



TOWN COUNCIL

MEETING MINUTES

Tuesday, March 18, 2025 - 7:00 P.M.

1500 Palomino Avenue,

Bar Nunn, Wyoming

- 1) **Roll Call:** Mayor Peter Boyer called the meeting to order on Tuesday, March 18, 2025, at 7:00 p.m. The roll was called which determined the presence of a quorum.  
**Present:** Mayor, Peter Boyer. Councilmembers: Steven Clark, Tyler Martin, and Dan Sabrosky.  
**Excused:** Tim Ficken
- 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 4, 2025:** Moved by Steven Clark, seconded by Tyler Martin, and carried without dissent to approve the minutes for March 4, 2025. Dan Sabrosky recused himself due to his absence.
- 4) **Payables List for March 18, 2025:** Moved by Dan Sabrosky, seconded by Steven Clark, and carried without dissent to approve the payables list for March 18, 2025.
- 5) **Financial Reports: Balance Sheet, Detailed Income Statement & Trial Balance for the period ending February 2025:** Moved by Steven Clark, seconded by Tyler Martin, and carried without dissent to approve the Financial Reports: Balance Sheet, Budget Income Statement & Trial Balance for the period ending February 2025.
- 6) **Attorney's Report:** A written report was submitted. Attorney, Patrick Holscher was present for questions or comments from the council.  
-Mr. Holscher stated that his report covered an upcoming meeting to discuss the creation of a unified fire department. He believed the town needed a fresh assessment of the situation because the council had never been informed of prior efforts to create a county-wide unified department until Chief Zahara had brought the topic up to the council recently. Chief Zahara informed the council that a meeting would be taking place the coming Thursday in Casper. They would be meeting with McGrath Consulting to see what it might look like or how to achieve the creation of a unified department. From there, the town will need to decide if it wants to enter into a unified fire department. Mayor Boyer stated that the town would at least see where it goes. Chief Zahara stated it was worth looking at, but did not know how far it would go. Mayor Boyer requested Chief Zahara to report back with pros and cons so the council could make an informed decision if the rest of the departments chose to move in that direction.  
Mr. Holscher stated that a joint department would be complicated to form as a legal matter. He stated Carbon County recently did something like this, and it had to go to the voters. He stated it sounds like it is in the initial stages, but it would be important for the chief to keep the council informed. Councilman Sabrosky recommended that Chief Zahara get a read on the other entities' attitudes toward a unified department. He stated that when Regional Water was formed similarly, Mills and Evansville did not want to be part of it and were treated severely over the years and it has been long-lasting. He wanted to ensure that was not what would happen in this case.  
  
-Mr. Holscher informed the council that the town owns two hydro-vac trailers. Mills is interested in purchasing one of them. He suggested that Head of Public Works, Dustin Smart, work with Mr. Coleman of Mills to see where that leads.

-The question of ownership and responsibility of the mailboxes had recently been brought to the council's attention. Mr. Holscher informed the council that the town does not own any of the mailboxes. Steve Jackson, mail carrier, was present to discuss the matter with the council. Mr. Jackson stated he had held the contract for mail delivery to the area since 1981. He informed the council that when he first started doing the mail for Bar Nunn, the post office did pay for the cluster boxes and the parcel boxes, and the town paid for the concrete work and the building. Since then, the post office decided they were no longer going to pay for any of the cluster boxes or parcel lockers, and it has fallen on the developers to pay for. Mr. Jackson stated that there are not enough parcel lockers and wanted to request more at both mail locations in Bar Nunn, and wanted to know if the town would consider purchasing those. He stated it may help to encourage residents to check their mail more frequently because there is only 1 parcel box per 5 customers at the McMurry location, and 1 parcel box per 8 customers at the mail building off of Sunset. Councilman Sabrosky inquired if the shortage was contributing to the issues that are discussed on the community Facebook page about missed parcels. He stated he could partially explain those issues. Mr. Jackson stated that when he first began delivering out here, it was just his wife and himself. When his wife passed, he hired help and would work alongside them. In the last year, he stated he had two surgeries and was not as hands-on as he had previously been. New employees and his medical leave may have contributed to some of the issues, but he felt it had improved over the last 6 months. He estimated they deliver close to 6,000 packages per month to Bar Nunn, and the number of complaints that reach the post office is one or two every month or so.

Mayor Boyer inquired how many boxes Mr. Jackson believed he would need. Mr. Jackson stated that he would like there to be an additional 6 quad unit parcel boxes for each location. He stated that the post office will set them up and maintain them, but they will not purchase them. Mr. Holscher stated the town could purchase them as a service to the residents, but in the future when a development goes in, it should be a condition of the development agreement that this is properly addressed with the USPS specifications and put in by the developers.

Mayor Boyer stated that the council would take the request under consideration and figure out where they would go from here. Mr. Jackson stated that he would also let the council know if his crew saw an improvement with customers picking up their parcels regularly.

- 7) **Engineer's Report:** A written report was submitted. Town Engineer, Ray Catellier, PE was present to answer questions or comments from the council.

-Mr. Catellier reported that he had heard from the playground equipment supplier for Antelope Park. The anticipated installation date for the equipment and fall protection is the end of April.

-Mayor Boyer inquired if installing a concrete culvert or channel along Salt Creek, where improvements were just completed, would be beneficial. Mr. Catellier stated that it would. He believed that the long-term, permanent fix to that stretch of the road would include something like that. The problem with the wait it is currently is that any water that hits the road goes into the ditches and just sits there and seeps into the soil under the road. He believed that installing a concrete channel and some underdrains with a whole new asphalt section would be the solution to the road movement.

Mayor Boyer asked if this could be achieved in stages and what would need to be done first. Mr. Catellier said an underdrain system should be done first because the clay under the road holds onto the water for a very long time. Councilman Clark inquired if the town owns that property and if a detention pond there would help control the water. Mr. Catellier stated that a detention pond would be helpful and that in discussions years ago, the town had discussed acquiring that property, but never got to that point. Mayor Boyer stated with budget planning approaching, it should be addressed this year. Mr. Catellier stated that the town could start by having conversations with the landowner to see if they would be interested. Mayor Boyer instructed Mr. Catellier to begin that process.

- 8) **Fire Department Report:** A written report was submitted. Interim Fire Chief, Eugene Zahara, was present for questions or comments from the council.

-Chief Zahara stated he had some recognitions he would like to announce to the council. Firefighter Eric Vanblaricom became certified through the Automotive Service Excellence Program. He is now certified in T1, which is gasoline engines, T3 for drive trains, T4 for brakes, T5 for suspension and steering, and T8 for preventative maintenance inspection. Chief Zahara stated this would allow the department to bring a lot of apparatus and equipment repair and maintenance back in-house. He stated that Mr. Vanblaricom was also going

to test for the emergency vehicle and fire apparatus certifications. Once complete, work on the pumps can be completed in-house as well. This will save the town the high expense of sending the equipment out for repairs. Chief Zahara and the council thanked Mr. Vanblaricom for his dedication to the department and for getting himself through those certifications.

Chief Zahara also recognized Firefighters Matt Potter and Dave Potter. They attended the Fire Academy in Riverton, WY, and completed the Fire Services Instructor 1 course. This allows the department to bring academy classes here into the department. They can both teach the level they are currently at and below. They can teach Hazmat Ops, Firefighter 1, Fire Service Instructor 1, and Matt can teach Firefighter 2. They are also currently working to get certified as state proctors, so that they can actually request and do the state exam and skills testing in-house. Chief Zahara presented them with their certifications and rocker patches and thanked them for their dedication.

-Chief Zahara informed the council that he had two quotes for the council to review. He requested quotes from three companies for the heating and air conditioning at the fire department, but only received one quote from Air Innovations. He stated that the air conditioning system in place is not very effective and appears to be enclosed in the drop ceiling. The plan is to move that from the enclosed space and transition a new unit to the wall of the apparatus bay, and then run ductwork back into the hallway through the drop ceiling and reposition vents. The quote from Air Innovations was \$23,533.40.

The second quote was for roof repair. He stated he was unsure what the repair history was for the roof at the fire department, but there was one section with a lot of leaks, so he received a quote to repair the roof. This would entail cleaning and patching screws, venting pipes, sealing everything, and then recoating the metal roof. Chief Zahara informed the council he was waiting for a second quote, but the quote they received totaled \$7,500 for the roof repair. In total, the repairs at the fire department would equal \$31,033, and the building maintenance fund would have just enough to cover the cost of those repairs.

Mayor Boyer stated that a leaky roof definitely needed to be repaired. Councilman Sabrosky asked if the AC repairs were to cool where firefighters stay. Chief Zahara said yes, and though he doesn't personally stay there, he had been told it is awful in the summer. Firefighter Dave Potter confirmed that the space can reach 90 degrees in the summer with the current system running on full blast. Councilman Clark inquired if there were any other heaters or AC units that would need to be repaired. Chief Zahara said no and reminded the council that Air Innovations had replaced two of the gas heaters in the bays last year. He informed the council that Air Innovations was also building a quote for biannual service on all of the HVAC equipment at the fire department. Mayor Boyer approved the quotes and told Chief Zahara to move forward with the repairs.

-Chief Zahara discussed the council's options for the surplus equipment. The town could liquidate the surplus equipment independently. That would entail marketing the equipment and receiving sealed bids. The other option would be to utilize Municibid, which the City of Mills also uses. He informed the council that Municibid was a nationwide platform. This would advertise the surplus equipment more broadly, and the only fees associated with the platform were 9% to be charged to the buyer. The council determined it would be best to utilize the Municibid platform.

-Lastly, Chief Zahara met with the principle of Bar Nunn Elementary School, Lynn Leslie to discuss emergency management. They discussed evacuation plans and lockdown procedures. He stated that Principle Leslie wanted to continue to use their current evacuation location because that is where the children are used to going during drills and know that location.

He noted one area of concern he had was the school district's delayed egress for fire alarms. This is in place to ensure that an active shooter did not pull the alarm before kids start leaving the building, but he was not sure how long the egress was. Mr. Holscher stated that it was three minutes, according to the school district. Chief Zahara stated that three minutes was not too bad because schools are not meant to burn easily. He stated he would be meeting with other fire chiefs from the county to have a discussion on the delayed egress for fire alarms.

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

-Mr. Smart reported that he received a call from the project manager of Visionary, Brad Machaly, inquiring if

the town had received payment from the subcontractor for the damaged meter pits. Mr. Smart informed him that there had been no payment received. Mr. Machaly, wanting to maintain the relationship with the town, stated that Visionary would pay for the damage. The total of the damage to the town's meter pits was \$21,221.

-Mayor Boyer inquired about the sanitary survey from the EPA and when that would take place. Mr. Smart stated he did not have a date yet, but it is an inspection of our water system that occurs every three years. The EPA contracts with an inspector who is certified to perform the sanitary survey.

10) **Parks and Recreation Report:** A written report was submitted. Town Clerk, Kalista Schwarzrock was present on behalf of Ms. Wharton for questions or comments from the council.

-Mrs. Schwarzrock stated that Ms. Wharton wanted the council to look over the calendar of events that she had prepared for the year. Mrs. Schwarzrock noted that the Easter Egg hunt was set for the weekend before Easter. Councilman Martin stated that it was also how it was done last year, and the event was well-attended. Mayor Boyer stated he did want the name of the 4<sup>th</sup> of July festivities changed from the July 4<sup>th</sup> Bar Nunn Community Celebration and Parade to the Bar Nunn Independence Day Celebration and Parade. Chief Zahara added that the Fire Department Car Show on July 19<sup>th</sup> should be added to the calendar as well. The council decided to plant eight trees. Mrs. Schwarzrock stated that a resident had requested that trees be planted down the Palomino median. Councilman Martin asked if a Color guard would be doing a flag raising. Mrs. Schwarzrock said she would arrange one.

-Mayor Boyer stated a community Clean-Up day needed to be added to the calendar and recommended either May 3<sup>rd</sup>, 10<sup>th</sup>, or 17<sup>th</sup>. Mrs. Schwarzrock stated she would pass the information along to the Parks and Recreation Committee Chairwoman to finalize a date.

11) **Petitions and Public Comment:** Resident, Ken Hume, inquired what the council knew regarding the nuclear manufacturing facility that plans to build north of town. Mayor Boyer told him that Radiant Nuclear would be holding a Town Hall Discussion on March 25<sup>th</sup> and recommended Mr. Hume attend because they would be available and able to answer his questions better than the council could. Mayor Boyer informed him that the planned location is West of I-25 between the gravel pit and West Winds.

## 12) **Council Business:**

A) **Discussion – Mill Levy:** At the March 4<sup>th</sup> meeting, it was brought up that the county was still assessing the extra 8 mills for Wardwell. Mayor Boyer requested that Mr. Holscher get in touch with the county regarding the matter. Councilman Sabrosky speculated it could be due to the Wardwell board not getting the levy rescinded before the dissolution because it should have been done at the direction of the Wardwell board. Mr. Holscher stated that any funds received from the county in relation to the extra 8 mills should be segregated. Mrs. Schwarzrock stated that the town had not received any of the Wardwell Mill Levy funds until the previous week when the town received a large deposit and an explanation from the county stating it was all funds collected since the beginning of the dissolution. She stated she did request a start and through date for the collection of those funds. She requested permission from the council to move the entire deposit in the amount of \$667,979.05 to a water investment savings account to keep the funds segregated. Mayor Boyer entertained a motion to move the mill levy deposit for Wardwell in the amount of \$667,979.05 into an investment account for water. Moved by Steven Clark, seconded by Tyler Martin, and carried without dissent to move \$667,979.05 to an investment account for water. Mayor Boyer stated that it needed to be a priority to get to the bottom of the extra 8 mills being assessed to Bar Nunn residents.

B) **Resident Suggestion – Benches for Antelope Median:** Mrs. Schwarzrock stated she had received a request from a resident for benches down the Antelope median. Mayor Boyer said he was ok with that. Mr. Smart stated they could not be placed between the rocks, but should be placed on the other side of the walking path. Mayor Boyer stated that the council should plan for that during budget meetings. Mrs. Schwarzrock suggested that the town could reach out to Reveille Rotary which had donated the bench out

front of town hall to see if they would be interested in donating more benches.

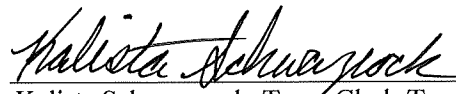
C) **Miscellaneous Business:** Mayor Boyer noted that the water system is still called Wardwell Water and Sewer and asked how the town gets that changed. Mr. Smart stated it was listed in and EPA Public Water System Registry with an assigned number. He said he would look into how to get the name changed while maintaining the identification number.

13) **Adjournment:** Moved by Steven Clark, seconded by Tyler Martin, and carried without dissent that there being no further business the meeting of March 18, 2025, be adjourned, at 8:14 P.M.



Peter Boyer, Mayor

ATTEST: (seal)



Kalista Schwarzrock, Town Clerk-Treasurer