

**Record of Proceedings  
Town of Chugwater, Wyoming  
Town Council Meeting  
June 5, 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 Kelley would like to amend the agenda to include 2 separate building permits he is requesting. The 1<sup>st</sup> one is for 402 Clay Avenue and the 2<sup>nd</sup> one is for 232 1<sup>st</sup> Street. Councilperson Kelley made a motion to approve the corrected agenda. Councilperson Marlatt seconded the motion. Motion passed.

**APPROVAL OF PREVIOUS MEETING MINUTES**

Councilperson Marlatt made a motion to approve the May 1, 2023 Meeting Minutes. Councilperson Schirmer seconded the motion. Councilperson Burns abstained. Motion passed.

**REPORTS**

Director of Water & Sewer – Nichole Clark  
Written report submitted was accepted by Council.

Treasurer – Linda Webster  
Councilperson Kelley made a motion to accept the Treasurer’s Report as submitted. Councilperson Burns seconded the motion. Motion passed.

**OLD BUSINESS**

**114<sup>th</sup> Street Property**

Attorney Jones updated the status of this property. It has deteriorated further and Attorney Jones stated that with no response from Guardian Asset Management we can pursue hazard abatement by bidding out the cleanup. There is a possibility that we may not get reimbursed for our cost in the project but the property would be cleared out and safe from any flying debris and existing harm. Individuals can submit proposals and at the July meeting a vote can be taken to accept a bid.

**MEETING RECESSED FOR EXECUTIVE SESSION AT 7:25PM**

**EXECUTIVE SESSION – Employees**

**REGULAR MEETING RECONVENED AT 7:47PM**

Nichole Clark has rescinded her resignation and she will report to Councilperson Kelley.

**NEW BUSINESS**

**Notice of Meeting to consider and act upon a resolution to impose a 1% SPET for Platte County**

Councilperson Schirmer, Councilperson Marlatt, Councilperson Kelley, Councilperson Burns and Mayor Ash have signed the Notice of Meeting. This notice is signed and sealed by Clerk Webster and will then be posted for a Special Meeting to be held on June 12, 2023 at 6:00pm where the Governing Body will vote to adopt the resolution to impose the 1% Specific Purpose Excise Tax in Platte County.

### **Flag Day Proclamation**

Mayor Ash read the Flag Day Proclamation and signed it. It proclaims that June 14, 2023 will be recognized as Flay Day.

### **Building Permit – Josh Hopkins**

Building Permit request for an arena in the 400 Block of 1<sup>st</sup> Street. Councilperson Marlatt made a motion to approve a temporary 30-day use permit starting June 5, 2023. This will allow a temporary arena for the Chugwater Chili Cook-off Rodeo event on June 17, 2023. Councilperson Burns seconded the motion. Motion passed. A Public Hearing has been scheduled for June 27, 2023 at 6:00PM to further discuss this request.

### **Building Permits – Steve Kelley**

Building Permit request to install chain link fence surrounding property at 105 Clay Avenue for the purpose of screening and security.

Building Permit request to change roof from existing flat roof to a peaked roof at 232 1<sup>st</sup> property. Councilperson Burns made a motion to approve both permits. Councilperson Schirmer seconded the motion. Councilperson Kelley abstained. Motion passed.

### **Building Permit – Mark Walkington**

Building Permit request to relocate existing fence on one side of property at 402 Clay Avenue. Councilperson Marlatt made a motion to table this request until the July meeting or until Mr. Walkington can have a property survey done. Councilperson Schirmer seconded the motion.

### **Bill Letcher – Complaint**

Mr. Letcher submitted a formal complaint regarding the mowing of property next to his. His complaint will be placed in a pending status as long as the property next to his is mowed to avoid any fire hazard or dangerous situation. Councilperson Marlatt made a motion to accept Mr. Letcher's pending complaint. Councilperson Schirmer seconded the motion. Motion passed.

### **Pool Table**

The pool table that was donated to the Chugwater School needs to be moved back to the Community Center for safekeeping during the school transition and closure of the school. Nichole Clark has volunteers to help her move the pool table which will be done immediately.

### **Mayor Pro-tem**

In the absence of Mayor Ash and Mayor Pro-tem Marlatt for a WAM Conference in Cody, Wyoming, Mayor Ash has appointed Councilperson Steve Kelley Mayor Pro-tem from June 6, 2023 – June 11, 2023.

### **VISITORS/COMMENTS**

Comments regarding properties in town that are not mowed will be addressed. Attorney Jones has a checklist for the procedure and Ordinances will be sent to residents.

### **APPROVAL OF BILLS**

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

### **ADJOURNMENT & SCHEDULED MEETINGS**


Councilperson Schirmer made a motion to adjourn the meeting. Councilperson Burns seconded the motion. Meeting adjourned at 9:13PM.


Special Meeting to adopt Resolution for 1% Specific Purpose Tax – June 12, 2023 at 6:00PM

Workshop for FY 2023-24 Budget – June 13, 2023 at 6:30PM

Special Meeting for 1<sup>st</sup> Reading of FY2023-24 – June 13, 2023 at 7:30PM

Regular Town Council Meeting – July 3, 2023

  
Town Clerk

  
Mayor

**Record of Proceedings  
Town of Chugwater, Wyoming  
Town Council Special Meeting  
(2nd Reading of FY 2023-24 Budget)  
June 22, 2023**

---

**MEETING CALLED TO ORDER at 7:32PM**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

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

**APPROVAL OF AGENDA**

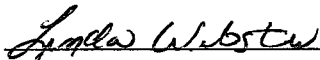
Councilperson Marlatt made a motion to approve the agenda. Councilperson Schirmer seconded the motion. Motion passed.

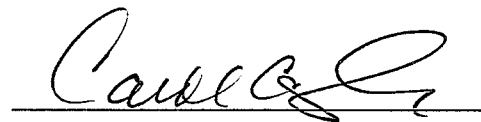
**2nd READING OF FY 2023-24 BUDGET**

Councilperson Marlatt made a motion to approve the 2nd Reading of FY 2023-24 budget with changes discussed in the Budget Workshop. Councilperson Burns seconded the motion. Motion passed. Changes will be made prior to 3<sup>rd</sup> and Final Reading.

**ADJOURNMENT**

Motion made by Councilperson Schirmer to adjourn. Councilperson Kelley seconded the motion. Meeting adjourned at 7:34PM.

  
\_\_\_\_\_  
Town Clerk

  
\_\_\_\_\_  
Mayor

**Record of Proceedings  
Town of Chugwater, Wyoming  
Town Council Special Meeting  
(1<sup>st</sup> Reading of FY 2023-24 Budget)  
June 13, 2023**

---

**MEETING CALLED TO ORDER at 8:22PM**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

Councilperson Schirmer, Mayor Ash, Councilperson Kelley and Councilperson Burns present. Councilperson Marlatt is an excused absence. A quorum was declared.

**APPROVAL OF AGENDA**

Councilperson Kelley made a motion to approve the agenda with an amendment to included Westco Propane bid. Councilperson Burns seconded the motion. Motion passed.

**WESTCO PROPANE**

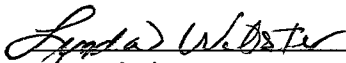
Councilperson Kelley made a motion to accept the bid from Westco Propane. Councilperson Schirmer seconded the motion. Motion passed.

**1<sup>ST</sup> READING OF FY 2023-24 BUDGET**

Councilperson Schirmer made a motion to approve the 1<sup>st</sup> Reading of FY 2023-24 Budget. Councilperson Burns seconded the motion. Motion passed.

**ADJOURNMENT**

Motion made by Councilperson Kelley to adjourn. Councilperson Schirmer seconded the motion. Meeting adjourned at 8:27PM.

  
\_\_\_\_\_  
Town Clerk

  
\_\_\_\_\_  
Mayor

**Record of Proceedings  
Town of Chugwater, Wyoming  
Town Council Special Meeting  
(Resolution to act upon 1% Specific Purpose Tax)  
June 12, 2023**

---

**MEETING CALLED TO ORDER at 6:00PM**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

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

**APPROVAL OF AGENDA**

Councilperson Marlatt made a motion to approve the agenda. Councilperson Schirmer seconded the motion. Motion passed.

**RESOLUTION 2023-04**

**A Resolution approving propositions for imposition of a 1% specific purpose excise tax in the County of Platte, State of Wyoming, for the purpose of funding specific projects and said propositions to be placed on the ballot at the special election to be held in the County of Platte on Tuesday, November 7, 2023.**

Councilperson Schirmer made a motion to approve the resolution. Councilperson Marlatt seconded the motion. Motion passed unanimously.


Upon the adoption of said resolution , the roll was called with the following results:

Councilperson Schirmer, YES  
Councilperson Marlatt, NO  
Councilperson Kelley, YES  
Councilperson Burns, YES

**ADJOURNMENT**

Motion made by Councilperson Marlatt to adjourn. Councilperson Schirmer seconded the motion. Meeting adjourned at 6:34PM.

  
\_\_\_\_\_  
Town Clerk

  
\_\_\_\_\_  
Mayor

**Record of Proceedings  
Town of Chugwater, Wyoming  
Town Council Public Hearing & Special Meeting  
Building Permit  
3<sup>rd</sup> & Final Reading of FY 2023-24 Budget  
June 27, 2023**

---

**PUBLIC HEARING at 6:00PM**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

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

Visitor Sign-up Sheet is attached.

Recording of Public Hearing & Special Meeting is available.

**APPROVAL OF AGENDA**

Councilperson Marlatt made a motion to approve the agenda with the addition of the Public Hearing for Building Permit 23-01. Councilperson Schirmer seconded the motion with the amendment to the agenda. Motion passed.

**SPECIAL MEETING RECESSED AT 6:03 FOR PUBLIC HEARING**

Visitor Sign-Up Sheet is attached

Recording of Public Hearing & Special Meeting is available upon request at the Town Hall

**SPECIAL MEETING RECONVENED AT 8:00pm**

**BUILDING PERMIT 23-01**

Councilperson Kelley made a motion to approve Building Permit 23-01 with the following conditions. Building Permit 23-01 for the Arena will be revisited in 18 months from this meeting date. Josh Hopkins will provide trash service from our Town Trash Collection Service (TDS) through the summer months for Special Events. Port-A-Pots will be made available for each event. Events determined to be Audience attended ticketed events that generate sales tax. Councilperson Schirmer seconded the motion.

Vote taken as follows:

Councilperson Schirmer – Yes

Councilperson Marlatt – Yes

Councilperson Kelley – Yes

Councilperson Burns – Yes

**MILLS FOR PLATTE COUNTY**

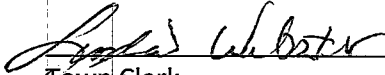
Councilperson Kelley made a motion to approve the five (5) Mills for Platte County. Councilperson Schirmer seconded the motion. Three (3) Mills have been allocated to the Chugwater Fire District and are separate from 5 Mills for the Town of Chugwater. Councilperson Burns voted against the mills. Motion carries.

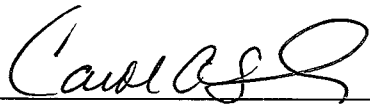
**3<sup>rd</sup> & FINAL READING OF FY 2023-24 BUDGET**

Councilperson Marlatt made a motion to approve the 3<sup>rd</sup> & Final Reading of FY 2023-24 Budget and to approve Ordinance #317 for the Budget for FY 2023-2024. Councilperson Burns seconded the motion. Motion passed.

**ADJOURNMENT**

Motion made by Councilperson Kelley to adjourn. Councilperson Schirmer seconded the motion. Meeting adjourned at 8:38PM.

  
\_\_\_\_\_  
Town Clerk

  
\_\_\_\_\_  
Mayor