

TOWN OF BASIN

Regular Council Meeting – Minutes

Thursday, January 11, 2024

Town Hall at 7:00 PM

Call to Order Regular Session

Pledge of Allegiance

A Regular Meeting of the Town of Basin Council was held at Town Hall in Basin, Wyoming on Thursday, January 11, 2024 at 7:00 PM. The meeting was called to order at 7:00 PM.

Council Members Present: CJ Duncan, Brent Godfrey, Stuart DesRosier, Carl Olson, and Chuck Hopkin.

Also present were Clerk/ Treasurer Deaun Tigner, Mike Dellos, Chief McClure, Kent Richins, Jesse Frisbee, and Paul Thur.

Public Comment: None at this time.

Department Summary Reports:

Public Works: Foreman Mike Dellos explained that their primary focus has been on installing new meters on the north end of town. For now, they are primarily focused on replacing meters on the north end of town. Additionally, they have been locating the curb stops for raw and potable water for GIS, which is expected to begin next week. Councilman Hopkin asked who is responsible for taking care of the Town Hall sidewalks, etc. Mayor Duncan stated that although it has been suggested that the town crew will handle everything west of the main gym doors, Casey will handle everything east of the doors and in front of the gym; he was unaware that this was ever explicitly stated.

Electric Department: The Council reviewed the report on the electric department. Mayor Duncan requested Councilman DesRosier talk to Bill to have one of his guys attend the meeting when he is not here.

Administration: Clerk Tigner presented her report and discussed equal pay budget billing and the heating system in Town Hall.

Municipal Court: Clerk Tigner read the court DSR report.

Police Department: Chief McClure has been talking with LaRae Dobbs about grants that are opening up. They are going to go for at least two generators, one for the PD and one for the town hall, as well as updating their server. They assisted the high school with their annual lock-in. His department did an in-house training on the use of spike strips. They are continuing to hold the department meetings and have them every month. Councilman Godfrey asked how good our spikes were and Chief McClure responded that we needed to order some more. He

said they are going to try to get three more each for each of the vehicles, hopefully by the end of the year.

Legal Council: Kent Richins had nothing to report that is not already on the agenda.

Engineer Summary Report: Jesse Frisbee said everyone has noticed the remaining patches on 4th Street have also come up. He asked Nick Wilson to give him a bare estimate on the cost of fixing this and this is what he presented to the Council. He was also thinking of getting with WyDOT and seeing if they would allow Wilson Bros. to do their own traffic control as it is pretty pricy, or maybe the Town could do the traffic control. He is not sure if it would take a full 10 days as it is just an estimate. They are wondering if the town would like to do a cost share with this. We are over the year mark on the warranty. Jesse said he did meet with the Mayor and the School on the boundary adjustment, he just needs to finalize the legal description and get it to Kent. It is an even 20 feet. The school will relinquish a little more property to the town so we can build a parking lot. Councilman Hopkin asked if he found out about the street and he said it said it was vacated on the plat, but it says 1915, so he wasn't sure and hasn't looked at it more.

Committees/ Commissions/ Departments:

Planning & Zoning: No meeting last month. Councilman Olson has heard of someone who wants to make some changes and additions, and he mentioned sending it to P and Z to ensure that everything is good.

Recreation District: Mayor Duncan reported on the Rec District. Casey is working on activities to do. The school is using the gym for athletic practice. There is a guy that wants to start an archery class. Casey is working on a grant through the Daniels Fund for shade between the pool and the gym, building some steps down from the pool area straight down into the locker room access area and then topping with shades to provide a shaded area for parents.

Activities Committee: Will start meetings in February to start working on town clean-up day.

Building Permits: None at this time.

Chicken Permits: None at this time.

Executive Session: None at this time.

Approve Consent Agenda/ Additions/ Deletions:

Councilman Olson made a motion to accept the consent agenda with the addition of Big Horn Canal right after the MOU, Wilson Bros. after that, Councilman Godfrey seconded, and the motion passed unanimously.

Conduct of Business:

Councilman Godfrey made a motion to approve the minutes from December 14, 2023 as presented, Councilman DesRosier seconded, and the motion passed unanimously.

Councilman Hopkin made a motion to approve the vouchers, Councilman Olson seconded, and the motion passed unanimously.

MOU – Septic Systems in BHC: Paul Thur attended the Council meeting to discuss an MOU between the town and the county as well as DEQ. Town Attorney Kent Richins asked Mr. Thur what would happen if the town did not enter into the MOU and Mr. Thur said the county is fine either way, but DEQ probably would not be happy. Councilman Hopkin made a motion to enter into the agreement/ MOU with Big Horn County, Councilman DesRosier seconded, and the motion passed unanimously.

Big Horn Canal: The meeting is in Manderson at Town Hall on Thursday, February 15, 2024. Councilman Olson made a motion to sign the proxy and allow Richard Russell to vote, Councilman DesRosier seconded, and the motion passed unanimously.

Wilson Bros.: Mayor Duncan did mention that he spoke with Jesse about the problem on 4th Street, and that it demonstrates integrity that Wilson Bros. brought it up for discussion and were willing to price it so that they wouldn't profit from it. He felt like splitting the cost would be appropriate. Councilman Godfrey made a motion to enter into an agreement with Wilson Bros and cost share at half, Jesse said he would reach out to WyDOT and see if we can cut that cost. Councilman Godfrey amended his motion to have Jesse work on a proposal and to get in touch with WyDOT to help the cost with Wilson Bros as far as in-kind and then let Wilson Bros know that we are approaching this to get it done, Councilman Olson seconded, and the motion passed unanimously.

Big Horn Regional – Proposal to Amend Rates: The Council had a discussion on Big Horn Regional's rate increase at 10% straight across the board for EDUs only, not a rate increase in water usage. Councilman Olson made a motion to authorize the Mayor to vote in the affirmative on the 10% increase, Councilman DesRosier seconded, and the motion passed unanimously.

Use of Meeting Room/ Rental Room: The Council discussed use of the meeting room from other groups/ organizations., as well as renting the other room out. It was discussed that if a group/ organization used the meeting room they would need to sign an agreement as well as wipe the tables and remove the trash, etc. Councilman Hopkin said he had no problem with organizations using the meeting room as long as they fit in the schedule. Councilman Hopkin made a motion to have Kent Richins draw up a use agreement for the rental room for \$200 a month, as well as a use agreement for the meeting room, Councilman Godfrey seconded, and the motion passed unanimously.

Heating – Town Hall: Mayor Duncan asked the Council and Kent how long do we wait before we send a letter and ask for our money back. Jesse Frisbee said the last thing they heard was Big Horn Heating & Cooling was supposed to be coming back to redo some of the ductwork, so

they are ordering parts for that. He also wanted to reiterate that Commercial Services is not the prime contractor on this, but it was three different services working together. The majority of this is Big Horn Heating & Cooling's responsibility, then gas, as well as electrical. Jesse said he would contact Big Horn Heating to make sure that is actually what is happening to replace some of the ductwork as we are not getting the proper airflow, and see where that is at before we send a letter. Jesse will get the information to Kent. Mayor Duncan wants a definitive date of when this will get done. Councilman Hopkin said we have already waited too long and it should have been done before it got this far.

GIS Mapping: The Council asked Mike where he was at with this project and if they have enough spots located to get started. Mike said all of 9th, 8th, and everything up Crescent has been located and that they are doing it when they have time. They have not done the street valves yet, but they are just trying to get the curb stops.

ARPA Budget: Mayor Duncan asked Mike if he knew where we were at on the budget. He also asked if he had the agreement that we signed for this. Mike said all he did was order what size meters we needed to replace and those are the materials that we pretty much got. He said he was not sure. Mayor Duncan asked Mike to call Ferguson and set up a meeting on it. Miquelle sent out an email and let us all know who to contact, maybe we could get them here and sit down and line it out so that we know where we are at. He was told that if they could be here in two weeks that would be great.

Water District Agreement: Mayor Duncan talked about how, as a Council, we should be considering the future direction and structure of this. It was stated that they would likely speak with Mike and get his opinion in a couple of weeks.

Franchise Agreement: Kent stated at the last council meeting we had agreed to a 5%, five-year, agreement and the document was sent back that still retains the 7-years but has the 5%. Kent did not have a problem with the 7 years. Councilman Olson made a motion to approve the 5% with a 7-year agreement, Councilman DesRosier seconded, and the motion passed unanimously.

Patricia Olson: There was a water leak on the property, and the customer was worried about the large bill. She had requested to speak with the Council about getting her water bill reduced because there had been a leak and it was fixed. Councilman Olson excused himself from this discussion. The Council discussed different ideas including cost sharing or offering to let her pay extra every month until it was paid off, but the biggest concern was to treat everyone the same and given the same opportunities. Councilman DesRosier made a motion to require the customer to pay the bill but have the opportunity to space it out and get caught up to current, Councilman Hopkin seconded, and the motion passed unanimously. Councilman Olson abstained.

Councilman Godfrey made a motion to adjourn from the regular meeting at 8:21 p.m. and go into executive session for contract negotiation, personnel as well as potential litigation, Councilman Hopkin seconded, and the motion passed unanimously.

Councilman Godfrey made a motion to come out of executive session and back into regular session at 10:10 p.m., Councilman DesRosier seconded, and the motion passed unanimously.

As there was no further business to discuss, Councilman Godfrey made a motion to adjourn the meeting.

Town of Basin Mayor/ CJ Duncan

Deaun Tigner – Town Clerk