JUNE 30, 2027"** Moved by Tim Ficken, seconded by Joy Shain, and carried without dissent to approve the first reading of Ordinance 2026-04.
- 8) **Visit Casper Board Appointment – Dan Foote:** Mayor Boyer introduced Daniel Foote for reappointment to the Visit Casper Board, noting that Mr. Foote had served as the Town of Bar Nunn representative for approximately a year and a half. Council briefly discussed the role of Visit Casper as the local tourism board. Mr. Foote advised that he had coordinated with Town staff to return in July for an additional update. Moved by Joy Shain, seconded by Tim Ficken, and carried without dissent to appoint Dan Foote as the Town of Bar Nunn’s representative on the Visit Casper Board.
- 9) **Oath of Office: Mayor Pro Tem – Tim Ficken**
Mayor Boyer explained that due to Councilman Ficken’s seniority on the Council, he was being recommended to serve as Mayor Pro Tem. Attorney Pat Holscher provided procedural guidance regarding the appointment and voting process.
Councilwoman Shain moved to appoint Tim Ficken as Mayor Pro Tem. Mayor Boyer seconded the motion. Councilman Ficken recused himself from the vote. Motion carried unanimously by the remaining voting members.
Mayor Boyer administered the Oath of Office to Councilman Tim Ficken as Mayor Pro Tem.
- 10) **Oath of Office: Police Chief – Steve Sheridan**
Mayor Boyer administered the Oath of Office to Steve Sheridan as Police Chief for the Town of Bar Nunn.

- 11) **Attorney's Report:** A written report was submitted. Attorney Pat Holscher was present for questions or comments from the Council. He noted that the primary topic of urban agriculture zoning had already been discussed and tabled earlier in the meeting. He advised that the remaining items in the report were continuations of existing matters previously discussed by Council. Council expressed appreciation for the report and had no additional questions.
- 12) **Engineer's Report:** Town Engineer Ray Catellier, PE, was present to answer questions or comments from the Council.
Mr. Catellier reported that cost estimates for asphalt improvement projects were being finalized for presentation during an upcoming budget work session. The estimates include pedestrian crosswalk improvements near the mailboxes at Tonkawa and Nez Perce. He also reported that estimates had been prepared for installation of a grinder pump at the Prairie Lift Station.
Mr. Catellier advised that staff had submitted a preliminary Land and Water Conservation Fund grant application for improvements to High Plains Park. Proposed improvements include lighting upgrades, expanded grass and irrigation areas, fencing, bollards, and other measures intended to reduce motorized vehicle access. He stated that if the application advances past the first review round, funding decisions could take approximately one year.
Mr. Catellier also noted that additional grant applications were underway for several projects, including equipment and infrastructure improvements. He further advised that no updated construction schedule had yet been received from the contractor for the Coleman Circle Tank roof replacement, though work was anticipated to begin the following week.
Councilman Ficken provided an update regarding the bike park improvements and advised that staff were considering the installation of a split rail fence around the strider bike area to help separate younger children from larger riders. He also noted that signage had been installed at the park.
- 13) **Police Department Report:** A written report was submitted. Police Chief, Steve Sheridan was present for questions or comments from the Council.
Chief Sheridan reported that the department had received an armor vest reimbursement grant totaling approximately \$2,300, which would allow the department to purchase approximately two and a half protective vests while maintaining safety standards and reducing costs.
Chief Sheridan also provided an update regarding the evidence room project. He explained that the evidence cage had to be relocated after it was discovered the delivered unit exceeded the advertised height specifications. Public Works staff assisted with clearing the new space and adjustments would be required for ventilation and electrical work. Chief Sheridan stated that the revised configuration would provide a more effective long-term solution.
Chief Sheridan additionally advised that reports had been received regarding juveniles operating motorbikes recklessly throughout Town on Friday afternoons. In response, he stated that he would adjust his summer work schedule to include later evening and weekend hours to increase enforcement and visibility during those times. Council congratulated Chief Sheridan on his appointment and thanked him for his work.
- 14) **Fire Department Report:** A written report was submitted. Fire Chief Eugene Zahara was present for questions or comments from the Council.
Chief Zahara reported that Brush 11 and Tender 11 had returned from deployment in Converse County and that billing for the deployment was underway. He advised that both he and Dave Potter had been accepted to the Wyoming Type III Incident Management Team and would attend training in Riverton on May 28 and 29. Chief Zahara explained that participation would allow them to rotate deployment assignments while maintaining local operational coverage.
Chief Zahara also reported that FEMA reimbursement processing had resumed and that reimbursements for training and physicals had begun arriving. He advised that the Assistance to Firefighters Grant program had reopened and that the department intended to apply for funding to replace aging SCBA equipment no longer supported by the manufacturer.
Chief Zahara requested Council direction regarding potential application for the SAFER staffing grant program, which would provide phased funding for additional staffing positions before requiring full Town funding in later years. Mayor Boyer and Councilwoman Shain expressed support for delaying expansion of full-time staffing until additional planning and budgeting could occur. Chief Zahara stated he would continue pursuing equipment-related grant opportunities through the department's nonprofit association.
Council thanked Chief Zahara for his work and ongoing grant efforts.

- 15) **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 advised that the splash pad was scheduled to open the upcoming Saturday, weather permitting. He presented a preliminary concept plan for improvements adjacent to the splash pad area, including an additional picnic shelter, ADA parking, and an additional access ramp connecting to the sidewalk. Mr. Smart explained that the area experiences heavy use during summer months and that additional seating and shade would improve functionality.

Council discussed the concept and requested cost estimates for inclusion in an upcoming budget work session. Mayor Boyer directed staff to schedule a budget work session for May 26, 2026, at 7:00 p.m. to continue discussions regarding capital improvements and remaining budget items.

Mr. Smart also reported that the State Lands and Investment Board would review the Town's SRF vac truck application on June 18, 2026, and requested guidance regarding attendance. Mayor Boyer, Attorney Holscher, and other staff discussed attending the meeting in Cheyenne in support of the application.

Councilman Ficken asked about mosquito spraying activities within Town limits. Mr. Smart explained that Natrona County Weed and Pest conducts mosquito trapping and testing throughout the county and bases spraying decisions on the testing results and detection of West Nile Virus activity.

- 16) **Petitions and Public Comment:** Mayor Boyer opened the floor for public comment. No petitions or public comments were presented.
There being no public comment, Mayor Boyer closed the public comment period.

17) **Council Business:**

A) **Regional Water Report:** No report was provided due to Councilman Sabrosky's absence.


B) **MPO Report:** Councilman Ficken advised that no MPO meeting had been held that month, as meetings occur every other month. He did provide an update regarding the Salt Creek Corridor Study discussions, including roadway safety concerns, pedestrian access, possible future turn lanes, and long-term transportation planning considerations.

Mr. Catellier added that discussions with WYDOT regarding annexation boundaries indicated the Town's current growth boundary appears to extend to the west side of the Interstate 25 right-of-way fence line. Updated annexation maps are being prepared accordingly.

C) **Business License No. 2026-29:** Moved by Joy Shain, seconded by Tim Ficken, and carried without dissent to approve business license 2026-29, Our Daily Sourdough.

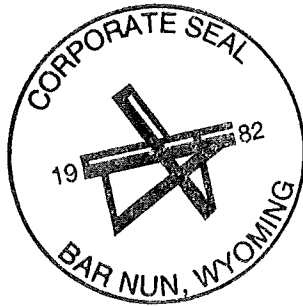
D) **Miscellaneous Council Business:** Mayor Boyer also discussed scheduling an Urban Agriculture work session with the Planning and Zoning Commission. Council agreed to hold the work session on Thursday, June 4, 2026, at 6:00 p.m.

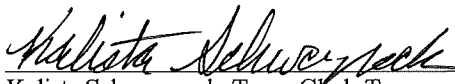
- 18) **Executive Session –Personnel Matter:** Mayor Boyer adjourned the regular council meeting and entered Executive Session at 7:34 p.m. Joy Shain moved to enter executive session, Tim Ficken seconded, and the motion carried without dissent.
- 19) **Reconvene Regular Council Meeting:** Mayor Boyer reconvened the regular council meeting at 7:49 p.m. Joy Shain moved to reconvene the regular council meeting, Tim Ficken seconded, and the motion carried without dissent. No action was taken.
Present: Mayor, Peter Boyer. Councilmembers: Tim Ficken, and Joy Shain.
Excused: Councilman Dan Sabrosky
- 20) **Adjournment:** Moved by Tim Ficken, seconded by Joy Shain, and carried without dissent that there being no further business for the meeting of May 19, 2026, adjourned at 7:51 P.M.



Peter Boyer, Mayor

ATTEST: (seal)





Kalista Schwarzrock, Town Clerk-Treasurer