

TOWN OF BASIN
Regular Council Meeting - Minutes
Thursday, November 14, 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, November 14, 2024. The meeting was called to order by Mayor CJ Duncan at 7:00 p.m.

Council Members Present: CJ Duncan, Brent Godfrey, Carl Olson, Stuart DesRosier and Chuck Hopkin.
Absent: None.

Also present were Town Administrator Deaun Tigner, Chief McClure, Tony Harrison, Mike Dellos, Tracy Harper, Kent Richins, Jesse Frisbee, Barbara Greene, Linda Weeks, Kacee Rundell, Wyatt Harrison and Loren Alberts.

Public Comment: None at this time

Matters from the Staff:

Public Works: Mike Dellos reported that his crew was working on the Christmas lights at the courthouse, around the Welcome to Bason signs, and at Russell Park. Mayor Duncan asked about a recent water leak, and Mike reported that it was a curb stop leak that had been repaired.

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

Administration: Deaun Tigner reported that the new service orders were ready, and training would be happening the following week. She also reported that the Search & Rescue had held a training course in the council room, and that the PEO was holding their Christmas party in the senior room on December 14th. The required letters for the lead and copper survey had been mailed out, and she and Tony had taken some online training classes.

Police Department: Chief McClure stated he had the award agreement from the State for the vehicle radios if the council would like him to sign it, which they requested him to do. The IT issues at the PD had been resolved. He also reported on some vehicle issues – the 2015 Ram had a fuel pump problem and Officer VanderPloeg's vehicle had been struck by another vehicle. They had an estimate for the repairs, but the other party's insurance should be paying for it.

Legal Counsel: Attorney Richins stated his only item was already on the agenda.

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: There are a lot of programs for all ages and every night from Sunday through Thursday has an activity going. Fridays and Saturdays are currently open.

Activities Committee: Home for the Holidays will be Saturday, November 30th. The Festival of Trees at the BCAC would be held that same week.

Building/Demolition Permits: None

Chicken Permits: None

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

Approve Consent Agenda/Addition/Deletions: Mayor Duncan requested a modification to the agenda item for the Eagles Property Sale to talk about where the funds would go in the budget. Councilman Godfrey made a motion to accept the agenda with the modification for Eagles Property Sale/Funds. Councilman Olson seconded, and the motion passed unanimously.

Conduct of Business:

Meeting Minutes: Councilman DesRosier made a motion to approve the minutes as written for the regular meetings from October 10, 2024, and October 24, 2024. Councilman Hopkin seconded, and the motion passed unanimously.

Vouchers: Vouchers were presented for \$203,311.15 plus net payroll of \$65,443.22 = GT \$268,754.37. Councilman Godfrey made a motion to pay the vouchers. Councilman Olson seconded, and the motion passed unanimously.

Second meeting of the month November & December 2024: Due to the Thanksgiving and Christmas holidays, there will be no second meeting for November and December.

Employee Holiday Dinner: The council will be hosting a holiday dinner for the employees on December 27th at noon at the Basin City Arts Center.

WAM Winter Conference – January 22-24, 2025: The mayor sent out information about a conference hosted by WAM to the two newly elected council members. He stated that there is a bootcamp for new council members that would be good information for them, and the town will fund the training if they would like to attend.

Yield Signs: Chief McClure made a request for the purchase of some yield signs for B Street. He would like to put them at the intersections on 5th, 6th, 7th and 8th, so would require eight signs. He will get some costs and it will be discussed more at the work sessions for next budget year.

Liquor License Suspension – Lost Boyz, LLC: A notice of a Sales Tax Delinquency was received from the State of Wyoming Liquor Division. Kacee Rundell represented Lost Boyz, LLC and explained the situation to the council as well as what steps she had taken to get reinstated. There was some discussion about how to move forward with a decision while still allowing the license holder time to get it taken care of. An effective date for suspending the liquor license of November 22nd was proposed. Councilman Hopkin stated he thought more time might be needed. A motion was made by Councilman Olson to send out a

letter putting a hold on the liquor license, but to make it effective November 22, 2024 to give time for the licensee to get reinstated with the Liquor Division. Councilman DesRosier seconded. Upon a vote, the motion passed with Councilman Hopkin opposing.

Will Houchin (Ranch Rides, LLC) – New or Used Vehicle Dealership 902 South 4th. The State of Wyoming requires a letter from the local jurisdiction for a vehicle dealer's license. A letter was prepared for Ranch Rides, LLC stating that vehicle sales was an allowable use at 902 S 4th. The council and mayor agreed to the letter and signed it.

Basin Recreation District – Phone Line: The Rec District brought forward an item for discussion regarding telephone utilities into their portion of the Community Complex. The Rec District Board was presented with three options at their board meeting the prior week and had agreed to the option that allowed them to use the town's TCT account to get phones installed. Councilman Hopkin objected to having the Rec District utilize the town's account and would rather see them set up their own account. After some discussion, Councilman Olson made a motion to allow the Rec District to get phone lines installed and the town would invoice them for their portion of the TCT bill and Councilman DesRosier seconded. Upon a vote, the motion passed with Councilman Hopkin opposing.

Loren Alberts: Regarding a piece of property that was annexed into town in 1997, Loren Alberts wanted some clarification on the documents he had found with the original annexation petition and Ordinance 507 where the town agreed to the annexation. His concern was about the access to services for the property. The town reiterated that it is up to the property owner to provide the access and an easement for the utilities. Alberts then proposed that the town move the boundary line of the town so that the inaccessible piece of property was outside the town limits and another property that has access to services would be in the town limits. Mayor Duncan stated that his problem with that is asking the Basin town taxpayers to pay for the annexation change. Alberts stated that the reason he is asking the town to take care of it now is because they didn't take care of it when the original landowners annexed in. Attorney Richins stated that since the landowners requested the annexation and the Town did not force the annexation, that the easements and access would have needed to be done by the landowners who petitioned for annexation. A discussion ensued about it being the responsibility of the property owners to do the development, whether in a group or individually. Afterwards, Alberts again stated that he did not intend to develop the property in question and would rather change which piece of property was within the town boundary. Attorney Richins went over the process of how the town boundary change happens through the process of de-annexation and annexation. Alberts then stated that it was not the annexation process he had an issue with, but rather the cost for the engineering and attorney fees. Mayor Duncan stated that he doesn't see it as a town issue, and the town's legal counsel doesn't see it as a town issue. Alberts again asked for the town to cover the cost for the annexation and Attorney Richins stated that the statute clearly puts the cost on the landowner who petitions the town. Mayor Duncan suggested that Alberts write a letter explaining the issue and requesting that the town waive the fees so that the council could provide an official answer.

24-Hour Alcoholic Beverage Sales Permit – Big Horn Coop: With no objections from Chief McClure about the proposed 24-Hour Alcoholic Beverage Sales Permit, Councilman Godfrey made a motion to approve it. Councilman DesRosier seconded, and the motion passed unanimously.

AVI – Sewer: Jesse Frisbee stated that the DEQ has not approved anything yet, so there are no updates.

3rd Street Water Project: No updates at this time.

Eagles Property Sale / Funds: Attorney Richins stated that all the paperwork had been signed and the closing would be next Friday, the 22nd of November. A discussion then ensued about where to budget the income from the sale. Some new traffic signs were suggested. Continuing work on the Community Complex was also brought up, such as finishing the parking lot in the spring and completing the storage room next to the council chambers. Adding more money to the budget under capital equipment for a police department vehicle was mentioned, as well. The mayor suggested that the council think about how they wanted to prioritize these projects, and they would discuss it more at the next meeting.

Ordinance 714 – Water Tap (3rd Reading): Councilman DesRosier made a motion to approve the ordinance on 3rd reading. Councilman Olson seconded, and the motion passed unanimously.

Policy – Labor and Equipment Rates: Councilman Olson made a motion to approve the Labor and Equipment Rates Policy. Councilman Godfrey seconded, and the motion passed unanimously.

Public Comments: None at this time.

Executive Session: Councilman Godfrey made a motion to go into executive session for personnel at 8:31 p.m. Councilman Olson seconded, and the motion passed unanimously.

Councilman DesRosier made a motion to come out of executive session at 8:50 p.m. Councilman Olson seconded, and the motion passed unanimously.

With no further business to be discussed, the meeting adjourned at 8:51 p.m.

Town of Basin Mayor / CJ Duncan

Town of Basin Clerk / Tracy Harper