



Sue Rigano  
Mayor

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Sheila Wakefield  
Clerk/Treasurer

Minutes  
 Regular Council Meeting  
 Wednesday, March 18, 2015

Mayor Rigano called the meeting to order at 7:00 p.m.

**Roll Call:** Council Members present were: Debbra Morgan, Adene Wuertley, Craig Davidson & Lowell Clawson. Also present were Attorney David Erickson, Mayor Sue Rigano, Town Clerk/Treasurer Sheila Wakefield, Water/Sewer Operator Tony Rigano, Police Chief Larry Prince and Officer Scott Dick. Community Members present were Sylvia McCain, Lee Sulzen, Dee Garrison, Debra McCormack, Matthew Oliver and Kelsey Jaure.

**Pledge of Allegiance**

**Public Comment:**

Mayor Rigano asked if there was any public comment.

Debra McCormack asked about the safe havens in the area due to the recent flair up (main battery; Memorial). Mayor Rigano stated the safe havens are at the Town Hall & old school. Debra McCormack asked about the concern that the weight room wall wasn't fixed and Mayor Rigano responded that there was no need to be in there. Council Member Clawson said that the gym was the main area for the safe haven. The school as a safe haven may not continue due to the cost to maintain it.

Council Member Clawson had public comment. **"I would like to congratulate our Mayor, Sue Rigano, on charges being dropped and I would like to wish her luck in any pursuit she does in defamation of character, slander and perjury charges toward those involved that deserve it and Good Luck".**

Mayor Rigano thanked him and there was applause.

Dee Garrison asked to make Public comment. She stated she'd like to take time off to thank Adene & Bob Wuertley for the sign that the Land Use Planning Commission asked to be put up for the town. Council Member Wuertley asked what sign and responded that the sign she was referring to was put up by Maintenance Man Godwin. She stated that they had actually had a sign made up for the Trencher. Ms. Garrison then wanted to thank the Township for that sign and also stated that "they" appreciated the trencher being brought into town. She knows that some people are unhappy about it but feels it is an historical part of this town. She noticed at the last meeting that Research Clerk Brantner had gotten the pictures in the Council Room and thought it was great & fantastic that was done. She also asked if there was any decisions on how often the Land Use Planning Commission should meet and if there are any changes to the Board. She is working on getting the final booklet out however, has run out of ink but will get that done and present to the committee. She also had a comment on the school from the last meeting. In reference to the Wamsutter ladies here talking about the clinic, she feels before any decisions are made in regards to the school that it would be a

place to have that. She also felt that the old school would also probably be a better place to have the recreation center because there is more space, the library going on and make better use and make it more profitable. This was also the place, she wanted to remind the Town Council, where we would have town functions. We used to have the Christmas party there and other things. She would ask that the Council keep into consideration that the school is a vital part of this community and one of the things that help bring the community together and made it a good place to live in. She also wanted to thank Council Member Morgan for all the work with the Neutering thing. She felt it was important that it be in the minutes that **"Dogs may be shot if they are running loose and caught running an antelope so people can be prepared for that and know what is coming up. Granted you may assume that everyone knows what the law is and that this shouldn't be done but it's really important for people to know that and understand that."**

Lee Sulzen said he would like to make a comment on the dogs being shot. He wanted to inform the whole town and let them know that he was attacked by a dog in his driveway. Asked if we would all watch our dogs a little closer because had he had a pistol on his side he would have shot the dog. He doesn't know whose dog it was but it was a boxer and he was told to wear a pistol. He would rather have everyone watch their dogs. Just a few days later he saw kids walking their dogs with a leash and he was proud to see that. **"If we could all live as a town and be happy & healthy then this is my kind of town"**.

Mayor asked if there was anyone else that would like to comment. No other Public Comment

**Approval of the Minutes for March 4, 2015** – Mayor Rigano asked if the Council had reviewed the minutes and if there were any changes. Council Members responded they had been read and there were no changes. Minutes stand as written.

**Approval of the Agenda for March 18, 2015** – Mayor Rigano asked if there was a motion to approve the agenda. Council Member Davidson made a motion to accept the agenda. Council Member Morgan seconded. Motion passed unanimously.

#### **Monthly Reports:**

**Police Report:** Police Chief Prince stated there have been a few minor calls that were resolved of which one was Lee Sulzen's animal call. They were not able to prove that it was the animal that caused his problem but was able to site an owner for "dog at large". Not 100% it was the same dog but pretty sure it was. Had a few traffic problems that resulted in some citations but it has been pretty quiet. Anticipate a little more activity as the weather warms up. Community Member Sulzen commented Chief Prince was doing a good job. Others agreed.

**Court:** Mayor Rigano read the Court report from March 13, 2015.

There was no court held on March 5, 2015, no citations were written for this court date. The next scheduled court date is April 9, 2015.

**Water & Sewer:** Water & Sewer Operator Rigano stated that the water was averaging 25,000 gallons a day usage. Levels are acceptable and good. Flow is pretty good and will take the tank up to 40' at the end of the month. The sewer lagoons are fine, looking into researching someone to clean the lower laterals. He will be attending a water conference in Casper and will look for a contractor there. The sewer lines were flushed by Bartlett Oilfield Service, but that doesn't get all the grease out of the sewer lines. He asked to use the town vehicle for the conference and it was mentioned that was what the vehicle was there for. There is also a fee for the conference as well. Council Member Clawson mentioned it was in the budget for that.

**Maintenance:** Mayor Rigano stated that Wallace was unable to attend. He did work on the weight room today and is ready for Plus Electric to rough in the electric. He needs to wait until the roof is completely dry before he seals the roof or it won't seal properly. He can proceed providing no more moisture.

**Fire Department:** Mayor Rigano had a report from February 19, 2015. In attendance were Frank Chavez, Frankie Atwill, Thad Duke, Thane Thornton, Jeff McCormack, Matthew Oliver, Debra McCormack. Mike Beck was no answer, no show, third absence and no longer on Fire Department. They discussed the Budget for the Fire Department. Thane Thornton got promoted to Training officer and there was a request for Training records. Signed Frank Chavez.

### **Mayor's Report:**

1. We are no longer posting the minutes & agenda at the Post Office. We have a new bulletin board outside the Town Hall where they will be posted as well as inside & on the website. Council Member Lawson asked (so it would show in the minutes) what the address was for the website. The website is: **www.TownofBairoil.com**. Clerk/Treasurer Wakefield commented that we have been getting a lot of hits on the site and it is being used.
2. The electricity at 102 Indian Paint Brush. The renter has not been there since October 2014 however Nov., Dec., & Jan., electricity was over \$80 a month. The meter had been checked by Plus Electric and found no problem. Clerk/Treasurer Wakefield stated she had spoken to Rocky Mountain Power and they questioned if we possibly had a squatter that someone seemed to be hooking up to the meter but they would come out to look at it to make sure there wasn't something wrong with the meter. Council Member Wuertley asked if he maybe had a CO2 monitor but it wouldn't use that much and Council Member Clawson agreed it wouldn't use that much electricity. It was questioned if the thermostat would be kicking in. Council Member Clawson speaking as Plus Electric would check with his employees tomorrow and see what they did as far as checking it out.
3. Grant Update – Council Member Wuertley was asked to speak in regards to the report Research Clerk Brantner had given her. Total Grant Funds Awarded to date is \$247,042.00. The Grant Funds spent to date are \$60,538.02. Grant Funds reimbursed to date is \$51,441.37 and Grant Funds remaining are \$186,503.98. A Breakdown of Expenditures to date was given as well as a breakdown of each grant. The report will be filed with the minutes at the Town Hall. She commented that Michael's Fencing will be installing the Fence at Trencher Park in a couple of weeks as weather conditions allow. Asphalt for the parking area will also be soon and the contractor will be revisiting the site the week of March 23<sup>rd</sup> to verify measurements. There is a Grant for the asphaltting of the Town Hall parking lot and new Basketball nets and Tennis Court posts have been purchased. The Tennis court will be resurfaced as well. New Park Benches, Tables & Trash cans were purchased. Grant #MRG11304 for the Old Town Hall was discovered due to an e-mail received on March 4<sup>th</sup> 2015. This Grant was awarded to the Town on April 12, 2012 in the amount of \$92,000 however they were notifying us that no activity for reimbursement had been received. The State Lands and Investments office faxed copies of the paperwork they had on file. None of the paperwork had been submitted. Research Clerk Brantner completed the required forms and the 1<sup>st</sup> draft request for reimbursement was submitted. The HAAF (Historic Architecture Assistance Fund) grant is not a reimbursement grant. The funds that have been approved (\$5,340.00) will be paid directly from the Alliance for Historic Wyoming funding. They selected Lesley Gilmore of CTA Architects Engineers to evaluate the building. She is scheduled to do an on-site visit on March 25<sup>th</sup>. Engineer Tom Pilch has been made aware of the visit and plans to also be here. Upon receipt of her report the work will be prioritized according to her recommendation. Estimate funds to be used for cleaning up the inside of the buildings, completing the roof project, restoring the siding & trim, repair/replace electrical, etc.

Council Member Wuertley stated we need to recognize Research Clerk Brantner for her efforts in getting these done. Agreement from other parties.

4. Old School Utilities – Clerk/Treasurer Wakefield did some research on the cost of the utilities. The electric is running avg. 12-14 months from \$570.93 to \$606.34 a month. Source Gas avg. 12-14 months runs \$1126.07 to \$1221.43 a month. Discussion held, not sure what can be done to lower the costs. Council Member Wuertley commented that maybe the only other way is to drain everything. Mayor Rigano commented that there has been a check mailed for under \$15,000 for the repairs to the broken pipes at the old school. Maintenance Man Godwin was unable to complete the pressure test due to the number of leaks. Wallace Godwin asked Mayor Rigano to be considered for the damage repairs as a Contractor and that it would be work he did after his 40 hours for the Town. Council agreed that other bids need to be requested. Mayor Rigano stated that a supplement would be issued if other damages were found. The adjuster will re-evaluate. It is important to show that work is progressing. This is an Actual Cash Value payment and an additional amount will be paid once work is completed. We need to notify the insurance company that we do or do not intend to do repairs. Normally they allow 180 days to complete the work however will be flexible due to our area. Council Member Wuertley asked if we needed to ask for bids. Attorney Erickson stated that we did not have to do due to the amount but wouldn't hurt. Council Member Clawson said he would recommend that we advertise for it. Mayor Rigano asked if there was a motion to the effect. Council Member Wuertley motioned that we advertise for repair of the school. Council Member Clawson seconded. Motioned passed unanimously. Clerk/Treasurer Wakefield asked if she should notify the claims department that we are putting out for bids and that we do plan to repair the damages and was advised to do so.
5. Our Internet speed has increased from Ping 988 to 94 ms: Download from .47 to 3.59 mbps & Upload from .10 to 1.18 mbps with the Union test using the speed test at [www.speedtest.net](http://www.speedtest.net). Testing period was from 3/11/15 to 3/18/15. Council Member Clawson stated that they had noticed an increase of speed as well with Union. He asked if there were charges to get out of our current lease. Clerk/Treasurer stated that Hughes Net told her at this time it would be \$370.00. The comparison of the cost is approx. \$60 a month more for better service. Council Member Clawson stated he felt it was worth it to have a more stable internet service and made a motion that we get out of our contract with Hughes Net and go with Union. Council Member Davidson seconded. Motion passed unanimously. Clerk/Treasurer Wakefield asked how soon to cancel Hughes Net and Council Member Clawson advised we wait until we are sure everything is up & running smoothly first, approximately a month. Rest of Council agreed.
6. Each Council member received a copy of the rental agreements for the Gym/Weight room. Going to a \$25.00 annual rental fee and instead of using keys go with a code. Council Member Clawson said he felt using a key code was a good idea as well as the Parent/Waiver release form. The \$25.00 a year fee is very cheap to use the equipment once everything is up & running. The new agreement includes rates for special events, school Cafetorium & Kitchen. Waiving fees for funerals. Council Member Clawson felt the refundable damage deposit might help with those using the facility to be responsible for cleaning it up. Council Member Wuertley asked about the code and that we needed to delete the wording about a key on the form. Council Member Clawson commented that with a code we could keep track of who is using the facility and this could detour some damages that could occur. Council Member Wuertley made a motion that we accept the rental agreement as presented. Council Member Clawson seconded. Motioned passed unanimously.
7. Lot leases need signed but water & sewer was included in the past and needs reflected on agreement if continued. Council Member Clawson stated that per prior discussion it was to be included in the town fee and the rental rates were changed per last Council meeting. Clerk/Treasurer Wakefield stated that someone had come into the office today and asked it be clarified. Residential leases were also brought up that many are now on a month to month. Attorney Erickson stated that the way they are written it is OK to leave them as month to month unless there is a break in who is leasing the property. There are a

couple varieties that have been written for the town however unless requested they can remain month to month unless terminated. We are OK with the current leases.

8. Budget dates need to be discussed as the budget is needed by the 3<sup>rd</sup> Tuesday in June. Discussion held on the dates and they are scheduled for April 29<sup>th</sup> at 5:00 p.m. with dinner, May 13<sup>th</sup> at 5:00 with dinner and May 20<sup>th</sup> at our regular council meeting at 7:00 p.m. to vote. Memorial shutdown is first week of June so meetings needed to be moved up to have 2 in May. We will get the dates to the accountant who will also be present.
9. Council Member Wuertley asked to discuss an outdoor lighted sign. Clerk/Treasurer Wakefield did some research on some options for a digital LED sign that the message could be changed inside the Town Hall by computer. There was a 2 sided option and a one sided option. Estimates ranged from \$8,000-\$9,000 for a single sided to \$11,000 - \$12,000 for 2 sided. Mayor Rigano commented that Research Clerk Brantner might be able to find Grant money to assist with the cost. Discussion was held and it will be looked at during Budget time.
10. Mayor Rigano wanted to make a comment on the record concerning the box at the post office. Some research was done on the box that was purchased and approved by the Postal service August 18, 2003. Town Clerk Lyndsey Musgrave found the box for \$189.97 and it was purchased through approval from the Town Council. The Town did purchase the box, did have approval and Post Office did not have a right to a key. Council Member Wuertley wanted to note that the reason it was locked was because the minutes were being defaced & taken down and it was locked to protect the minutes. Council Member Clawson stated that now with the website that we have a much better place to put the minutes.

**Pay Bills** - Vouchers passed around for signatures and checks to sign. Council Member Wuertley motioned to pay bills including all debit charges and all EFT's as well as checks starting with #10365 and ending with #10401 for a total of \$26,632.39. Council Member Davidson seconded. Motioned passed unanimously.

Community Member Debra McCormack asked if she could get a copy of the budget. Council Member Clawson stated when it was done. Attorney Erickson stated that it was public information back to 1981. Debra McCormack stated she did not know where to look, therefore reason for her request. Council Member Clawson asked which budget she was requesting. She stated the one coming to an end and wanted to get a copy of the one being worked on. Attorney Erickson stated that she could come to the meetings and watch as it develops. Mayor Rigano stated that they could come however not invited to the dinner and could not give input during the meeting. Council Member Clawson stated that when it is done and approved then they could get a copy of it. Debra McCormack ask where she could get a copy of this year's budget and the Mayor stated that when the Clerk/Treasurer has time she could make a copy & she could come get it. Debra McCormack then asked Clerk/Treasurer to make her a copy.

With no further business Mayor Rigano adjourned the meeting at 7:50 p.m.

Clerk/Treasurer (Sealed) Attest:

Date: \_\_\_\_\_

Town of Bairoil, Wyoming  
A Municipal Corporation  
Mayor \_\_\_\_\_