

**Record of Proceedings  
Town of Chugwater, Wyoming  
Town Council Meeting  
November 1, 2021**

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**MEETING CALLED TO ORDER at 7:00PM**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

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

**Mayor's Comments**

Councilperson Marlatt made the motion to move the Liquor license approvals to the top of the agenda, Councilperson Cronk seconded the motion. Motion passed unanimously.

**APPROVAL OF AGENDA**

Councilperson Marlatt made a motion to accept the agenda. Councilperson Cronk seconded the motion. Motion passed unanimously with the amendment to move the Liquor license approval as the next Item of business.

**Liquor License Renewals**

Buffalo Lodge and Grill  
Chugwater Soda Fountain  
Stampede Saloon and Eatery

Councilperson Cronk made a motion to accept the Liquor License renewals for the Buffalo Lodge and Grill, the Chugwater Soda Fountain and the Stampede Saloon and Eatery. Councilperson Schirmer seconded the motion. Motion passed unanimously.

**APPROVAL OF PREVIOUS MEETING MINUTES**

Councilperson Schirmer made a motion to approve the October 4, 2021 Meeting Minutes. Councilperson Cronk seconded the motion. Motion passed unanimously.

**VISITOR'S COMMENTS/OPEN FORUM**

Philip Ellis with CHED (Chugwater Economic Development) reported that the next CHED meeting will be on November 16, 2021 at 7:00 PM at this meeting they will have the re-election of Board members and will be discussing some of next year's events which include the Cook-off and the Music Fest. He also reported on the Chug K-9 Classic that will be on September 3, 2022 which Amber Ash is heading up.

**EXECUTIVE SESSION**

Regular meeting adjourned at 7:05 PM to enter into Executive Session to discuss personnel. Regular meeting reconvened at 7:15 PM.

**Personnel**

Councilperson Marlatt made a motion to approve adopt the Platte County Resolution # 2020-32 Holiday Schedule for the Town of Chugwater. Councilperson Schirmer seconded the motion. Motion passed unanimously and Attorney Jones will type up the Resolution.

**REPORTS**

**Director of Water and Sewer Report, Lance Wedemeyer**

Lance reported that more preparation has been being done in preparation for winter and getting Nichole trained and comfortable in using the Snow Plow. Timberline Electric came and checked out the new water tank and discovered that the power board for the communication was not functioning properly. Together the tank level was set and adjusted and Timberline ordered a new computer board that has been received and installed. Our system is operating as it should be.

The big project was heat at the Business Building which required assistance from TC Edwards who did the initial install of the heating system, which is a boiler system. It was discovered that 11 of the 12 elements were not intact; damage, melted or simply just broken. After replacing the 11 bad elements the heat is working properly. A follow-up from TC Edwards will be done to replace some additional parts specifically the valve actuators and the pressure tank. The community center had a few repairs done also which include the Janitors closet faucet fixed, a door knob, broken tile and cleaning vents. The building was checked both internal and external for winterization.

An additional project that was done was helping out the Chugwater School with loading and hauling in road base to be used around the new playground

There have been new stop signs installed at the intersection of 4<sup>th</sup> street and Swan as well as some speed limit signs posted within the town, and all the streets have street signs. Fire hydrant markers are being installed on all the fire hydrants and additional patching of the roads continues to be completed; both asphalt and concrete.

November schedule will include doing Inventory, tree pile burn, shop clean-up and preparation of winter. Lance and Nichole are both attending weekly classes. Nichole has been signed up for the apprenticeship program and she is also working to get her Water operator certificate by the end of December/January.

**Community Liaison Report, Linda Webster**

Linda reported that October has been a busy month at the Community Center. It was rented out 6 times in addition to the already scheduled CHUG and CHED meetings. The total income for the rentals was \$150.00 from the 6 rentals. Halloween Bingo was very successful which was held on October 29<sup>th</sup>. We spent \$208.75 on the event and we made \$108.00. Although the event ended up costing us \$100.75, being able to start bringing the community together made it worth the time and expense.

The Halloween Hayride that was scheduled for October 31<sup>st</sup> was canceled due to the cold weather.

Tammy Hartug has been contracted to clean the Business Building for \$75.00 a month Tammy did a one-time thorough cleaning which was needed. Going forward Tammy will continue to clean both the Community Center and the Business Building on a Monthly basis.

Ellen Welty is our Chugwater member of the Platte County Main Street Project and she relays the Chugwater events on to them. Platte County Main Street has requested a grant for Main Street beautification; funds received from this grant will be distributed between Wheatland, Guernsey, Glendo and Chugwater.

Future events coming up include the Holiday Bazaar on November 20<sup>th</sup> which will be held at the Community Center from 10:00am – 4:00pm, there will be some expense associated with this event but will keep the costs to a minimum. Stacey Cronk has been very helpful in spreading the word though social media, a big thank you goes out to Stacey.

November 13<sup>th</sup> the school is renting the community center for a Bingo, Chili and silent auction. The school has requested to be able to utilize the Bingo Equipment, after Council discussion it was decided unanimously that the Community Center rental is rental of the building only and not equipment

Linda also has requested the approval to purchase of a new Vacuum for the Community Center. After discussion the Council members decided unanimously to approve the purchase for a new Vacuum for the Community Center.

The Newsletter continues to get positive feedback; there are a few ladies that live around Slater requesting to receive the Newsletter.

#### **Treasurer's Report, Jennifer Clark**

Treasurer Clark presented the P&L Report for September and Fiscal Year-To-Date.

The 4 new accounts with First State Bank have been opened and 3 of the Bank of the West accounts have been closed and the funds deposited into First State Bank Accounts. With opening the new Account with First State Bank they waived the \$600.00 cost of the Remote Deposit Scanner and waived the fee for our first order of checks. Additional savings include the monthly fee for the remote scanner is only \$29.00 a month versus the \$85.00 a month that we were paying. The remote scanner prints "Electronically Deposited" on the check once it is scanned, where the other scanner did not. Another positive with the new scanner is that we now are able to scan into the correct account that payment is received for, where previously we only had the ability to scan into the Operating account and then would have to transfer funds into the correct account. For example if a Water Deposit is received it will now be scanned directly into the Water Deposit account. We received 2 debit cards, one for Town Hall and one for Maintenance, which will be available to be checked out on an as needed basis. Expense reports and receipts are required to be completed when the card is returned.

The town currently has 2 domains – Chugwater.com and Chugwater.Online, the Chugwater.com domain does not need to be renewed until 2026. However, the Chugwater.Online Domain and Online forwarding is due to expire in November. Jennifer requested that council approve to renewal of the expiring domain. After discussion the Council members decided unanimously to approve the renewal of Chugwater.Online and Online forwarding.

#### **Councilperson's Report**

Councilperson Schirmer reported that he is just working on getting some vehicles moved around.

Councilperson Marlatt reported that he met with Jen on Friday to go over vouchers and that went fairly smooth and that he signed a couple additional vouchers today. He is also working with Lance and they have a meeting set up with Platte County resource district on Thursday at 10:00am to discuss if they can help get us some trees for the retention Pond. Mayor Ash suggested Councilperson Marlatt go by the water department on 22<sup>nd</sup> and Snyder in Cheyenne and see at what they have done.

Councilperson Cronk reported that he has been working with Lance on some budget stuff regarding equipment that the Town may want to get replaced.

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

Nothing to report

#### **OLD BUSINESS**

No old Business

**NEW BUSINESS**

The 4-H Program has been tabled to research further as they do not need a response until February 2022.

Councilperson Cronk made a motion to accept setting up an account with HD Supply. Councilperson Schirmer seconded the motion. Motion passed unanimously.

**APPROVAL OF BILLS**

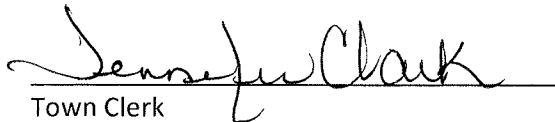
Councilperson Marlatt reviewed all bills prior to meeting.

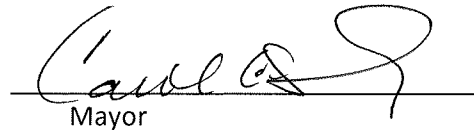
Councilperson Schirmer made a motion to accept the bills that were presented for payment and to pay bills that have not been received up to \$9,250.00. Councilperson Cronk seconded the motion. Motion passed unanimously.

**AJOURNMENT & SCHEDULED MEETINGS**

Meeting adjourned at 7:45 PM.

Upcoming Town Council Meeting – December 6, 2021 at 7:00 PM

  
Town Clerk

  
Mayor

## Maintenance Report November 2021

The month of November passed by quickly. However, we were able to complete many important tasks.

To begin, we put snow markers on all the fire hydrants in our system. This helps them stand out so they are less likely to be hit during snow removal, as well as when emergency personnel need to locate them during the winter months.

To continue, we have hauled in asphalt millings to help fill holes around town. Specifically on Buffalo Drive and 3<sup>rd</sup> Street in front of the church. We placed material on these spots and smoothed it out. People driving on this will aide the process by helping to pack it down.

Another area of the town that got our attention were the alleys. We cut the alleys with the backhoe to knock down the centers and edges which had built up over time. Then we hauled in road base material to finish filling in and leveling out. This makes a noticeable difference when driving through these access points. So far, we have completed this process with four alleys, and plan to continue to work on finishing those that remain.

As for all of the town buildings, we cleaned out the maintenance rooms and have been checking periodically to make sure everything is working properly. We want to ensure the heating systems stay in good shape for the winter months. We have continued to inspect the exterior of all the buildings, being sure they are fully winterized.

Both Nichole and I have been engaged in classes on Tuesdays throughout November, to keep current on our licenses. In addition, Nichole started on her correspondence course and has been studying to take her water operator test. She is very dedicated and intent on doing her best to be successful.

As usual, we have been sure to keep up with daily maintenance needs in regards to equipment, buildings, and systems. In the area behind the town shop, we have been working to clean up the maintenance yard and open lot by the pond.

With thanks,

Lance Wedemeyer

## Chugwater Community Events Report

December, 2021

The Community Center was busy 3 consecutive Saturdays in November. It was rented on November 6, 2021 for a Mary Kay party. November 13, 2021 the Chugwater Booster Club used the building for their Bingo, Chili Supper and Silent Auction. Then on November 20, 2021 we held our Holiday Bazaar, which I hope will become an Annual Event. We had 15 vendors, a gift wrap station and lunch was provided by Jennifer Clark. I would especially like to thank Savannah Eslick for volunteering to help wrap gifts the entire day and Stacy Cronk for all her marketing expertise. Without her help we would not have had the success we did. We had a steady flow of traffic throughout the day and all vendors said they would definitely return next year. I would like to thank Mayor Ash for her continued encouragement, support and help with all the planned activities.

The Book Club met on November 3<sup>rd</sup> and November 17<sup>th</sup> at the Chugwater Branch Library. There are currently 7 ladies who meet to discuss their book selections. I would like to see this group expand and will begin making calls to see if we can get more people involved. If the group gets any larger we will meet at the Community Center since our space at the library is limited.

I continue to meet with Ellen Welty regarding Community Event updates that she takes to the Platte County Main Street Project Meetings. Ellen is our Chugwater member for the Main Street Project Board and gives them monthly updates on Chugwater activities and events.

The December Newsletter was mailed right before Thanksgiving and December started off full of activity. December 1<sup>st</sup> the Chugwater School students and teachers came to the Community Center during the Noon Services for Seniors meal and decorated the Christmas tree. Cory Dziowgo, Superintendent of Platte County School District #1 accompanied the teachers and students. After the tree was decorated, Diane Helbaum played the piano while the students sang Carols. We had special guests from the Wheatland Library who read "Santa Claus is Coming to Wyoming" and then cookies and punch were served. I will send a Thank You note to Julie and Shiloh for making a special trip and participating in our event. It was a wonderful start to the holiday month and we are looking forward to more holiday activities which I will report on in January. Our next event is scheduled for December 13, 2021 at 7:15pm at the Community Center and Library. After the Services for Seniors Evening Meal we will have caroling around the piano with a cocoa and cookies. Diane Hellbaum has graciously offered to play the piano and lead us in some Christmas Carols. Then we will go outdoors where Mayor Ash will have Lance and Nicole turn on our Christmas lights for the holiday!

Again I wish to thank Mayor Ash and our Council members for their support and participation in all events and activities.

Respectfully submitted,

Linda Webster

Chugwater Event Coordinator

December 6, 2021 – Treasurer's Report (Jennifer Clark)

Attached is a copy of the Profit & Loss for October Year-To-Date

We are working on implementing the ability to take Credit/Debit Cards payments. This will be a convenience for the residents and for potential vendors for Bulk Water. It is anticipated to have this operational by the end of December.

There is still 1 account open with Bank of the West. There were a few automatic payments that were going into this account that we needed to get moved and I believe everything has been addressed to be able to close this account.