

**Record of Proceedings
Town of Chugwater, Wyoming
Town Council Meeting
December 6, 2021**

MEETING CALLED TO ORDER at 7:00PM

PLEDGE OF ALLEGIANCE

ROLL CALL

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

Oath of Office

Jennifer Clark swore Steve Kelley into office as a Council Member

APPROVAL OF AGENDA

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

APPROVAL OF PREVIOUS MEETING MINUTES

Councilperson Schirmer made a motion to approve the November 1, 2021 Public Hearing Minutes. Councilperson Cronk seconded the motion, Councilperson Kelley abstained. Motion passed.

Councilperson Cronk made a motion to approve the November 1, 2021 Meeting Minutes. Councilperson Marlatt seconded the motion, Councilperson Kelley abstained. Motion passed.

VISITOR'S COMMENTS/OPEN FORUM

Dennis Ebel inquired if a building permit is required to tear down the old building located at 206 1st Street. A permit is required which Lance will issue.

Councilperson Kelley made a motion to reduce the Building Permit fee from \$50.00 to \$5.00. Councilperson Schirmer seconded the motion. Motion passed unanimously.

Councilperson Kelley made a motion to approve the Building Permit for the demolition of the building located at 206 1st Street. Councilperson Schirmer seconded the motion. Motion passed unanimously.

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 discussed items included in her written 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 smooth. Eric and Lance met with the Platte County Conservation district on Thursday at

10:00am regarding trees for the retention Pond. The Tree Board should be meeting in the near future to discuss Arbor Day.

Mayor Ash asked Councilperson Kelley to have oversight over the Water & Sewer for the Town. Councilperson Kelley accepted.

Mayor's Report

Mayor Ash discussed the ease of having a few extra meetings/workshops that are short. Federal government is going to be sending funding and therefore we need to be sure that we as a Town are ready and prepare with getting in touch with outside individuals who will need to be on board in helping to prepare for major projects that we will want to accomplish. This will also help us at Budget time. Mayor Ash suggested that we begin scheduling the workshops on the 3rd Friday of the month, the first meeting to be on January 21st between 9:00 am – 11:00 am. Notification for each meeting will be sent out the week prior. Council members all agreed.

OLD BUSINESS

Jennifer Clark reported on the ACH – Payroll. Anyone who is interested in having Direct Deposit for their payroll, Payroll will be input within QuickBooks and an E-Check will be printed for each employee which will show their wages. An E-Check has all same information as an actual check.

Jennifer Clark reported that everything has cleared the Bank of the West Operating Account and would like to get the remaining funds transferred into the First State Bank Operating Account. Councilperson Cronk made a motion to close the Operating Account at Bank of the West. Councilperson Schirmer seconded the motion. Motion passed unanimously.

NEW BUSINESS

Building Permits

Councilperson Schirmer made a motion to approve the Chugwater Valley Church – Building Permit/Variance on a PUD and the fee of \$50.00. Councilperson Marlatt seconded the motion. Motion passed unanimously.

Councilperson Cronk made a motion to approve the Sam Archer – Building Permit for Fence and the fee of \$5.00. Councilperson Schirmer seconded the motion. Motion passed unanimously.

Liquor Licenses

Councilperson Marlatt made a motion to approve Stampede Salon & Eatery – Approval to Close 12/24/2021 – 12/30/2021 and the Chugwater Soda Fountain – Approval to close at 5:00 PM Daily. Councilperson Kelley seconded the motion. Motion passed unanimously.

Platte County Chamber of Commerce

Councilperson Marlatt made a motion to approve the membership renewal of the Platte County Chamber of Commerce for 2022. Councilperson Schirmer seconded the motion. Motion passed unanimously.

APPROVAL OF BILLS

Councilperson Marlatt reviewed all bills prior to meeting.

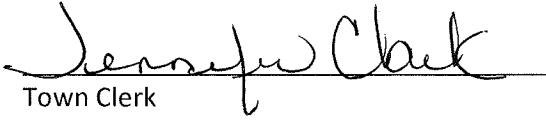
Councilperson Cronk made a motion to accept the bills that were presented for payment and to pay bills that have not been received up to \$6,629.30. Councilperson Schirmer seconded the motion. Motion passed unanimously.


ADJOURNMENT & SCHEDULED MEETINGS

Councilperson Marlatt made a motion to adjourn. Councilperson Cronk seconded the motion. Motion passed unanimously. Meeting adjourned at 7:38 PM.

Upcoming Town Council Meeting – January 3, 2022 at 7:00 PM

Upcoming Workshop - January 21, 2022 at 9:00 AM


Town Clerk


Mayor

Maintenance Report November 2021

The month of November passed by quickly. However, we were able to complete many important tasks.

To begin, we put snow markers on all the fire hydrants in our system. This helps them stand out so they are less likely to be hit during snow removal, as well as when emergency personnel need to locate them during the winter months.

To continue, we have hauled in asphalt millings to help fill holes around town. Specifically on Buffalo Drive and 3rd Street in front of the church. We placed material on these spots and smoothed it out. People driving on this will aide the process by helping to pack it down.

Another area of the town that got our attention were the alleys. We cut the alleys with the backhoe to knock down the centers and edges which had built up over time. Then we hauled in road base material to finish filling in and leveling out. This makes a noticeable difference when driving through these access points. So far, we have completed this process with four alleys, and plan to continue to work on finishing those that remain.

As for all of the town buildings, we cleaned out the maintenance rooms and have been checking periodically to make sure everything is working properly. We want to ensure the heating systems stay in good shape for the winter months. We have continued to inspect the exterior of all the buildings, being sure they are fully winterized.

Both Nichole and I have been engaged in classes on Tuesdays throughout November, to keep current on our licenses. In addition, Nichole started on her correspondence course and has been studying to take her water operator test. She is very dedicated and intent on doing her best to be successful.

As usual, we have been sure to keep up with daily maintenance needs in regards to equipment, buildings, and systems. In the area behind the town shop, we have been working to clean up the maintenance yard and open lot by the pond.

With thanks,

Lance Wedemeyer

Chugwater Community Events Report

December, 2021

The Community Center was busy 3 consecutive Saturdays in November. It was rented on November 6, 2021 for a Mary Kay party. November 13, 2021 the Chugwater Booster Club used the building for their Bingo, Chili Supper and Silent Auction. Then on November 20, 2021 we held our Holiday Bazaar, which I hope will become an Annual Event. We had 15 vendors, a gift wrap station and lunch was provided by Jennifer Clark. I would especially like to thank Savannah Eslick for volunteering to help wrap gifts the entire day and Stacy Cronk for all her marketing expertise. Without her help we would not have had the success we did. We had a steady flow of traffic throughout the day and all vendors said they would definitely return next year. I would like to thank Mayor Ash for her continued encouragement, support and help with all the planned activities.

The Book Club met on November 3rd and November 17th at the Chugwater Branch Library. There are currently 7 ladies who meet to discuss their book selections. I would like to see this group expand and will begin making calls to see if we can get more people involved. If the group gets any larger we will meet at the Community Center since our space at the library is limited.

I continue to meet with Ellen Welty regarding Community Event updates that she takes to the Platte County Main Street Project Meetings. Ellen is our Chugwater member for the Main Street Project Board and gives them monthly updates on Chugwater activities and events.

The December Newsletter was mailed right before Thanksgiving and December started off full of activity. December 1st the Chugwater School students and teachers came to the Community Center during the Noon Services for Seniors meal and decorated the Christmas tree. Cory Dziowgo, Superintendent of Platte County School District #1 accompanied the teachers and students. After the tree was decorated, Diane Helbaum played the piano while the students sang Carols. We had special guests from the Wheatland Library who read "Santa Claus is Coming to Wyoming" and then cookies and punch were served. I will send a Thank You note to Julie and Shiloh for making a special trip and participating in our event. It was a wonderful start to the holiday month and we are looking forward to more holiday activities which I will report on in January. Our next event is scheduled for December 13, 2021 at 7:15pm at the Community Center and Library. After the Services for Seniors Evening Meal we will have caroling around the piano with a cocoa and cookies. Diane Helbaum has graciously offered to play the piano and lead us in some Christmas Carols. Then we will go outdoors where Mayor Ash will have Lance and Nicole turn on our Christmas lights for the holiday!

Again I wish to thank Mayor Ash and our Council members for their support and participation in all events and activities.

Respectfully submitted,

Linda Webster

Chugwater Event Coordinator

December 6, 2021 – Treasurer's Report (Jennifer Clark)

Attached is a copy of the Profit & Loss for October Year-To-Date

We are working on implementing the ability to take Credit/Debit Cards payments. This will be a convenience for the residents and for potential vendors for Bulk Water. It is anticipated to have this operational by the end of December.

There is still 1 account open with Bank of the West. There were a few automatic payments that were going into this account that we needed to get moved and I believe everything has been addressed to be able to close this account.