

**Record of Proceedings  
Town of Chugwater, Wyoming  
Town Council Meeting  
August 8, 2023**

---

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

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

Councilperson Schirmer present, Councilperson Marlatt present, Mayor Ash present, Councilperson Kelley present and Councilperson Burns present. Attorney Jones present.

**APPROVAL OF AGENDA**

Councilperson Marlatt made a motion to approve the agenda with a change that the Signage for Chug-Chug Gas & Go be moved up to the top of new business to accommodate our guest, Joe MacGuire. Councilperson Schirmer seconded the motion. Motion passed.

**APPROVAL OF PREVIOUS MEETING MINUTES**

Councilperson Kelley made a motion to approve the July 3, 2023 Meeting Minutes with changes made. Councilperson Burns seconded the motion. Motion passed. The changes Councilperson Burns requested will be done and submitted for the record.

Councilperson Kelley made a motion to approve the July 13, 2023 Emergency Meeting Minutes. Councilperson Burns seconded the motion. Councilperson Schirmer abstained. Motion carries.

**REPORTS**

**Director of Water & Sewer** - Submitted by Sean Kelley as a written report.

Written report submitted was accepted by Council.

**Treasurer** – Linda Webster

Treasurer reported that year-end closing has been completed by ClerkBooks, which is our Utility Software, that works with QuickBooks. Councilperson Marlatt made a motion to accept the Treasurer's Report as submitted. Councilperson Kelley seconded the motion. Motion carries.

**Council Reports**

Councilperson Schirmer – No Report

Councilperson Marlatt – He met with Treasurer Linda to go over vouchers.

Councilperson Kelley – He did take care of the treatment process at the lagoon. He has been working with the maintenance crew to keep them going. Mayor Ash questioned the treatment process which Councilperson Kelley explained is a floating pump which applies water to the tree row. It is referred to as a non-discharging lagoon.

Councilperson Burns – No Report

**Mayor's Report**

We have been approved for a water study and have met with 3 engineering firms. What comes out of that study will provide funding for improvements to the water system. Josh Hopkins has been very diligent in going through our Ordinances and Minutes. He has discovered that we are missing some older records. The workshop for Ordinance Review is to look for inconsistencies which will require Ordinance changes and updates. Franchise Ordinances expired on March 6, 2023 and will need to be updated. Josh is putting together a history of the water and sewer system including infrastructure. Keith Miller will chair the water study. Josh Hopkins will chair the Ordinance review. Work groups will be formed for projects to include the Water Study, Town Clean -up, BRC, Gym and Community Center. Mayor Ash will put any interested person into a work group they chose to be on.

## **OLD BUSINESS**

No old business.

## **NEW BUSINESS**

### **Signage for Chug-Chug Gas and Go.**

Joe MacGuire from Murphy Business & Financial is involved with the sale of Chug-Chug Gas and Go. The potential new owners have requested permission from Council for signs to be erected prior to ownership. He has provided drawings and site locations and will adhere to our town ordinance specifications. Councilperson Kelley made a motion to approve the signage to be erected within Ordinance specifications. Councilperson Burns seconded the motion. Motion passed. Councilperson Burns asked how signs will be erected. Mr. MacGuire stated that they will use cranes and will the sign company will ask the landowners permission if they will need to access his property prior to doing any work.

### **Amended Budget for 2022-23**

Resolution 2023-05 A RESOLUTION AMENDING FISCAL YEAR 2022-2023 ANNUAL BUDGET

Roll call vote taken as follows:

Mayor Carol Ash – No Vote

Councilperson Eric Marlatt – AYE

Councilperson John Burns – AYE

Councilperson Joseph Schirmer – AYE

Councilperson Steven Kelley – AYE

Motion passed. Resolution will be submitted to Platte County Clerk.

### **CD's**

Mayor Ash and Treasurer Linda met with Peggy at First State Bank regarding Town CD's. 3 CD's have a maturity date of August 20, 2023. Currently the interest rate is .05%. We can renew those CD's for 7 months at 5.0%. There will be a minimal penalty for early withdrawal but interest will more than cover that penalty in the long term. \$100,000 would also like to be moved from the Operating Account into another General CD at the same rate for the same term of 5.0% for 7 months.

Councilperson Marlatt made a motion to accept the terms of the CD's and to renew with the penalty and to move \$100,000 from the Operating Account into a General CD. Councilperson Kelley seconded the motion. Motion passed.

### **Building Permit – Larry Welty**

Mr. Welty is requesting a building permit to add a storage building on his property at 302 2<sup>nd</sup> Street. Councilperson Schirmer made a motion to approve a building permit for Mr. Welty to have a storage building as long as it set back within Ordinance specifications. Councilperson Burns seconded the motion. Motion passed.

### **BRC Rental**

Mayor Ash did an analysis of the square footage of the business building and compared rental rates for \$12.00 per square foot being a reasonable amount. She entertained a motion for approval. Councilperson Marlatt made a motion to accept the rate of \$12.00 per square foot. Councilperson Burns seconded the motion. Motion passed.

### **Quonset Door Repair Bid**

The overhead door at the Quonset building is in need of repair. This expense has been included in the budget. Wheatland Garage Door submitted their bid for repair. We will replace both tracks and the door seal. Councilperson Marlatt made a motion to approve the bid from Wheatland Garage Door. Councilperson Schirmer seconded the motion. Motion passed.

**Platte County Use of the Quonset**

Platte County has requested use of the Quonset to store their equipment as has been done in the past. Kelly Cronk has had access and use of the building when he worked for Platte County. Mayor Ash will visit with Platte County before permission is granted. This discussion has been tabled.

**DEQ/Goshen Solar Project**

Goshen Solar Project has filed an application for construction and operation of the Goshen Solar Project. It is determined that our local government will be affected by the proposed facility and is eligible for impact assistance and continued participation as a party to the permit. Councilperson Burns made a motion to approve that we are interested parties to this project. Councilperson Kelley seconded the motion. Mayor Ash will notify DEQ that we are interested parties.

**Rural Mini Conference in Glenrock**

This is a conference is hosting a free mini conference for not only operators but for clerks and decision makers. Linda will register everyone who would like to attend.

**Public Officer Training**

This training is for our Governing Body and others who serve as Public Officers. It is scheduled for August 23, 2023 virtually or in person in Cheyenne. Council members who have not already taken this training and Clerk Linda should attend.

**Town Complaints**

Clean up on properties will be handled by Attorney Jones. He will send out letters to those parties.

**OPEN FORUM**

The wood chips at the park in the playground area are very low and considered a hazard for children. We have budgeted for this project and it will be taken care.

**APPROVAL OF BILLS**

Councilperson Schirmer made a motion to approve the bills submitted for payment. Councilperson Marlatt seconded the motion. Motion passed.

**ADJOURNMENT & SCHEDULED MEETINGS**

Meeting adjourned at 8:50PM.

Next Regular Council Meeting – September 5, 2023

---

Town Clerk

---

Mayor