

TOWN OF BASIN
Regular Council Meeting - Minutes
Thursday, October 10, 2024
Basin Town Hall - 7:00 p.m.

Call to Order Regular Session
Pledge of Allegiance

A Regular Meeting of the Town of Basin Council was held at the Town Hall in Basin, Wyoming on Thursday, October 10, 2024. The meeting was called to order by Mayor CJ Duncan at 7:00 p.m.

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

Also present were Town Administrator Deaun Tigner, Chief McClure, Tony Harrison, Tracy Harper, Kent Richins, Jesse Frisbee, Barbara Greene, Linda Weeks, Gina Wrigley and Ken Lynch.

Public Comment: Barbara Greene invited everyone to attend the military appreciation event at the football game. Gina Wrigley requested to speak to the council regarding a utility bill. Mayor Duncan stated they could add an item during the Consent Agenda portion of the meeting if the council wanted to do so since they cannot take action during the public comment portion.

Matters from the Staff:

Public Works: Mike Dellos was called out to a water leak and was not present. Tony Harrison reported on where he was at with the Lead and Copper report and what would need to be done going forward, as well as giving a report on what the crew had been doing for the last month.

Electric Department: There was no one present from the electric department, but a written report was given to the council.

Administration: Deaun Tigner reported on her meeting with SPURR who have offered to help come up with a plan for the use of town-owned buildings. She also reported that we are going to move forward with electronic service orders rather than handwritten ones.

Police Department: Chief McClure reviewed the statistics on his DSR report. He also updated the council on the grant for the radios. The State of Wyoming has been awarded the money and will start finalizing the funding. There are also some major upgrades needed to the computer system due to security requirements, but Chief McClure is planning to hold off on other spending until he knows where they will end up on the cost. He also thanked the public works crew for help with the Homecoming parade.

Legal Counsel: Attorney Richins updated the council on the sale of the Eagles Annex Building by saying that he had ordered title insurance after the last meeting and was waiting to hear back from the title company for the commitment.

Town Engineer: Jesse Frisbee of Eagle Engineering stated he had nothing at this time.

Committees/Commissions/Departments:

Planning & Zoning: Nothing at this time.

Recreation District: A new program director had been hired.

Activities Committee: A meeting would be set up soon.

Building/Demolition Permits:

- Raymond Getzfreid – 711 South 5th: Garage
- Donald & Shirley Kuhnke – 657 North 7th St Modular house with garage and driveway, porches, and lean-to.

Mayor Duncan commented that even though the permits had been signed by the building inspector, that did not mean they had been approved and that people need to wait until they have been approved by the council before starting work, regardless of whether they had been signed. Councilman Hopkin made a motion to approve both building permits. Councilman DesRosier seconded, and the motion passed unanimously.

Chicken Permits: None

Executive Session: No Executive Session was requested at this time.

Approve Consent Agenda/Addition/Deletions: Councilman DesRosier made a motion to add Tony Thompson's Utility Account and the Parking Lot after Ordinance 714 on the agenda. Councilman Godfrey seconded, and the motion passed unanimously.

Conduct of Business:

Meeting Minutes: Councilman Hopkin made a motion to approve the minutes as written for the regular meetings from September 12, 2024 and September 26, 2024, as well as the September 19, 2024 special meeting. Councilman Godfrey seconded, and the motion passed unanimously.

Vouchers: Vouchers were presented for \$344,286.29 plus net payroll of \$65,376.58 = GT \$409,662.87. Councilman Godfrey made a motion to pay the vouchers. Councilman Hopkin seconded, and the motion passed unanimously.

AVI – Sewer: AVI has presented the Town with the 90% plans, with two copies available to be reviewed. Jesse Frisbee wanted to correct his statement from the last meeting about the DEQ Permit to Construct timeframe being five years, not one year like he had stated.

3rd Street Water Project: Jesse Frisbee stated that they were waiting for the signed agreement from Wilson Brothers. SLIB is onboard to allocate the funds.

Ordinance 714 – Water Tap (1st Reading): Attorney Richins wanted to discuss the best way to set the rates for labor and equipment. He wanted some direction from the Council on whether to set that by policy or resolution. Councilman Godfrey asked which one would be the easiest to adjust for inflation. Attorney Richins stated that if they set it by resolution then they could adjust the rates, but it would still have to be voted on by the council. Mayor Duncan was concerned about how to account for the annual wage increases for employees. It was decided that Administrator Tigner would get some labor rates by

the next meeting and that Councilman Hopkin would work with her and Tony Harrison to set equipment rates. Councilman DesRosier made a motion to accept the ordinance on the first reading with the discussion of having a rate schedule presented by the second reading. Councilman Godfrey seconded, and the motion passed unanimously.

Tony Thompson's Utility Account: Gina Wrigley was present, representing the Town utility bill for Tony Thompson. She stated that there was a substantial balance from when other people were living at the residence and the utilities had been shut off. She was proposing to put the bill in her name and provided a history from the City of Cody showing her good credit. She wanted to pay \$1,000 on the past-due balance and then make payments of \$200 on the rest. After some discussion, Councilman Godfrey made a motion that the Town enter into an agreement with Gina Wrigley on Tony Thompson's bill that she would pay \$1,000 and then pay an extra \$200 on top of her present bill until it was paid off. He also added that the Town would have access to the property. Attorney Richins added clarification on who would be on the bill, with a decision to leave Thompson's name on the bill and add Wrigley to it. Councilman DesRosier seconded the motion with emphasis on them having to stay current on their bill. Upon further discussion regarding whether this agreement was for all utilities or just electric, additional information was discussed about the water tap having been abandoned after the utilities were requested to be turned off by the property owner. Councilman Hopkin stated that he had an issue with making this decision with Thompson not being present. A vote was taken for the motion that had been made, with a unanimous vote against it. The motion failed.

Parking Lot: Mayor Duncan wants to move forward with putting concrete in the parking lot and getting curbing placed on the west end. Jesse Frisbee said that he was under the impression that Big Horn Redi-Mix was going to do it. Mayor Duncan requested an estimate from them prior to starting the work.

Public Comments: Ken Lynch asked who the new Rec Director was and was told it was Cash Duncan. He also asked about the process for building permits and requested clarification on the mayor's comments from earlier in the meeting. A copy of the prior month's meeting minutes was also requested and a copy was provided by Administrator Tigner.

Executive Session: None requested.

With no further business to be discussed, Mayor Duncan adjourned the meeting at 8:00 p.m.

Town of Basin Mayor / CJ Duncan

Town of Basin Clerk– Tracy Harper