

UNAPPROVED RECORD OF PROCEEDINGS FOR THE GOVERNING BODY OF THE TOWN OF CHUGWATER

The regular meeting of the Town Council of the Town of Chugwater, Wyoming was held on Monday, January 6, 2025 at 7:00 P.M. at the Community Center. Mayor Ash called the meeting to order and upon roll call it was found that the following were present; Councilmen Burns, Schirmer and Kelly, Mayor -Elect, Josh Hopkins, Councilman-Elect Josh Hansen and Councilwoman Elect Vicki Klein. Also present were Town Attorney, Eric Jones and Town Treasurer, David Clough. Mayor Ash led the Pledge of Allegiance. Mayor Ash stated that the agenda would be in two sections. The first section would be the remaining 2024 vouchers and the December minutes, along with the installation of officers. The second section would be the business to be conducted by the new Council. A motion was made by Councilman Burns and seconded by Councilman Schirmer to approve the agenda as presented. Motion carried. The minutes of the regular meeting held on December 2, 2024 were presented. A motion was made by Councilman Kelley and seconded by Councilman Burns to approve the minutes of the Dec. 6, 2024 meeting as presented. Motion carried. The minutes for the workshop held on Dec. 18, 2024 were presented. There was no motion, as not enough Councilman were present at the workshop to approve. Mayor Ash stated she would place them on file as unapproved. Treasurer Clough presented the vouchers for the month of December, and he stated that there were a few vouchers identified on the list from the prior month. The vouchers are as follows; TDS-sanitation-3,233.17; Century Link-phone-32.41; Hometown Leasing-copier-99.43; Tammy Hartung-janitorial-65.00; Mark Court-backup water operator-100.00; Pete Delgado-water operator-6,995.75; WREA (Nov)-power-3,328.73; Summit West CPA (Nov)-accounting-1,650.00; Wyoming Network-internet-25.00; Two Girls Mop & a Mop (2 mo)-janitorial-320.00; Chugwater Telephone (Nov)-phones-371.23; Dana Kepner (Nov) – water supplies-3,738.48; Summit Fire & Security (Nov) -inspection-51.40; Bob Ruwart(Nov)-repairs-478.16; Tri County Small Engine (Nov)-repairs-65.00; O'Reilly First Call Nov)-repairs-207.09; Factory Direct Trailer Sales (Nov)-trailer-11,700.00; Horton Fuels (Nov) -fuel-744.00; WREA-power-4,231.17; Chugwater Telephone Co. -phones-372.09; Indof-supplies-220.77; Horton Oil-fuel-744.00; Two Girls & a Mop-janitorial-320.00; Summit West CPA-accounting-1,400.00; The Tire Shop-repairs-13.68; O'Reilly First Call-well parts-284.89; Team Lab-lagoon bugs-7,295.00; Energy Labs-water testing-668.00; Eakes Office-copies-130.81; Platte County Clerk -election expenses-509.26; Jub Jub-computer -108.00; Wheatland Ace Hardware-supplies-173.55; Summit Fire & Security-inspections (shop/Town Hall)-470.00; Pete Delgado-supplies-20.94; Eric Jones -months legal expenses-1,884.72; Southwest Plumbing – Bus. Bldg repairs-550.00; John Deere-repairs-1,819.71; Town of Wheatland-repairs-298.03; WESTCO-propane-668.79; Straight Talk-phones-58.49; Menards-supplies-425.39;

WYDOT-plates-12.25; Aim High Equipment(Nov)-equip. rental-1,708.20; Platte County-trailer fees-19.00; Aaron Wombaker-supplies-239.00; Mayor & Council Salaries-323.22; Payroll-8,501.04 Total Vouchers-66,674.85 A motion was made by Councilman Schirmer and seconded by Councilman Burns to approve the vouchers as presented. Motion carried.

Mayor Ash presented a "Certificate of Appreciation" to Joe Schirmer for his years of service to the Town of Chugwater as a Councilman. Councilman Burns thanked Mayor Ash and Councilman Schirmer for their service to the Town.

Mayor Ash administered the "Oath of Office" to Councilwoman Vicki Klein and Councilman Josh Hansen.

Mayor Ash administered the "Oath of Office" to Mayor Josh Hopkins and expressed her support for him. She also thanked Attorney Eric Jones for his work as legal counsel for the Town of Chugwater.

Mayor Ash adjourned her portion of the meeting and Mayor Hopkins convened the meeting. Mayor Hopkins expressed his thanks to the people of Chugwater for his election to the office.

Mayor Hopkins stated that in 1919, Chugwater adopted Ordinance #4 regarding the "order of business" for the Town and it had never been repealed or amended. He indicated that he would be using that format and the first item on the agenda was Communication and Officers Reports. Councilman Burns and Kelley welcomed the newly elected officials to the Council.

Mayor Hopkins stated the next item on the agenda was "Reports From Committees" and he stated this would be special committees and there are none at this time. He called for "Reports From Standing Committees" - Water Operator Pete Delgado gave a report on maintenance and the water system. He stated that the D.E.Q. had done a inspection in 2021 finding deficiencies in the water system, one of them being venting on a water tank. He stated that there is a specific time frame for correcting the issues that were cited. Operator Delgado stated that he had addressed all the deficiencies, however the venting must be permitted by the D.E.Q. with stamped plans from an engineer. He indicated the engineer that has been working with the Town on the water study would obtain all the permitting necessary. A motion was made by Councilwoman Klein and seconded by Councilman Hansen to direct Operator Delgado to authorize the engineer to get the necessary permits to meet the requirements. Motion carried. Operator Delgado stated that he had obtained the cost of a water meter for bulk water sales, and he recommended the Town raise their bulk water rates.

Mayor Hopkins stated that he needed a Budget and Finance Committee, and he asked Ron and Connie Hall along with Councilwoman Klein to serve on the Committee. He requested Treasurer Clough provide financials as needed by the Committee.

Mayor Hopkins assigned Councilman Hansen to work on the Streets and Alleys Committee and Councilman Kelley to work on the Water and Sewer Committee.

Mayor Hopkins appointed Councilman Burns to the Planning and Zoning Committee, and he stated that he would get two more people to serve. A motion was made by Councilman Kelley and seconded by Councilman Hansen to approve the appointment of Councilman Burns to the Planning and Zoning Committee. Motion carried 3-0.

Mayor Hopkins stated that a "Communications Committee" will be formed in the future.

Mayor Hopkins stated that the next item on the agenda was "Presentation of Petitions" and he opened the meeting to the floor. Cathy Wilson reported that the Daughters of the American Revolution had donated a flag to the Community Center and there had been a ceremony. She presented a certificate to the Town. Cathy gave her annual statistics report on the activity at the library for the year; 673 total patrons, 119 fiction books, 73 non-fiction books, 123 paperbacks, 87 periodicals, 25 young adult, 178 computer users, 20 new patrons and 87 book club.

Mayor Hopkins read a proclamation for National Law Enforcement Appreciation Day, January 9, 2025 in Chugwater.

Mayor Hopkins stated that he would give his report under agenda item "Pertinent Communication". He reported that the water study was being paid for by a 100% grant and it would be covering storage tanks, distribution system, mapping, and the overall performance of the entire system. Tank 1 was inspected, and those costs are covered under the grant.

There was a discussion concerning equipment that has been taken out of service permanently; 1987 GMC Dump Truck, 1995 John Deere Lawn Tractor, 1994 Kawaski 4-wheeler and two weed eaters. Councilman Kelley made a motion, seconded by Councilwoman Klein to advertise the items on social media and locally for sealed bids. Motion carried.

A brief discussion was held on purchasing salt (10%) and sand mixture for the streets. A motion was made by Councilman Kelley and seconded by Councilman Burns to purchase twenty-five ton of the salt and sand mixture to be used on the streets this winter. Motion carried.

Mayor Hopkins reported that the Memorandum of Understanding between the Town and the Prairie View School for plowing snow around the school had expired and he asked if there were any changes required. After a brief discussion a motion was made by Councilman Burns and seconded by Councilwoman Klein to continue the MOU as it is being presented for 2025. Motion carried.

Under "New Business" Mayor Hopkins led a discussion on the SCADA System that will be necessary for the water system. Operator Delgado stated that he is working with Timberline to have the costs of the new system roll into the Water System Study. Mayor Hopkins stated that he had been doing some research and found a Missions SCADA System that was cheaper than the one being considered. He indicated that he would like to explore that option. Operator Delgado stated that Timberline works with Missions, and he would get a contact number to the Mayor.

Mayor Hopkins stated that the franchise agreements with the Telephone Co. and the Wheatland REA have expired. He stated that the Ordinance on the franchise fee for the Telephone Co. states \$500.00 a year. He reported that the Ordinance on the franchise fee for the Wheatland REA is one half of one percent of gross revenue. The Council directed the Mayor to look into the franchises with the Telephone Co. and the REA.

Mayor Hopkins stated the Town owns a parcel of property containing 405 acres where the Town's #5 well is located. He stated that Town had entered into a lease contract in January of 2003. He stated that since the contract is twenty-two years old, it should be re-considered. Attorney Jones stated that the lease contract required the Lessor to give the Lessee a thirty-day notice, and the Lessor would need to reimburse the Lessee for the period the property is not leased. A motion was made by Councilman Kelley and seconded by Councilman Hansen to give the Lessee a 30-day notice of intent to conclude the 2003 contract with a paid lease being prorated and reimbursed to the Lessee. Councilman Burns stated that he would abstain from the vote since he owned surrounding land. Motion carried. It was the understanding of the Council that at the end of the 30-day notice, if need be, the contract would be extended for an additional time for the Lessee.

Mayor Hopkins requested Councilman Hansen research a traffic study to include traffic volume and speed in the Town of Chugwater.

Mayor Hopkins adjourned the meeting for the Executive Session to discuss personnel at 8:31 P.M.

Mayor Hopkins reconvened the meeting at 9:07 P.M. He stated that there was a vacancy in the position of Town Clerk due to the resignation of Jodi Ash. Mayor Hopkins stated that he would like to appoint Cindy Kahler to that position and begin a search immediately for an

assistant. A motion was made by Councilman Kelley and seconded by Councilwoman Klein to appoint Cindy Kahler to the position of Town Clerk. Motion carried.

With no further business to come before the Governing Body, a motion was made by Councilman Hansen and seconded by Councilwoman Klein to adjourn the meeting. Motion carried and Mayor Hopkins adjourned the meeting.

The next regular meeting of the Town Council will be February 3, 3025 at 7:00 P.M. in the Council Chambers.

Mayor, Josh Hopkins

Attest:

Town Clerk