

Town of Moorcroft
Minutes of the Workshop
Monday, January 8th, 2018

Town Council Present: Mayor Steve Sproul, Councilmen Claar, Mathews, Smoot and Glenn

Town Employees Present: Clerk/Treasurer Cheryl Schneider, Police Chief Doug Lundborg, Public Works Director Cory Allison

Bulk gas for the public works department was discussed. Unleaded gas will be purchased at the pump rather than using bulk gas. Diesel was discussed. Cory stated the additives need to be added and his department does that since it is not done at the pump. Councilman Mathews stated that is fine during the winter when the additives are added, but diesel should be purchased at the pump in the spring and summer because of the cost. Mileage logs should be used for each vehicle and tracking of the gas used for the equipment. Gas cards will be ordered for each vehicle. Cory stated there are counters on the tanks and he will have his department use the counters each time something is fueled up. The tanks are rented and can be returned.

Discussion was had on the lights that are not working in the ambulance bay and what needs to be done to have them fixed. Cory stated that the ballasts need to be replaced on several of the lights. Councilman Glenn stated it is actually cheaper to just replace the fixture rather than hire someone to fix the ballast.

The process of the contractors that are used for the Town of Moorcroft was discussed. Councilman Smoot said he had someone complain that they had not been called to do any work. The contractor's need to be licensed in the Town and added to the list. Clerk Schneider will put a notice in the paper to remind those current contractors to renew as it is time and to invite anyone that shows interest to do in the Town or for the Town. Council stated they would really like to see more 'in house' work done by the Public Works Department.

Council stated they would like to see the time cards to record the actual hours worked for each department. It is currently broken down by percent for each department. However, the council would like to see it broken down by hours so the hours can be charged back to the correct department.



Cheryl Schneider, Clerk/Treasurer