

Town of Moorcroft  
Regular Meeting of the Council  
Wednesday, February 28<sup>th</sup>, 2024

**Town Council Present:** Mayor Ben Glenn, Councilmembers Dale Petersen, Austin Smith, Bob Stewart and Heidi Humpal

**Town Representatives Present:** Clerk/Treasurer Cheryl Schneider, Police Chief Bill Bryant, Public Works Director Cory Allison and HDR Engineer Heath Turbiville

Mayor Glenn called the meeting to order at 7:00 p.m. and the Pledge of Allegiance was said. Roll Call was taken with all council present.

**Councilmember Petersen made a motion to approve the Consent Agenda and Bill List 2.** Councilmember Petersen withdrew his motion. **Councilmember Stewart motioned to approve the Consent Agenda and Bill List 2 and Councilmember Humpal seconded. Councilmember Petersen abstained due to a conflict of interest. Motion carried. Councilmember Petersen motioned to approve Bill List 3 and Councilmember Stewart seconded. Councilmember Smith abstained due to a conflict of interest. Motion carried.**

Clerk Schneider stated there was a correction to the unapproved minutes and asked for a motion to correct the minutes. **Councilmember Smith motioned to amend the minutes and Councilmember Humpal seconded. All ayes, motion carried.** Clerk Schneider requested permission to draft a letter to SLIB to lower the interest on the loans that currently exist. **Councilmember Petersen motioned to approve a letter to SLIB to request for a lower interest rate if one is available and Councilmember Smith seconded. All ayes, motion carried.** Clerk Schneider stated there was a request to put some bricks down and potentially a bench on an existing plot at the cemetery. The Public Works Director and Council stated there is no concern if the area can be mowed effectively. Clerk Schneider gave a written treasurer's report.

Public Works Director Cory Allison reported that the generator at the water tank had quit working and there was no alarm to alert his department. He has asked Jason from Innovative Tech to see look at it.

The regular meeting of the council was closed at 7:15 p.m. to open the public meeting for the liquor license renewals. Four renewal applications were received:

Retail Liquor License:	Deere Haven, LLC	204 W. Converse, Moorcroft, WY
Retail Liquor License:	Coffee Cup Fuel Stop #5	506 E. Converse, Moorcroft, WY
Retail Liquor License:	Dewey's Place	102 S. Big Horn Avenue, Moorcroft, WY
Restaurant Liquor License:	Donna's Diner II	202 W. Converse, Moorcroft, WY

There was no public comment. The public meeting closed at 7:17 p.m.

**Councilmember Smith motioned to approve all four liquor license renewals, as presented, and Councilmember Humpal seconded. All ayes, motion carried.**

Public Works Director Allison continued with this report. He stated Team Labs has the crack seal on sale again through March and the price will be higher if he waits until the new budget. He stated he has in his budget since he did not expend what was budgeted for snow removal.

**Councilmember Smith motioned to approve the purchase of the crack seal from Team Labs for \$11,580 and Councilmember Stewart seconded. All ayes, motion carried.** Councilmember Petersen asked if Cory could check what needs to be replaced at the parks within the next few years and to have a report at the next meeting. Discussion was had on a written concern from a citizen inquiring about the heaving concrete sidewalk out at the baseball field. Cory stated he had been waiting for the weather and another project that needed concrete to keep the cost down. Alternatives to the damage were discussed.

Chief Bryant gave his department report and stated that Eforce is up and running.

HDR Engineer Heath Turbiville gave an update on the landfill. He said he would have a bid draft ready for the locks grant next week to be approved by Cory and Heath to be advertised.

Chief Holberg updated the council on the fire department. Post prom will be held March 23<sup>rd</sup> at the fire hall.

Lexi McKee updated the council on the ambulance department. Discussion was had on paying the ambulance drivers who are certified to drive. **Councilmember Stewart motioned to pay drivers that are scheduled and make runs the same as the EMTs, paying the same as the call out for EMTs, effective 2/28/24, and Councilmember Smith seconded. All ayes, motion carried.**

Clerk Schneider read Ordinance 1-2024 in to record on 3<sup>rd</sup> reading:

**AN ORDINANCE AMENDING AND RESTATING IN ITS ENTIRETY, TITLE 2, ANIMAL AND FOWL OF THE CODE OF THE TOWN OF MOORCROFT, WYOMING**

**Councilmember motioned to approve Ordinance 1-2024 on 3<sup>rd</sup> and final reading and Councilmember Stewart seconded. All ayes, motion carried.** A fee schedule will be discussed and set later.

Clerk Schneider presented a catering permit from Deere Haven to cater the pool tournament at the MTC on March 15-17<sup>th</sup>, 2024. **Councilmember Humpal motioned to approve the catering permit and Councilmember Stewart seconded. All ayes, motion carried.**

Clerk Schneider presented the renewal of the MTC lease from the Department of Ag. Discussion was had to have the lessor termination added to the agreement. Clerk Schneider will reach out to them to have the language added and bring it back to the next scheduled meeting.

**Clerk Schneider presented the renewal of the MTC lease with Crook County School District. Councilmember Petersen motioned to approve the lease and Councilmember Humpal seconded. All ayes, motion carried.**

Councilmember Petersen presented the job descriptions for the deputy clerk's office and municipal court/police clerk.

**Councilmember Smith motioned to approve the job description for deputy clerk/treasurer/police clerk and Councilmember Humpal seconded. All ayes, motion carried. Councilmember Petersen motioned to approve the job description for deputy municipal clerk and Councilmember Stewart seconded. All ayes, motion carried.**

Discussion was had on the job titles for the deputy clerk and municipal court/police clerk and to shorten the title so it would cover both positions. **Councilmember Smith motioned to approve the title deputy municipal clerk for both positions and Councilmember Stewart seconded. All ayes, motion carried.**

The police officer job description was reviewed. **Councilmember Smith motioned to approve the job description with the changes and Councilmember Smith seconded. All ayes, motion carried.**

The public works technician job description was reviewed. Discussion was had on the CDL requirements and options. **Councilmember Stewart motioned to approve the public works technician and Councilmember Humpal seconded. All ayes, motion carried.**

The department head alternative work schedule was discussed. **Councilmember Petersen motioned to approve the department head for the clerk/treasurer's position to a Monday-Thursday schedule, from 6:30 a.m. until typically 4:30 p.m. with the stipulation that it is looked at again in September and Councilmember Smith seconded.** Discussion was had.

Councilmember Petersen withdrew his motion and Councilmember Smith withdrew his second. Further discussion was had on the schedule. **Councilmember Smith motioned to approve the schedule to be four days a week, working forty hours and not having a specific time.** Motion died due to a lack of a second. **Councilmember Petersen motioned to approve a four day work week, with a minimum of 40 hours with the stipulation that it is reviewed again in September and Councilmember Smith seconded. Councilmembers Petersen, Smith and Mayor Glenn yay, and Councilmembers Humpal and Stewart nays, motion carried.** Council discussed the police department head schedule and decided it would vary too much to set a specific schedule at this time. The public works department head's schedule was discussed. The department head will now be covering one weekend a month for the on call schedule. **Councilmember Smith motioned to approve a four day work week, with a minimum of forty hours a week and Councilmember Humpal seconded. Councilmembers Smith, Humpal and Mayor Glenn yay, and Councilmembers Petersen and Stewart nay. Motion carried. Councilmember Smith motioned to amend the last motion on the public works department head work schedule to add the**

**wording of will be reviewed again in September and Councilmember Petersen seconded. All ayes, with Councilmember Stewart nay. Motion passed**

With no further business to discuss, Councilmember Smith motioned to adjourn at 9:43 p.m. and Councilmember Petersen seconded.



Ben Glenn, Mayor

ATTEST:



Cheryl Schneider, Clerk/Treasurer