

## TOWN OF BASIN

Regular Council Meeting – Minutes

Thursday, October 13, 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, October 13, 2022 at 7:00 PM. The meeting was called to order at 7:00 PM.

Council Members Present: CJ Duncan, Carl Olson, and Joseph Keele. Absent: Brent Godfrey. Stuart DesRosier attended later in the meeting.

Also present were Clerk/Treasurer Deaun Tigner, Chief Kyle McClure, Public Works Foreman Mike Dellos, Town Attorney Kent Richins, Jesse Frisbee, Cindy Schlattman, Kay Mowery, and Kim Bartlett.

Poppy Proclamation: Mayor Duncan read aloud the proclamation presented by Cindy Schlattmann and Kay Mowery.

Public Comment: None at this time.

Police Vehicle Bid Opening:

- ❖ Bid 1: KE Rose Company: Bid bond included.
  - i. RAM 1500 SSV truck, crew cab. Total bid: \$47,500.
  - ii. Bid also included upfit with lightbar package for an additional \$9,650, for a total cost of \$57,150.00.
- ❖ Bid 2: Ken Garff Automotive, Cheyenne: Bid bond included.
  - iii. Option 1: Standard Ford F-150 4 x 4: \$46,860.00
  - iv. Option 2: Standard Ford F-150 4 x 4 with Ecoboost: \$48,095.00
  - v. Option 3: Ford F150 SSV 4x4 (police package vehicle): \$51,265.00
- ❖ Bid 3: Fremont Motors, Casper: Bid bond included.
  - vi. Ford 1500 SSV Crew Cab 4x4:
    - 1. \$37,998 if picked up in Casper

2. \$38,298.00 if they need to deliver to Basin (+\$300.00 charge for delivery)

Department Summary Report:

Public Works/Water Department: Mike reported his DSR to the Council. Mayor Duncan asked when they shut down the raw water if the pond drains all the way. He wanted to know if the pre-pond drains back into the canal and if it was ready to be cleaned. Mike said they shut all the valves to keep it from going back.

Electric: Clerk Tigner reviewed the DSR with the Council. There were trees in lines, removal of an old service and pole, unloaded transformers, estimate to move pole leaning on house, removed tree from secondary overhead line feeding service.

Administrative: Clerk Tigner reported the DSR with the Council. Both clerks attended WAMCAT class in Casper, F-32 and F-66 reporting done for the Water District/JPB, Town and Rec District, interim financing/disbursement reports for sewer project, 3 burials, looking at grant possibilities.

Delinquent/Aging Report: (30 days) \$2,004.89, (60+ days) \$29,999.25 as of October 13, 2022.

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

Police Department: Chief McClure reviewed the bids with the Council. Based off Chief McClure's bid recommendation, Councilman Olson made a motion to accept the bid from Fremont Motors in Casper, Councilman Keele seconded, and the motion passed unanimously. Chief McClure also reviewed with the Council some of the issues he has been having with his vehicles, equipment, and the office. He has quotes for the upfit of the vehicles and thinks it will be around \$20,000. He has lighting in his office that is not functioning and needs to know how he should take care of that. The radio in one of the vehicles has quit working along with the siren and lightbar. He thinks all of this is in his budget and he will be able to cover these. He also discussed having the IT company come in and look at his server/computers. Finally, he would also like to explore the options of getting a domain name for the town to make sure we have a legit domain name and is exploring the options to see what the cost is associated with that.

Community Center: Julie Dunlap reported to the Council on the Community Center. She stated as soon as the construction is done in the Senior Center she can start ordering furniture. The cost for the carpet was around \$6,000. She thought since we got an extra \$5,000 in the grant that they could pay \$5,000 and the town would pay for \$1,000. Councilman Olson said if there is money in the budget that would be fine. Julie will write a letter to send to the foundation thanking them for the funds and will get Deaun the letter. She went to the Rec Board meeting as well and discussed the transition over to the rec. She would like to write a grant to the Wyoming Community Foundation through the Rec to get an office for the rec by the swimming pool area. Julie and Deaun made a job description and put the job out looking for applications for an employee under the rec for a person that would work with Julie. She will work with the rec to

discuss how much to charge for memberships and working on waivers for coaches so we are in order before we get started. She is waiting to schedule classes in the room available until we get everything moved and cleaned out. Julie brought up once the community center is ready it would be nice to do a ribbon cutting and have organizations come in and make a big deal out of it.

**Committees/Commissions/Departments:**

Planning & Zoning: No meeting last month.

Rec District: Discussed getting someone hired, the budget, and what it might look like next year.

Activities Committee: The committee has met and it looks like everything is tentatively planned for Home for the Holidays the Saturday after Thanksgiving. Everyone has assignments they are working on and getting done. There are a couple of community members that have stepped up to be a part of it.

Public Comment: None at this time.

**Building/Demolition Permits:**

- Raymond Somerville: 606 S 3<sup>rd</sup> St: Moving in 1995 mobile home.
- Steve & Sue Shuman: 960 N 8<sup>th</sup>: Set mobile trailer house on property north to south front facing 7<sup>th</sup> St with deck 20' long x 10' wide
- Jim Goodin: 903 South 9<sup>th</sup> St: Fence

Mike Dellos has talked to Steve Shuman and has looked at his permit, but he has to get a guarantee that it is 1994 or newer. Mike had forgot about Jim Goodin's and will need to look at that still.

Councilman Keele made a motion to approve Raymond Somerville's building permit, Councilman Olson seconded, and the motion passed unanimously. Mike Dellos will be in contact with Steve Shuman and Jim Goodin so the Council can rediscuss this permit at the next meeting in a couple of weeks.

Chicken Application/Permits: None at this time.

Executive Session: None at this time.

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

Councilman Olson made a motion accept the agenda with striking the poppy proclamation as it was moved to the top of the agenda and add in bid proposal after the lock box, changes Councilman Keele seconded, and the motion carried unanimously.

**Conduct of Business:**

Councilman Keele made a motion to accept the minutes as sent out by the clerk for special meeting minutes from September 1, 2022, and both regular meetings September 8, 2022 and September 22, 2022, Councilman Olson seconded, and the motion passed unanimously.

Vouchers: Councilman Olson made a motion to approve the vouchers, Councilman Keele seconded, and the motion carried unanimously.

Curtis Lindgren – Water Line: Asked if it would be possible to T off the existing curb stop and put another curb stop in to shut it off separately instead of installing a new tap from the main line. Councilman Olson made a motion to let them tap it off the curb stop as long as they put both utilities in their name and they split their own bill, Councilman Keele seconded, and the motion passed unanimously.

Eagles: The furnace has not been tested yet. As the gas has been shut off for 4-6 years, Wyoming Gas will require a pressure test. Councilman Olson made a motion to call Riverbend Plumbing and Heating to take care of the furnace, Councilman Keele seconded, and the motion passed unanimously. The only thing left on the grant is to do the community assessment to see how it affects the members of the community. Once we get that signed off on then we need to have discussions about what the future of the building holds. As Councilman DesRosier arrived later in the meeting, he was explained the motion and voted in favor of contacting Riverbend Plumbing & Heating. Councilman Olson asked if the Community Center Complex was part of the Eagles building and was told no.

Sewer Project: Jesse Frisbee gave an update on the sewer project. He said we almost have it closed out with a final pay request but is still waiting on three more things from Wilson Bros. Foreman Mike Dellos was asked if he had any questions or concerns about the sewer project. He said they did look at the sewer when they were cleaning sewers and it is running a lot of water and he doesn't know where its coming from on 9<sup>th</sup> street. Jesse Frisbee thinks it is from up higher and there is a stretch they need to pipe burst from residents yards.

Drivers Services sign relocation – WyDot: Councilman Keele said there has not been a decision made yet, but hopefully by the next meeting he will have more information.

**Community Center:**

1. Lock Box: Jesse Frisbee sent an email out to everyone asking if Brent Godfrey or someone from the Fire Department could handle ordering this. He has not heard back, but he thinks they are working on that.

2. Bid Proposal: The proposal is for the remote fire alarm system for the north entrance. They do not install lock boxes. This is the proposal to install the system. Jesse did ask Brent Godfrey about the location of the alarm system and he was okay with the location. He would like to know if we want to move forward with it or not. Councilman Olson would like to know if it is part of our budget proposal to take care of this and was told yes. We will go over the budget in two weeks when Julie is here so we can see where we are at. Jesse will bring everything new and everything we have paid for to date and a copy of last years' budget at next meeting. Councilman Olson made a motion to approve it as long as the money is in the budget, Councilman Keele seconded, and the motion passed unanimously. Clerk Tigner will look at the budget and make sure we have some money to pay for it.
3. Chemicals: When we did the walk through on Tuesday night Brent Godfrey, as the Fire Marshall, was concerned about the chemicals and thought that the school should be held accountable for the removal of the materials. Some of the chemicals are pretty hot in glass containers and say rubber gloves only, etc. Brent had talked about having a guy come in and clear out the chemicals, someone who deals with hazardous materials. The Mayor was told verbally on numerous occasions by the school that the basement would be cleaned out, which they did work on it, but there is still a lot down there. Brent was recommended to reach out to the Fire Marshall, Chris Kocher, in Worland. Kent did say if we need an agreement he can put that together.
4. MOU with the School/Waiver: Julie Dunlap thought it might be a good idea to do an MOU with the school so we do not have to have every kid come in sign a liability waiver. Town Attorney Kent Richins will work on the agreement similar to what the Rec District has with the town so that it can be presented to the school district at their next meeting for their approval.
5. Commercial company to go through the heating/cooling system in the Community Center/New Town Hall. Councilman Olson made a motion to get a hold of Commercial Services to check out the boilers, Councilman Keele seconded, and the motion passed unanimously. Clerk Tigner will call Commercial Services out of Cody.

Budget Amendment 2022-2: Councilman Olson made a motion to approve the budget amendment, Councilman DesRosier seconded, and the motion passed unanimously.

Public Comment: Mayor Duncan thanked Kim Bartlett and her husband for attending the meeting tonight.

Executive Session: Councilman Olson made a motion to adjourn the official meeting and move into executive session for contract negotiations, Councilman Keele seconded and moved into executive session at 8:15 p.m. Councilman Keele made a motion to come out of executive session at 8:34, Councilman Olson seconded, and the motion passed unanimously. There being no further business to discuss,

Councilman Olson moved to adjourn the Regular Meeting, Councilman Keele seconded, the motion passed unanimously, and the Regular Meeting was adjourned at 8:35 p.m.

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Town of Basin Mayor/CJ Duncan

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Deaun Tigner – Town Clerk