

TOWN OF BASIN
Regular Council Meeting - Minutes
Thursday, December 12, 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, December 12, 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, Jim Reilly, Wyatt Harrison, Daryl Rapp, Josh Huggins and Cash Duncan.

Public Comment: Daryl Rapp asked if there was an ordinance against trucks using engine brakes as they enter the town. Mayor Duncan answered that there was, but that there was difficulty enforcing it as the governing body for the highway usually refuted the tickets as the brakes are considered safety equipment. Rapp also mentioned that he had concerns regarding the brick wall on the NE corner of the community complex. It appeared that the roof was leaking down behind the bricks and that there was a potential for collapse as happened with the Eagles building. Mayor Duncan stated that a roofer had looked at it and that it did not appear to be an issue, but that the town would request another look.

Matters from the Staff:

Jim Reilly, CPA – Audit: Jim Reilly, CPA reported on the findings of the annual audit that was conducted earlier in the year. He went through the printed audit report and then summarized that the cash balance for all of the town's funds had increased this year, including the utility funds, which was a positive finding. He stated that the office was very well run and that they do a good job of documentation. He also reminded the council that as with all small entities, there was difficulty in segregating duties due to staffing and that it was important the council reviews the activity in the town's accounts.

Public Works: Mike Dellos went over his DSR report and asked if there were any questions regarding it. Councilman DesRosier commented to please call in any planned burning.

Electric Department: Josh Huggins was in attendance for another agenda item but reviewed the printed DSR report for the electric department with the council. Councilman Hopkin asked about the attachment agreements for the poles, and Administrator Tigner reported that Bill Dahlke was still working on it.

Administration: Administrator Deaun Tigner reported that the new service order process had begun, and that we were still working through some kinks. She stated that she had sent Tony Harrison to a class held by the EPA for grants for technical assistance. Harrison gave an overview of the grant money that might be available. Harrison also reported on a program from the State of Wyoming for grant funds for infrastructure projects. Tigner reported that a grant application was submitted and that there was a meeting set up with Wyoming Rural Water on January 7th, and training by Core and Main on the radio

read meters the week of January 25th. Harrison reviewed where he is at on installation of the new meters. Tigner and Harrison also reported that there was a plan in place to start using WYDOT for fuel with Big Horn Co-op closing their local retail store.

Police Department: Chief McClure reviewed his printed DSR. He gave an update that the vehicle radio grant was waiting for signature from the state before they can start purchasing. With it being slower, they were also spending some time on the facilities and vehicles. Councilman Hopkin asked about the vehicle that was supposed to be decommissioned. McClure stated that it was just a matter of finding time to take the equipment out of it and get the decals off.

Legal Counsel: Attorney Richins stated he did not have anything other than what was on the agenda but did want to thank outgoing Councilmen Olson and DesRosier for their years of service to the town.

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: Program Director Cash Duncan was present and went through a quick report of all of the activities that were currently underway.

Motocross track: Cash Duncan presented a proposal for a motocross facility on town-owned property west of the raw water pond that he had approached the Rec District board about at their last meeting. The Rec District was in favor of the idea and wanted to approach the town about a lease agreement for the property and possibly use fees for the town's equipment to do the dirt work. Josh Huggins was in attendance as he has a lot of experience with facilities of this type and answered all of the council's questions. The council decided to move the item onto the agenda so they could discuss it more and make a decision later in the meeting.

Activities Committee: Mayor Duncan reported that the Home for the Holidays event went well. There was a lot of volunteer help to make sure everything went smoothly. The weather was relatively warm, and attendance seemed pretty average compared to prior years. He thanked everyone who participated and volunteered their time.

Building/Demolition Permits:

Mark Schlattmann (212 S 12th St): 26' x 36' pole construction garage with concrete pad & sidewalks: Mayor Duncan inquired where on the property the garage would sit, and Mike Dellos gave a description of where he understood it would go from his discussion with Mark Schlattmann. Councilman Godfrey made a motion to approve the building permit, Councilman Hopkin seconded, and the motion passed unanimously.

Chicken Permits: None

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

Approve Consent Agenda/Addition/Deletions: Mayor Duncan requested to add Basin Rec – Motocross, Parking Lot Concrete, and Employee Dinner to the agenda after Vouchers. Councilman Godfrey made a

motion to approve the agenda with those adjustments, Councilman DesRosier seconded, and the motion passed unanimously.

Conduct of Business:

Meeting Minutes: Councilman Hopkin made a motion to accept the minutes as presented for the regular meeting from November 14, 2024. Councilman Olson seconded, and the motion passed unanimously.

Vouchers: Vouchers were presented for \$465,567.31 plus net payroll of \$99,252.99 = GT \$564,820.30. Councilman Hopkin made a motion to pay the vouchers. Councilman DesRosier seconded, and the motion passed unanimously.

Basin Rec – Motocross: Mayor Duncan requested input from the council and department heads. Councilman Godfrey stated that he was in favor of the increase in business it would bring to the town. Councilman Hopkin thought it would be good to clean up and utilize the area. Chief McClure stated that there would be noise complaints to deal with and could be issues of possible trespassing. Tony Harrison thought that it would be good to have something for the kids to do. Councilman Hopkin stated that the tracks out on torchlight proved there would be a lot of usage. Councilman DesRosier stated that his only concern was that the hours it was used did not create noise issues at the school. Attorney Richins reported that he did not have concerns as long as the documentation was clear in who the liability for the property fell on. Jesse Frisbee stated that he did not think there would be any issues with utilities. Mike Dellos reported there was a raw water line that runs to the cemetery and the communications line to the tank runs through that area. Mayor Duncan stated that it could be addressed in the lease to make sure there was no permanent structure on top of those lines and the Town would have access if needed. Councilman Hopkin made a motion to support the idea of building a track and renting the property to the Rec Department and to start the process of entering into a lease agreement with them. Councilman Godfrey seconded, and the motion passed unanimously. It was also agreed that discussion about the rental of the equipment could follow after the lease agreement process was started.

Parking Lot Concrete: Big Horn Redi-Mix presented a bid for phase two of pouring concrete for the Town Hall parking lot in the amount of \$58,802.40. Councilman Olson, as a representative for Big Horn Redi-Mix, went over what was included in the price, and that there was wording that the price of rebar could go up. Councilman Godfrey made a motion to install the concrete next spring based on the bid received with a contingency for the rebar price. Councilman Hopkin seconded, and the motion carried with Councilman Olson abstaining.

Employee Dinner: The council would be hosting a dinner for employees and families on December 27th at noon at the Basin City Arts Center. Details were discussed and a head count from departments was requested so they knew how much food to bring.

Special Events Permit – Goat Roping: A motion was made by Councilman Olson to approve the Special Events Permit, Councilman DesRosier seconded, and the motion passed unanimously.

24-Hr Alcoholic Beverage Sales Permit Application – Topsy Cow: Chief McClure stated that his only concern was that the goat roping ended at 4 p.m. and the alcohol permit went until 11 p.m. but that he was okay with it if the council approved. Councilman Olson made a motion to approve the permit, Councilman Godfrey seconded, and the motion passed unanimously.

24-Hr Alcoholic Beverage Sales Permit Application – Katie Seeley: The date for the event had already passed, but Councilman Olson stated that it was held at the BCAC and they had not actually sold any alcohol so a permit may not have been needed. A motion was made by Councilman Olson to accept the permit application fee, Councilman DesRosier seconded, and the motion passed unanimously.

AVI – Sewer: Jesse Frisbee reported that he had received some feedback from the EPA for some corrections.

3rd Street Water Project: Jesse Frisbee stated that there had been an amendment on the ARPA grant to increase the amount by adding \$58,796.00 in funding. He suggested that an update to a 2” spur line between 3rd and 4th Streets could be added. He would draft up the changes and get some numbers from Wilson Brothers on the cost to add that piece to the project. Councilman Olson made a motion to accept the amendment for the amount of the ARPA grant, Councilman DesRosier seconded, and the motion passed unanimously.

Public Comments: None at this time.

Executive Session: Councilman DesRosier made a motion to go into Executive Session for Personnel at 8:35 p.m., Councilman Olson seconded, and the motion passed unanimously.

Councilman Hopkin made a motion to adjourn executive session at 8:55 p.m. Councilman DesRosier seconded, and the motion passed unanimously.

With no further business to be discussed, the meeting ended at 8:56 p.m.

Town of Basin Mayor / CJ Duncan

Town of Basin Clerk / Tracy Harper