

Town of Moorcroft
Regular Meeting of the Council
Wednesday, February 14th, 2024

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

Town Representatives Present: Clerk/Treasurer Cheryl Schneider, Attorney Pat Carpenter, Police Chief Bill Bryant, Public Works Director Cory Allison, HDR Engineer Heath Turbiville and Fire Chief Jeff Holberg

Councilmember Smith motioned to approve the Consent Agenda and Councilmember Stewart seconded. All ayes, motion carried.

Clerk Schneider updated the council on the clerk's department. She received the annual request from Pinnacle Bank the town facilities in event of an emergency for the continuance of business.

Councilmember Humpal motioned to approve the request and Councilmember Stewart seconded. All ayes, motion carried. Town Hall officers will be closed on Monday in observance of President's Day.

Public Works Director Allison updated the council on the public works department. Discussion was had on garbage can replacement. Cory is working with Western Waste to replace damaged cans. He stated he will look at adding the cost of can replacement into the next fiscal budget.

Police Chief Bryant updated the council on the police department. He stated Officer Curley has stated he is anticipating moving around the first of June and he would like to advertise the vacancy now.

Councilmember Stewart motioned to move forward in advertising for an officer and Councilmember Smith seconded. All ayes, motion carried. Councilmember Humpal asked on the time for tagging cans that remain on the street after garbage pickup. Chief Bryant stated that there is leniency, as the cans are usually not tagged until a couple of hours after the required time per Ordinance.

Heath Turbiville updated the council on the town projects. Discussion was had on the locks and moving forward with the bids. **Councilmember Humpal motioned to have HDR move forward with the bids to be advertised and Councilmember Stewart seconded. All ayes, motion carried.** Discussion was had on the SRF program and the IUP (Intended Use Plan). A workshop is set for 6:00 p.m. on March 13th, prior to the regularly scheduled meeting. Heath discussed the timeline for the lead and copper information.

Fire Chief Holberg presented an estimate from Wyoming Apparatus, LLC for \$5107.85 for the repair of the leaking valves on engine #5. Since the equipment is town owned, but used outside of town limits, the county has stated they will reimburse the town \$2,000 for the repair. **Councilmember Smith motioned to approve the estimate for \$5107.85 for the repair for engine #5, with the county reimbursing \$2000 and Councilmember Stewart seconded. All ayes, motion carried.**

Councilmember Petersen presented the department head job descriptions. Discussion was had on work schedules. Councilmember Petersen stated that the Public Works Director and Town Clerk/Treasurer could present an alternative schedule to the council at the next council meeting for review and approval.

Discussion was had on the police chief job description. **Councilmember Humpal motioned to approve the job description and Councilmember Stewart seconded. Councilmember Smith nay, all others aye, motion passed.**

Discussion was had on the public works department head job description. **Councilmember Humpal motioned to approve the job description and Councilmember Stewart seconded. Councilmember Smith nay, all other aye, motion passed.**

Discussion was had on the clerk/treasurer department head job description. **Councilmember Smith motioned to approve the job description and Councilmember Stewart seconded. All ayes, motion carried.**

Councilmember Petersen presented an employee evaluation to be used by all departments. Discussion was had that the police department could create an additional one for their specific department. The evaluations will be done annually, by May 1st. **Councilmember Stewart motioned to approve the employee evaluation template and Councilmember Smith seconded. All ayes, motion carried.**

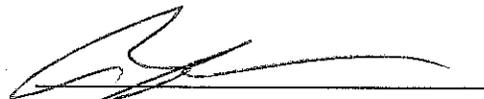
Mayor Glenn stated there was a request to amend the agenda by Councilmember Stewart to add reimbursing for recertifications. The procedure was clarified on the public works water and sewer certifications and salary adjustments.

Ordinance 1-2024 revisions were discussed under old business. After discussing, Clerk Schneider read into record Ordinance 1-2024 on the second reading:

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

Councilmember Smith motioned to approve Ordinance 1-2024 on 1st reading and Councilmember Stewart seconded. All ayes, motion carried.

With no further business to be discussed, **Councilmember Smith motioned to adjourn the meeting at 9:26 p.m. and Councilmember Stewart seconded. All ayes, motion carried.**


Ben Glenn, Mayor

ATTEST:


Cheryl Schneider, Clerk/Treasurer