

**Record of Proceedings
Town of Chugwater, Wyoming
Town Council Meeting
October 4, 2021**

MEETING CALLED TO ORDER at 7:00 PM

PLEDGE OF ALLEGIANCE

ROLL CALL

Councilperson Schirmer, Councilperson Marlatt, Councilperson Cronk, and Mayor Ash present.

APPROVAL OF AGENDA

Mayor Ash added street signs to the Agenda under old business.

Councilperson Marlatt made a motion to accept the agenda. Councilperson Cronk seconded the motion. Motion passed unanimously.

APPROVAL OF PREVIOUS MEETING MINUTES

Councilperson Cronk made a motion to approve the September 7, 2021 Meeting Minutes. Councilperson Schirmer seconded the motion. Motion passed unanimously.

VISITOR'S COMMENTS/OPEN FORUM

Philip Ellis was not present however, Mayor Ash relayed Phillip's comments; reminding everyone about the CHED Community Dinner on Oct. 21st at 6:00 pm at the Community Center. Mayor Ash also added that there will be a meeting to follow which will have several topics that may be of interest to the Council and members of the Town.

James Crawford requested that a 4-way Stop sign be posted on the corner of 4th and Swan to help slow traffic down on 4th Street. Mayor Ash stated that Lance is currently working with WYDOT to get street signs and that it is in the works, but will take a little bit of time to get completed. The goal is to have the streets signs installed by next month.

REPORTS

Director of Water and Sewer Report, Lance Wedemeyer

Lance reported that this month was focused on patching the streets and Winter Preparation. There was a manhole on 3rd & Clay that was raised. All the town buildings heating systems have been checked, with the exception of the Business Building which Lance has requested consultation with T.C. Edwards for assistance. The meter pit located at 404 4th had a water leak that has been fixed. Sprinkler systems will be blown out on Monday October 11th; Denny Ebel will be assisting with this. Winterization of the park will also be completed on October 11th.

Lance and Nichole are working on furthering their education on water and waste water which includes correspondences courses on Thursdays. Several permits have come through this month. Lance concluded with stating that the town pumped 2,673,000 gallons of water this month with only a 3 % loss, normal is 10 – 12% loss.

Community Liaison Report, Linda Webster

Linda reported that there has was a lot of positive feedback from the community regarding the Farmers/Flea Markets that was held in the Chugwater park, the vendors stated that they will definitely return next year. The biggest hurdle was getting traffic from outside of our community. The monthly newsletter is being well received and is a great way of communicating to the community on upcoming events. Several individuals have requested to be included in the newsletter. The Blanket Brigade got together and over 30 blankets were made and donated to the Fire Department. One of the quilts will be raffled off in the near future, where the money will then be donated to Fire Department.

Several other activities that are going on is a Book club that meets every other Wednesday at the library, there will be a Halloween Bingo night on October 29th, and Nichole Clark is coordinating the 2nd Annual Halloween Hayride which will be on October 31st. November 20th there will be a Holiday Bazaar at the Community Center where there will be crafters, Artist and Bakers, more information on this will be in the November Newsletter.

Treasurer's Report, Jennifer Clark

Treasurer Clark presented the Fiscal Year-To-Date P&L Report. Treasurer Clark is working with the Accountant to have the P&L reconciled to the Budget by the November Meeting. The accountant has successfully submitted our F66 report. Mayor Ash commented that the Accountants have been extremely instrumental and in regards to the 100K that was noted in the email regarding the F66, Mayor Ash clarified that this was because the 100K we received for the roofs was booked as income not Capital Improvements; the Accountant is doing an adjustment and will get a letter sent off regarding this. Mayor Ash reported that Jennifer has found that we have 3 accounts with Wyoming Bank & Trust, which we have to do with our Sales Tax are currently not on our books. These accounts are going to be researched and an internal Audit will be one on these this Month. Attorney Jones commented that these accounts are for the 1 cent sales tax reiterated that these funds are designed for a specific purpose, which Mayor Ash agreed which is why we will conduct an internal audit to reconcile the accounts. We will also get with the Accountant to determine the best way of getting these into our books. Mayor Ash accepted the Treasurer's report as submitted.

Councilperson's Report

Councilperson Marlatt reported that he reviewed all the Vouchers with Linda and Eric approved all the Vouchers to be paid.

Mayor's Report

Mayor Ash reported that we are continuing to work on the Accounting and will be requesting a Workshop to review where we are at with the Accounting vs the Budget with the numerous changes that have been made including staffing changes. We just want to verify that we are on track. Mayor Ash is still working on filing the vacant Councilperson position. Our Ordinance does not match the State Statue on term when filling a vacant Council seat; therefore we will be reviewing our Ordinance to match the State Statue. Building Ordinances and Maps will also be getting updated in the near future.

OLD BUSINESS

Mayor Ash commented that posting of signs was addressed in the Visitors Comments/Open Forum.

NEW BUSINESS

Clerk Jennifer Clark reported that the Liquor Licenses renewals have been delivered to the 3 business's in town, once they are completed and returned to Town Hall, the applications will be sent to the Liquor Division for their approval on the application. The Renewal Applications will be advertised in Platte Record-Times on October 13th and 20th 2021 and also posted on our Town Website. The public hearing for the renewals will be held on November 1, 2021 at 6:30 pm and our regular Council Meeting will follow.

Linda Webster reported that Tammy Hartung will be cleaning the Community Center as a Contract Employee and will be receiving \$65.00 a month. Linda also reported that the cleaning of the Business Center will be posted for bids in the near future. Mayor Ash commented that Debbie was previously doing the cleaning as a Town employee, with having the cleaning done as a Contract Employee it will save the town from having to pay unemployment and other associated costs.

Lance Wedemeyer addressed the Variance Permit for James Crawford to extend out the west side of his house for a mud room with a porch. The length of the addition will be 8 feet and there is 14 feet to the property line, which is why a variance permit is needed. There is a letter from the neighbor Terri Skiba regarding this and it states that she is willing to allow this as long as the Council votes in favor of the permit. Lance is unable to find any documentation regarding setbacks for commercially zoned property which is currently how Mr. Crawford's property is zoned.

Eric Jones commented that this property should be rezoned in the near future to be residential because of the fact that is actually what it is. Councilperson Cronk asked how this will affect Terri Skiba's property if she wanted to build something in the future. Lance explained that it would not affect her because the setbacks are based on the actual property line.

Councilperson Schirmer made a motion to approve the Variance Permit for James Crawford. Councilperson Cronk seconded the motion. Motion passed unanimously.

Lance Wedemeyer addressed the Building Permit for the Chugwater School Playground equipment and future expansion to include a swing set, basketball court and shelter off the conex container. The cost for the building permit is \$100.00 and Lance requested that the fee be waived.

Councilperson Marlatt made a motion to approve the Permit and waive the permit fee. Councilperson Schirmer seconded the motion. Councilperson Cronk apposed the motion. Motion carries.

APPROVAL OF BILLS

Councilperson Marlatt reviewed all bills prior to meeting.

There is extra fire hydrant paint that is left over, the Town is going to keep 4 gallons, and Lance Wedemeyer spoke to Tim Ash and the Fire Department would like to either purchase the remainder 3 gallons or have the Town donate them.

Councilperson Schirmer made a motion to donate the paint. Councilperson Cronk seconded the motion. Motion passed unanimously.

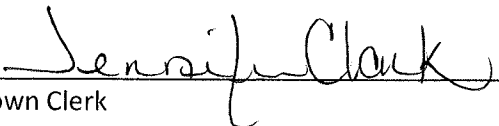
Councilperson Cronk made a motion to accept the bills that were presented for payment and to pay bills that have not been received up to \$1,615.83. Councilperson Schirmer seconded the motion. Motion passed unanimously.

AJOURNMENT & SCHEDULED MEETINGS

Meeting adjourned at 7:42 PM.

Upcoming Public Hearing – November 1, 2021 at 6:30 PM

Upcoming Town Council Meeting – November 1, 2021 at 7:00 PM


Town Clerk


Mayor