

Record of Proceedings
Town of Chugwater, Wyoming
Town Council Meeting
April 4, 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 Schirmer seconded the motion. Motion passed unanimously.

APPROVAL OF PREVIOUS MEETING MINUTES

Councilperson Cronk made a motion to approve the March 7, 2022 Meeting Minutes. Councilperson Marlatt seconded the motion. Motion passed unanimously.

Councilperson Marlatt made a motion to approve the March 18, 2022 Special Meeting Minutes. Councilperson Cronk seconded the motion. Motion passed unanimously.

VISITOR'S COMMENTS/OPEN FORUM

REPORTS

Director of Water and Sewer Report, Lance Wedemeyer

Lance discussed items included in his written report which is attached.
Nichole discussed items included in her 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 Kelley made a motion to accept the March 2022 Balance sheet. Councilperson Schirmer seconded the motion. Motion passed unanimously.

Councilperson's Report

Councilperson Marlatt reported that he met with Jen to go over vouchers and that went pretty straight forward. Councilperson Marlatt and Nichole Clark got together to begin evaluating the health of the trees in town. Councilperson Marlatt spoke with the Platte County Resource District today and found out that they will not have trees to hand out to the kids at the Arbor Day Celebration. We will get some certificates to hand out to the kids that day which will allow them to redeem for a tree once we have them.

Mayor's Report

Mayor Ash reported that the Cemetery Committee has reached out to the Town to assist them with marking of the plots. Mayor Ash will contact Attorney Jones regarding any possible Liability.

Mayor Ash opened up for discuss an upcoming training in October for Certified Public Manager class. Additional information will be gathered to clarify questions regarding the benefits of this training.

OLD BUSINESS

No Old Business

NEW BUSINESS

Wyoming Rural Water Conference

Councilperson Kelley made a motion to approve Lance Wedemeyer, Nichole Clark and Gerry Dayton to attend the Wyoming Rural Water Conference in Casper April 19th through April 22, 2022. Councilperson Cronk seconded the motion. Motion passed unanimously.

Grant Writing Training

Councilperson Cronk made a motion to approve Linda Webster to attend Grant Writing Class which is a cost of \$99.00. Councilperson Schirmer seconded the motion. Motion passed unanimously.

WAM Spring Regional Meeting

The WAM Spring Regional Meeting is scheduled for April 6, 2022 to be held in Cheyenne, WY. Mayor Ash will be attending, no other Council members will be attending.

Wyoming Child & Family Development

Councilperson Cronk made a motion to approve a \$200.00 donation for the 2022-2023 Wyoming Child & Family Development. Councilperson Schirmer seconded the motion. Motion passed unanimously

Arbor Day Foundation

Chugwater received the 2021 Tree City USA recognition which will be announced at our Arbor Day Celebration.

APPROVAL OF BILLS

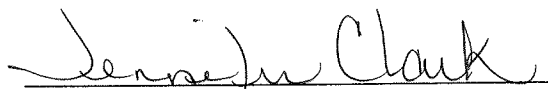
Councilperson Marlatt reviewed all bills prior to meeting.


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

ADJOURNMENT & SCHEDULED MEETINGS

Upcoming Workshop – April 15, 2022 at 9:00 AM to Review Property Insurance
Upcoming Town Council Meeting – May 2, 2022 at 7:00 PM

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


Town Clerk


Mayor

Tree Care – Nichole Clark

Nichole and Councilperson Marlatt did a walk through on all the trees and bushes at the park, Veterans Park, community center, Main Street, library, business building and the museum. A detailed list on each location was documented which includes removals, shaping, dead wood, trimming and an overall health of the trees.

- Business Building, Veterans Park, and Community Center are all lacking water source. All other locations need to be verified that the water source is adequate.

Tiger tree care from Laramie will be in Chugwater on April 11, 2022 to do a healthy tree check which is at no cost to the town. They will evaluate some of the possible fungus/diseased that appears to be infecting a few of the trees, especially trees at the Community Center. Tiger tree care did an evaluation on May 4, 2021.

Nichole is going to get with Wyoming Lawn Sprinklers to get a proposal on getting sprinklers installed in the locations that currently are not getting water.

There is a detailed list on all the locations located at Town Hall is anyone would like to see additional information.

Apprenticeship Program – Nichole Clark

Nichole attended a Zoom meeting with Riata Little Walker who is the Apprenticeship Coordinator with Lariat Communications to discuss the Apprenticeship program that Nichole is enrolled in. Jennifer Clark also attended the meeting.

- The curriculum has changed this year and the first year of the program is self-lead with a monthly meeting to touch base should there be questions or needed assistance. The reason for the change is because the program needs to have 8 individuals enrolled and currently there are only 4 enrolled in the program.
- Reimbursement for classes, testing and travel will be reimbursed at 50% once the receipts are submitted; the additional 50% reimbursement will be paid once the program gets their funding.
- Reimbursement consists of full payment for 2 tests, 50% of conference cost, meals while attending conferences, and mileage to and from tests and/or conferences paid at the IRS Mileage rate.
- The wage reimbursement that the Town will get has been changed from \$300.00 to \$1,000.00. This reimbursement is done by a grant that the State offers. Jennifer and Riata have a meeting scheduled on Wednesday April 6, 2022 to get the paperwork completed and submitted.
- Other items were also discussed and should anyone have any additional questions please feel free to contact Nichole.

March 2022 Maintenance Report

This month has been filled with a wide variety of items for the current season and preparation for the upcoming season.

- Snow removal consisting of plowing and clearing sidewalks, walkways, alleys and dumpsters.
- Picked up trees and branches from wind and weather.
- Did maintenance on small equipment, such as mowers, weed eaters and generators.
- Received parts for sweeper and put on belt lift cylinder and new side brooms making the sweeper operational and ready to go.
- Worked on John Deere tractor, the wiring for the ignition switch was in poor shape and is now good and running well.
- Unloaded sander and dropped plow off the one ton pickup for the season.
- Checked all water system buildings for leaks, operation and cleanliness.
- Checked all maintenance and heater rooms for operation and cleanliness.
- Had two turn on this month at – 306 3rd St. and 204 4th St.
- Cleaned chemical feed equipment for the water system.
- Received treatment bugs for the lagoon and did a spring shock treatment on the lagoon cells.
- Mowed around cells at lagoon for air flow and evaporation.
- Exercised main valve on water main feeding across the tracks, valve worked properly and smoothly.
- Watched over rail road bore operation crossing 313 by the crossing, everything went good and completed.
- Attended class for pesticide/herbicide spraying. Got certification.
- Attended class for Steffes heating systems. Got certified
- Attended class for asphalt repair and maintenance.
- Did webinar for Tree City, consisted of Arbor Day advertising.
- Did webinar on drought conditions and water supply.
- Completed mitigation compatibility assessment with Steve Kelly and Jennifer Clark.
- Changed clean up dates from April to 13-23 May.
- Had three one calls this month.
- Patched holes in wall at town hall.
- Ordered and received paint supplies for painting at town hall.
- Worked on alleys smoothing out the road base put in last fall.
- Worked with Al Teal from REA on heater issues at town hall.
- TDS replaced two dumpsters at request at the stampede and at 415 2nd St.

We have been expanding our minds and working to move our town forward.

Thank you, Lance Wedemeyer



Private Pesticide Applicators License


Applicator,

Enclosed is your private applicators license. As a reminder your private applicators license is valid through April 30th of the fourth year of issue. Please make sure you take note of the expiration date of your license. You will **NOT** receive a renewal notice prior to the expiration of your license. For more information on what is required to maintain/renew your license please contact the WDA. If you have any questions regarding your license please contact the WDA. For more information on what is legally required of you as a private pesticide applicator

please visit our website:

<http://agriculture.wy.gov>

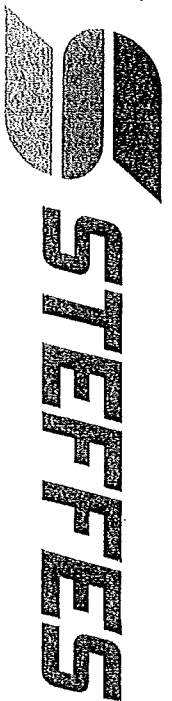
Please review the information on
your license card and if there are
any errors please contact the
WDA immediately.

WYOMING DEPARTMENT OF AGRICULTURE Pesticide Applicator License	
LICENSE NUMBER:	32347
EXPIRATION DATE:	4/30/2027
DATE ISSUED:	3/16/2022
WEDEMEYER, LANCE A 307 4TH STREET CHUGWATER, WY 82210	
	
APPLICATOR LICENSE CATEGORIES ON REVERSE SIDE	

PRIVATE Applicator

If there are any changes to your information (i.e. address, phone, email and/or resident status) during the valid term of this license please contact the WDA immediately to update your information.

Wyoming Department of Agriculture
Wes Brown—Program Coordinator
2219 Carey Ave
Cheyenne, WY 82002
307-777-3502
fax: 307-777-6593
Wes.brown@wyo.gov



STEFFES

certifies that

Lance Medemeyer

attended ETS Product Training

on March 30, 2022

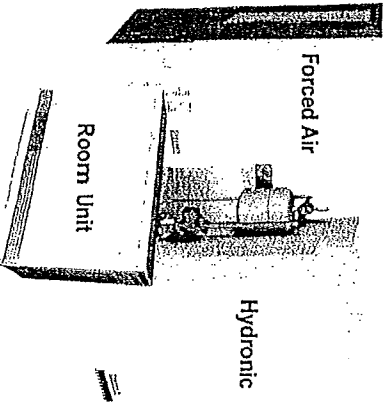
In recognition of the successful completion of ETS Product Training on
Steffes Residential Heating Systems.

A handwritten signature in cursive script, appearing to read "Julie Thorpe".

Julie Thorpe
Technical Support Manager

A handwritten signature in cursive script, appearing to read "Al Takle".

Al Takle
Product Manager



3050 N Hwy 22 ♦ Dickinson, ND 58601 ♦ Phone: 1-888-783-3337

Chugwater Community Events Report

April, 2022

There were no special events or activities in March as Mayor Ash and Council were focused on workshops regarding Town cleanup and zoning variances.

With Spring upon us there is our Arbor Day Celebration at the Chugwater Park on April 29, 2022 at 9:00AM. The Chugwater School students will be in attendance to help our Tree Board with the tree planting. I have contacted Mark DeLap from the Platte County Record Times and he has included it in his schedule.

The Chugwater Class of 2025 held their Community Bazaar on April 2, 2022. Unfortunately, I was not able to attend but I received wonderful reports that it was extremely successful.

The May Newsletter will be full of information about our Town Clean-up days scheduled for May 13-23, 2022. I will be working with Terri Skiba on our Town flower planting and will be asking for volunteers who would like to help take care of the planters. Last year, Nichole watered all the planters, which was very time-consuming and prior to that Julaine Wedemeyer volunteered her time to water the flowers daily. I think if we put out a request for volunteers, the community will step up and help.

I visited with Merlin Hitt, who is with Platte County Economic Development. He will be providing some information on contacts and grant money for our Chugwater signs. They are in dire need of either a wrap or new paint, which would include a new design as well. We had this project in the hands of a local artist who has since moved and now we are starting over so our signs can be completed. I will have more information as soon as possible so we can move forward with Council's support and approval.

May is also the deadline for Election applications. Jennifer is working with the Platte County Election office for election forms to be available at the Town Hall for applicants. Some information about the Election will be included in the May Newsletter, since we will have 3 vacant seats on Chugwater Town Council.

I am gradually adding to the decorations at the Community Center. The decorations we have are minimal for some seasons and I am purchasing some greenery and spring décor, which brings a lot of cheer to the Community Center. I would like to thank Town Council for allowing me to use the Community Center budget for these items.

Respectfully submitted,

Linda Webster

April 4, 2022 – Treasurer's Report (Jennifer Clark)

Attached is a copy of the current Balance Sheet

The WAMCAT Spring training was March 30 through April 1, 2022; which I attended. It was very educational and informative. Governor Mark Gordon did the Welcome address and signed a Proclamation stating that the week of May 1st through May 7th 2022 is Professional Municipal Clerk's week. Other sessions that I attended included Mental Toughness in an Emotionally Fragile Workspace, Wyoming Notary Law, Unconscious Bias, Handling Emotional Reactions to Feedback conversations, Emotional Intelligence and Time Management: Making the Connection, Comeback After Crisis, The American Rescue Plan Act, and Conversation Competence: Conversations worth Having.

April 19th and April 21st 2022 I will be in Cheyenne at QuickBooks class that is offered at LCCC. I am excited to attend and feel that the class will be beneficial.

Town of Chugwater

Balance Sheet

As of February 28, 2022

	Feb 28, 22
ASSETS	
Current Assets	
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
Total Checking/Savings	1,138,801.14
Accounts Receivable	
Accounts Receivable	4,613.53
Total Accounts Receivable	4,613.53
Total Current Assets	1,143,414.67
TOTAL ASSETS	1,143,414.67
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	
FICA	2,171.22
Workers Compensation	261.89
Total Payroll Liabilities	2,433.11
Total Other Current Liabilities	2,433.11
Total Current Liabilities	2,433.11
Total Liabilities	2,433.11
Equity	
Fund Balance Equity	
Governmental Funds	
Capital Projects	
CDBG	63,343.63
Total Capital Projects	63,343.63
General Funds	
Business Center	14,864.86
Community Center	7,634.38
General	717,111.74
Total General Funds	739,610.98
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	844,541.06

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>
TOTAL LIABILITIES & EQUITY	<u><u>1,143,414.67</u></u>