

TOWN OF BASIN

Regular Council Meeting – Minutes

Thursday, August 11, 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, August 11, 2022 at 7:00 PM. The meeting was called to order at 7:00 PM.

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

Also present were Clerk/Treasurer Deaun Tigner, Officer VanderPloeg, Public Works Foreman, Mike Dellos, Town Attorney Kent Richins, Town Engineer Jesse Frisbee, Paulene Parker, Shirlee Runyan, Gay Cariveau, and Chuck Hopkin.

Public Comment: Wyoming Food Bank/Commodities: Pauline Parker, who is in charge of the mobile pantry at the fairgrounds, discussed with the Council the issues they are having with Wyoming Food Bank/Commodities location. Before COVID they had 150 people in the food lines, but after COVID there are now close to 500 people at the fairgrounds. They are having issues with the parking and would like to talk to the Council about how the Town of Basin could help with that issue. They do not have a building where parking doesn't go on the main streets or residential areas. They are looking for some suggestions where they could help with the commodities. They are serving 137 families, with 259 families enrolled. Right now, they are parking the truck in front of the café and pharmacy, which affects those businesses, but the building is also pretty cramped, and they cannot leave things if they do carryovers. Mayor Duncan did say the Council had a lengthy discussion about three years ago regarding this issue. Right now, the taxpayer in Basin pays some of the utilities for the building that they are using, and the Town of Basin citizens, through their tax dollars, are funding not only this county but also neighboring counties. Pauline discussed that they are going to also talk to one of the County Commissioners to see if it would work to do it at the fairgrounds. They were concerned about having additional dumpsters at that area as they do not have the funds to pay for the services. The Council did offer to provide the

dumpsters free; however, once they were aware that the cost was not as much as they were told they said they thought they could pay for cost of the dumpsters.

Department Summary Report:

Public Works/Water Department: Mike reported his DSR report with the Council. His crew is starting to test some hydrants so a couple of leaks might pop up. They have gotten 20 done so far. Councilman Godfrey asked Mike to bag the ones that were not working. He said he has gotten most of them fixed and they will get the bank one up hopefully this fall. Most of them are in working condition. They fixed one by the school a couple of weeks ago. Mayor Duncan asked him if they were going to test the main curb stops that needed fixed. Mike said they had fixed about 15 of them this summer.

Electric: Clerk Tigner reviewed the DSR with the Council.

Administrative: Clerk Tigner reviewed her DSR with the Council. Audit was from the 1st to the 3rd. We had one burial, processed 3 utility service transfers, and processed 83 work orders.

Delinquent/Aging Report: (30 days) \$1,293.54, (60+ days) \$33,131.10 as of August 11, 2022.

Municipal Court: Deaun Tigner presented the DSR to the Council.

Police Department: Officer VanderPloeg reported that for the month of July they had 157 calls for services, opened 17 cases, and made 2 arrests. He did state the plan for the SRO officer is the day shift officer will be at the school for 2 hours, and the afternoon/evening shift will take 2 hours, for a total of 4 hours a day for five days a week. If there are games and events on the weekend then they will be flexible with that.

Community Center: Julie Dunlap said she has started the website and is pretty much done. She will meet with Clerk Tigner to get a few details for when the classroom will be available to start using. The rec board talked about setting a fee for rec to pay a deposit for activities so she can start scheduling. She is looking at a few grants for the projects they had already known. The website is basincomplex.com She has done a community calendar for the classroom and gym and contacted the school so she can get their schedule.

Committees/Commissions/Departments:

Planning & Zoning: Nothing to present.

Rec District: Mayor Duncan reported on the rec district meeting, which was postponed until last night because of the fair. The rec board wanted to know if they started to have programs like little league basketball, men's league or coed volleyball, would the town charge the rec a fee to use the facility, and how much would it be. If the rec would pay the cleaning deposit then they could be allowed to get on the schedule and use the facility. Councilman Olson asked if the cleaning deposit would be refundable.

Councilman Olson said that was fine as long as somehow or another we figured out how to pay the utilities on it. The pool is closed for the summer due to some unforeseen accidents as the operator fell and broke his collarbone.

Activities Committee: We will schedule a meeting soon to be ready for Home for the Holidays, Councilman Olson suggested in the middle of September as he will be gone the first week in September. The first meeting for activities will be scheduled on August 23, 2022 at 7 p.m.

Public Comment: None at this time.

Building/Demolition Permits: Councilman DesRosier made a motion to approve the two building permits for Christie Christopherson and Diane Bathauer, Councilman Godfrey seconded, and the motion passed unanimously.

Chicken Application/Permits: Renewal of Chicken permit. Councilman DesRosier made a motion to approve the chicken permit for Gene Grose, Councilman Olson seconded, and the motion passed unanimously. Town Attorney Kent Richins will amend the chicken ordinance to coincide with the cat/dog tags term.

Executive Session: None at this time.

Approve Consent Agenda/Additions/Deletions: Councilman Olson made a motion to add chip sealing for C street and Holdrege after the proclamation, and compost pile and dumpsters later in the agenda, Councilman Godfrey seconded, motion passed unanimously.

Conduct of Business:

Councilman Godfrey made a motion to approve the regular meeting minutes from July 14, 2022 and July 28, 2022, and special meeting minutes from July 12, 2022 and July 18, 2022, Councilman DesRosier seconded, and the motion passed unanimously.

Vouchers: Councilman DesRosier made a motion to approve the vouchers \$312,014.34 and payroll \$81,470.00, for a grand total of \$393,484.34, Councilman Godfrey seconded, and the motion passed unanimously.

Mayor Duncan read the proclamation for honoring hunger action month. Councilman Godfrey made a motion to sign this proclamation for the month of September, Councilman DesRosier seconded, and the motion passed unanimously. Wyoming Food Bank/Commodities: Councilman Olson suggested utilizing the gym at the new community complex for commodities. Councilman Olson then made a

motion to table this discussion until the next meeting, Councilman DesRosier seconded, and the motion passed unanimously.

Chip Seal: Town Engineer Jesse Frisbee discussed that since the cost should be well under \$35,000, which is what the limit is to bid, we could ask to get some estimates from a couple of companies and it might be quicker. Jesse Frisbee would like to get quotes from a couple of contractors to bring to the next meeting and approve if possible. Councilman Godfrey made a motion to table this discussion until the next meeting, Councilman DesRosier seconded, and the motion passed unanimously.

Official Employee Handbook (Volunteer Hours): It was brought to the Council's attention that the employee handbook does not directly address how we should handle volunteer hours for emergency services. The town strongly supports volunteering for emergency services. Foreman Mike Dellos was asked what he would do if there were multiple people on his crew volunteering. He thought we needed to be wise in how we decided to do this as we do want people to volunteer but we also cannot not have people leave at a critical time in their job, etc. Those things would have to be looked at and would have to be under the supervisor's discretion. When asked, Chuck Hopkin discussed that at a previous job he had they would get paid but not extended hours, the job came first, and if you were on something critical you could not leave or be gone. The Council discussed adding to the employee handbook that the employee would be paid immediate response hours, not extended (maximum of 4 hours), no extended pay, not counted as overtime hours, not billable over time. It was also discussed that the employee would be required to write time down on their timecard and explain what time they left/arrived back. The supervisor must be told so they know that person is gone. Professional discretion needs to be adhered to. Town Attorney Kent Richins and Clerk Tigner will work on adding this to the employee handbook to present for the next meeting.

Municipal Bond Schedule: Town Attorney Kent Richins said he is not sure what Chief McClure has done, but was told to take the initiative on this.

Tree Trimming Bid: Clerk Tigner discussed with the Council that she was waiting on information from Rich Eyeman before proceeding.

Flood Irrigation: Town Attorney Kent Richins stated that both Jesse Frisbee and himself have discussed the flood irrigation and they believe it is probably a civil issue unless the town is at fault for getting into the basement. The issue is who is flooding them. If there is something the town can do that the town is directly involved with then we need to take care of it, but he is not sure that we have that situation right now. Kent Richins stated that we have dealt with this a year ago with the party that came in that is directly at fault and questioned if they done anything to remedy the issue. Kent Richins asked if we needed to

write another letter. Another option to consider is whether or not we should prohibit flood irrigation in town limits. The way the raw water system is set up there were certain acreages that are specifically exempt from raw water because they wanted to continue to flood irrigate. Jesse Frisbee said they could all be moved into that point of diversion, but he does not know if there is an ordinance that can restrict them from flood irrigating in town. Jesse Frisbee does not think it is strictly from the flood irrigation on the property, but if they want to fix their issue they need to put a drain in. Councilman Godfrey suggested that Kent Richins write a letter advising them that it is a civil issue and they need to take the appropriate civil actions.

North Haven Subdivision: There was a discussion on weeds, drainage, and dirt work that needs to be brought to grade. Town Engineer Jesse Frisbee said when Copper Creek/Lamax was there it was agreed upon verbally that they would help the town pull the wire in and they would have to pay for the cost of the wire, so we just need to get material cost.

Sewer Project: Town Engineer Jesse Frisbee said they did the final walk through this week and everything looked good. RUS liked it. They are waiting on a few lien wavers from the contractor. They still need to camera the sewer mains and probably next week they will set up a little bit of traffic control to do that.

Eagles: Heath Overfield worked with Jadeco to address electrical inspector issues. The unit is off the roof and everything looks good. The next step is inside for plumbing and heating. Copper Creek Construction did ask for a bid for the plumbing, but we do not know where Heath is headed with that. Copper Creek is supposed to take care of the door that faces north.

Community Center: Town Engineer Jesse Frisbee said the wall is ready to take out in the Senior Center. Foreman Mike Dellos thought they might have time to remove the wall next week. Once the wall is out, they can fix the ceiling and put the flooring in. Jesse Frisbee will add the flooring to the room. With the grant for the senior room, there should be some extra money to pay for the flooring or painting, etc. Jesse Frisbee said next week he is meeting with another contractor on the counter for the town hall office and the council room doors and the exterior door. Fire suppression sprinklers have been lowered and in position except for the vault. The carpet should be going in the council chambers soon. Jesse Frisbee will look to see what the bids are to charge for the office and also the senior room. We should start discussing in September getting the boilers serviced, maintained and ready to go in the office and gym area. Commercial Services out of Cody is who does the work on the boilers.

Public Comments: Someone brought up for discussion at the school board meeting that they wanted to donate fireworks. The school board did not vote on it because it would need approval from the Town of

Basin. It was recommended that the persons should get a letter of support and bring it to the Council so the Council can discuss it and make a decision.

Dumpsters: There is trash that is getting put in the green dumpsters and out of town people are throwing their trash in town dumpsters. The Town will order some stickers to put on the dumpsters explaining what the dumpsters can be used for.

Compost: The hospital is hauling green waste to our compost pile as well as tree companies that do this. Councilman Olson said the landfill is trying to get compost/green waste and they could take it to the landfill for free. The compost pile in the town is for town residents and we will not be accepting anything out of town. Councilman Olson thought any commercial waste should notify the landfill because the landfill will take it as long as it is not really dirty. The town could also send tree companies a letter telling them to contact the landfill and they will dump it for free.

Executive Session: Councilman Godfrey made a motion to adjourn the regular meeting to go into executive session for personnel at 8:56 p.m., Councilman Olson seconded, and the motion passed unanimously.

Councilman Godfrey made a motion to adjourn executive session and go into regular session at 9:34 p.m., Councilman DesRosier 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 9:35 p.m.

Town of Basin Mayor/CJ Duncan

Deaun Tigner – Town Clerk