

**Record of Proceedings
Town of Chugwater, Wyoming
Town Council Meeting
February 7, 2022**

MEETING CALLED TO ORDER at 7:00PM

PLEDGE OF ALLEGIANCE

ROLL CALL

Councilperson Schirmer, Councilperson Cronk, Councilperson Kelley, and Mayor Ash all present. Councilperson Marlatt was an excused absence. Attorney Jones was absent.

APPROVAL OF AGENDA

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

APPROVAL OF PREVIOUS MEETING MINUTES

Councilperson Schirmer made a motion to approve the January 10, 2021 Meeting Minutes. Councilperson Kelley seconded the motion, Councilperson Cronk abstained. Motion passed.

Workshop Minutes of January 21, 2021 were accepted as submitted.

VISITOR'S COMMENTS/OPEN FORUM

Josh Hopkins discussed the Historic US 87 Highway signs that he is interested in getting posted within the town. Josh has already spoken with the State Traffic engineer and they have approved placement at State level, however the Town also needs to approve at the Town level. Request is for a total of 6 signs within the Town limits. The cost of the signs and posts will be provided at a later date. Josh will work with Ellen Welty and the Platte County Main Street project to see how this could possibly integrate with our Main Street improvement.

Councilperson Kelley made a motion to approve future placement of Historic Highway signage. Councilperson Schirmer seconded the motion. Motion passed unanimously.

Josh Hopkins discussed the desire to apply for a Federal Firearms permit which would allow the Tri-County Mercantile to sell guns and ammunition. The application process takes approximately 60 days for approval. Mayor Ash responded that there are several aspects that would be involved with this. We would need to review the Firearm ordinance, Public Notice would need to be made and we would discuss this with the Town Attorney Eric Jones.

Andy Schirmer inquired about the status of the Conex Building within the Town, Mayor Ash stated that there will be more discussion regarding Conex/Storage Containers at the workshop on February 18, 2022 and that Eric Jones will also be present at that the workshop.

REPORTS

Director of Water and Sewer Report, Lance Wedemeyer

Lance discussed items included in his written report which is attached.

Menards

Council unanimously agreed to not renew the Menards Business Charge Account. No Motion made.

APPROVAL OF BILLS

Councilperson Marlatt reviewed all bills prior to meeting.

Councilperson Schirmer made a motion to accept the bills that were presented for payment and to pay bills that have not been received up to \$1,500.00. Councilperson Cronk seconded the motion. Motion passed unanimously.

ADJOURNMENT & SCHEDULED MEETINGS

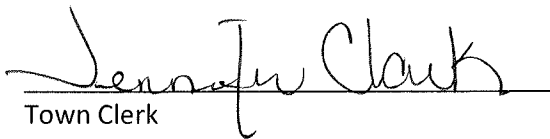
Councilperson Cronk made a motion to adjourn. Councilperson Schirmer seconded the motion. Motion passed unanimously. Meeting adjourned at 8:09 PM.

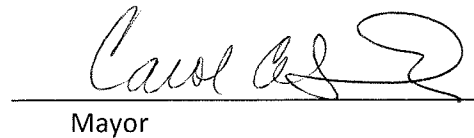
The upcoming Town Workshop on February 18, 2022 at 9:00 AM will be discussing Town Clean-up and Storage/Conex Containers.

Upcoming Town Council Meeting – March 7, 2022 at 7:00 PM

Upcoming Workshop – March 18, 2022 at 9:00 AM

Upcoming Special Meeting – March 18, 2022 following Workshop


Town Clerk


Mayor

Maintenance Report for ^{February} ~~January~~ 2022

During the month of January, Nichole and I started the year by taking down the Christmas decorations. While doing so, we took an inventory on what we currently have. Considering this, we hope to expand and branch out even more during the next holiday season.

So far this year, our community has endured one big snow storm. Which impacted travel so much that it had roads closed and many people stranded here in Chugwater. The maintenance team kept an emergency loop open from the buffalo lodge to 4th street and down Clay avenue. This allowed vehicles that needed to venture out to get to the important places safely. To accommodate those who had no where else to go, the Town of Chugwater opened up the Community Center. People were provided cots, blankets, food and company. Council member Eric Marlatt, Jennifer Clark, Nichole and I all rotated shifts to watch over the Community Center through the night into the next day. Counting the big storm, we have plowed snow on two occasions this month, learning and getting an understanding on a solid snow plan for the future.

Also this month, we picked up another big branch broken off on first street. This particular branch fell near the front of the Soda Fountain after it was struck by the semi-truck. The branch was cut up and hauled to the wood pile. The wood pile had gotten massive, and was tended to on a calm day when snow was covering the ground. The pile was burned down as far as we could, only leaving a load about the size of a pickup. The maintenance team went back and cleaned up the ash that we could, and the area is now prepared for the big cleanup which is expected during the coming months.

Some equipment had issues this month, more specifically with the backhoe going down due to a turbo failure. I replaced the turbo and fuel pump and got it up and running again. In addition, two hydraulic hoses and a fuel line were also replaced. Currently, the backhoe is running really well. The other equipment got attention too, with three services performed and a nice steamer wash job on the dump truck and backhoe. Everything is up and running and ready for the next task.

Besides all of that, we have started putting together lists and prices for the upcoming budget year. We have had to work on several water meters with issues, Some with check valve problems which was handled with rebuild kits. Replaced a meter that was old and starting to read improperly. All meters are fixed and running properly now. We have kept up on our normal maintenance items too, like buildings. Nichole has been studying hard getting ready for water operator certification. I have started to set up meetings with the intention to spend time with each council member, focusing on different areas in the maintenance department to get ready for the upcoming year, budget and events. All has been going well and moving forward.

Thank you,
Lance Wedemeyer

Chugwater Community Events Report

February, 2022

No Community Events were held in January. Mayor Ash used the month to transition into the new year with workshops scheduled for Town Clean-up, Property Clean-up and Main Street Beautification Projects.

January's snowstorm stranded many motorists and some spent the night at the Community Center. Lance has included details in his report but we received some Thank You letters for our help keeping them warm, safe & fed. Jennifer Clark shared some details in the February Newsletter and we included one of the Thank You letters as it was addressed to the Good People of Chugwater. It was a tremendous amount of work for our team and they did a wonderful job stepping into the role of doing what needed to be done in those circumstances.

The Chugwater Study Guild has always done a Soup & Pie Supper for their February meeting, which included the members and their spouses. This year we have asked them if they would like to include the entire Community. The response was an overwhelming "Yes" and may turn into an annual event with the Town and the Chugwater Study Guild working together. The Guild has graciously offered to make three kinds of soup and some of their members are making pies. We have asked that anyone attending bring a relish tray, cheese & crackers or pie to share.

The Community Center continues to be utilized weekly with different events and groups. It is definitely our gathering place and we are working on making it feel comfortable, not only for the Seniors who have lunch there daily, but for everyone who comes in to feel welcome with some extra décor for the holiday or season. We have decided to purchase some vinyl tablecloths for all the tables which will stay at the Community Center to dress up any event. Going forward we plan on many more events and gatherings there and these touches make an event even more special. Thank you for allowing this to happen.

The Newsletter continues to get good response and more people from outside the Community are asking if they can receive a copy. To save on postage it is sent via e-mail to most of them.

I do not have any definite plans for March but will be working with Mayor Ash to get March and April events on the calendar.

Thank you, Council, for your support and encouragement.

Respectfully submitted,

Linda Webster

February 7, 2022 – Treasurer’s Report (Jennifer Clark)

Attached is a copy of a Balance Sheet and Profit & Loss for December Year-To-Date

Mayor Ash and Jennifer are meeting with the Accountant to discuss several accounting items, which includes the current Fiscal Year Budget.

Town of Chugwater
Balance Sheet
As of December 31, 2021

	Dec 31, 21
ASSETS	
Current Assets	
Checking/Savings	
Bank of the West Operating	-100.62
1010 · FSB Operating Acct - 7641	264,877.52
1011 · FSB Community Ctr Acct - 3609	12,099.25
1012 · FSB Water Deposits - 7692	9,290.38
1013 · FSB WA/SW Acct - 3560	2,000.28
1050 · WYOSTAR Town	367,728.95
1051 · WYOSTAR CCC	10,963.61
1052 · WYOSTAR CDBG	62,661.17
1060 · FSB General CD-210143	108,845.87
1061 · FSB Water CD-210186	184,463.73
1062 · FSB Sewer CD-210151	108,845.87
1090 · Petty Cash	152.20
Total Checking/Savings	1,131,828.21
Accounts Receivable	
Accounts Receivable	13,629.51
Total Accounts Receivable	13,629.51
Total Current Assets	1,145,457.72
TOTAL ASSETS	1,145,457.72
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	7,518.99
Total Accounts Payable	7,518.99
Other Current Liabilities	
Payroll Liabilities	
FICA	2,590.82
Retirement	707.56
Workers Compensation	314.42
Total Payroll Liabilities	3,612.80
Total Other Current Liabilities	3,612.80
Total Current Liabilities	11,131.79
Total Liabilities	11,131.79
Equity	
Fund Balance Equity	
Governmental Funds	
Capital Projects	
CDBG	63,320.35
Total Capital Projects	63,320.35
General Funds	
Business Center	15,042.53
Community Center	9,125.08
General	689,438.71
Total General Funds	713,606.32

Town of Chugwater
Profit & Loss by Fund (Fiscal Year-to-Date)
 July through December 2021

Jul - Dec 21

Ordinary Income/Expense

Income

30 - General Fund Revenues	
30-100 - Cigarette Tax	54.14
30-101 - Federal Mineral Royalty	13,938.30
30-102 - Severance Tax	1,574.84
30-103 - Sales and Use Tax (4%)	31,453.20
30-104 - Local Option Tax (5th Cent)	26,675.31
30-105 - Gas Tax	13,629.68
30-106 - Special Fuels Tax	7,375.58
30-107 - WY Direct Distribution	25,179.18
30-108 - Wyoming Lottery	649.12
30-130 - County Tax	9,783.73
30-135 - Administration Fees	15.00
30-145 - Building Permits	1,394.50
30-175 - Liquor Licenses	2,500.00
30-180 - Misc. Income	57,326.98
30-190 - Rent/Lease Fees	7,032.50
30-195 - Service Fee	810.00
30-250 - Interest Income	840.50
Total 30 - General Fund Revenues	200,232.56

40 - Water Fund Revenues	
40-100 - Water Fees Base Residential	11,729.43
40-101 - Water Fees Base Commercial Sm	4,416.00
40-102 - Water Fees Base Commercial Lg	4,290.00
40-110 - Utility Late Fees	131.01
40-120 - Water Usage Sales	11,421.09
40-121 - Bulk Water Sales	1,438.00
40-125 - Water Deposit Income	320.00
40-250 - Interest Income	336.88
Total 40 - Water Fund Revenues	34,082.41

50 - Sewer Fund Revenues	
50-100 - Sewer Fees Base Residential	7,077.98
50-101 - Sewer Fees Base Commercial Sm	2,166.00
50-102 - Sewer Fees Base Commercial Lg	1,764.00
50-115 - Utility Late Fees	81.61
50-250 - Interest Income	198.56
Total 50 - Sewer Fund Revenues	11,288.15

60 - Sanitation Fund Revenues	
60-100 - Dumpster Fee Residential	12,051.28
60-101 - Dumpster Fee Commercial Sm	3,234.00
60-102 - Dumpster Fee Commercial Lg	2,160.00
60-103 - Dumpster Fee WYDOT	2,736.00
60-115 - Utility Late Fees	138.88
Total 60 - Sanitation Fund Revenues	20,320.16

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## Town of Chugwater

### Profit & Loss by Fund (Fiscal Year-to-Date)

July through December 2021

Jul - Dec 21

|                                                 |                  |
|-------------------------------------------------|------------------|
| 13 · Streets & Alleys Expenses                  |                  |
| 13-100 · Salary                                 | 5,939.29         |
| 13-101 · Salary w Retirement                    | 3,570.00         |
| 13-120 · Social Security                        | 589.58           |
| 13-130 · Medicare                               | 137.88           |
| 13-140 · Worker's Compensation                  | 256.75           |
| 13-150 · Wyoming Retirement System              | 334.51           |
| 13-205 · Utilities - Electric                   | 4,271.53         |
| 13-210 · Utilities - Telephone/Internet         | 64.96            |
| 13-220 · Utilities-Water,Sewer,Garbage          | 447.40           |
| 13-310 · Equipment Repair/Maintenance           | 301.78           |
| 13-400 · Materials & Supplies                   | 1,273.37         |
| 13-850 · Contract Services                      | 31.50            |
| <b>Total 13 · Streets &amp; Alleys Expenses</b> | <b>17,218.55</b> |

|                                                     |                  |
|-----------------------------------------------------|------------------|
| 14 · Comm Center & Business Center                  |                  |
| 14-100 · Salary                                     | 775.50           |
| 14-120 · Social Security                            | 48.08            |
| 14-130 · Medicare                                   | 11.24            |
| 14-140 · Worker's Compensation                      | 20.94            |
| 14-200 · Utilities - Propane                        | 2,996.66         |
| 14-205 · Utilities - Electric                       | 2,916.35         |
| 14-210 · Utilities - Telephone/Internet             | 406.16           |
| 14-220 · Utilities-Water,Sewer,Garbage              | 934.00           |
| 14-300 · Building Repair/Maintenance                | 34,041.30        |
| 14-310 · Equipment Repair/Maintenance               | 2,939.42         |
| 14-400 · Materials & Supplies                       | 423.30           |
| 14-450 · New Equipment                              | 127.19           |
| 14-525 · Professional Services                      | 280.00           |
| 14-560 · Misc. Expenses                             | 331.32           |
| 14-850 · Contract Services                          | 780.76           |
| <b>Total 14 · Comm Center &amp; Business Center</b> | <b>47,032.22</b> |

|                                       |                  |
|---------------------------------------|------------------|
| 16 · Town Shop                        |                  |
| 16-100 · Salary                       | 1,481.35         |
| 16-120 · Social Security              | 91.84            |
| 16-130 · Medicare                     | 21.48            |
| 16-140 · Worker's Compensation        | 40.00            |
| 16-200 · Utilities - Propane          | -25.67           |
| 16-205 · Utilities - Electric         | 100.75           |
| 16-300 · Building Repair/Maintenance  | 27,399.59        |
| 16-310 · Equipment Repair/Maintenance | 185.25           |
| 16-400 · Materials & Supplies         | 64.26            |
| 16-850 · Contract Services            | 66.00            |
| <b>Total 16 · Town Shop</b>           | <b>29,424.85</b> |

|                                        |       |
|----------------------------------------|-------|
| 17 · Museum                            |       |
| 17-220 · Utilities-Water Sewer Garbage | 51.00 |

**Town of Chugwater**  
**Profit & Loss by Fund (Fiscal Year-to-Date)**

July through December 2021

|                       | Jul - Dec 21 |
|-----------------------|--------------|
| Other Income/Expense  |              |
| Other Expense         | -13,113.10   |
| Fund Balance Transfer |              |
| Total Other Expense   | -13,113.10   |
| Net Other Income      | 13,113.10    |
| Net Income            | 0.00         |

**Town of Chugwater**  
**Profit & Loss by Fund (Fiscal Year-to-Date)**  
**July through December 2021**

|                                                 | General<br>(General Funds) | Total General Funds<br>(Governmental Funds) | Total Governmental Funds | TOTAL             |
|-------------------------------------------------|----------------------------|---------------------------------------------|--------------------------|-------------------|
| <b>13 - Streets &amp; Alleys Expenses</b>       |                            |                                             |                          |                   |
| 13-100 - Salary                                 | 5,939.29                   | 5,939.29                                    | 5,939.29                 | 5,939.29          |
| 13-101 - Salary w Retirement                    | 3,570.00                   | 3,570.00                                    | 3,570.00                 | 3,570.00          |
| 13-120 - Social Security                        | 589.58                     | 589.58                                      | 589.58                   | 589.58            |
| 13-130 - Medicare                               | 137.88                     | 137.88                                      | 137.88                   | 137.88            |
| 13-140 - Worker's Compensation                  | 256.75                     | 256.75                                      | 256.75                   | 256.75            |
| 13-150 - Wyoming Retirement System              | 334.51                     | 334.51                                      | 334.51                   | 334.51            |
| 13-205 - Utilities - Electric                   | 4,271.53                   | 4,271.53                                    | 4,271.53                 | 4,271.53          |
| 13-210 - Utilities - Telephone/Internet         | 64.96                      | 64.96                                       | 64.96                    | 64.96             |
| 13-220 - Utilities-Water,Sewer,Garbage          | 447.40                     | 447.40                                      | 447.40                   | 447.40            |
| 13-310 - Equipment Repair/Maintenance           | 301.78                     | 301.78                                      | 301.78                   | 301.78            |
| 13-400 - Materials & Supplies                   | 1,273.37                   | 1,273.37                                    | 1,273.37                 | 1,273.37          |
| 13-850 - Contract Services                      | 31.50                      | 31.50                                       | 31.50                    | 31.50             |
| <b>Total 13 - Streets &amp; Alleys Expenses</b> | <b>17,218.55</b>           | <b>17,218.55</b>                            | <b>17,218.55</b>         | <b>17,218.55</b>  |
| <b>16 - Town Shop</b>                           |                            |                                             |                          |                   |
| 16-100 - Salary                                 | 1,481.35                   | 1,481.35                                    | 1,481.35                 | 1,481.35          |
| 16-120 - Social Security                        | 91.84                      | 91.84                                       | 91.84                    | 91.84             |
| 16-130 - Medicare                               | 21.48                      | 21.48                                       | 21.48                    | 21.48             |
| 16-140 - Worker's Compensation                  | 40.00                      | 40.00                                       | 40.00                    | 40.00             |
| 16-205 - Utilities - Propane                    | -25.67                     | -25.67                                      | -25.67                   | -25.67            |
| 16-205 - Utilities - Electric                   | 100.75                     | 100.75                                      | 100.75                   | 100.75            |
| 16-310 - Equipment Repair/Maintenance           | 185.25                     | 185.25                                      | 185.25                   | 185.25            |
| 16-400 - Materials & Supplies                   | 64.26                      | 64.26                                       | 64.26                    | 64.26             |
| 16-850 - Contract Services                      | 66.00                      | 66.00                                       | 66.00                    | 66.00             |
| <b>Total 16 - Town Shop</b>                     | <b>2,025.26</b>            | <b>2,025.26</b>                             | <b>2,025.26</b>          | <b>2,025.26</b>   |
| <b>17 - Museum</b>                              |                            |                                             |                          |                   |
| 17-220 - Utilities-Water,Sewer,Garbage          | 51.00                      | 51.00                                       | 51.00                    | 51.00             |
| 17-400 - Materials & Supplies                   | 164.24                     | 164.24                                      | 164.24                   | 164.24            |
| 17-850 - Contract Services                      | 60.00                      | 60.00                                       | 60.00                    | 60.00             |
| <b>Total 17 - Museum</b>                        | <b>275.24</b>              | <b>275.24</b>                               | <b>275.24</b>            | <b>275.24</b>     |
| <b>18 - Town Hall</b>                           |                            |                                             |                          |                   |
| 18-205 - Utilities - Electric                   | 258.44                     | 258.44                                      | 258.44                   | 258.44            |
| 18-220 - Utilities-Water,Sewer,Garbage          | 74.00                      | 74.00                                       | 74.00                    | 74.00             |
| <b>Total 18 - Town Hall</b>                     | <b>332.44</b>              | <b>332.44</b>                               | <b>332.44</b>            | <b>332.44</b>     |
| <b>19 - Library</b>                             |                            |                                             |                          |                   |
| 19-205 - Utilities-Electric                     | 130.91                     | 130.91                                      | 130.91                   | 130.91            |
| <b>Total 19 - Library</b>                       | <b>130.91</b>              | <b>130.91</b>                               | <b>130.91</b>            | <b>130.91</b>     |
| <b>21 - Quonset</b>                             |                            |                                             |                          |                   |
| 21-205 - Utilities-Electricity                  | 39.22                      | 39.22                                       | 39.22                    | 39.22             |
| <b>Total 21 - Quonset</b>                       | <b>39.22</b>               | <b>39.22</b>                                | <b>39.22</b>             | <b>39.22</b>      |
| <b>Total 31 - General Fund Expenses</b>         | <b>88,993.45</b>           | <b>88,993.45</b>                            | <b>88,993.45</b>         | <b>88,993.45</b>  |
| <b>Total Expense</b>                            | <b>88,993.45</b>           | <b>88,993.45</b>                            | <b>88,993.45</b>         | <b>88,993.45</b>  |
| <b>Net Ordinary Income</b>                      | <b>47,965.59</b>           | <b>47,965.59</b>                            | <b>47,965.59</b>         | <b>47,965.59</b>  |
| <b>Other Income/Expense</b>                     | <b>47,965.59</b>           | <b>47,965.59</b>                            | <b>47,965.59</b>         | <b>47,965.59</b>  |
| <b>Other Expense</b>                            | <b>47,965.59</b>           | <b>47,965.59</b>                            | <b>47,965.59</b>         | <b>47,965.59</b>  |
| <b>Fund Balance Transfer</b>                    | <b>47,965.59</b>           | <b>47,965.59</b>                            | <b>47,965.59</b>         | <b>47,965.59</b>  |
| <b>Total Other Expense</b>                      | <b>47,965.59</b>           | <b>47,965.59</b>                            | <b>47,965.59</b>         | <b>47,965.59</b>  |
| <b>Net Other Income</b>                         | <b>-47,965.59</b>          | <b>-47,965.59</b>                           | <b>-47,965.59</b>        | <b>-47,965.59</b> |
| <b>Net Income</b>                               | <b>0.00</b>                | <b>0.00</b>                                 | <b>0.00</b>              | <b>0.00</b>       |