

## TOWN OF BASIN

Regular Council Meeting – Minutes

Thursday, August 24, 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, August 24, 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, and Chuck Hopkin.

Also present were Clerk/Treasurer Deaun Tigner, Foreman Mike Dellos, Chief McClure, Bill Dahlke, Jesse Frisbee, Barbara Greene, Ron Fink, and Casey Massey.

Public Comment: Casey Massey stated that after having Commercial Services inspect the north lobby, the north lobby heater's blower motor, which services the bathroom, requires replacement and is estimated to cost \$1,700. He believed that was sufficient for the gym. Jesse was asked when the cost analysis for the hallway window was conducted. He did have Stellar look at it about a week ago and they are supposed to be getting with Jesse on a revised estimate. The grant would cover the cost of the hallway window for the rec. Casey stated that Rick was the contact person for commercial services.

Ron Fink made a public statement regarding his role as executor of his brother's estate. He has been investigating the source of a water leak that is bubbling up and the Town has been unable to find the curb stop. He stated that Mike had tested the and it did not test positive for chlorine, but he must still locate the house's curb stop, which they cannot find for some reason. He asked the Council what he needed to do to get it located so he could fix the water leak. Additionally, Mr. Fink stated that another hydrant is leaking. There is a pipe and a valve in the ground that, when activated, it bubbles up from the ground. Mr. Fink recalled his brother telling him they had a problem that they fixed just outside the concrete in the backyard after looking at photographs. He believes that the pipe leading to the curb stop is made of plastic rather than copper. The home is approximately 42 years old. According to Mayor Duncan, he has noticed that they were excavating the area to find the curb stop. The town, according to Mayor Duncan, is responsible for ensuring that the curb stop is located and functional. Mayor Duncan stated that the search

would continue and requested that Councilman Olson consult with Mike to determine the situation. Jesse stated that he has old, original plans that depict three services. There are three potable water services. Mayor Duncan told Mr. Fink that they will not give up until they find the curb stop.

#### Building/Demolition Permits:

Frank Kelly: Councilman DesRosier made a motion to approve the building permit from Frank Kelly, Councilman Godfrey seconded, the motion passed with Councilman Hopkin abstaining from the vote.

Variance Request: Roger Brewer: Mayor Duncan said this was an interesting one as he filed for the building permit after he built the fence and then filed for a variance, but there is very restrictive language in variances and he has to meet some standards before a variance can be granted. Councilman Hopkin asked Jesse if he looked at it and Jesse said he had and that the fence was out there a ways, but he wasn't sure how far out. Councilman Olson agreed. Councilman Olson said he did not know how we could say yes to a variance without looking at the guidance as to why it is and why it isn't. Mr. Brewer has to meet three of the five requirements to get a variance and Councilman Olson does not know how he could do that without sitting down and talking to him. Councilman Olson made a motion to table this until Planning and Zoning has been able to review the variance with Mr. Brewer, Councilman DesRosier seconded, and the motion passed unanimously.

Chicken Permits: None at this time.

Executive Session: None at this time.

#### Approve Consent Agenda/Addition/Deletions:

Councilman Olson made a motion to accept the agenda with the additions of appointment, contract negotiation, and potential litigation, Councilman Godfrey seconded, and the motion passed unanimously.

Appointment: Councilman Godfrey made a motion to appoint Bill Dahlke as the electrical utility foreman as well as NMPP (MEAN) position, Councilman Olson seconded, and the motion passed unanimously.

Undeveloped Property: The new owners of a property that is located within the city limits but lacks utilities wish to have utilities installed. The mayor read ordinance 10-1-1 aloud. According to this, all costs would be paid by the property owners. According to Jesse, they would have to go underneath the canal at their expense in order to connect to our nearest utilities, which would require us to determine where they

are. The utility would be closest to Big Horn and 9th or Crest Avenue. Jesse stated that all of the utilities beyond the intersection of 9th and Big Horn are merely services leading to the residence in question, not the main. Jesse was asked about the size of the sewer and whether it is adequate. The answer from Jesse is yes, but it is shallow. If you own less than five acres, according to Mayor Duncan, you cannot have a septic system. Councilman Olson responded that he did not believe there was a requirement, but that there could be a leniency-based variation. Jesse stated that he did not believe there were any water rights, so an application for water would be required. With further discussion, Mayor Duncan said the last time we did this was probably 12 or 15 years ago when they extended the raw water line down the tracks past E street. The town did it and divided up the cost and sent everyone the bill. At that time, all of the property owners wanted this and agreed to pay their portion in advance, so the town put it out to bid and then the property owners reimbursed the town. Mayor Duncan believed this would also be the case here. Mayor Duncan requested that Jesse conduct preliminary cost estimates to determine the optimal course of action. The owners will be informed by Clerk Tigner that there is a procedure, and the town will initiate cost estimates, but if they expect utilities to be installed, they must adhere to Ordinance 10-1-1. They can have utilities, but they must pay for them, and the municipality will control the contractor, size, and appropriate personnel.

Crosswalks: Town Attorney Kent Richins provided a draft of the letter requesting additional crosswalks in town. He would like final approval on the letter before sending it to WyDOT. Councilman Godfrey made a motion to approve the letter, Councilman Hopkin seconded, and the motion passed unanimously. Mayor Duncan thanked both Kent and Jesse for doing the work to pull this together.

Culvert Project: Jesse calculated some figures for the Council. To make the culvert safer, it must be replaced and lengthened. Jesse has reached out to a couple of businesses, J & E and Copper Mountain out of Worland. J & E is the cheaper one for materials and they put together a labor estimate. Jesse thought that Mike can probably call one of the contractors here and get it installed. It does not look like we need to bid it out as it is below the threshold. Mayor Duncan said there was money in reserves for something like this as well or street repair according to Jesse. It was determined that if we have the funds to construct an arch, we should do so because the structure will flow better. Jesse did mention that the arch is out by at least three weeks and possibly a month and thought we should have Mike get this ordered as soon as possible. Councilman Olson said we could eliminate the paving for for the time being and then pave it at a later date, just cut it back to this side of the culvert. The Council discussed bidding it out or hiring for labor and buying our own materials. Councilman Hopkin was worried about how long it would take to bid it out. Jesse thought the town should buy the materials and get the contractors here to install it.

Councilman Olson made a motion for the town to order the materials and hire a contractor to install it, Councilman DesRosier seconded, and the motion passed unanimously.

North Haven Subdivision: It was noted that the Council will discuss North 8th subdivision contract negotiations in executive session.

Sewer Project: Jesse stated that the three spots on 4<sup>th</sup> street will be torn up by the middle or end of the following week, and then paved the following week. Should be completed by the end of the following week. The one-year warranty period will restart after this. Mayor Duncan inquired if anyone had preliminary information regarding the sewer pond. The council is unimpressed by the service provided by AVI.

Chip Seal: Jesse stated that chip sealing is happening tomorrow and will also be on 8<sup>th</sup> street as well.

Electric Mapping: The Council was given a proposal that was built and produced by Kent to share with the REA. Councilman Hopkin made a motion to sign the agreement, Councilman Olson seconded, and the motion carried unanimously.

Plan for old town hall building: Councilman Olson would like to take this discussion into executive session under contract negotiations. They are planning on leasing it but would need to decide what is going to work.

Parallel Parking: Chief McClure stated that parallel parking does not always occur. His recommendation is to place parallel parking only signs in front of the town and in front of the gym to educate people about parallel parking and enforcement would be improved with the signs. His suggestion is to place four signs in the main area and two in front of the recreation center. Casey asked if the policy would change on the weekends and was told no.

Town Hall:

- HVAC Units: Clerk Tigner discussed that we are waiting for everything to get hooked up. Jesse did get a call from Rick from Commercial Services a few days ago and did say there might be a little additional cost on the electrical because of the panel that they were planning on coming from was full when they got here, so they had to move to a different panel so there is a longer run.

- Gym: Councilman Olson made a motion to approve the motor being purchased as per the discussion with the Program Coordinator for the Rec above, Councilman Godfrey seconded, and the motion was passed unanimously. Mayor Duncan asked Casey to be in charge of it.

School Evacuations: Chief McClure discussed the evacuation plan that they had discussed at the last school safety meeting. The Chief stated that they would be able to just come through the front doors of the town and just go to the gym. The only question would be if the holidays do not match up there might be an issue and he will make sure if the school is in session when the town offices are closed they could develop a backup plan. Chief McClure thought we would be okay, but he will look at the schedules. The idea is to come into the west doors and go through into the gymnasium. Chief McClure will find out and see if it is a problem with the holidays and then he will inform the Council at the next meeting.

Official Employee Handbook: Councilman Olson made a motion to update and approve the Official Employee Handbook if we struck the sick leave part and just did the vacation, Councilman Godfrey seconded, and the motion passed unanimously. They would like all sick leave removed and only make it vacation.

Councilman Godfrey made a motion to go into executive session for contraction negotiation, potential litigation, and personnel at 8:00 p.m., Councilman Olson seconded, and the motion passed unanimously.

Councilman Hopkin made a motion to come out of executive session at 8:57 p.m., Councilman Olson seconded, and the motion passed unanimously.

Councilman Olson made a motion to promote Bill Dahlke to the Electrical Foreman, Councilman Hopkin seconded, and the motion passed unanimously.

Mayor Duncan stated that the Town is exploring options for leasing the old town hall.

As there was no further business to discuss, the meeting adjourned at 8:58 p.m.

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Town of Basin Mayor/CJ Duncan

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Deaun Tigner – Town Clerk