

TOWN OF BASIN

Regular Council Meeting – Minutes

Thursday, January 12, 2023

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 12, 2023 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, Joseph Keele, and newly appointed Councilman Chuck Hopkin.

Also present were Clerk/Treasurer Deaun Tigner, Chief McClure, Foreman Mike Dellos, Town Attorney Kent Richins, Town Engineer Jesse Frisbee, Ken Fink, Julie Dunlap, Tammy Keele, Randy Carlholm, and Barbara Greene.

Oath of Office: Town Attorney Kent Richins gave the oath of office to CJ Duncan, Brent Godfrey, and Chuck Hopkin.

Mayor Duncan gave thanks to outgoing Councilman Joseph Keele for all he has done for the Town of Basin for the last four years.

Public Comment: Randy Carlholm is the new manager, CEO, with the Big Horn Co-Op. He attended the Council meeting so he could introduce himself to the Council.

Department Summary Reports:

Public Works: Foreman Mike Dellos reported they got the Christmas lights down. He informed the Council that he did lose a member on his crew in the first part of January and asked if the Council wanted to put that in the paper to hire someone new or review applications we have on file. Mike Dellos thought we should probably open it up again. Mike also discussed with the Council that he will put something in the paper telling the community that we are going to start putting the new water meters in.

Electric Department: Clerk Tigner reviewed the DSR with the Council.

Administration: Clerk Tigner reported on the office's activities over the past month, which included updating meter books, end-of-year taxes, working with WyDot on the permit process, working on several grants, and renewing the SAMS registration.

Municipal Court: Clerk Tigner reported the court DSR to the Council.

Police Department: Chief McClure stated he is working on getting a new server with help from PDS. He is waiting for Town Hall to move to get a firewall installed on the server. His department is currently in the process of working on their department manual. Chief McClure stated they will also be working on their evidence vault. He also discussed Shield 616. As part of his DSR, Chief McClure included new statistics that showed a Basin Police Department year to year comparison. He stated the statistics came from previous DSR reports. Councilman Hopkin asked what the plan was for the evidence vault. Chief McClure responded that they must clear out their vault and ensure that only necessary items remain, while unnecessary items are removed to make room.

Community Complex: The Basin Rec District hired the program coordinator so we have someone at the complex for the day-to-day operations at this point. The stuff at the town part of the building they have been holding off because of the heating system. Julie Dunlap did let the Council know that she wasn't sure when we plan to move in and she would like to get the senior center open. She was told that we do not know if it is an economical fix to get the heat regulated the way we would like to and really do not want to spend more money on the system just to keep heat in there if we are going to be utilizing another route of heating and cooling. Julie Dunlap also wanted to talk with the Council about her contract that would be ending at the end of the month and if they would like her to stop for a while and then do more stuff later. She said there are some grants that are up in March that she would write, but they are not available to submit until March. She said rec basketball was going on, cheerleading, and high school practices were as well.

Committees/Commissions/Departments;

Planning & Zoning: Councilman Olson stated that he has received numerous phone calls but no meetings because no one has sent him a plan for what they are doing.

Rec District: Casey Massey has been hired as the program coordinator. He is doing a lot of the day-to-day custodial stuff, as well as inventory, and as the building moves forward he will start to do some programs. The Rec board is working right now to change the bylaws to better fit the cycle with election years, trying to get the terms to coincide better with the elected terms. The next meeting will be the first Tuesday in February. Town Employees currently on the rec board are Mayor Duncan, Deaun Tigner, and Officer Powell.

Activities Committee: It was discussed that the Town Cleanup Day is usually around April and the Town generally orders trees to give out. Barbara Greene suggested we buy bigger trees and more mature trees

so that we didn't waste any. Councilmen DesRosier and Hopkin will look at the Conservation tree brochure and get them ordered with a budget of \$300.00, utilizing money from the Activities Fund.

Building/Demolition Permits:

Cody Regional Health – 515 North 5th Street: Renovation – Add Doors and miscellaneous walls to healthcare facility. Councilman Olson made a motion to approve the building permit for Cody Regional Health, Councilman DesRosier seconded, and the motion passed unanimously. Councilman Olson also wanted to make sure they had a contractor's license as well.

Chicken Permits: None.

Executive Session: Contract Negotiations. Councilman Godfrey made a motion to exit out of the regular meeting and into executive session at 7:35, Councilman DesRosier seconded, and the motion passed unanimously. Councilman Godfrey made a motion to come out of executive session and go back into regular session at 7:42 p.m.

Approve Consent Agenda/Additions/Deletions:

Councilman Godfrey made a motion to approve the consent agenda as it is presented, Councilman DesRosier seconded and the motion passed unanimously.

Conduct of Business:

Councilman Olson made a motion to accept the minutes from the Regular Meeting on December 8, 2022, Councilman Godfrey seconded, and the motion passed unanimously.

Councilman Desrosier made a motion to accept the vouchers \$349,422.64 + net payroll \$72,443.70 = GT \$421,866.34, Councilman Hopkin seconded, and the motion carried unanimously.

Payment Agreement: Councilman Olson made a motion to approve the utility agreement, Councilman Hopkin seconded, and the motion passed unanimously.

Insurance Claim: Clerk Tigner has received a payment for the pole replacement out front, but it did not include the full amount. Town Attorney Kent Richins asked if there was a citation written for this and was told by Chief McClure that they did not write one because it was a medical emergency. Town Attorney Kent Richins recommended that anytime we have an incident like that we should have an investigation and a citation as that is how we would get restitution in a court process. The Council asked if sending a letter to both the insurance company and the defendant would be appropriate. Chief McClure said he would get the information to Kent Richins so he could send a letter. Councilman Olson made a

motion to send a letter to both the insurance company and the person who hit the pole, Councilman Godfrey seconded, and the motion passed unanimously.

Basin City Arts Center– Festival of Trees: The Town of Basin won first place with a check for \$75.00. Councilman DesRosier made a motion to give the money back to the BCAC, Councilman Hopkin seconded, and the motion passed unanimously.

Uncollectable debt: Councilman Olson made a motion to write off all the write-off column except one account, Councilman Hopkin seconded, and the motion passed unanimously. The account will be closed immediately.

Councilman Hopkin made a motion to abandon the four taps that have been recommended and send the rest to collections, Councilman Godfrey seconded, and the motion passed unanimously.

Flood irrigation: Councilman DesRosier made a motion to monitor the head gates, Councilman Olson seconded, Councilman Godfrey was opposed. Town Engineer Jesse Frisbee will come up with a plan on how we are going to monitor this and then take the plan to the properties adjacent to the problem.

Request to Vacate Easement: Town Engineer Jesse Frisbee handed the Council papers on the easement that Julson's would like vacated on their property. Councilman Hopkin made a motion to vacate the 20 feet between lot 1 and lot 5, Councilman DesRosier seconded, and the motion passed unanimously. Jesse Frisbee did not see a problem with this being vacated.

Swimming Pool: Town Engineer Jesse Frisbee received an email from Duane at Montana Oasis to possibly fix the sumps. There is a ballpark estimate of \$1500 for the supplies and also mentions that the town could do it themselves or Montana Oasis could do it for \$2500. Councilman DesRosier asked if it was pressured up to what it said in the email and if it was enough and Jesse thought it was. Councilman Hopkin made a motion to have Duane from Montana Oasis come down and fix it, the motion died. Councilman Olson made a motion to request the Rec Department to pay for this, Councilman Godfrey seconded, and the motion passed unanimously.

Eagles: The Masons have approached the Mayor and have shown some interest in the building. They did not say purchase, but they would like to look at it. Councilman Olson made a motion to ask if the Masons would look at it and see what their interest is, buying it, renting it, etc., Councilman Godfrey seconded, and the motion passed unanimously. He would like to see us rent it so that we still own it. Clerk Tigner suggested waiting to see what the conditions of the grant were before the discussion got too far.

Sewer Projects: Town Engineer Jesse Frisbee asked the Council if the town would like him to go measure the inflow/outflow periodically. The council agreed with this. As far as the warranty work discussion on South 4th Street, Wilson milled it pretty flat for the last couple of days and it is quite a bit better. In looking back at the bid it looks like it would cost quite a bit to go back and fix it, recommend that we hold \$25,000 of their retainage that we have not let go yet to make sure it is at the top of their list in the early spring. Councilman Godfrey made a motion to approve Jesse Frisbee's recommendation to hold \$25,000 retainage, Councilman Olson seconded, and the motion passed unanimously.

North Street Tree: Town Engineer Jesse Frisbee has requested multiple bids to remove the tree. He stated two are not interested and one gave a price which is high, but they want to rent a crane to remove it. Jesse Frisbee made a recommendation to move forward with Rocky Mountain Tree Service as the tree needs to be removed. Councilman Hopkin made a motion to contact Rocky Mountain Tree Service to remove the tree, Councilman Godfrey seconded, and the motion passed unanimously. After further discussion, the vote was rescinded to look at the budget. Councilman DesRosier made a motion to table this until the second meeting in January, Councilman Hopkin seconded, and the motion passed unanimously.

North 8th Street: Town Engineer Jesse Frisbee would like to put this out to bid fairly soon if everyone is in agreement with doing it. Councilman DesRosier made a motion for Jesse Frisbee to proceed on the North 8th street project with advertising and bidding, Councilman Godfrey seconded, and the motion passed unanimously. Councilman Hopkin is abstaining from the vote because he is not sure what the history is.

2023 Chip Sealing: Councilman Godfrey made a motion for the chip seal project, Councilman Olson seconded, and the motion passed unanimously. This will start being advertised for beginning in February.

REA: The REA has requested a meeting to make sure we are all on the same page. Mayor Duncan and Councilman DesRosier will attend this meeting that is scheduled for January 24, 2023.

Community Center: Councilman Godfrey did order the lock box. Use agreement: The town had entered into a use agreement with the Basin Recreation District that has expired, and Town Attorney Kent Richins would like to know where we want to go from here and what kind of term. Mayor Duncan is the chairman on the board and would like someone else to lead the discussion. Councilman DesRosier stated he would like to extend it for another year. Councilman Olson made a motion to have the Rec District handle all custodial and light maintenance in the gym and locker room facility with a term for 3 years

commencing February 1, 2023, and drop the use fee providing they do the light maintenance and custodial work., Councilman DesRosier seconded, and the motion passed unanimously. Town Attorney Kent Richins will draft the agreement. Town will continue paying utilities on it for now.

Gas Franchise Fee: The current franchise fee expires on January 13, 2023. Town Attorney Kent Richins will draft an ordinance for the gas franchise fee that will make it retroactive to January 14, 2023, which will then be presented to the Council and Wyoming Gas. Councilman Godfrey made a motion to table this until January 26th, Councilman DesRosier seconded, and the motion passed unanimously.

3rd street Water, Sewer, and Street upgrades: Town Engineer Jesse Frisbee said this one was on the top of the list for repairs as there have been multiple repairs in the last few years. There have also been pretty substantial repairs as well. For the town to match any percentage he proposes to phase the project out a little bit so we can provide a little bit of a match. Jesse would like to see, even if we do not get this funding, if he can start designing this because if we apply for any other grants they are going to want a shovel-ready project. Councilman Olson made a motion to go ahead and have Jesse Frisbee start the design and permitting on Phase I with a caveat that it would be paid out of next budget session unless we get the grant, Councilman Godfrey seconded, and the motion passed unanimously.

Councilman Godfrey made a motion to approve the local government ARPA resolution as part of the 3rd Street Water, Sewer and Street Upgrade Project Grant application, Councilman Hopkin seconded, and the motion passed unanimously.

Councilman DesRosier made a motion to approve the certification statement as part of the 3rd Street Water, Sewer and Street Upgrade Project Grant application, Councilman Olson seconded, and the motion passed unanimously.

Executive Session: Councilman Godfrey made a motion to adjourn the regular meeting and go into executive session at 9:25 p.m., Councilman DesRosier seconded, and the motion passed unanimously. Councilman DesRosier made a motion to adjourn executive session at 10:06 p.m., Councilman Godfrey seconded, and the motion passed unanimously. Councilman DesRosier moved to adjourn the Regular Meeting, Councilman Godfrey seconded, the motion passed unanimously, and the Regular Meeting was adjourned at 10:07 p.m.

Town of Basin Mayor/CJ Duncan

Deaun Tigner – Town Clerk