

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

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

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

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

**APPROVAL OF AGENDA**

Councilperson Marlatt 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 February 7, 2022 Meeting Minutes. Councilperson Cronk seconded the motion. Motion passed unanimously.

**VISITOR'S COMMENTS/OPEN FORUM**

**TJ Stark – Sunrise Engineering** discussed that they are a Civil Engineering company based out of Cheyenne. They work with several towns such as Pine Bluffs, Medicine Bow and Rock River. They have staff available to assist with Grants and Grant writing. Sunrise Engineering would like to schedule a time to tour Chugwater and give us a complimentary estimate of services that they could provide Chugwater.

**REPORTS**

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

Lance 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 Marlatt made a motion to approve Jennifer to attend the QuickBooks class at LCCC in Cheyenne on April 19<sup>th</sup> and 21<sup>st</sup> 2022. Councilperson Cronk seconded the motion. Motion passed unanimously.

**Councilperson's Report**

Councilperson Kelley reported that he attended the WAM Conference and felt that he received some good information. He has also been meeting with Lance on the heating systems in our buildings. Al Teel from Wheatland REA was here this morning also looking at the Town Hall furnace and mentioned a training opportunity coming up the end of this month that would be very informative and beneficial for Lance.

Councilperson Kelley made a motion to approve Lance to attend the training with Wheatland REA on March 27<sup>th</sup> through March 30<sup>th</sup> 2022. Council person Schirmer seconded the motion. Motion passed unanimously.

## **WAMCAT**

Councilperson Cronk made a motion to approve Jennifer Clark to attend the 2022 Spring WAMCAT Institute held in Casper WY March 30<sup>th</sup> through April 1<sup>st</sup> 2022. 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 \$1,200.00. Councilperson Cronk seconded the motion. Motion passed unanimously.

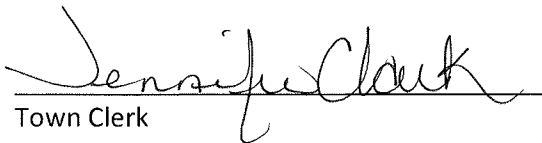
## **ADJOURNMENT & SCHEDULED MEETINGS**

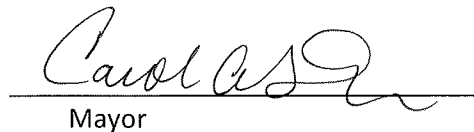
The upcoming Town Workshop on March 18, 2022 at 9:00 AM will be discussing Storage/Conex Containers. A Special meeting will be held after the Workshop.

Upcoming Town Council Meeting – April 4, 2022 at 7:00 PM

Upcoming Workshop – April 15, 2022 at 9:00 AM

Councilperson Cronk made a motion to adjourn. Councilperson Schirmer seconded the motion. Motion passed unanimously. Meeting adjourned at 7:53 PM.

  
Town Clerk

  
Mayor

## February Maintenance Report

This month has included a lot of focus preparing for upcoming events, and the summer season. We started by getting the summer equipment ready, such as mowers and weed eaters. Servicing and sharpening blades - making sure everything runs and works properly. The street sweeper also received some attention, and is now functioning. Brooms and parts have been ordered to ensure it is able to keep the streets clean and neat throughout the summer.

The needed provisions for our upcoming tree events have been ordered and dates been set. The Arbor Day celebration will take place on Friday, April 29<sup>th</sup>, with the trees ordered to be planted that day in Staats Park. The pond beautification tree planting will take place towards the end of summer, with Thursday, September 15 being the end date. Both of these community improvements have been made possible through grants that were turned in to the Forestry Department.

Typical monthly maintenance was again a priority. With keeping maintenance rooms and buildings cleaned and organized. During this process, we worked on the heaters at each building to keep them up and operating. As usual, equipment received the required care and attendance.

With only small amounts of snowfall, our main focus was to keep the sidewalks and walkways clear. Due to the nice weather, I was able to look over and mark boundaries, as well as water and sewer lines located in the CHED lots for upcoming projects. The alleyways were also kept up on, utilizing the backhoe to back drag, ensuring drivability for community members and garbage service.

Nichole and I have been hard and work in another capacity, studying for our upcoming certifications. In March, Nichole will be attempting to earn her Water Operator Certification, and I will be testing for pesticide and herbicide spraying. Later that month, we will have an asphalt and street class, as well as several webinars to expand our skill sets in our field.

Overall, February has been a productive month - getting things ready and organized for the upcoming events this spring and summer. Our team has done well working together and are excited moving forward. We should all be proud of the effort from each of these individuals.

With thanks,

Lance Wedemeyer

## Chugwater Community Events Report

March, 2022

February brought the Community together for a Soup & Pie Supper held on February 17, 2022 at the Community Center. The Town collaborated with the Chugwater Study Guild which always hosts a Soup & Pie Supper for their club members and families. This year we approached them with a request to make it a community event. They were pleased to do so. I worked with Diane Hellbaum, President of the Chugwater Study Guild, to organize and host this event. As was stated in the March Newsletter approximately 40 people attended and all enjoyed a wonderful meal and fellowship. Josh Hopkins presented a photography show which was very informative and enjoyable.

There are no plans for events or activities for the month of March as Mayor Ash and Council are focusing on workshops regarding Town cleanup. This will ramp us into Spring and April events. The Tree Board has already begun preparing for Arbor Day. I will work with Mayor Ash to involve the Chugwater School students for this Spring event which we will continue doing with the help of the Wyoming Forestry Division.

The Chugwater Class of 2025 will be having their Community Bazaar on April 2, 2022 at the Chugwater School Gym. The deadline to reserve a table is March 15, 2022. Contact information has been posted in the March Newsletter.

The Newsletter has been receiving a special article from Don Hodgson who is a journalist and graduate of Chugwater High School. He is bringing historic tidbits to the Community which are not only very interesting but extremely enjoyable to read. I have received many positive comments on his articles. I am grateful for his contribution to the Newsletter and for his continuing to be a part of this Community as a member of CHUG.

Again I would like to express thanks to our Town Council for allowing me the opportunity to organize events for the Community. The feedback from the Community has been wonderful!

Respectfully submitted,

Linda Webster

March 7, 2022 – Treasurer's Report (Jennifer Clark)

Attached is a copy of the current Balance Sheet

There is a QuickBooks class that is being offered at LCCC that would be beneficial for me to attend. It is on April 19<sup>th</sup> and 21<sup>st</sup> in Cheyenne.

**Town of Chugwater**  
**Balance Sheet**  
 As of February 28, 2022

	Feb 28, 22
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
1010 · FSB Operating Acct - 7641	270,117.16
1011 · FSB Community Ctr Acct - 3609	13,699.88
1012 · FSB Water Deposits - 7692	9,210.53
1013 · FSB WA/SW Acct - 3560	2,000.37
1050 · WYOSTAR Town	367,865.59
1051 · WYOSTAR CCC	10,967.69
1052 · WYOSTAR CDBG	62,684.45
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>	<b>1,138,801.14</b>
Accounts Receivable	
Accounts Receivable	4,613.53
<b>Total Accounts Receivable</b>	<b>4,613.53</b>
<b>Total Current Assets</b>	<b>1,143,414.67</b>
<b>TOTAL ASSETS</b>	<b>1,143,414.67</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Other Current Liabilities	
Payroll Liabilities	
FICA	2,171.22
Workers Compensation	261.89
<b>Total Payroll Liabilities</b>	<b>2,433.11</b>
<b>Total Other Current Liabilities</b>	<b>2,433.11</b>
<b>Total Current Liabilities</b>	<b>2,433.11</b>
<b>Total Liabilities</b>	<b>2,433.11</b>
<b>Equity</b>	
Fund Balance Equity	
Governmental Funds	
Capital Projects	
CDBG	63,343.63
<b>Total Capital Projects</b>	<b>63,343.63</b>
General Funds	
Business Center	14,864.86
Community Center	7,634.38
General	717,111.74
<b>Total General Funds</b>	<b>739,610.98</b>
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
<b>Total Special Revenue</b>	<b>41,586.45</b>
<b>Total Governmental Funds</b>	<b>844,541.06</b>

12:01 AM  
03/23/22  
Accrual Basis

Town of Chugwater  
**Balance Sheet**  
As of February 28, 2022

	<u>Feb 28, 22</u>
Proprietary Funds	
Sanitation	-4,484.66
Sewer	85,685.72
Water	
Water Deposits	1,548.59
Water Operating	211,680.46
Water Replacement	2,010.39
Total Water	<u>215,239.44</u>
Total Proprietary Funds	<u>296,440.50</u>
Total Fund Balance Equity	<u>1,140,981.56</u>
Total Equity	<u>1,140,981.56</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>1,143,414.67</u></u></b>