

**Record of Proceedings
Town of Chugwater, Wyoming
Town Council Meeting
January 10, 2022**

MEETING CALLED TO ORDER at 7:00PM

PLEDGE OF ALLEGIANCE

ROLL CALL

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

APPROVAL OF AGENDA

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

APPROVAL OF PREVIOUS MEETING MINUTES

Councilperson Schirmer made a motion to approve the December 3, 2021 Special Meeting Minutes. Councilperson Marlatt seconded the motion, Councilperson Kelley abstained. Motion passed.

Councilperson Schirmer made a motion to approve the December 6, 2021 Meeting Minutes. Councilperson Marlatt seconded the motion. Motion passed unanimously.

VISITOR'S COMMENTS/OPEN FORUM

Merwyn Nilson discussed that there will be a Meeting this Sunday January 16th 2022 at 12:30 PM at the Stampede Saloon & Eatery concerning the Chugwater Music Fest. This meeting will be to discuss if there will be a Chugwater Music Fest this year and if so when and where it will be held. The public is invited to attend to provide input regarding this.

REPORTS

Director of Water and Sewer Report, Lance Wedemeyer

Lance did a filed report which is attached.

Community Liaison Report, Linda Webster

Linda did a filed report which is attached.

Treasurer's Report, Jennifer Clark

Jennifer discussed items included in her written report which is attached.

Councilperson's Report

Councilperson Marlatt reported that he met with Jen to go over vouchers and that went smooth. Eric also commented on the Opening of the Community Center that was done on January 6th and 7th due to the Winter Snow storm that closed the roads. He commented on the great job that Lance, Nichole and Jennifer did in pulling this together. Everyone including Eric took shifts at the Community Center to accommodate the 12 individuals that stayed overnight. Jen also made breakfast for everyone. There are a few adjustments that we will make going forward.

Mayor's Report

No Report

OLD BUSINESS

Jennifer Clark reported on the ACH – Payroll and Credit/Debit Cards in her Report

NEW BUSINESS

Tree City USA

Councilperson Marlatt will be meeting with Lance in the near future to discuss the upcoming Arbor Day. Councilperson Marlatt made a motion to approve Mayor Ash to sign the Tree City USA Application for 2022. Councilperson Kelley seconded the motion. Motion passed unanimously.

WAM Winter Conference

Mayor Ash asked for a roll call of individual who would be interested in attending the Winter Conference. Councilperson Schirmer, Councilperson Marlatt, Councilperson Kelley, and Mayor Ash are all interested in attending. Councilperson Cronk will be contacted to see if he is interested in attending. Registration room reservations need to be made by the end of January 2022.

APPROVAL OF BILLS

Councilperson Marlatt reviewed all bills prior to meeting.

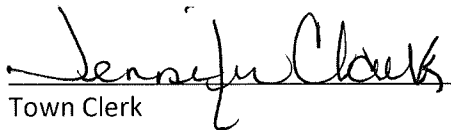
Councilperson Marlatt made a motion to accept the bills that were presented for payment and to pay bills that have not been received up to \$1,500.00. Councilperson Kelley seconded the motion. Motion passed unanimously.

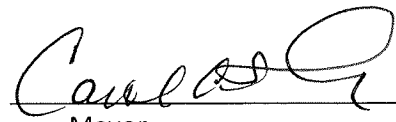
ADJOURNMENT & SCHEDULED MEETINGS

Councilperson Schirmer made a motion to adjourn. Councilperson Marlatt seconded the motion. Motion passed unanimously. Meeting adjourned at 7:20 PM.

The upcoming Town Workshop on January 21, 2022 at 9:00 AM will be discussing Town Clean-up and Storage/Conex Containers.

Upcoming Town Council Meeting – February 7, 2022 at 7:00 PM
Upcoming Workshop – February 18, 2022 at 9:00 AM


Town Clerk


Mayor

December Maintenance Report

To start off this special month, we dedicated quite a bit of time to decorating the town. This included: putting the garland and bells around each light-pole on main street, cleaning out the flowerpots to hold holiday decorations, putting lights and seasonal decor around both the community center and library, and finally preparing the trees for the tree-lighting ceremony. This event was held on Monday, December 13th, many community members attended and enjoyed the festive atmosphere, with caroling, hot chocolate and of course the lighting of the trees.

The month had a minimal amount of snow that came through. With what little snow that came down, the wind managed to create some drifting issues. These were dealt with by using the backhoe to clear pathways through the streets, and alley ways so they were drivable for anyone choosing to go out. Walkways were also kept clear of snow and ice.

In addition, we were also able to haul in six loads of road base material to continue our work in the alley ways. Completing two more alleys we plan to finish this project in the new year. As to be expected, the equipment required our attention, checking all for fluid levels and tire pressure. The F-150, dump truck, and backhoe all needed oil changes which were performed. The bucket truck had to have the fuel filter and spark plugs replaced as well.

Some essential office work was also completed, such as lists to help us stay organized, plans in preparation for budgeting, all in all just thinking of future work to be done in the upcoming year. Additionally, the shop and office area were cleaned up and sorted out even more than they had previously been.

Nichole has continued to study for her water operator license, learning some skills through a thorough site check at the local wells and tanks. This opportunity gives her the chance to experience this system and understand how it functions.

Looking forward to 2022,

Lance Wedemeyer

Chugwater Community Events Report

January, 2022

December was a very busy month with the Holidays. We started off on December 1, 2021 with the Christmas Tree Decorating at the Community Center by the Chugwater School students as I shared in last month's report. The Seniors and students all enjoyed cookies and punch along with a Christmas story read by Shilo, our Wheatland librarian, who made a special trip to participate in our event. Julie Henion, Director of Platte County Library came too. A Thank You note was sent to them on behalf of the Town. Carols were sung by all and led by Diane Hellbaum at the piano. It was a wonderful time and the tree looks beautiful with new ornaments that the students brought, along with ornaments that were made in past years by the students.

On December 13, 2021 we had our Christmas Tree Lighting Celebration at the Community Center. There was Hot Cocoa and Cookies along with Christmas Caroling led by Diane Hellbaum. Then everyone headed outdoors for the countdown to "light the lights" on our beautiful pine trees at the Community Center and the Library. They are spectacular. The lighting was preceded by Mayor Carol Ash saying a prayer and a moment of silence in memory of our Chugwater residents who have passed away. It was a very wonderful celebration with approximately 40 people in attendance. A very special Thank You to Lance and Nichole for all their hard work putting lights on the trees and decorating around town.

CHUG Potluck and White Elephant Exchange was held on December 20th with approximately 20 people attending for a wonderful meal and lots of laughs at the gifts exchanged.

We have new residents on 6th Street, Dave and Jill Graves, who have a 13-year old enrolled in our Chugwater School. They have received a Welcome Bag and have already been active in Community Events.

No Community Events have been planned for January as Mayor Ash would like to use the month as a transition into the new year and has lots of workshops planned for the work ahead.

Respectfully submitted,

Linda Webster

January 3, 2022 – Treasurer's Report (Jennifer Clark)

Attached is a copy of a Balance Sheet and Profit & Loss for ~~November~~ ^{December} Year-To-Date

We now have the ability to accept Credit/Debit Card payments. Currently we have to enter the information manually into the computer. I am still working with Heartland on getting a card reader to make this process quicker and simpler. The original reader that we received was not the correct card reader. The correct card reader is actually \$400.00 and Heartland is working on getting the cost waived for us.

Those employees who elected to have Direct Deposit for payroll has been implemented and the December 31, 2021 Direct Deposits have been successfully deposited. If anyone who has not signed up for this and still would like to be come see me to get the paperwork completed.

With it being a new year, I need to update/verify that we have everyone's correct SS# for reporting 2021 information to the IRS. I have included a new W-9 that I need all the employees, Council Members and Mayor to fill out and get back to be by the 10th of January 2022.

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
Balance Sheet
As of December 31, 2021

	Dec 31, 21
Special Revenue	
Ambulance	21,176.26
ARPA-COVID	17,307.10
B&B Farms	27,438.59
Gun Club	12,721.54
Traveler's Insurance Claim	-37,057.04
Total Special Revenue	41,586.45
Total Governmental Funds	818,513.12
Proprietary Funds	
Sanitation	-947.02
Sewer	94,183.49
Water	
Water Deposits	1,628.44
Water Operating	218,937.60
Water Replacement	2,010.30
Total Water	222,576.34
Total Proprietary Funds	315,812.81
Total Fund Balance Equity	1,134,325.93
Total Equity	1,134,325.93
TOTAL LIABILITIES & EQUITY	1,145,457.72