

TOWN OF BASIN

Regular Council Meeting – Minutes

Thursday, March 10, 2022

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, March 10, 2022 at 7:00 PM. The meeting was called to order at 7:00 PM.

Council Members Present: Mayor Duncan, Brent Godfrey, Carl Olson. Absent: Stuart DesRosier and Joseph Keele.

Also present were Clerk/Treasurer Deaun Tigner, Public Works Foreman Mike Dellos, Chief McClure, Town Attorney Kent Richins, Town Engineer Jesse Frisbee, Heath Overfield, Kasey Corey, and Laila Davis.

Public Comment: None at this time.

Department Summary Report:

Public Works/Water Department: Foreman Mike Dellos reviewed his DSR with the Council. They trimmed/removed trees at the cemetery, serviced equipment, repaired meters, and cleaned sewers.

Electric: Clerk Tigner reviewed the expenses for the electric with the Council. There were street lights that were fixed, trees were cleaned out of lines, and a triplex that was fixed.

Administrative: Clerk Tigner reviewed her DSR with the Council, continuing to work on the interim financing reports for the sewer project, processing utility service transfers, work orders, delinquent notices. Delinquent/Aging Report: (30) days reported as \$3,376.71 (60+) days \$30,186.49 as of March 10, 2022.

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

Police Department: Chief McClure reviewed the PD DSR with the Council. They are able to purchase 5 radios instead of 4 with the radio grant they received. Their RADAR units have been recertified with one sent in for repairs prior to certification.

Committees/Commissions/Departments:

Planning/Zoning: Councilman Olson discussed having a meeting on for a resident in town.

Rec District: Mayor Duncan discussed the last Rec District meeting. The Rec is working on long-term goals and a vision statement. The Rec District wants to operate the gym and they would like to discuss hiring a full time person to take care of the gym, outdoor activities, pool. One of the questions that came up at the meeting is wanting to know if the town would want to make that person a town employee with the same benefit package the current town employees get, splitting the salary/wages between the town, school, and rec. The Rec District is also exploring different grants.

Activities Committee: Planning on a meeting in the next couple of weeks to finalize the next cleanup day. Roadrunner and Pete Smet will bring dumpsters. Councilman Olson would like to work with the Landfill to coincide a free dump day as the town cleanup is taking place so residents can haul their own garbage to the landfill. Clerk Tigner will also get Councilman Olson the dump voucher for the Landfill to review.

Public Comment: Kasey Corey discussed the sidewalks in front of his driveway on Mrytle and asked the Council what needed to be done to fix it.

Building/Demolition Permits: None at this time.

Chicken Application/Permits: None at this time.

Executive Session: None at this time.

Approve Consent Agenda/Additions/Deletions: Councilman Olson made a motion to approve the agenda as is, Councilman Godfrey seconded, motion passed unanimously.

Conduct of Business:

Councilman Godfrey made a motion to approve the special meeting and regular meeting minutes from February 10, 2022, and the Regular Meeting Minutes from February 24, 2022, Councilman Olson seconded, and the motion passed unanimously.

Vouchers: $\$483,217.52 + \text{net payroll } \$42,567.32 = \$525,784.84$. Councilman Olson made a motion to accept vouchers and payroll, Councilman Godfrey seconded, and the motion passed unanimously.

Deposits: Landlord/Tenants: The Council had a discussion on deposits required to received utilities in the town. Currently, the town ordinance states the only people that can cosign to waive the deposit in our ordinance right now is a landlord. Councilman Olson made a motion to table this discussion until next month, Councilman Godfrey seconded, and the motion passed unanimously.

Shut Off Properties: Public Works Foreman Mike Dellos was asked to build a list and identify the curb stops that need repaired. He was also asked to find a lock for the meters that would work.

Policy/Procedures Manual/Mount View Cemetery: The Council discussed making it a requirement that monument companies are required to get a contractor's license from the town to do monument work in the cemetery. This would not apply to anyone placing the stones themselves on graves they own. The Council asked that this be listed in the current manual and also to have an acknowledgement page for the recipients sign stating they will abide by the rules listed in the manual. Town Attorney Kent Richins was instructed to change ordinance 6-4-3 regarding the resale of unused plots. Lots not in use may not be resold to the town; however, they may be resold to other individuals at a price no higher than what they were purchased for. Councilman Olson made a motion to adopt the Mount View Cemetery Policy & Procedures Manual with the changes, Councilman Godfrey seconded, and the motion passed unanimously.

Official Policy and Procedures Handbook: Councilman Godfrey made a motion to accept the official employee handbook as presented tonight, Councilman Olson seconded, and the motion passed unanimously. Will schedule meeting with all employees for the future.

Contractors Registration: As discussed under the Policy/Procedures Manual for Mount View Cemetery, monument companies will be added to the contractor registration list and the ordinance will be updated stating monument companies will be required to get a contractor's license.

Tech Service: The Town signed an agreement a year ago for IT services, but would like to have a new agreement with another contract provider. The Council agreed to find another provider to take over the IT service for the town.

School Property Change: Mayor Duncan presented the MOU that was signed in 2019 from the Town and the School. We will have to finalize the actual property line. Town Engineer Jesse Frisbee and Town Attorney Kent Richins were asked to take care of the documents/property line. Jesse Frisbee will contact Trevor Whittaker at the school. The School District has told the town we could go ahead and change the locks out. They would like to make sure the locks on the doors on the far west end are changed out and

they would like those back. Councilman Olson made a motion to go ahead and start working on the locks, Councilman DesRosier seconded, and the motion passed unanimously.

Community Center: Town Engineer Jesse Frisbee presented carpet samples to the council. Councilman Olson made a motion to approve the carpet, Councilman DesRosier seconded, and the motion passed unanimously.

Eagles: Heath Overfield gave an update on the annex building. Heath did talk with the grant manager about the schedule and part of the scope. He sent him documentation that this was part of the original plan and was comfortable with doing a second amendment to get the contract scheduled out. Heath Overfield recommended we get a six month extension. He will draft a letter and get it back to the Town for signature. He will also put it out for bid next week using same contract documents we used on the last one. Councilman Godfrey made a motion to sign the letter when it shows up and proceed with the project, Councilman Olson seconded, and the motion passed unanimously.

North 8th Street: The Council discussed North 8th Street with Jesse Frisbee. We are budgeting for this next fiscal year for North 8th Street, doing the water and sewer in one year and then the next year do paving. Jesse Frisbee will add in the sewer services on that section and stated that will raise the price a little bit.

AVI: Jesse Frisbee reported they pulled in most of the sewer main on 9th street and finished it today. They also pulled in a stretch on Wyoming that was finished tonight. They will be doing some back filling within seven days so we can open up traffic again. Next week they will start down at the bottom of 8th and Holdrege. Wilson Bros also sent Jesse Frisbee an email and will ask for additional contract time because of the addition of Wyoming and a couple of manhole modifications, but it is mostly Wyoming.

Ordinance # 696: Sewerage Revenue Bond (3rd Reading): Councilman DesRosier made a motion to authorize passing Ordinance 696 and having Mayor Duncan, Clerk Tigner, and Town Attorney Kent Richins sign the ordinance, Councilman Olson seconded, and the motion passed unanimously.

Public Comment: Kasey Corey would like to know if the town is interested in getting a copy of his resume.

Executive Session: Councilman Olson made a motion to go into executive session at 8:43 p.m. for potential litigation, Councilman Keele seconded, and the motion passed unanimously. Councilman DesRosier made a motion to adjourn executive session and go into regular session at 8:49 p.m., Councilman Olson seconded, and the motion passed unanimously.

There being no further business to discuss, Councilman Godfrey moved to adjourn the Regular Meeting, Councilman Olson seconded, the motion passed unanimously, and the Regular Meeting was adjourned at 8:50 p.m.

Town of Basin Mayor/CJ Duncan

Deaun Tigner – Town Clerk