

**Record of Proceedings
Town of Chugwater, Wyoming
Town Council Meeting
May 3, 2022**

MEETING CALLED TO ORDER at 7:01PM

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 Marlatt made a motion to approve the April 4, 2022 Meeting Minutes. Councilperson Cronk seconded the motion. Motion passed unanimously.

VISITOR'S COMMENTS/OPEN FORUM

Inberg-Miller Engineers – Steve Bruce
Steve Bruce is a Senior Civil Engineer for Inberg-Miller Engineers and introduced himself and his company. They do Small water, Waste water, Drainage and Street projects along with assisting with obtaining funding for projects and assist with Grant writing. They offer free estimates and will assist in designing a Computer Model of our water system.

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's Report

Councilperson Marlatt reported that he met with Jen to go over vouchers and that went pretty straight forward. Councilperson Marlatt reported on Arbor Day and that it was a great success. After Councilperson Marlatt read the Arbor Day Proclamation the students assisted with the planting of the three new trees at the Park. He said that Lance and Nichole did a great job in prepping the areas where the trees were to be planted. Gift certificates were given to the students to redeem for a tree sapling once we receive them.

Councilperson Cronk is still looking for a reasonable replacement for our Dump truck and has not had any luck at this point in time.

Mayor's Report

Mayor Ash reported that we have received our Engineer report on the Alleyways and she will be reviewing it further and would also like to have Attorney Jones review it. Nichole took an extra step in getting proposals from Tiger Tree for removing some trees that are in the Alleyways and this will be discussed further at our Budget meetings.

All of our Contracts will be reviewed for our upcoming Budget meeting, which includes, TDS, Parks and Rec., Frenchman Valley Propane, Business Building leases, Canon Printer, Services for Senior, and any other contracts that we might have and need to review.

Mayor Ash is looking for someone to be the Chamber Representative to attend the Chamber meetings.

Mayor Ash attended the School Board Meeting yesterday in Wheatland and expressed how important the school is for our Community. The school does not intend to close the school at this time but there are certainly some challenges that will need to be addressed and resolved for the success for both the school and the community as a whole.

With the upcoming elections Mayor Ash will be working on getting an additional newsletter sent out addressing the application period for the 3 Council Seats that we will have on the Ballot. The dates for submitting an application for nomination is May 12, 2022 through May 27, 2022.

Our Insurance coverage is being updated to the adjusted commercial rate and once we receive the adjusted premium we will discuss the increase and verify that we have adequate coverage on our structures.

Mayor Ash has the contact information for the Liability Pool and we will get this added to our June Council meeting to get all our questions answered at that time.

OLD BUSINESS

No Old Business

NEW BUSINESS

WAM – Voting Delegate for 2022 WAM Summer Convention

Councilperson Schirmer made a motion to approve Councilperson Marlatt to be the Voting Delegate for the Town of Chugwater at the 2022 WAM Summer Convention. Councilperson Kelley seconded the motion. Councilperson Marlatt sustained. Motion passed.

WAM – 2022 Summer Convention

Early registration expires on May 27, 2022, therefore if any Council members would like to attend they need to let Jennifer Clark know so that she can get them registered for the Convention and get hotel accommodations. Mayor Ash and Councilperson Marlatt will be attending the WAM 2022 Summer Convention.

First State Bank – Signature Cards

Councilperson Cronk made a motion to add Councilperson Kelley as a signer on the bank accounts at First State Bank. Councilperson Schirmer seconded the motion. Councilperson Kelley sustained. Motion passed.

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.
Councilperson Cronk seconded the motion. Motion passed unanimously.

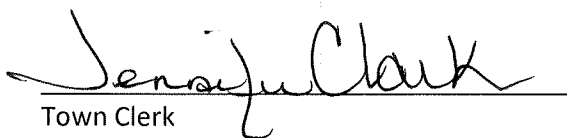
ADJOURNMENT & SCHEDULED MEETINGS

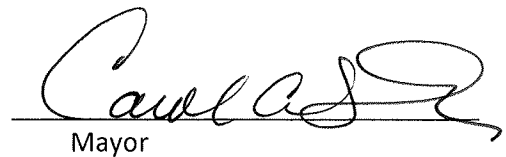
Upcoming Workshop – May 20, 2022 at 9:00 AM Budget

Upcoming Special Meeting – 1st Reading of Budget May 20, 2022 following 9:00 AM Workshop

Regular Council Meeting – June 6, 2022 at 7:00 PM

Councilperson Cronk made a motion to adjourn. Councilperson Schirmer seconded the motion.
Motion passed unanimously. Meeting adjourned at 7:47 PM.


Town Clerk


Mayor

Chugwater Community Events Report

May, 2022

April 29, 2022, was our Arbor Celebration at the Chugwater Park. The Chugwater Students attended for a morning of tree planting. The students were given a certificate for a free tree from the Platte County Resource District as the trees were not available for our Celebration. They will be able to redeem them as soon as we receive the trees. Jennifer will post some pictures to the website and I will send some photos to the Record-Times of our celebration.

The April Newsletter article regarding donations for the Chugwater Fire Department was well received. A total of \$3,860.00 was received by the Community and our anonymous donor gave his full donation amount of \$5,000.00. A total of \$8,860.00 was received and the challenge is ongoing in hopes that the Community gives a full match. A follow-up article is in May Newsletter thanking the Community for their donations and support. I will be sending written Thank-You notes which Nichole will take to the Fire Department meeting to have the volunteers and Fire Chief Ash sign.

My Grant writing class begins on May 18, 2022. It is a 6-week program with 2 assignments weekly and a final test. I am looking forward to starting my class and thank Council for their approval of allowing me to have this opportunity.

There are already grants we are reaching out for. The 1st one is from USDA Rural Development. This Grant application will help us with Automatic Door openers for the Community Center. I have received the paperwork to fill out, which is my priority this month. As soon as I complete the paperwork and have a cost to submit, I will need Council approval to proceed.

Another Grant possibility is from ThinkWY, which is a humanities Grant that I am working on with CHUG. CHUG has formed a Grant committee consisting of myself, Karen Guidice, Bueford Thompson and Carol Eckhardt. We are hopeful that this Grant will allow the restoration of the caboose. The estimate to restore it is around \$23,000 but if repairs are not made, we may very well lose it. Currently it is a safety concern and the public is not allowed entry. To date, I have had no response to my initial email but I will pursue this opportunity.

I have been in contact with Craig Bendixen from LaMar Sign Company in Casper. They will be coming to Chugwater within the next 3 weeks to look at our Chugwater signs on I-25; Northbound and Southbound. They will measure and give us a quote on the cost, however, in talking with them thus far, he thinks a vinyl wrap will be the most cost-effective. I have also talked with Jen Stone of Twisted Threads from Wheatland, who will begin designing the signs. We sent our Town logo to her that she may be able to incorporate into her design. If need be, she would be willing to attend a Council meeting or a workshop to present her ideas. Once we get the cost of the project, I will be reaching out to the Platte County Lodging Tax Board and possibly CHED for some funding.

May will be our month of beautification, not only with Town Clean-up scheduled for May 13-23, 2022, but also with planting flowers in our Planters around Town. Terri Skiba will organize and coordinate this project on Saturday, May 21, 2022 at 1:00PM.

I have invited Lee Marfell for a book-signing party on May 11,2022. He is a former resident and has written his first novel. He has graciously accepted my invitation and will have his book for sale. This event is scheduled for May 11, 2022 at 1:30 PM at the Community Center.

Memorial Day Celebration will begin at 9:00AM at the Legion Park, where there will be a 21-Gun Salute followed by Service at the Iowa Flats Community Building on Pioneer Road at 10:00 AM. After the service, a roast beef dinner will be served between 11:30AM-12:00PM at the Community Center. Dinner is provided by the American Legion and the American Legion Auxiliary who are asking for donations for the meal. The proceeds fund the Girls State Delegates and Scholarships for the Chugwater High School Seniors.

Respectfully submitted,

Linda Webster

Maintenance Report for April 2022

The month of April was a very exciting month for the Town of Chugwater. We have worked on and completed a number of things and attended the spring water conference.

- Met with Sunrise Engineering to go over the towns streets and systems to familiarize them with what the town has in place. Went over alleys for future surveying and costs.
- Met with Tiger Tree to do a healthy tree check on the overall health of our towns' trees. We marked and taped trees to be removed on all properties.
- Replaced and installed new smoke alarms in all buildings.
- Worked on and cleaned up Alleys.
- Worked on and cleaned up Gravel areas around buildings.
- Fixed 2 leaks in chemical feed system for water treatment.
- Replaced batteries in the power backup system for the SCADA computer.
- Checked all buildings heating systems and for any leaks in water.
- Shocked and kept up on bug treatment in lagoons. We shock our system twice a year and maintain treatment of two bags a week per cell.
- Mowed around lagoon cells.
- Fixed stop sign on 3rd and Swan. Sign had ripped off.
- True green came and fertilized grass areas around parks and buildings.
- Sealed windows at business building from 2 chips with clear tape.
- Marked property lines at business building to get an estimate for installing a sprinkler system.
- Cleaned up playground area and got park ready for Arbor Day.
- Picked up trees for Arbor Day from Ft. Collins nursery.

- Arbor Day went well and smooth with councilperson Marlatt reading the proclamation and the school kids joining the planting of 3 trees.
- Nichole took water test. (PASSED)
- Had 4 one calls, 2 water turn ons, 1 building permit for Graves building a porch on 5th street.

We attended the spring water conference in Casper, where The Town of Chugwater made a great impression on the entire state. We started with the meter challenge where I took first place and Nichole took second place. There were 11 people in contest; it was a head to head match for fastest rebuild time on a meter. First place won 500 dollars and second place 300 with first place having the opportunity to go to nationals in September. The next thing we accomplished was we won the best tasting water in Wyoming contest. For this we should be receiving a plaque from the state and then a chance to go to Washington DC in February to represent the state at the national level, where we hope to bring the best tasting water in U.S. home with pride. In addition we won several drawings consisting of a Leatherman, big cooler, hats and jerseys and a cordless drill. This was a very successful trip for our town and our operators.

This has been a great month for Chugwater and we are proud to have been part of it. Thank you.

Lance Wedemeyer

May 3, 2022 – Treasurer’s Report (Jennifer Clark)

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

I attended the QuickBooks class at LCCC April 19th and 21st, the class very informative and I was able to get some beneficial tools to work within QuickBooks.

Town of Chugwater
Balance Sheet
 As of May 3, 2022

	May 3, 22
ASSETS	
Current Assets	
Checking/Savings	
1010 · FSB Operating Acct - 7641	261,181.91
1011 · FSB Community Ctr Acct - 3609	13,854.04
1012 · FSB Water Deposits - 7692	9,450.61
1013 · FSB WA/SW Acct - 3560	2,000.42
1050 · WYOSTAR Town	367,968.26
1051 · WYOSTAR CCC	10,970.75
1052 · WYOSTAR CDBG	62,701.95
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
Total Checking/Savings	1,130,383.41
Accounts Receivable	
Accounts Receivable	13,194.71
Total Accounts Receivable	13,194.71
Total Current Assets	1,143,578.12
TOTAL ASSETS	1,143,578.12
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,065.00
Total Accounts Payable	1,065.00
Other Current Liabilities	
Payroll Liabilities	
Workers Compensation	286.10
Total Payroll Liabilities	286.10
Total Other Current Liabilities	286.10
Total Current Liabilities	1,351.10
Total Liabilities	1,351.10
Equity	
Fund Balance Equity	
Governmental Funds	
Capital Projects	
CDBG	63,361.13
Total Capital Projects	63,361.13
General Funds	
Business Center	14,400.16
Community Center	7,705.38
General	715,967.62
Total General Funds	738,073.16

Town of Chugwater
Balance Sheet
As of May 3, 2022

	May 3, 22
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	843,020.74
Proprietary Funds	
Sanitation	-1,486.40
Sewer	87,168.54
Water	
Water Deposits	1,708.67
Water Operating	214,221.35
Water Replacement	2,010.44
Total Water	217,940.46
Total Proprietary Funds	303,622.60
Total Fund Balance Equity	1,146,643.34
Net Income	-4,416.32
Total Equity	1,142,227.02
TOTAL LIABILITIES & EQUITY	1,143,578.12