

**Record of Proceedings  
Town of Chugwater, Wyoming  
Town Council Meeting  
July 5, 2022**

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

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

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

**APPROVAL OF AGENDA**

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

**APPROVAL OF PREVIOUS MEETING MINUTES**

Councilperson Schirmer made a motion to approve the June 6, 2022 Meeting Minutes. Councilperson Cronk seconded the motion. Motion passed unanimously.

Councilperson Cronk made a motion to approve the June 17, 2022 Special Meeting Minutes. Councilperson Kelley seconded the motion. Motion passed unanimously.

Councilperson Kelley made a motion to approve the June 24, 2022 Special Meeting Minutes. Councilperson Cronk seconded the motion. Motion passed unanimously.

**VISITOR'S COMMENTS/OPEN FORUM**

**CHED – Philip Ellis**

CHED will continue their monthly meetings through summer. Their last meeting was overlapped with Mer's Board regarding the Country Western Bluegrass association and their hall of fame and how it would be beneficial for the town. There has been some activity of individuals inquiring about the Industrial lots that CHED has for sale. CHED worked with the Town and Ron Helbaum to provide free parking on these lots for the Chili Cook-off & Event.

CHED was involved with and was able to assistance with some funding was the signage projects for the Historic US 87 project that Josh Hopkins headed up and has also designed a website to hopefully draw some attention and traffic for the town.

CHED endorsed the K9 Classic that is going to happen on September 3, 2022 that Amber Ash is heading up. CHED was able to assist with some upfront funding and Amber has been busy raising some sponsorship to also assist with the event.

CHED is down 1 board member and is actively searching to fill that position.

**Lodging Tax Board – Philip Ellis**

The Lodging Tax Board is funding the Visitors Center and that contract is in place. The Lodging Tax Board has made some changes in the way the Board operates and Amber Ash picked up the new application for funding; the Lodging Tax Board wants to do more with funding of Marketing Agreements and not just being a sponsorship for events. The Board was impressed with Amber's application and asked her if she would assist them in how they are going forward with creating marketing agreements for events. The Lodging Tax Board did provide some funding for the K-9 Classic which is done on a sliding scale.

Philip also reported on the Chugwater Chili Cook-off and Events and how it appeared to be a big success. The Lodging Tax Board was not able to assist with funding however, Philip was in a position where he contacted an Energy Company that is working east of town and they were able to be the Primary sponsorship for the Chugwater Chili Cool-off & Events in the amount of \$10,000.00.

### **Charter School – Christian Winger**

Christian reported on the Prairie View Charter School – the application process is about 25% complete and needs to be finalized by July 15<sup>th</sup>. The budget is about 80-90% complete. There are going to be 2 public meetings at the Community Center which are on July 6<sup>th</sup> at 4:00 PM and on July 16<sup>th</sup> at 7:00 PM. Everyone is encouraged to attend these meeting for additional information. The board needs to be able to document and prove to the authorizing agents that Chugwater has the support and the students to make this happen. Parents can go online to submit their commitment. Handouts will also be available at the 2 public meetings for individual to fill out. The Charter school needs to have documentation of 50-60 students that will attend in the Fall of 2023.

Heavy marketing is being done online and through Facebook and has been successful in reaching several individual in Platte, Goshen and Laramie County.

The location of where the Charter school will be located is part of the application process and the board is working with the Platte County Superintendent and the SLIB board as to the options that are available. There are a lot of questions and hurdles that are still being worked through regarding the location.

## **REPORTS**

### **Director of Water and Sewer Report**

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

### **Community Liaison Report, Linda Webster**

Linda filed a report which is attached.

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

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

### **Councilperson’s Report**

Councilperson Kelley reported that he is continuing working with Nichole and is also working on the Point to Point that will be used to connect the computers together at Town Hall and the Town Shop.

Councilperson Cronk reported that he will work with Nichole regarding the Street projects and the patching material that is needed.

Councilperson Marlatt reported that he is reviewed the vouchers and any questions he had were answered. He also reported on the WAM Conference that was held in June and said it was very informative. He was on the resolutions committee and also a voting delegate, being part of the resolution committee gave him a lot of insight for casting his votes.

Councilperson Schirmer reported that he came in early to sign checks.

### **Mayor’s Report**

Mayor Ash reported that she is pleased that the 2022-2023 Budes got finalized in a timely manner.

The town learned a lot through this last Cook-off and Mayor Ash has begun looking into rental contracts that other communities utilized for events as the Cook-off was left in less than desirable condition and there was damage and therefore we need to protect our town on future issues.

There is a big push on looking for funding as we need to examine our Water, Street and Sewer requirements as future growth continues. We want to make sure the Town is up to speed on all of these items. Linda and Karen Guidice are helping in looking into funding options.

Mayor Ash is also working with Nichole to help tie up some loose ends; one item in particular is the alley survey that we thought was already in the process but was not. Nichole is going to work moving forward with the Alley surveys. Mayor Ash is also going to work with the Railroad regarding cleaning up around the CHED lots.

The last thing is to start working on maximizing the BRC building to start getting that occupied.

#### **OLD BUSINESS**

No Old Business

#### **NEW BUSINESS**

##### **WAMCAT – Membership Renewal**

Councilperson Marlatt made a motion to approve the WAMCAT Membership renewal for Jennifer. Councilperson Schirmer seconded the motion. Motion passed unanimously.

##### **Veterans Park Water Bill**

This was tabled until the August 1, 2022 Council meeting

#### **APPROVAL OF BILLS**

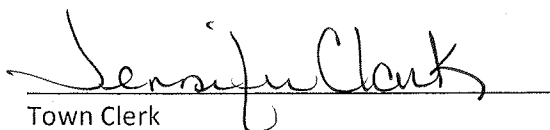
Councilperson Marlatt reviewed all bills prior to meeting.

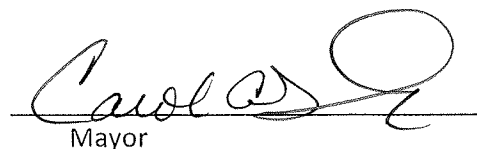
Councilperson Cronk made a motion to accept the bills that were presented for payment. Councilperson Schirmer seconded the motion. Motion passed unanimously.

#### **ADJOURNMENT & SCHEDULED MEETINGS**

Regular Council Meeting – August 1, 2022 at 7:00 PM

Councilperson Marlatt made a motion to adjourn. Councilperson Schirmer seconded the motion. Motion passed unanimously. Meeting adjourned at 7:44 PM.

  
Town Clerk

  
Mayor

## Maintenance report June 2022

- Cleaned up co-op lot from town cleanup.
- 3 water turn on.
- 3 one calls.
- T.C. Edwards came and fixed ac at town hall.
- Changed locks.
- Got tires and blades for equipment, new weed eater.
- Turned on ac at community center and business building.
- Mowing and weed eating weekly.
- Watering flowers weekly.
- Sprayed for mosquitoes before the cookoff.
- Got town shop cell phone.
- REA came and trimmed branches off power lines.
- Meter reads.
- Got fuel tanks filled.
- Worked with Steve got C.C.R. report completed and turned in.
- Got caught up with Riata with the apprentice program to update steve as my mentor and get caught up with studying.
- Went to Mableton for lagoon training.
- Got trees planted by the storm water drain with drip system.
- Cook-off, I believe went extremely well, I would like to give a huge thank you to all the volunteers that helped get our town ready and helped the day off.

- Met with Steve on all the items needed to fix the bathrooms at the park, ordered and are now in just need to install.
- The damages that occurred to the playground equipment (black border) I took pictures of and priced out to get new pieces to get it fixed.
- Spoke with sunrise engineering and had them resend everything they sent previously, to touch base make sure myself, mayor and consul was up to speed.

And again I would like to say thank you to everyone that has reached out and giving a hand and friendly advise, getting thru such a crazy, busy month. Especially Steve Kelley taking a lot of time showing me the ropes and working so closely with me.

Thank you,  
Nichole

## Chugwater Community Events Report

June, 2022

I completed my Grant Writing class. I received a wealth of information from each assignment and passed the class with a 92.3%. I want to thank Council for allowing me the opportunity and I believe it will help with any grants that come our way in the future.

The Chugwater Billboard design was approved by Council and the agreement has been signed and sent to LaMar Sign Company. Philip Ellis will be presenting our request to CHED and/or the Lodging Tax Board to see if there is funding that can help with the expense of the billboards. They meet in July so I will ask him if he can come to the August meeting for an update.

I received the letter from Attorney Jones we needed to proceed with the USDA grant for the automatic doors at the Community Center. I have forwarded it to the grant facilitator who is helping me and will be talking to her this week. I have received a quote for the electrical work from A&M Electric and have the quote from Doorways of Wyoming. Our next step is getting a pre-install meeting scheduled so our contractors can coordinate.

Treasures Along the Platte, the County-wide garage sale, was not very well attended. There seemed to be little traffic in Chugwater but I'm sure we will continue to support and be a part of that event.

There are no updates on the Chili Cookoff.

Respectfully submitted,

Linda Webster

Laramie County Community College  
LCCC Outreach and Workforce Development

# *Certificate of Completion*

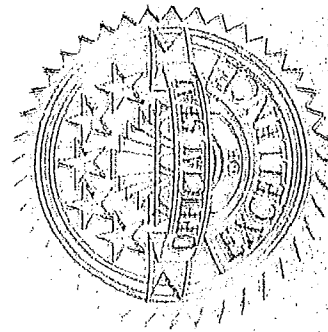
this is to certify that

*Linda Webster*

has successfully completed the course entitled  
*A to Z Grant Writing*

Course Completion Date: June 29, 2022

This student received a total of 24.00 hours of training and 1.5 CEU's



June, 2022 – Treasurer’s Report (Jennifer Clark)

Attached is a copy of the current Balance Sheet for June.

The 2022-2023 Budget is finalized and has been sent to the County Clerk.



**Town of Chugwater**  
**Balance Sheet**  
 As of July 1, 2022

|  | Jul 1, 22    |
|--|--------------|
| <b>ASSETS</b>                          |              |
| <b>Current Assets</b>                  |              |
| <b>Checking/Savings</b>                |              |
| 1010 · FSB Operating Acct - 7641       | 304,717.73   |
| 1011 · FSB Community Ctr Acct - 3609   | -0.11        |
| 1012 · FSB Water Deposits - 7692       | 9,675.76     |
| 1013 · FSB WA/SW Acct - 3560           | 2,000.52     |
| 1050 · WYOSTAR Town                    | 368,249.65   |
| 1051 · WYOSTAR CCC                     | 10,979.14    |
| 1052 · WYOSTAR CDBG                    | 66,034.61    |
| 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                      | 100.00       |
| <b>Total Checking/Savings</b>          | 1,163,912.77 |
| <b>Accounts Receivable</b>             |              |
| Accounts Receivable                    | 15,121.97    |
| <b>Total Accounts Receivable</b>       | 15,121.97    |
| <b>Total Current Assets</b>            | 1,179,034.74 |
| <b>TOTAL ASSETS</b>                    | 1,179,034.74 |
| <b>LIABILITIES &amp; EQUITY</b>        |              |
| <b>Liabilities</b>                     |              |
| <b>Current Liabilities</b>             |              |
| <b>Other Current Liabilities</b>       |              |
| <b>Customer Deposits</b>               |              |
| Key Fob Deposits                       | 100.00       |
| Water Deposits                         | 731.50       |
| <b>Total Customer Deposits</b>         | 831.50       |
| <b>Payroll Liabilities</b>             |              |
| FICA                                   | 2,459.60     |
| Retirement                             | 138.90       |
| Workers Compensation                   | 263.15       |
| <b>Total Payroll Liabilities</b>       | 2,861.65     |
| <b>Total Other Current Liabilities</b> | 3,693.15     |
| <b>Total Current Liabilities</b>       | 3,693.15     |
| <b>Total Liabilities</b>               | 3,693.15     |
| <b>Equity</b>                          |              |
| <b>Fund Balance Equity</b>             |              |
| <b>Governmental Funds</b>              |              |
| <b>Capital Projects</b>                |              |
| CDBG                                   | 66,034.61    |
| <b>Total Capital Projects</b>          | 66,034.61    |
| <b>General Funds</b>                   |              |
| General                                | 756,414.79   |
| <b>Total General Funds</b>             | 756,414.79   |
| <b>Special Revenue</b>                 |              |
| ARPA-COVID                             | 17,430.55    |
| <b>Total Special Revenue</b>           | 17,430.55    |
| <b>Total Governmental Funds</b>        | 839,879.95   |

3:41 PM

07/05/22

Accrual Basis

Town of Chugwater  
Balance Sheet  
As of July 1, 2022

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|                            | Jul 1, 22    |
|----------------------------|--------------|
| Proprietary Funds          |              |
| Sanitation                 | -5,955.09    |
| Sewer                      | 87,047.61    |
| Water                      |              |
| Water Operating            | 211,963.60   |
| Water Replacement          | 2,000.52     |
| Total Water                | 213,964.12   |
| Total Proprietary Funds    | 295,056.64   |
| Total Fund Balance Equity  | 1,134,936.59 |
| zzzzz · Retained Earnings  | 39,797.50    |
| Net Income                 | 607.50       |
| Total Equity               | 1,175,341.59 |
| TOTAL LIABILITIES & EQUITY | 1,179,034.74 |

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