

TOWN OF BASIN

Regular Council Meeting – Minutes

Thursday, June 27, 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, June 27, 2024 at 7:00 PM. The meeting was called to order at 7:00 PM.

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

Also present were Clerk/ Treasurer Deaun Tigner, Chief McClure, Electric Dept. Foreman Bill Dahlke, Tony Harrison, Sgt. Scott Drewry, Kenneth Lynch, Tracy Harper, TJ VanderPloeg, Peggy Danna, Linda Weeks, Carl Slaughenhaupt, Roberta Nelson, Dean Eibert, PW Foreman Mike Dellos, Bill Everhart, Josh Huggins, and Ray Huggins.

Public Comment: Kenneth Lynch asked the Council if there has been a decision made on hiring an office manager or another officer. Mayor Duncan clarified that the town had advertised for a town administrator and that every other position that was talked about at that time has not been approved as the budget would not allow it.

Executive Session: Councilman DesRosier made a motion to go into executive session for personnel at 7:02 p.m., Councilman Olson seconded, and the motion passed unanimously. Councilman Hopkin made a motion to come out of executive session at 8 p.m. with a 5-minute break, Councilman Olson seconded, and the motion passed unanimously.

Building/ Demolition Permits: None.

Chicken Permits: None.

Approve Consent Agenda/ Addition/ Deletions: Councilman DesRosier made a motion to add town property warranty deed to the conduct of business, Councilman Olson seconded, and the motion passed unanimously.

Conduct of Business:

Town Property: Jesse has researched property on the south end of town. There are some cottonwoods that are adjacent to the property and so we need a decision on what is happening with this and who is taking care of this. Councilman DesRosier made a motion to vacate the property to the adjacent landowners, Councilman Olson seconded, and the motion passed unanimously. Councilman DesRosier asked for the minutes to reflect that it will be in the budget for removal of the trees this next fiscal year. Councilman DesRosier amended the motion to first inform the landowners of our wish to vacate, Councilman Olson seconded, and the motion passed unanimously.

Town Office Heating/ Cooling: Jesse Frisbee updated the Council on the updates including the mini-split. Big Horn Heating & Cooling will return the week after July 4th to finish the office.

Mural: Barbara Greene discussed the mural. She will make a commitment that the Chamber will find funding for this, but at this point not have the town pay for it. She would also like to verify if is the town's the wall or if it is a common wall. She did ask for the Council's input on the design for the wall. She thinks she has a grant lined up for it. Councilman Olson made a motion to give the chamber approval to proceed with the grant/ mural as long as we own the wall, Councilman Hopkin seconded, and the motion passed unanimously. Jesse will find out who owns the wall.

Town of Basin Welcome Sign: Barbara Greene stated that she purchased the oil to seal the Welcome signs three or four years ago, but it was not sealed until after they had been exposed to the elements. She said the chamber is willing to help seal the signs, but does not know what it would take to scrape the signs. Councilman Olson made a motion to table this, Councilman DesRosier seconded, and the motion passed unanimously.

Draft Agreement South Big Horn County Water District/ South Big Horn Water Supply Joint Powers Board: The Town of Basin has worked with both entities for a long time in both the water operator as well as office staff. The water operator agreement with the Water District expires in January of 2025. Mayor Duncan asked the Council if they would want to continue to provide these services and, if the answer is no, then we do not need to discuss the agreements. Councilman Olson made a motion that as of January 1, 2025, the Town of Basin will step way from continuing to work with the Water District or Joint Powers Board, Councilman Hopkin seconded, and the motion passed unanimously. Councilman Olson suggested that we would be more than happy to allow them to have office space in the current building. Mayor Duncan stated we are operating on a verbal agreement right now and will continue to operate under the verbal agreement until January 1, 2025.

Street Parking: Chief McClure explained why the no parking signs were installed across the street from the existing town office. The Chief stated that during the last meeting, we had a complaint concerning parking in front of a residential property. He felt the problem had been resolved, but it has continued. He knows of four signs across from the town hall that should be taken down. Chief McClure stated that we can inform them that the signs must be removed, and if they do not, we have the authority to remove them. Councilman DesRosier wanted to be clear that the school and the town put the signs up before the current residents moved into the properties. Chief McClure said they would serve both properties a 14-day notice along with photos of the signs, as well as issuing a citation if they were not removed. He said they would treat it just like a weed ordinance. Councilman Hopkin made a motion to have the Chief serve the papers and have the signs removed, Councilman DesRosier seconded, and the motion passed unanimously.

Annexation Portion of Property: Mary Russell, over the last few months, has asked about annexing a portion of her property. She would like to know if the town would be open to annexing a portion of her property or if we would require her to annex all of it. Kent said the question is whether it is eligible for annexation and contiguous (part of the natural flow of the town). The Council will entertain this further if provided with a basic plat of what she is proposing. Councilman Olson made a motion to table this discussion, Councilman DesRosier seconded, and the motion passed unanimously.

Employee Policy and Procedure Manual: The Council was requested to discuss and review the employee handbook during the next week, with the goal that amendments would be approved at the first meeting in July. Councilman Olson made a motion to adopt the managerial guidelines, Councilman Hopkin seconded, and the motion passed unanimously.

EPA – Lead and Copper Rule: Tony Harrison said as they have been putting the meters in they have been documenting this. He said both Mike and him had a brief discussion with Ross Jorgeson. If the EPA is not notified of what is coming into the homes, the EPA will presume it is lead, which will increase our work. There will also be funding with towns that are doing the required reporting of up to 100k dollars in case there are issues that arise where something has to be replaced. Ross said he would also give us training free of charge. Tony stated most everything has been poly and copper, but not lead at this time; however, he doesn't know without digging it up. Tony was instructed to let Mike know he reported on this at the meeting.

Audit – Engagement Letter: Councilman Hopkin made a motion to approve the engagement letter with Jim Reilly, Councilman Olson seconded, and the motion passed unanimously. Kenneth Lynch asked what the audit pertained to. He also asked when it started. He was told 8-9 years ago and explained the requirements of why we do this every year.

Ordinance 710 – Rate Increases (3rd Reading): Councilman Olson made a motion to approve Ordinance 710 on the 3rd and final reading, Councilman DesRosier seconded, and the motion passed unanimously.

Ordinance 711 – Mean schedule M (2nd Reading): Councilman DesRosier made a motion to accept this on the second reading, Councilman Hopkin seconded, and the motion passed unanimously.

Ordinance 712 – Town Administrator (1st Reading): Councilman Hopkin made a motion to accept Ordinance 712 on the first reading, Councilman DesRosier seconded, and the motion passed unanimously.

Public Comments: Peggy Danna asked if the school district had a building permit at the school and, if not, would anyone address it with the school. She was told that we would follow up with the school district about this.

Kenneth Lynch asked the Council about the ice rink, shed, and Zamboni and if we would be putting it back. It was explained that the last estimate we had to rebuild it was around 135-150K and it was not in the budget. Mr. Lynch thought that if the property was ever sold that it would have to be replaced in a timely manner because it had been gifted as such.

Executive Session: None at this time.

Councilman Hopkin made a motion to adjourn the meeting at 8:51 p.m., Councilman Desrosier seconded, and the motion passed unanimously.

Town of Basin Mayor/ CJ Duncan

Deaun Tigner – Town Clerk