



TOWN COUNCIL

MEETING MINUTES

Tuesday, December 3, 2024- 7:00 P.M.

1500 Palomino Avenue,

Bar Nunn, Wyoming

- 1) **Roll Call:** Mayor Peter Boyer called the meeting to order on Tuesday, December 3, 2024, 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 Frank Schwarzrock  
**Excused:** Tyler Martin
- 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 November 19, 2024:** Moved by Tim Ficken, seconded by Frank Schwarzrock, and carried without dissent to approve the minutes for November 19, 2024. Steven Clark recused himself due to his absence
- 4) **Payables List for December 3, 2024:** Moved by Steven Clark, seconded by Tim Ficken, and carried without dissent to approve the payables list of November 5, 2024.
- 5) **Payable List for November 2024 & The 23-24 Year-to-Date Budget Report:**  
Checks #32707 – #32790, Direct Deposit #2830 – #2866, ACH #90931371 & ACH #675922. Moved by Steven Clark, seconded by Tim Ficken, and carried without dissent to approve the Payables List for November 2024 & the 24-25 Year-to-Date Budget Report.
- 6) **Attorney's Report:** Town Attorney, Patrick Holscher, was present for questions or comments from the council. Attorney Holscher informed the council that the previously signed contract with Metro had been misplaced. He stated he would send the executed version for signatures again and submit it to the City of Casper as soon as it was signed. Councilman Ficken stated that it appeared Casper would be self-funding a new building for Metro. Attorney Holscher stated that was correct and noted a concern he had with the existing series of contracts is a capital improvement sharing provision, which means if there is any damage to the existing structure, everyone would share in the repair cost based upon their percentage of the county's population. Casper does not expect other municipalities to share in the cost of the new facility, but future versions of the contract should be redrafted to remove that provision.
- 7) **Engineer's Report:** A written report was submitted. Town Engineer, Ray Catellier, PE was present for council questions or comments from the council.  
-Mr. Catellier reported that he would be working with the maintenance crew to identify areas that need to be rehabbed for the 2025 asphalt improvements.
- 8) **Zoning & Planning Report:** Zoning and Planning Chairman, Gary Geiger was present for questions or comments from the council.  
-Mayor Boyer noted that he saw the Zoning and Planning Commission finalized the fees they wanted to change. Mr. Geiger stated that they did and he thanked Councilman Martin and Councilman Schwarzrock for attending their meeting. He also thanked Mr. Catellier for his assistance and Deputy Clerk, Tiffany Popp for her assistance with the minutes. Mr. Geiger stated that the Zoning and Planning Commission has sent the fees to the council to be finalized. The town clerk stated she would update the fee Resolution with the new fees.
- 9) **Fire Department Report:** Interim Fire Chief, Eugene Zahara, delivered a verbal report and was present for questions or comments from the council.  
-Chief Zahara reported that the fire department has been busy the last few weeks. He stated that the department was performing an audit on all inventory, including PPE, disposable medical supplies, durable medical equipment, and fire

equipment including tools and hose. Chief Zahara informed the council that the department is now utilizing an inventory feature on the current fire and EMS software that allows the department to issue equipment to specific personnel, apparatus, or storage locations. Updating inventory data collected through the audit will be an ongoing process over the next few months.

-Chief Zahara also informed the council that he was working on a maintenance schedule for all fire apparatus so it is maintained on a regular basis. He had also contacted Max Fire Apparatus, INC regarding the status of the town's new structure engine. The estimated production start date is April 28, 2025.

-Chief Zahara updated the council on the status of technology at the Fire Department. He stated he would be working with Sanner IT to look over the current computers and set up networking capabilities that can only be accessed with credentials for accountability purposes. While speaking with Sanner IT, he was informed of a request for a proposal on computer updates that was still pending. He requested that the proposal be resubmitted with updated figures after Sanner IT assesses the current computers because he suspected the computers would need to be updated. He noted that he is also working to gain access to the dispatch CAD and Active 911 programs.

-Surrounding area fire departments were informed of Bar Nunn's limited capabilities during the current transition and are on board with the current dispatch processes. Chief Zahara had productive discussions with the fire chiefs from Natrona County, City of Casper, and the City of Mills. He noted his goal was to get an efficient training program worked through the City of Casper. Through local and state training, he hopes to have everyone on the department certified as Firefighter I by June or July. He also discussed some cost-saving measures to get members of the department their CDLs.

-Discussions were also had with the state Fire Marshal office about reporting. He discussed the importance of getting the reporting up to date and current so the town would not lose out on funding opportunities.

- 10) **Maintenance & Water Report:** A written report was submitted. Public Works Supervisor, James Diekemper, was present for questions or comments from the council.

-Mr. Diekemper reported that the Mack snowplow is in the shop due to the sander malfunctioning. He reported that he was waiting for the cost of labor and parts.

-Mr. Diekemper reported that water operator, Dustin Smart was enrolled in Sage Driving School and will be working on obtaining his CDL.

-Councilman Clark inquired if the paint striper repairs were complete and if the town had the striper back. Mr. Diekemper stated that the striper was repaired and in the town's possession. Councilman Schwarzrock commented that the maintenance crew did a good job on the Christmas lighting.

- 11) **Office Staff Report:** A written report was submitted. Town Clerk, Kalista Schwarzrock, was present for questions or comments from the council.

-The town clerk requested approval to move \$500,00 from reserves for the HVAC and asphalt improvement projects.

Moved by Steven Clark, seconded by Tim Ficken, and carried without dissent to move \$500,000 from reserves to cover the cost for HVAC and road improvements.

- 12) **Petitions & Public Comment:** Resident, Mike Schoolcraft, asked if all of the fire department members were in attendance.

Chief Zahara stated that the department currently has 9 firefighters and not all of them were in attendance that evening. Mr. Schoolcraft requested an introduction to Bar Nunn's new Interim Fire Chief.

Chief Zahara stated his name is Eugene Zahara, but he goes by Sonnie. He stated he moved to Wyoming in 2020 after retiring from the fire service in California after 28 years of service. He began his career as a paid-call firefighter for a department in the community he lived in. He stated he worked his way up in that department over 25 years and retired from that department after 3 years as chief. He noted he has spent time in all ranks. Six months after retirement, he was called out of retirement to take over another jurisdiction's fire marshal duties as head of the community risk division. After 3 years in that position, Sonnie took a hunting trip to Wyoming where his sister and brother-in-law live in Kaycee. When he returned to California, he retired from the California fire services and started looking for jobs in Wyoming. He has spent time here as a paramedic and has been a member of the Bar Nunn volunteer department for just under 3 years.

Sonnie stated he was happy to take on the task of managing the Bar Nunn Fire Department and that a lot of good personnel remained in the department and he expects to expand and grow. His goal is to have 25 members.

Parks and Recreation Coordinator, Virginia Wharton, stated she had been approached by someone about utilizing the community center to host a craft fair, but was not given much detail. She was instructed to have the individual email the town with a proposal with approximately how many vendors, the date, and time for the council to consider.

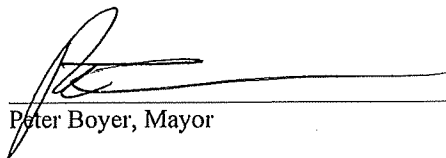
13) Council Business:

**A. Council Miscellaneous:** Councilman Schwarzrock stated he had received an email from a concerned resident regarding the Palomino Lots. The resident wanted reassurance that the town was not going to subsidize those lots in the future and that the developer would be treated the same as any other developer that has expressed interest in those lots. Councilman Schwarzrock stated that he responded that the council had discussed keeping infrastructure the responsibility of the developer, but that he would bring it up to the council again. Mayor Boyer stated he had also received that email and had responded similarly and made sure the resident knew that the original proposal had not been approved. Attorney Holscher stated there may have been confusion surrounding the discussion of re-platting the lots. It was not a suggestion to be done for that particular developer, but to make the lots more attractive to developers in general.

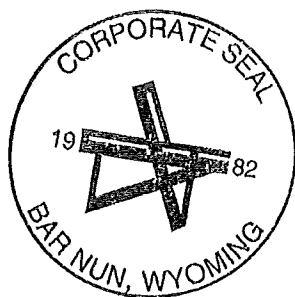
14) **Executive Session – Legal Matter:** Mayor Boyer adjourned the regular council meeting and entered Executive Session at 7:43 p.m. Moved by Tim Ficken, seconded by Frank Schwarzrock, and carried without dissent to enter the Executive Session.


15) **Reconvene regular council meeting:** Mayor Peter Boyer reconvened the regular council meeting at 8:11 p.m. Moved by Steven Clark, seconded by Tim Ficken, and carried without dissent to reconvene the regular council meeting.  
Present: Mayor, Peter Boyer. Councilmembers: Steven Clark, Tim Ficken, and Frank Schwarzrock.  
Excused: Tyler Martin  
Moved by Steven Clark, seconded by Tim Ficken, and carried without dissent authorize certain records pertaining to a request.

16) **Adjournment:** Moved by Tim Ficken, seconded by Steven Clark, and carried without dissent that there being no further business the meeting of December 3, 2024, be adjourned at 8:13 p.m.

  
Peter Boyer, Mayor

ATTEST: (seal)



  
Kalista Schwarzrock, Town Clerk-Treasurer