

**Record of Proceedings**  
**Town of Chugwater, Wyoming**  
**Special Meeting-CDBG Grant**

**March 14, 2016**

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**Call to Order** at 6:30 PM

**Pledge of Allegiance**

**Roll Call:**

Councilperson Clark, Councilperson Redding, Mayor Sand, Councilperson Stinnette present and accounted for. Councilperson Schirmer is absent.

**CDBG Grant Meeting**

This meeting is to discuss the requirements of the CDBG Grant, WYDOT, DEQ, insurance, the Town of Chugwater as well as requirements of the bidder/owner.

- The recommended insurance is for a builders risk policy, an indemnification contractual provision policy with an umbrella and a bond to protect the Town in the amount of \$407,000.00.
- DEQ requires a 90-day timeframe from the date of ownership for the tanks to be filled and have a DEQ-certified employee for the gas tanks. The bidder/owner will have to install an automatic tank-aging system before use with a tank fee of \$400.00 annually. The other requirements are tax licenses with the State. A bucket test must also be completed and DEQ recommends it be done before the new owner takes possession.
- WYDOT recommends that the west entrance to the gas station be moved to line up with the entrance to the rest area. Mark Williams from WYDOT stated that this is a good time to make the change as it would help with truck traffic flow. They will entertain other options/ideas but an Access Permit will need to be completed and submitted to WYDOT with a site plan. WYDOT could potentially require a Traffic Impact Study which the new owner would be responsible to pay for and then determine if the entrance should be moved for better traffic flow. Mark Williams made the recommendation that it be moved now before the property is developed.
- The new building will be under the State Fire Marshall's office and will need to be in compliance with their safety codes. It must be ADA compliant and it must have protection in front of it to stop or slow down a vehicle down. The parking lot will be reviewed with the bidder's site plan.
- Criteria for bidder addressed in handout and read by Mayor Sand. This is subject to changes and/or additions as needed.

- Attachment C to the CDBG Grant between the WBC and the Town of Chugwater is a Low to Moderate Income Job Verification Form that will need to be completed by the new owner for its initial employees only. The Grant Agreement stipulates that 18 employees must be hired to fulfill the Grant Agreement.
- The Purchase Agreement would be the next step in the process going forward. Rocky Edmonds will draft up a Purchase Agreement for the current owner. If they accept the offer, then the Town can close on the purchase and move into the bidding process.  
The bidding will be open for 2 weeks and will be posted in the Casper Tribune during that time.

**Executive Session**

Motion made by Councilperson Stinnette and seconded by Councilperson Redding to go into Executive Session at 7:40 PM for the discussion on going forward with the CDBG Grant. Special meeting back in session at 8:12 PM.

**Outcome of Meeting**

Motion made by Councilperson Redding and seconded by Councilperson Stinnette to preliminarily approve and accept the Grant subject to further investigation. All in favor. Motion passed unanimously.

**Adjournment** at 8:15 PM

Motion made by Councilperson Clark and seconded by Councilperson Redding to adjourn. All in favor. Motion passed unanimously.

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Town Clerk

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Mayor