

**Record of Proceedings
Town of Chugwater, Wyoming
Town Council Meeting
February 6, 2017**

Pledge of Allegiance

Meeting Called to Order at 7:00 PM

Roll Call:

Councilperson Clark, Councilperson Marlatt, Mayor Redding, Councilperson Stinnette, Councilperson Burns all present and accounted for.

Approval of Agenda:

Motion made by Councilperson Clark and seconded by Councilperson Burns to approve the agenda. All in favor. Motion passed unanimously.

Visitors:

Matt Kadlick – WHF

Wyoming Health Fairs offer low-cost blood screening. They do need volunteers for data entry but they bring their staff for blood draws. They have done this in the past at the Community Center in conjunction with REA and would like consideration to do it again. There is no cost to the Town and WHF will provide brochures and posters for the event.

Gwen Bolin and David Benton – Bank of the West

Bank of the West did a presentation on services they can provide the Town of Chugwater. They would work with us to access our accounts even though they are located in Cheyenne and Wheatland. They would also work with us to customize their services for our banking needs.

Approval of Previous Meeting Minutes:

Motion made by Councilperson Marlatt and seconded by Councilperson Burns to approve the minutes from the January 9, 2017 Town Council Meeting with the changes to roll call that all were accounted for but not all were present. Minutes should state that all were accounted for. Minutes from the December 5, 2016 meeting were not approved since not all Council members were present and therefore minutes stay on the record but not approved. Motion made by Councilperson Clark and seconded by Councilperson Marlatt to approve the minutes of January 13, 2017 Special Meeting. All in favor. Motion passed unanimously.

Approval of Bills:

Motion made by Councilperson Clark and seconded by Councilperson Marlatt to approve the bills and present them for public view. Attorney Jones did not submit a bill for January but will submit one to be included in next month's bills. Linda Webster requested approval of a notary insurance bond, recording fee and notary stamp before next month due to a 60-day time frame allowed by the Secretary of State. Belinda Witt has been helping in the office and will submit time cards for hours worked. LaCynda Fortik was thanked by Mayor Redding for her help as well. Councilperson Marlatt questioned the purchase on the Sam's credit card. The purchases were water and batteries for the Town Hall. A safe was purchased and the bill will be submitted next month.

Reports:

1. Director of water and sewer report, Steve Kelley.

Water Conference scheduled for April 18-21 which Steve, Ron and Gerry will attend.

2. Treasurer report, Linda Webster

No discussion on the Treasurer's report.

Motion made by Councilperson Marlatt and seconded by Councilperson Burns to accept and approve the reports.

Reports approved as presented for public view. All in favor. Motion passed unanimously.

Correspondence:

A letter from LaDonna Sand, which was given to Councilperson Stinnette, was read by Councilperson Stinnette. Councilperson Burns stated that the letter has many misconceptions and many untruths. Councilperson Burns also stated that he is not against the Gun Club but it is in shambles and we have nothing to go on at this point since we have no accounting or expense reports. The Town does not know how much money has been spent or how much is left in Grants for the Gun Club. Councilperson Burns directed a comment to Record-Times journalist, Amanda Fry, to write a story about the hundreds of documents that are missing from the Town Hall and the thousands of dollars of Town property that are missing. Mayor Redding stated that she is only reorganizing the Gun Club Board and NOT doing away with it. She is in favor of the Gun Club and welcomes the revenue it may potentially generate for the Town and the community. This discussion will be continued at a Gun Club meeting. Lee Marfell was thanked by Councilperson Clark and Mayor Redding on his work with the Ordinances and will accept his help going over Ordinances in the future.

Old Business:

John Burns – Water leak

Councilperson Burns asked to be excused from Council for this discussion. He then approached Council on his own behalf to ask that all or part of his utility bill be forgiven. He has two water meters with long water lines on his property. He knew of one leak but then another leak came up causing a very high water bill. As soon as he realized he had a water leak, the water was shut off. Councilperson Burns then left the room for Council to discuss and make a determination. He was called back in for the decision that the Governing Body cannot forgive his bill. Councilperson Clark explained that the Town cannot give away water and can't make exceptions for some residents and not for others. Councilperson Burns accepted the decision and made a suggestion that the water ordinance be revisited.

Dennis and Terri Baker – Water Issue

The Bakers requested reimbursement of a water tap fee in the amount of \$1000.00. They were under the impression that there were water and sewer lines to their property on 7th Street and then as they were moving in a second trailer home onto the lot, realized no sewer line was there to tie into. They had paid for a sewer tap fee of \$300.00 which was refunded to them but the water tap fee had not been refunded. The alley access was also an issue to their property as REA could not bring in power through that blocked alley. Motion made by Councilperson Clark and seconded Councilperson Burns to refund \$1000.00 to the Bakers. All in favor. Motion passed unanimously.

New Business:

1. CDBG Grant

There are two forms required for our Grant file which need to be signed by Mayor Redding and kept in our Grant file. The Wyoming Business Council advised us that this documentation is a requirement in order for us to be compliant with our federal grant. Section 504 form and a Displacement form were presented to Council and signed by Mayor Redding.

2. Chugwater Chili Cook-off

Chugwater Chili Cook-off is requesting that the Town of Chugwater sponsor the cook-off with a contribution. Motion made by Councilperson Clark and seconded by Councilperson Stinnette to give the Chugwater Chili Cook-off the same amount they were given last year. All in favor. Motion passed unanimously.

3. Resolution 2017-2

Motion made by Councilperson Stinnette and seconded by Councilperson Burns to approve Resolution 2017-2 for the Town of Chugwater to designate any bank in Platte County as the Towns' banks. All in favor. Motion passed unanimously.

4. Signature Forms for Oregon Trail Bank Accounts

Signature forms from Oregon Trail Bank were signed by the Governing Body and Treasurer and includes signatures for safe deposit box at Oregon Trail Bank.

5. Insurance for Park Restrooms

Motion made by Councilperson Clark and seconded by Councilperson Stinnette to pay the bill from Burns Insurance in the amount of \$130.00 as the restrooms are close to completion. All in favor. Motion passed unanimously.

6. New Hire – Assistant Clerk/Treasurer

Mayor Redding would like Council to be involved in the interview process and have Linda present during the process as well. There are five applicants and Council decided that they would like to do it as a Special Meeting rather than a workshop so that they could hire someone immediately. The meeting is set for Monday, February 13, 2017 at 7:00 pm.

7. Nesius Billboard

Pam Nesius contacted the Town requesting that we relinquish all rights to the billboard she owns as well as return the permit for the billboard. The Governing Body does needs more clarification on this issue therefore this discussion will be tabled until the March meeting. Since the Town has an Ordinance in place regarding billboards more research needs to be done before this can be settled.

8. New Board Appointments

The Tree Board is taken care of with Steve Kelley and Lee Marfell on this board.

Steve Kelley is on the Zoning Board. LaCynda Fortik volunteered to be on the board. Joe Schirmer will join them on the Zoning Board.

To date, the Community Center board needs a student, a senior and someone from out of town. The manager, Tammy Hartung, is on the board. Councilperson Marlatt will ask his son if he would like to participate on this board. Joe Schirmer has graciously volunteered to be on this board as well. They will meet quarterly.

The Gun Club is still being worked out because there is a question of how many need to be on the board but five people have expressed interest for this board. A workshop will be held with the NRA representative to help clear up issues we are having with the Grants. Mayor Redding would like to have Steve Kelley act as a liason between the Gun Club and the Town for communication and reporting. Councilperson Burns asked if the Council could put in a reporting requirement for all boards.

Upcoming Events:

Special Meeting – February 13, 2017 at 7:00 pm.

Town Council Meeting – March 6, 2017 at 7:00 pm.

Open Forum:

- The Town has one key to the safe deposit box and one is missing. Mayor Redding will start making calls to other people in town who might know where it is before the lock has to be drilled out at the expense of the Town.

- Councilperson Burns brought up that the building permit that was issued to the gas station is invalid. According to Ordinance #224, Section 1, Part 2, the zoning inspector shall issue building permits. He also stated that the permit fee of \$1,514.50 was improperly waived as well.
- Steve Kelley brought up that without a proper permit, we do not know if the gas station would need additional water or if the kitchen would require grease traps and if there would be a grease trap for a service bay if they were to put one in.
- This discussion will be added to the March 6, 2017 meeting agenda.

Adjournment:

Motion by Councilperson Stinnette and seconded by Councilperson Clark to adjourn meeting at 9:16 PM. All in favor. Motion passed unanimously.

Town Clerk

Mayor