

TOWN OF BASIN

Regular Council Meeting – Minutes

Thursday, December 09, 2021

Basin City Arts Center at 7:00 PM

Call to Order Regular Session

Pledge of Allegiance

A Regular Meeting of the Town of Basin Council was held at the Basin City Arts Center in Basin, Wyoming on Thursday, December 09, 2021 at 7:00 PM. The meeting was called to order at 7:00 PM.

Council Members Present: Mayor Duncan, Brent Godfrey, Carl Olson, Stuart DesRosier and Joseph Keele.

Also present were Clerk/Treasurer Deaun Tigner, Public Works Director Steve VanderPloeg, Officer TJ VanderPloeg, Town Attorney Kent Richins, Town Engineer Jesse Frisbee, Jim Reilly, Clayton Draggoo, Ernie Yenny, Michael Yenny, Lenora Yenny, Christa Genger, Peggy Werner, Jackie Wilson, and Rosie Newton.

Public Comment: Town residents Peggy Werner, Jackie Wilson, and Rosie Newton brought photos and presented them to the Council. They discussed the weeds at the New Haven subdivision. They stated that they are having to repeatedly clean up their yards as the tumbleweeds are going into their yards. When they clean up the tumbleweeds they end up filling the dumpsters and then you cannot use the dumpsters. They are also having to buy weed spray to keep them down. They are wanting the weeds to be controlled during the summer so that they do not run into a problem all year long. Mayor Duncan stated that the weed ordinances will be enforced a lot more next summer and apologized that they are having to clean it up. The Town will bring another dumpster down and leave it for a couple of weeks. He did thank them for cleaning the weeds up and taking care of their properties. Mayor Duncan stated that as spring and summer start we will make sure the weed ordinance is strictly enforced there.

Department Summary Report:

Jim Reilly: Jim Reilly went over the audit in detail with the council. He stated that the Town has remained in compliance with the budget and the town continues to build reserve accounts yearly. He

again stressed the importance of rotating duties and segregation of duties. He continues to talk with the office when they have questions.

Public Works: Steve VanderPloeg presented his DSR to the Council. He stated everything is in his report and pretty normal for the year. Councilman DesRosier asked which road they were grading and Steve told him it was under the bridge.

Electric: Deaun Tigner presented the electric DSR to the Council. The transformer at the Dollar Store was reenergized, the banner was pulled out of the middle of the street and tied back to the light pole and the street light circuit on the north end of town by 7th and G street was removed and a new one ordered.

Water Department: The Council reviewed the DSR submitted by Mike Dellos, who was not in attendance at the meeting.

Administrative: Deaun Tigner presented her DSR to the Council. The office has been continuing to work on the interim financing for the sewer project and updating the employee policy manual.

Delinquent/Aging Report: (30) days reported as \$2,006.78, (60+) days \$26,012.51.

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

Police Department: Officer VanderPloeg presented the DSR to the Council. They are waiting on new speed signs on 4th street. Vehicles are currently operational, but the equipment is getting dated.

Mayor Duncan thanked the Police Department and Public Works for helping with the parade. He has had a lot of compliments on the event and wanted to express his gratitude for all the help.

Committees/Commissions/Departments:

Planning/Zoning: Councilman Olson stated they are down three members and we need at least two more.

Planning & Zoning is accepting letters of interest right now.

Rec District: Mayor Duncan reported that the rec director and pool operator resigned so they will be advertising for that position or two separate positions. There will be ongoing discussions about that. The budget is still quite a bit short due to the loss of revenue from oil and gas. They are one board member short from the community but they have received a couple letters of interest. They are still working on the pool to try to figure out why the water keeps draining out. Councilman Godfrey asked if they have contacted Montana Oasis about the pool.

Activities Committee: The biggest activity of the year for the Town of Basin, the Home for the Holidays event, turned out great. There were quite a few businesses that stayed open and the Basin City Arts Center also had the Festival of Trees running at the same time. It looked like there was an excess of about 300

people that attended and about 15 floats. The activity committee will be meeting again to collaborate about how it went and what we can improve on.

Public Comment: One of the ladies that spoke earlier in the meeting wanted to add that we are all doing a good job.

Building/Demolition Permits: None at this time.

Chicken Application/Permits: None at this time.

Executive Session: Councilman Godfrey made a motion to leave the regular discussion and go into executive session at 7:44 p.m., Councilman Keele seconded, and the motion passed unanimously. Councilman DesRosier made a motion to go back into regular session at 7:48 p.m., Councilman Olson seconded, and the motion passed unanimously.

Approve Consent Agenda/Additions/Deletions: Councilman Olson made a motion to add the audit underneath the vouchers, Councilman DesRosier seconded, and the motion passed unanimously.

Conduct of Business:

Councilman DesRosier made a motion to approve the regular meeting minutes from November 11, 2021, Councilman Keele seconded, and the motion passed unanimously.

Mike Dellos will present the radio read meters at the January meeting.

Vouchers: $\$398,485.44 + \text{net payroll } \$92,851.54 = \$491,336.98$. Councilman Godfrey made a motion to accept vouchers and payroll, Councilman Olson seconded, and the motion passed unanimously.

Audit: Councilman Keele made a motion to approve the audit, Councilman Olson seconded, and the motion passed unanimously.

Mount view Cemetery/Yenny Family: Ernie Yenny spoke to the Council about where they could put a bench at the cemetery. The family would like to know if they would be able to put a bench in between his sister Rachel and Yeraldine on plots they own facing the Yenny headstone. He was told that the foundation would have to be flush with the ground, but they would be able to put a bench in between those two graves as long as it was in line with the other headstones. The other concern they had was about the graves that are sinking in, the edges are starting to lean, and they would like it to be filled in. Mayor Duncan did address the foundation requirements as far as the double headstone that was just installed.

Mayor Duncan did state that it wasn't installed properly to begin with and it needs to be addressed. Clayton Draggoo stated if we backfilled and made the graves flat like they are supposed to be that the headstone would be flush. Mayor Duncan replied that the natural slope of the cemetery does fall. Clayton Draggoo stated that the other issue is other stones up there. He stated there was a stone with an angel that on one end, on the downhill side, is a lot higher than the other side and that the new veterans work also has foundations like that as well. Mayor Duncan stated we would take steps to make sure it was addressed. He did apologize to the Yenny Family for having to go through this, but the foundation will need to be fixed.

Policy/Procedures Manual: The town is currently working on a new employee policy manual.

Community Center/Town Offices: Town Engineer Jesse Frisbee presented on the Community Center and the estimate of materials/furniture. Mayor Duncan also stated that he thought it would be appropriate for the town to purchase some chairs similar to the interlocking stacking chairs that are there currently or find out if the school plans on leaving those chairs in the gym. Councilman DesRosier said he would get ahold of Wayne Hammer and ask if the chairs that are currently in the gym will be left in the gym or if the town needs to buy some.

Eagles: The Council read the memo from Heath Overfield on the Eagles Building. They are in the process of designing the new front for the annex building and hope to have it ready for approval by the end of December. They have checked the ramp access in the back of the annex building for compliance with ADA and may have to upgrade the exterior door when they remodel the building, but it appears the ramp will meet the requirements for length, width and slope. Councilman Olson has talked to someone to get block price and what his estimate would be so that we know if we can block the front end with us doing the footer.

North Haven (Lamax) Subdivision: Town Engineer Jesse Frisbee did not find a written agreement on who is paying for the power throughout the subdivision, typically the developer pays for all of the costs. He did contact Jack Nauman who was a former partner of Lamax and he stated it was verbally agreed upon between the Town and Lamax Construction that the town would provide labor and materials throughout the subdivision and the town would charge Lamax for the materials only. He thought the agreement might be in a council meeting. He did think back charging the developer for the materials only seems like a reasonable compromise in this situation. For the alley he is going to shoot some grades on this to see how we can fix the alley drainage. He also thought Carol Kestner could start on the north alley right now next to the coffee shop. Mayor Duncan asked Jesse Frisbee to work with Town Attorney Kent Richins on a letter reminding them they need to finish the alley. Jesse Frisbee said he will finish the south side up before they start the letter. An option to take care of weeds on the property might be to require them to

put up a 6 foot snow fence for the rest of the winter to so it will stop being a nuisance to their neighbors and then spray it next spring.

Swimming Pool: Town Engineer Jesse Frisbee spoke to the Council about reviewing the scope of work included in the swimming pool rehabilitation project with Montana Oasis. Montana Oasis was contracted to install either PVC membrane or concrete overlay on the pool deck and a new perimeter stainless steel gutter system with PVC shell. As the contractor failed to finish on time some other accessories were added to the project (autofill, help with winterizing, etc). The auto-fill was working when the swimming pool was open in the summer of 2021 and so no water loss was reported, but when the pool was winterized the auto-fill system was shutoff and the pool started to drain. Duane from Montana Oasis did do a pressure test and put inflatable plugs in there, 12-15 psi, let it sit for over an hour and it held pressure. He does not think it is anything to do with the main drain, but does think it is has something to do with a cracked pipe. He suggested to fill the pool and see how far the pool drains. Most likely he thinks it is a cracked sump. He does have some epoxy if the sump is cracked, but the town would have to hire him to do that as that was not part of the original scope of work and is not under warranty. He stated it is not ideal to leave the pool empty, but it should be okay. Mayor Duncan asked if it would void the warranty and Jesse Frisbee thought it should not. Mayor Duncan said he could try and put the plugs in there and fill it.

AVI: Wilson Bros. are going to start on 4th street on Monday and move in another crew the middle of next week up on 9th and to be prepared for some detours. Councilman Godfrey asked Public Works Director Steve VanderPloeg to let him know if they are going to block off streets and to notify the Police Department and Fire Department so they can still get emergency services in there. Jesse Frisbee also stated Wilson Bros could take care of this.

Second meeting of the month: Councilman Olson made a motion to not have a second meeting of the month, Councilman Godfrey seconded, and the motion passed unanimously.

Executive Session: Councilman Godfrey made a motion to go into executive session at 8:44 p.m. for potential litigation, Councilman Olson seconded, and the motion passed unanimously. Councilman DesRosier made a motion to adjourn executive session and go into regular session at 8:58 p.m., Councilman Olson seconded, and the motion passed unanimously.

There being no further business to discuss, Councilman Godfrey moved to adjourn the Regular Meeting, Councilman Olson seconded, the motion passed unanimously, and the Regular Meeting was adjourned at 8:59 p.m.

Town of Basin Mayor/CJ Duncan

Deaun Tigner – Town Clerk