

Town of Moorcroft
Minutes of the Workshop
Thursday, December 28, 2017
2:00 pm

Town Council Present: Councilmen Dick Claar, Owen Mathews, and Paul Smoot

Town Employees Present: Clerk/Treasurer Cheryl Schneider and Deputy Clerk Jodi Clark

Investment fees for vacated homes and the inconsistencies that exist throughout the billing were discussed by the clerks. Currently, if services are discontinued, the investment fees should be charged to each account. This has not been done to every account. The investment fees are used to pay current loans for the water and sewer projects. Discussion was had to consolidate the investment fees into the water and sewer base rate and if the services are discontinued, the fees will not be charged. However, the shut off/reconnect fee for the seasonal/snow birds or for delinquent accounts will be \$50 to shut off and \$50 to reconnect and the shut off/reconnect fee for reasons such as maintenance work will be \$25.00 to shut off and \$25.00 to reconnect. Annual percentage increases for water base charge was also discussed and will be voted on by the Council and to write it in the Ordinance to increase it by Resolution.

Discussion was had on the garbage rates. Cheryl and Jodi took two days and inventoried the residents and currently garbage services. Council stated every resident/business that has water meter will be required to have garbage services and a fee will be assessed. Residents have the choice to have either have a 90 gallon or 300 gallon can and will be charged for the can(s) they have.

Council discussed their concerns with spending and different projects that are being done and the protocol with spending. At the beginning of the budget year, it was decided to have any purchases over \$1000 to be discussed with the Council before work is done or items are purchased. Council stated they feel there is lack of communication and needs to improve. Discussion was had that communication of at least 3 council members must occur before any purchase of \$1000. Council asked about the protocol for using the credit cards. Clerk Schneider stated she encourages using what house cards the Town has. If it is not possible, to make sure we provide a tax exempt form for them to receive the tax exempt status. The Visa should not be used at Walmart when there is a house card. Clerk Schneider asked what the Council would like to see done. They also discussed to focus on more effort to use more contractors for electrical, HVAC and other contract work. Contractors should be contacted to see if they would like to be on the contractor's list and pay the fee to do the work if they are interested. Communication with expenditures with all council members is expected and will help with better transparency. Discussion on the cost of the bulk fuel and how fuel is being tracked was discussed. Council discussed they would like to see daily job tickets so the actual costs of what it cost for each department could be more factual. Mileage logs can be in each vehicle and used. Bulk fuel being purchased is actually costs more than using CCFs. Council would like to eliminate unleaded gas and #2 Diesel fuel tanks at the maintenance shop. The tank should be locked for the gas that would be at the shop.

The Council asked the Clerk's office to follow up with gas at the CCFS and to ensure there are house cards there for employees to use and to require mileage to be put on the tickets. Clerk Schneider inquired if Council was going to let the Department Heads know of the changes. A workshop is scheduled at 6:00 pm prior to the January 8th Council meeting to go over some of the discussion from today.



Cheryl Schneider, Clerk/Treasurer