

## TOWN OF BASIN

Regular Council Meeting – Minutes

Thursday, October 12, 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, October 12, 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, Kent Richins, Jesse Frisbee, MauRena Scott, Daniel Scott, Tom Olmstead, Jennifer Olmstead, and Pastor Gesch.

Public Comment: On behalf of the First Baptist Church, Pastor Gesch has recently obtained a casket lowering device from Ballard Funeral Homes in Cody. First Baptist Church is now extending an offer to the town for the use of the lowering device at the town cemetery. Pastor Gesche stated that with the replacement of a few straps, the lowering device would be ready to use. In this instance, town attorney Kent Richins suggested that an MOU might be appropriate.

Department Summary Reports:

Public Works: Foreman Dellos stated they finally got the raw water shut off this week. They burned their piles that they had for brush. Both Mike and Bill will be gone all week for water certification. Mayor Duncan asked Mike if he had any parallel parking signs in one of the buildings they use for storage. Mike said he would look to see if he had any old signs. Councilman DesRosier asked about changing the water pipe below the water plant. Mike said he talked to Sean Stoffer about working on this, and he talked to J and E but they did not have the pipe in yet, so it would be about two weeks. If they get the pipe in it should be somewhere within the next three weeks that they start the project.

Electric Department: Mayor Duncan did state the town got a new journeyman, who started last Friday. According to Foreman Dahlke's report, the crew has finished the alley between 8<sup>th</sup> and 9<sup>th</sup>, they replaced an underground primary elbow that was found while doing underground transformer inspection, and continued mapping of the system.

Administration: Clerk Tigner reported on working on follow-up paperwork, making changes to the employee handbook, submitting an open burn request, and processed worked orders, service transfers, and delinquent notices.

Municipal Court: Clerk Tigner read the presented municipal court report.

Police Department: Chief McClure said traffic has slowed up significantly this last month. His new truck is progressing and they are hoping to hear from them next week to schedule a pickup. They have lights in the office that are going out that they need replaced. They started on their policy update again.

Legal Council: Kent Richins said that he had no business that was not otherwise on the agenda.

Engineer Summary Report: Jesse Frisbee said on North 8<sup>th</sup> street we need to get letters sent out to the four or so landowners to get their services split. Foreman Mike Dellos brought this to his attention recently and Jesse did not want to forget. He said there is one that is one landowner and two rentals. Jesse suggested the landowner splits or puts in a new service for the other one.

#### Committees/Commissions/Departments:

Planning & Zoning: No Meeting.

Recreation District: Mayor Duncan stated that we will discuss amending the recreation bylaws later in the meeting. Aside from that, not much needed to be updated.

Activities Committee: The activities committee did meet last week. The official date of Home for the Holidays is November 25<sup>th</sup>. There will be a few changes and we will get the information out later.

Building Permits: None at this time.

Chicken Permits: None at this time.

Executive Session: None at this time.

Public Comment: None at this time.

#### **Approve Consent Agenda/Additions/Deletions:**

Councilman Olson made a motion to approve the agenda as presented, Councilman Godfrey seconded, and the motion passed unanimously.

#### **Conduct of Business:**

Councilman DesRosier made a motion to approve the minutes from September 14, 2023 and September 28, 2023, Councilman Godfrey seconded, and the motion passed unanimously.

Councilman Godfrey made a motion to approve the vouchers and net payroll, Councilman DesRosier seconded, and the motion passed unanimously.

Recreation District Bylaws: Councilman Olson made a motion to approve the bylaws with the changes presented, Councilman Godfrey seconded, and the motion passed unanimously.

Certification of Risk & Resilience Assessment and Emergency Response Plan: Councilman DesRosier will head the committee for the Emergency Response Plan, Chief McClure will also attend, as well as foreman Mike Dellos, and Clerk Tigner. Councilman Hopkin made a motion to approve the current emergency management plan, Councilman Olson seconded, and the motion passed unanimously.

Town Building Rentals: MauRena Scott presented the Town Council with two rental proposals for the Eagles Annex building and the old town building, excluding the shop. Councilman Olson proposed that they consider her suggestions and that the Council meet at a later time for a discussion before returning with a counterproposal. Mrs. Scott stated that while she hopes to be in the buildings by the beginning of the year, she does not have a specific date in mind. She responded affirmatively when Councilman Olson inquired whether a counterproposal in two weeks would be acceptable. Kent Richins, the town attorney, requested that she gather her legal documents and deliver them to the town office so he could start working on a contract.

Town Hall Parking/ADA Parking: Jesse Frisbee stated that he calculated costs based on the council's proposal from the previous meeting. He removed the asphalt, installed six feet of road base, and installed a four-foot gutter to assist with the drainage issue we are experiencing. He placed asphalt where he believed Councilman Olson had mentioned something about all road base, but if we are to make it ADA compliant, we probably shouldn't have all road base. Councilman Godfrey added that we must also inspect the drainage that leads to the bottom hole by the gym, which is destroying the floor and, if nothing is done, will cause water to flood the gym. Jesse proposed the possibility of installing a new pipe. Initially estimated at approximately \$96,000, this amount is now around \$42,000. He was uncertain as to whether or not the town crew could accomplish any of it. Councilman Olson stated that he would attend the upcoming school board meeting in an effort to persuade the board to assist with the drainage problem. Additionally, Clerk Tigner will investigate ADA grants and safe routes to school. Councilman Godfrey reported that a big hole was observed in the street on the north side, adjacent to the ramp, in the handicapped area. Jesse stated that the only other item of interest is whether or not we intend to perform asphalt work in the future. If so, he would like to subcontract a small amount more than what he has included in the estimate; however, this would not significantly affect the price.

Town Shop Parking Area/Drainage: Mayor Duncan inquired whether anyone had the opportunity to speak with the bank. Jesse Frisbee stated that he had drafted a small schematic of what might work. According to him, a storm inlet already exists in the northeast corner; therefore, they would merely need to connect one more to that. Given that the piping area would be demolished regardless, he reasoned that it might be possible to accommodate it beneath the Third Street project. He acknowledged that the landowner would be responsible for a portion of it as well. Mayor Duncan stated that it is necessary to ensure that all parties involved are capable of sharing the expenses. In other words, should neither the property owner nor the bank be willing to contribute, the town will be unable to financially cover the entire bill.

Ground Water/Storm Water: The Council discussed some issues we have in town regarding residents dumping groundwater/storm water into the town sewer system. It was recommended to send out letters to every resident in town regarding this issue. The town has spent a lot of money to get rid of the storm water problem and there are a couple of places in town that currently do it. Councilman DesRosier made a motion to have Kent draft a letter in preparation to notify residents that storm water/ground water will no longer be allowed in our sewers, Councilman Olson seconded, and the motion passed unanimously. The Council agreed to set a time limit of June 1, 2024. There was a brief discussion on what would happen if it was not followed and it was decided that the residents not fixing the problem would be prosecuted.

Farm Animals in Rural Residential: The Council had a discussion on the rural residential zone and how it was set up with no restrictions on chickens in rural residential zone when it was first originally set up way before we set any of the other zones with chickens, etc. Chickens are not allowed in commercial or industrial. Rural residential does not mention chickens but does say livestock. Godfrey said he would like the rural residential zone to stay like it is and leave the rural residential alone. Councilman Olson said the only thing he would like to bring up is number of animals allowed in the zone. The council said we needed to put the definition of a hobby farm in the ordinance and the Chief will come up with a hobby farm definition. Chief McClure did say that there is a resident in town that is unhappy with the rooster in town currently in rural residential. Kent will try to come up with something for the ordinance for the next meeting. The Council agreed to leave the rural residential zone the way it was intended originally, but we do need to clean up some of our other ordinances.

MEAN/Schedule M: Opting out: The council was provided paperwork to look at, study it, and come back to it and come to a decision.

Commercial Services Contract: Councilman Godfrey made a motion to enter into the commercial service contract for the HVAC system for both contracts, having the Rec District pay the town back for their contract, Councilman Hopkin seconded, and the motion passed unanimously.

Gym-Locker Rooms – Heater Control Valve: Rec Coordinator Casey Massey said the heater control valve in the office where he is at is not working. Commercial Services gave an estimate of \$839 to get the valve replaced. He also said he has one toilet that is leaking. He was told the toilet would be under the rec district maintenance. There was a discussion on the agreement with the rec district and what major maintenance meant. Kent Richins said the way it is written is that the district shall be responsible for the day-to-day maintenance of the minor repairs. Any maintenance items considered significant shall be brought to the attention of the town and the parties will arrive at a way to address those.

School District #4 Evacuation Plan: Councilman Godfrey made a motion to approve giving the secretaries at the School District a key fob for the front doors of the gym, Councilman Hopkin seconded, and the motion passed unanimously.

Washington Park: The Town of Basin no longer maintains Washington Park; however, the county is going to be buying and setting new equipment there and would like to know if we could do some in-kind partnership. Councilman Godfrey said he has no issues if Mike has time. Mike said he would help if they needed equipment, etc. Councilman Olson made a motion to help the county if they needed it, Councilman Godfrey seconded, and the motion passed unanimously.

Public Comment: Barbara Greene did state that Manderson got the fire protection back if they send over the proof that the hydrants were tested.

Councilman Godfrey made a motion to go into executive session for personnel and contract negotiations, Councilman Olson seconded, and the motion passed unanimously at 8:50 p.m.

Councilman Godfrey made a motion to come out of executive session and back into regular session at 9:17 p.m., Councilman Hopkin seconded, and the motion passed unanimously.

As there was no further business to discuss, the meeting adjourned at 9:18 p.m.

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Town of Basin Mayor/CJ Duncan

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Deaun Tigner – Town Clerk