

Town of Moorcroft
Minutes of the Regular Meeting of the Council
Monday, September 10, 2018

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

Absent: Mayor Steve Sproul

Town Employees Present: Clerk/Treasurer Cheryl Schneider, Police Chief Doug Lundborg, Attorney Jim Peck, Public Works Director Cory Allison, and HDR Engineer Heath Turbiville

Mayor Pro-tem Paul Smoot called the meeting was called to order at 7:03 and the Pledge of Allegiance was said.

Three bids for MTC cleaning bids were received and presented. Mayor Pro-tem opened and read the bids. Councilman Claar excused himself from the conversation for a conflict of interest. The three bids were from Kristy Van Horn for \$1120.00, Jonni VonOlnhausen for \$1200.00 and Bobbie Jo Bass for \$1050.00. Discussion was had regarding background checks. **Councilman Mathews motioned to accept the bid from Bobbie Jo Bass for \$1050.00 per month for a one year contract contingent on board approval and background verification and Councilman Glenn seconded. Councilman Claar abstained for a conflict of interest. Motion carried 3/0.** The board will meet next week to discuss their approval. Jonni will continue to clean until the new bid is accepted.

Klancie Britton, EWC Instructor, presented a plaque of appreciation from EWC for the Town's generosity and continued support of the EWC program.

Angie Peters, Moorcroft Elementary Parent Advisory member, requested the use of the gym and boys locker room for the Annual Halloween event on October 27th. They would need basement locker room the entire week for October 22-28th to set up and Oct 24-28 for the upstairs set up. **Councilman Claar motioned to approve the use of these designated areas and dates and to have the fee waived and Councilman Glenn seconded. Motion carried 4/0.**

Councilman Smoot discussed questions the finance committee had on the bill list for fuel and the fiberglass tanks that had been purchased. **Councilman Claar motioned to approve September Bill List 1 and Councilman Mathews seconded. Motion carried 4/0. Councilman Claar motioned to approve September Bill List 2 and Councilman Mathews seconded. Councilman Glenn abstained for a conflict of interest. Motion carried 3/0.**

Councilman Smoot motioned to approve the Consent Agenda for the minutes for August 13th and Special Meeting on August 27th and Councilman Claar seconded. Motion carried 4/0.

Clerk Schneider requested to amend the budget for moving \$23,840 from the 3rd specific to the general fund for the valley pans to line item 1059960. **Councilman Smoot motioned to approve to amend the budget and Councilman Claar seconded. Motion carried 4/0.** Second request was to amend the budget to move \$6000 from the Fire Capital Expense WyoStar to the General Fund to line item 105997

for the fire training fire box. **Councilman Mathews motioned to approve to amend the budget and Councilman Claar seconded. Motion carried 4/0.** Clerk Schneider requested to amend the July 9th minutes to correct the wording for Ordinances 5 & 6. **Councilman Mathews motioned to approve the amendment of the minutes and Councilman Claar seconded. Motion carried 4/0.** The Clerk's office will be attending WAMCAT next Tuesday through Friday in Casper. Clerk Schneider discussed the part time fill in clerk for the Clerk's office. There was one applicant who was previously interviewed. Clerk Schneider recommended to hire Susan Saracione for the non-benefited part time fill in. **Councilman Mathews to hire Susan Saracione for the position at \$12.00 per hour and Councilman Claar seconded. Motion carried 4/0.** Clerk Schneider requested to add the WEX bill to be paid online to avoid any finance charges. **Councilman Claar motioned to approve the online payment and Councilman Smoot seconded. Motion carried 4/0.** Councilman Claar reported that Bearlodge Rehab is continuously blowing breakers in the room they are leasing. He requested to allow Charlie Britton to get quotes on the cost for the upgrade. Discussion was had. **Councilman Mathews motioned to approve to allow the pursuit for quotes and Councilman Claar seconded. Motion carried 4/0.** Clerk Schneider stated that she and the two other clerks will be attending Caselle training that was budgeted in this fiscal year budget. Clerk Schneider gave the treasurers report with \$268,511.79 in the 3rd specific fund, \$49,513.68 in the utility fund, \$232,073.47 in the general fund , and \$175,730.97, and \$223,303.44 total Wyostar. at the end of August. Clerk Schneider discussed the quarterly budget meeting. It is scheduled for October 2nd at 2:00 pm. The revised copy of the lease for the Dept of Ag. was received. Clerk Schneider will forward it to Attorney Peck to review. **Councilman Claar motioned to approve the lease contingent with Attorney Peck's approval and Councilman Mathews seconded. Motion carried 4/0.**

Police Chief Lundborg gave accolades to the three clerks at the Town Hall. He discussed the \$5600 for the electronic, mobile signs that were ordered. They were not in his budget but were approved. He requests to move money should his budget go over and discussion was had to use money out of streets and alleys to cover the cost as well.

Heath Turbiville read Change Order 1 for the Goshen street project to include a 3" water line to tie in from baseball field down to Blakeman Propane. It will not add any cost to the contract. **Councilman Claar motioned to approve the Change Order 1 and Councilman Mathews seconded. Motion carried 4/0.** Heath discussed the sewer at the end of Park Street and the problems with PVC and that the joints aren't put together all the way. He recommends replacing and putting in a manhole to have a way to clean it out. Costs would be approximately \$13,000. Cory stated there will be some savings in taking the manhole out. The waterline on Park Street where the connection is made should be replaced to Powder River Avenue. Heath stated replacing it could be done under the Powder River project and the cost is approximately \$15000 but could go under the Goshen project. We are under running a few items **Councilman Claar motioned to approve the 3 changes that were discussed and Councilman Smoot seconded. Motion carried 4/0.** Discussion was had on several complaints going directly to the contractors or to employees. Councilman Claar requested to have Heath draft a letter to send to all the elected officials and town employees to remind them there is a chain of command if there is a problem. Heath presented Resolution 7, 2018 which is a **RESOLUTION AUTHORIZING THE SUBMISSION OF A FEDERAL MINERAL ROYALTY CAPITAL CONSTRUCTION ACCOUNT GRANT APPLICATION TO THE STATE LOAN AND INVESTMENT BOARD FOR THE PURPOSE OF THE POWDER RIVER AVENUE WATER MAIN REPLACEMENT**. **Councilman Smoot motioned to approve Resolution 7, 2018 and Councilman Glenn**

seconded. Motion carried 4/0. Heath presented Change Order 11 for engineering services for Powder River Water for design which was previously approved for funding from the state. . **Councilman Mathews motioned to approve the change order and Councilman Smoot seconded. Motion carried 4/0.**

Cory stated he has two guys attending the water conference the week of September 17th. He stated there is an upcoming one in Rapid that he will try to attend. Discussion was had on getting prices for the asphalt to fill the potholes. Cory reported radio meters were received. He stated they will be installing approximately 80 pits.

Fred Devish gave the fire department report.

Nancy Feehan updated the council with upcoming events. Clerk Schneider will send Attorney Peck the most recent policy and procedure manual the committee has presented for him to review.

Attorney Peck gave the attorney's report. He read 2 Ordinances into record:

Ordinance 5 - 2018 on third reading:

ORDINANCE AMENDING SECTION 25-602(a) OF CHAPTER 6, TITLE 25 OF THE CODE OF THE TOWN OF MOORCROFT, WYOMING 1979 TO INCREASE MONTHLY WATER SERVICE CHARGES(S) BY TWO (2) PERCENT; TO PROVIDE CONDITIONS FOR THE TERMINATION OF MONTHLY WATER INVESTMENT FEES(S) AND SETTING FEES(S) TO REESTABLISH WATER SERVICE AFTER TERMINATION; AND PROVIDING FOR AN EFFECTIVE DATE.

Councilman Smoot motioned to approve Ordinance 5-2018 on 3rd reading and Councilman Mathews seconded. Motion carried 4/0.

Ordinance 6- 2018 on third reading:

ORDINANCE AMENDING SECTION 19-401 OF CHAPTER 4, TITLE 19 OF THE CODE OF THE TOWN OF MOORCROFT, WYOMING 1979 TO INCREASE MONTHLY SEWER INVESTMENT FEES(S); TO INCREASE MONTHLY SEWER SERVICE CHARGES (S) BY TWO (2) PERCENT; TO PROVIDE CONDITIONS FOR THE TERMINATION OF MONTHLY SEWER INVESTMENT FEES(S) AND SETTING FEE(S) TO REESTABLISH SEWER SERVICE AFTER TERMINATION; AND PROVIDING FOR AN EFFECTIVE DATE.

Councilman Clair motioned to approve Ord 6-2018 on 3rd reading and Councilman Glenn seconded. Motion carried 4/0.

Clerk Schneider read Ordinance 8, 2018 on 3rd reading:

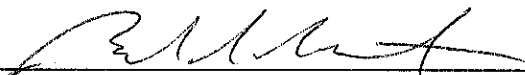
AN ORDINANCE AUTHORIZING THE ISSUANCE AND SALE BY THE TOWN OF MOORCROFT, WYOMING, OF ITS SEWERAGE REVENUE BOND ANTICIPATION NOTE, SERIES 2018, DATED SEPTEMBER 13TH, 2018, IN THE MAXIMUM PRINCIPAL AMOUNT OF \$1,433,937, IN ANTICIPATION OF THE ISSUANCE BY THE TOWN OF ITS SEWERAGE REVENUE BOND IN THE PRINCIPAL AMOUNT OF \$2,017,000, FOR THE PURPOSE OF PROVIDING A PORTION OF THE COSTS FOR EXTENDING AND IMPROVING THE SEWERAGE SYSTEM OF THE TOWN; APPROVING THE FORM, TERMS AND PROVISIONS OF THE NOTE, A PURCHASE AGREEMENT AND ALL OTHER DOCUMENTS RELATED TO THE ISSUANCE THEREOF; AND AUTHORIZING

THE MEMBERS OF THE GOVERNING BODY AND EMPLOYEES OF THE TOWN TO TAKE ANY AND ALL ACTIONS NECESSARY TO EFFECTUATE THE ISSUANCE AND SALE OF SAID NOTE AND THE CONSUMMATION OF SAID TRANSACTIONS.

Councilman Claar motioned to approve Ord 8-2018 on 3rd reading and Councilman Smoot seconded. Motion carried 4/0.

Discussion was had on the lease renewal for Visionary. Greg Worthen met with Councilman Claar, Mathews, Clerk Schneider and Charlie Britton regarding the installation of the internet at the MTC and the renewal of the lease. The new lease will include the internet service at the MTC and the landfill at no charge and will include the increased amount. **Councilman Claar motioned to approve the lease once the new lease is approved with the two changes and Councilman Smoot seconded. Motion carried 4/0.**

With no further business, meeting was adjourned at 9:50 pm.



Paul Smoot, Mayor Pro Tem

ATTEST:



Cheryl Schneider, Clerk/treasurer