



TOWN COUNCIL

MEETING MINUTES

Tuesday, June 2, 2026- 7:00 P.M.

1500 Palomino Avenue,

Bar Nunn, Wyoming

- 1) **Roll Call:** Mayor Peter Boyer called the meeting to order on Tuesday, June 6, 2026, at 7:00 p.m. The roll was called which determined the presence of a quorum.
Present: Mayor, Peter Boyer. Councilmembers: 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 May 19, 2026:** Moved by Tim Ficken and seconded by Joy Shain. The motion carried without dissent to approve the minutes for May 19, 2026.
- 4) **Payables List for June 2, 2026:** Moved by Joy shain, seconded by Dan Sabrosky, and carried without dissent to approve the payables list of June 2, 2026.
- 5) **Payables Review for May 2026:** Checks #34112- #34190, Direct Deposits #3601- #3657, EFTPS #20563062, EFTPS #90300859, ACH #2610008- #260011, and the 25-26 Year-to-Date Budget Report. Moved by Dan Sabrosky seconded by Tim Ficken, and carried without dissent to approve the Payables Review for May 2026 & the 25-26 Year-to-Date Budget Report.
- 6) **Second Reading of Ordinance 2026-04:** “ANNUAL APPROPRIATION ORDINANCE (BUDGET) FOR THE FISCAL YEAR ENDING JUNE 30, 2027” Moved by Joy Shain, seconded by Dan Sabrosky, and carried without dissent to approve the second reading of Ordinance 2026-04.
- 7) **First Reading of Ordinance 2026-05:** “ORDINANCE MAKING CERTAIN AMENDMENTS TO TITLE 2” Moved by Tim Ficken, seconded by Dan Sabrosky, and carried without dissent to approve the first reading of Ordinance 2026-05.
- 8) **Attorney's Report:** A written report was submitted. Town Attorney, Patrick Holscher was present for questions or comments from the Council. Mr. Holscher referenced his submitted report and advised that much of the report involved ongoing matters already under discussion by the Town. Mr. Holscher discussed the proposed amendments to Title 2 and explained that the Town was approaching the population threshold at which municipalities transition from classification as a town to a first-class city under Wyoming law. He stated that the amendments were intended to proactively modernize portions of Title 2 in preparation for future municipal growth and to avoid the need for extensive restructuring once the Town officially reached city classification status.

Discussion followed regarding Bar Nunn’s population growth and census projections. Councilman Tim Ficken noted that the Town had experienced approximately thirty percent growth between the 2010 and 2020 census periods despite an increase of only several hundred residents. Councilwoman Joy Shain explained that once the Town reached a population of 4,000 residents, it would officially be classified as a city under State statute. Mr. Holscher advised that, based on current development and population trends, it was likely the Town had already surpassed that threshold informally, though the official designation would not occur until the next census cycle.

Mr. Holscher also provided an update regarding the proposed vacation of a portion of the bridal trail and advised that the matter would need to proceed through the ordinance process with three required readings before approval. He stated that he intended to prepare a draft ordinance for future Council consideration.

- 9) **Engineer's Report:** Town Engineer, Ray Catellier PE was present for questions or comments from the Council. Mr. Catellier reported that he had recently met with representatives from the City of Casper, the Town of Mills, and Natrona County to discuss jurisdictional and service boundary issues involving portions of the Bar Nunn water service area near the Midway subdivision area south of 71 Soil and Stone. Mr. Catellier explained that the discussion involved overlapping growth boundaries, water service responsibilities, and development coordination between the various entities.

Mr. Catellier advised that the entities were working toward development of a Memorandum of Understanding (MOU) intended to streamline future development review and utility coordination processes for affected areas. Discussion followed regarding the complexity of the existing service area, including portions of Midwest Heights and surrounding unincorporated properties. Mayor Boyer commented that long-term discussions regarding divesting portions of the service area had previously occurred but acknowledged the challenges involved due to infrastructure, roadway, and service obligations.

Discussion also followed regarding ongoing work at the Coleman water tank. Public Works Director Dustin Smart advised that contractors had returned to the site and had begun installing replacement roof panels. Mr. Smart stated that, weather permitting, repairs were expected to be substantially completed within the week.

Additional discussion followed regarding the bicycle park improvements at Antelope Park. Councilman Ficken reported that public usage of the facility had increased significantly and stated that both children and adults from throughout the Casper area had been utilizing the park. Councilman Ficken further advised that additional dirt work and features remained under construction, including a feature referred to as the "Dragon's Back."

The Council discussed potential future improvements to the bike park area, including fencing, lighting, shade structures, sod installation, irrigation, and signage. Mr. Catellier advised that the Town was pursuing a Land and Water Conservation Fund grant application that could potentially assist with future park improvements through reimbursement funding. Mr. Holscher recommended installation of signage referencing protections under the Wyoming Recreational Immunity Act.

Mayor Boyer requested updated conceptual cost estimates related to fencing and additional park improvements prior to the final budget adoption process.

- 10) **Police Department Report:** A written report was submitted. Police Chief Steve Sheridan was present for questions or comments from the Council. Chief Sheridan referenced his written report and advised the Council of a change order related to renovations within the future Police Department facility. Chief Sheridan explained that unforeseen piping dimensions associated with the evidence cage installation required modifications to the original room layout and construction plans. He further advised that the change order also included replacement of outdated lighting fixtures within the facility.

Chief Sheridan reported that the total change order amount was approximately \$5,182.50. Mayor Boyer advised that the amount fell below the threshold requiring formal Council approval and directed Chief Sheridan to proceed unless Council members objected. No objections were raised.

Chief Sheridan additionally reported that Officer Grossklas would be attending a search and seizure training course in Torrington at no tuition cost to the Town other than travel expenses. Chief Sheridan stated that the training would provide valuable instruction necessary for future department operations.

Discussion followed regarding ongoing public concerns related to emergency response coverage and the Town's transition toward establishing both police and fire service staffing. Chief Sheridan stated that the Town was currently experiencing growing pains associated with rapid community growth and the establishment of new public safety infrastructure. He advised that the Sheriff's Office and surrounding agencies continued to provide assistance through mutual aid agreements during the transition process.

- 11) **Fire Department Report:** 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 department personnel would be conducting additional dozer training with the Wyoming State Forestry Division to complete qualification task books for several firefighters.

Discussion followed regarding a recent structure fire within Town limits that had generated public concern regarding response coverage. Chief Zahara explained that no Bar Nunn volunteer firefighters were immediately available at the time of the incident due to work schedules, family obligations, and other responsibilities. Chief Zahara stated that the Town's mutual aid system functioned as intended, with response assistance provided by the Town of Mills and Natrona County Fire Protection District.

Chief Zahara advised that while the situation was unfortunate, staffing gaps were a common challenge faced by volunteer fire departments nationwide. He further explained that transitioning toward paid or combination staffing models would involve substantial long-term financial obligations, including personnel, training, equipment, and operational expenses.

Mayor Boyer discussed previous public discussion regarding the SAFER grant program and clarified that the Council's prior decision not to pursue the grant at this time was based upon long-term fiscal sustainability concerns rather than opposition to expanding fire staffing. Mayor Boyer stated that the Town wished to fully evaluate the long-term impacts of the newly established Police Department, State revenue changes, and other operational costs before committing to permanent staffing obligations that might later become financially unsustainable.

Councilman Dan Sabrosky and Councilman Tim Ficken both expressed appreciation for the Fire Department volunteers and acknowledged the challenges associated with maintaining volunteer emergency response coverage in a rapidly growing community. Chief Zahara further reported that department volunteers had collectively provided nearly 1,900 hours of volunteer service over the previous two months.

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

Mr. Smart reported that the State Loan and Investment Board (SLIB) meeting regarding the Town's application for funding assistance for the purchase of a vac truck had been rescheduled for June 8, 2026, in Cheyenne. Mr. Smart advised that the Town had been notified the project qualified for approximately fifty percent principal forgiveness through the funding program if approved. Mr. Smart stated that acquisition of a vac truck would significantly reduce long-term operational costs associated with sewer maintenance, lead service line investigations, and emergency utility operations.

Mr. Smart also reported that Public Works staff had completed installation of the second steel CNC-cut Town entrance sign near the KOA campground. Discussion followed regarding the appearance, durability, and cost savings associated with the steel signs compared to the Town's older stucco monument signs. Mayor Boyer stated that the steel signs appeared more durable and cost substantially less than the previous sign style.

Following discussion, the Council expressed general consensus supporting eventual replacement of deteriorating stucco entrance signs with the newer steel design. Discussion also occurred regarding potential future lighting options for the signs, including solar-powered spotlights.

Mr. Smart additionally provided an update regarding the Coleman water tank repairs and advised that replacement roof panels had been installed and that final bracing and repair work remained underway.

- 13) **Office Staff Report:** A written report was submitted. Town Clerk Treasurer, Kalista Schwarzrock, was present for questions or comments from the council. There was no further discussion. Clerk-Treasurer Schwarzrock advised the Council that the Town was currently in the process of interviewing candidates to fill two vacant staff positions and noted that the office was presently operating short-staffed due to staffing changes.
- 14) **Parks & Rec Report:** Former Councilman and Parks & Recreation Committee Chairman Tyler Martin was present for questions or comments from the Council regarding upcoming Parks & Recreation events.

Mr. Martin provided an update regarding planning efforts for the Town's Fourth of July celebration activities. Mr. Martin advised that the event schedule would include a pancake breakfast, parade, park activities, bounce houses, food vendors,

community fireworks viewing areas, and resident fireworks activities at Antelope Park. Mr. Martin further advised that the Parks & Recreation Committee planned to release weekly informational videos and promotional materials leading up to the event in order to provide residents with parking information, activity schedules, and safety information.

Discussion followed regarding newsletter distribution logistics, event promotion, parking accommodations, and use of Town-owned gravel lots for overflow parking during the celebration.

Discussion also occurred regarding vegetation management near the fireworks launch area. Chief Zahara advised that plans for a previously discussed controlled burn had changed due to landowner concerns; however, mowing operations would still occur to establish a safety zone near the launch area. Chief Zahara further advised that fireworks equipment and materials were scheduled for delivery prior to the event.

Mr. Martin also provided an update regarding the Town-wide garage sale event scheduled for the upcoming weekend and advised that staff had been preparing maps and participation materials for residents.

- 15) **Petitions & Public Comment:** Mayor Peter Boyer opened the floor for petitions and public comment. Former Councilman Tyler Martin addressed the Council and expressed appreciation for the opportunity to previously serve on the Town Council. Mr. Martin thanked the Mayor, Council, staff, and community for their continued leadership and service to the Town of Bar Nunn. Mr. Martin also publicly expressed support for Councilman Tim Ficken's candidacy for Mayor.

There being no further public comment, Mayor Boyer closed the public comment period.

16) **Council Business:**

A) Miscellaneous Business: Mayor Boyer announced that the Town would be hosting a public safety meeting on the following Monday at 6:00 p.m. at Town Hall for residents wishing to ask questions or discuss concerns regarding the Police Department, Fire Department, and future public safety planning.

Discussion occurred regarding potential future annexation areas south and east of the Town, including portions of Salt Creek Highway and areas near the future Police Department facility. Mr. Holscher explained that portions of Salt Creek Highway were currently maintained by the Town despite not being fully located within existing municipal boundaries. Discussion followed regarding possible annexation boundaries, legal notice requirements, utility service areas, and future coordination with affected property owners. Chief Zahara volunteered to assist with outreach efforts to potentially affected landowners.

Following discussion, Council consensus supported holding a work session prior to the next regular Town Council meeting to further discuss potential annexation boundaries and strategy.

- 17) **Executive Session – Legal Matter:** Mayor Boyer adjourned the regular council meeting and entered Executive Session at 8:05 p.m. Dan Sabrosky moved to enter executive session, Tim Ficken seconded, and the motion carried without dissent.
- 18) **Reconvene Regular Council Meeting:** Mayor Boyer reconvened the regular council meeting at 8:13 p.m. Tim Ficken moved to reconvene the regular council meeting, Joy Shain seconded, and the motion carried without dissent. No action was taken.
Present: Mayor, Peter Boyer. Councilmembers: Tim Ficken, and Joy Shain.
- 19) **Casper Area Transit Presentation:** Following executive session, representatives from Casper Area Transit addressed the Council regarding transit services and regional transportation coordination. Liz Becher, Community Development Director for the City of Casper, and Transit Manager Vern Heisted provided the Council with an annual update regarding transit operations serving Bar Nunn and the Casper area. Discussion included current ridership statistics, operating costs, route analysis efforts, future transportation planning, fixed route considerations, fleet replacement schedules, and ongoing coordination with the Metropolitan Planning Organization (MPO).

Ms. Becher reviewed the proposed annual transit agreement for the period of July 1, 2026 through June 30, 2027, including the proposed municipal contribution amount of approximately \$5,024 for continued transit services. Additional discussion occurred regarding route demand studies, public transportation surveys, and potential future

service opportunities within Bar Nunn and surrounding areas.

Moved by Tim Ficken, seconded by Dan Sabrosky, and carried without dissent to approve the annual Casper Area Transit agreement for FY 2026-2027.

- 20) **Adjournment:** Councilman Tim Ficken moved to adjourn the meeting. Councilwoman Joy Shain seconded the motion. With no further business, the meeting adjourned at 8:37 p.m.



Peter Boyer, Mayor

ATTEST: (seal)


Kalista Schwarzrock, Town Clerk-Treasurer