

## **TOWN OF BASIN**

Council Meeting – Regular Minutes

Thursday, July 11, 2019

Basin City Arts Center at 7:00 PM

Call to Order Regular Session

Pledge of Allegiance

A Regular Meeting of Town of Basin Council was held in the Basin City Arts Center in Basin, Wyoming on Thursday, July 11, 2019 at 7:00 PM. The meeting was called to order at 7:00 PM.

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

Also present were Clerk/Treasurer Charlene Anderson, Deputy Clerk/Court Clerk Deaun Tigner, Clerk Tracy Harper Water, Department Mike Dellos, Chief of Police Chris Kampbell, Town Attorney Kent Richins, Town Engineer Jesse Frisbee, Laurie Morstad, Dondee Duncan, Barbara Anne Greene, Tammy Keele, John Hallcroft, and Carmen Olson.

### **Department Head Reports:**

Electric Utility: Stacey Leshar was not able to attend. He did submit his Department Summary Report.

Water Department : Mike Dellos reviewed his submitted Department Summary Report with the Council.

Public Works: Steve VanderPloeg was not able to attend. He did submit his Department Summary Report.

Administrative: Charlene Anderson reviewed her submitted Department Summary Report with the Council.

Municipal Court/Mount View Cemetery: Deaun Tigner reviewed her submitted Department Summary Report with the Council.

Police Department: Chris Kampbell reviewed his submitted Department Summary Report with the council. Chief Kampbell also stated that A street will be closed next Wednesday, Thursday, and Friday for putting new asphalt at the school, July 17, 18, and 19.

### **Committees/Commissions/Departments:**

June 25, 2019 Planning & Zoning Commission Minutes: Mayor Duncan talked to Ken Fink. The Planning & Zoning Commission are close to making a recommendation and hoping to have something for the August meeting.

Recreation District #4 – Family Fun Night: Mayor Duncan volunteered himself and the council to cook food for the Family Fun Night on July 26, 2019 from 5-8 p.m.

Activity Committee: Councilman Carl Olson made the motion to appoint Michelle Olsen to the Activity Committee, Stuart DesRosier seconded, and the motion passed unanimously. Councilman Joseph Keele talked about the Home for the Holidays and community activities. They are wanting to start meetings in August held at the Town Hall. Joseph Keele will let us know when they will have a meeting.

Mayor Duncan discussed having something in the summer to recognize the Town. One of the ideas was lining Hwy 20 and C Street with flags on the light posts, starting the week of Memorial Day and leaving them up through the summer through Labor Day, alternating the American flag and the Wyoming flag. There was a discussion on having people donate money for the flags. Deaun Tigner will work with Dondee Duncan and Stacey Leshar to get more information on how much the flags and brackets would cost and then let the community know how much they would cost. The

Town will also put the information on the Town's Facebook page. Tammy Keele suggested an idea to have plaques that the community could buy to put names on next to the flags in the future.

**Public Comments:** Laurie Morstad discussed with the Council concerning the animal ordinance. She is concerned about having to put the tags on cats. She was informed that the Town will investigate finding a safer way of having the animal licenses for cats so that they will not catch on something.

**Building Permits:**

Bill & Kristi Phillips – 106 & 112 South 3<sup>rd</sup> Street – Demolition.

Curtis Lindgren – 161 North 7<sup>th</sup> Street – Fence.

Councilman Carl Olson made a motion to accept both building permits, Stuart DesRosier seconded, and the motion passed unanimously.

**Executive Session:** Councilman Stuart DesRosier made a motion to go into executive session to discuss personnel issues, Joseph Keele seconded, and the motion was passed to go into executive session at 7:41 p.m. Joseph Keele made a motion to adjourn executive session, Carl Olson seconded, and the executive session was adjourned at 8:00 p.m.

**Consent Agenda:** The Consent Agenda was reviewed by all present Council members. Councilman Carl Olson moved to accept the Consent Agenda, Joseph Keele seconded, and the motion passed.

**Conduct of Business:**

Minutes from the Regular Meeting on June 13, 2019 and Special Meeting on June 13, 2019 were moved to record upon a motion from Carl Olson, seconded by Stuart DesRosier, and passed unanimously.

Vouchers \$457,861.05 + Payroll Net \$44,376.34= GT \$502,237.39. Carl Olson made a motion to accept the vouchers, Stuart DesRosier seconded, and the motion passed unanimously.

Delinquent/Aging: 30 Days \$9,361.50, 60 Days \$20,532.78 as of July 11, 2019: Clerk-Treasurer Charlene Anderson reported that the aging report was about the same as the previous month. The Town will continue to send shut off notices June 15, 2019.

Water Rate Increase: There was a discussion that the we will have to increase the water rates for the Town as where the Town purchases the water from the Joint Powers Board there will be a \$2.00 increase on the EDU (estimated daily use), and within the next year there will be an additional \$1.50 that will come from the Regional. Councilman Carl Olson made a motion to have Town Attorney Kent Richins write an ordinance for the rate increase of \$3.50, Councilman Joseph Keele seconded, and the motion passed unanimously.

Basin Business: There was a discussion about recognizing local businesses in the paper weekly. Mayor Duncan and the office will start working on this.

School Plan: Last month the Council and Town Employees did a walk through the school. Starting next month in August they would like to start to get some ideas together and then in September start getting community involvement to decide what they would like to see in the building.

Industrial Subdivision: Tracy Harper will get a meeting set up with the Council members and Paul & Amy Quick hopefully by the end of the month.

Sewer Lagoon Project: Mike Dellos has been asked to set up a meeting with DEQ, the Council and Jesse Frisbee regarding the sewer lagoon project.

Eagles: Stuart DesRosier made a motion to have permission to sign the grant for the Eagles building when it comes in, Joseph Keele seconded, and the motion passed unanimously.

Raw Water Conversion: We have talked about converting the raw water fee to be added onto the normal monthly utility bill. In the next few months, the Town employees will be adding the raw water to the monthly utility bills. Town Attorney Kent Richins will change the ordinance to say that the raw water will change to a monthly fee instead of an annual property fee. We still want to make sure the ordinance says the property owner will pay for the raw water. Mayor Duncan talked about some property owners in Town that have raw water access and also flood water access and would like to discuss that if owners have raw water that they cannot flood irrigate as we have to stop the inflow into our sewers. Joseph Keele motioned to add the change raw water billing to the monthly utility bills, Carl Olson seconded, and the motion passed unanimously.

Insurance Consultant: Councilman Joseph Keele made a motion to have the insurance consultant investigate different options, Stuart DesRosier seconded, and the motion was passed unanimously.

Easement Abandonment – Ryan Julson: No utilities run through this easement. Councilman Stuart DesRosier made a motion to abandon the easement, Carl Olson seconded, and the motion passed unanimously. Town Attorney Kent Richins will take care of this.

Special Events Permit for Beer Garden at Fair Grounds: Councilman Carl Olson made a motion to accept the Special Events Permit provided that the beer garden be maintained during and through the dance on August 2, 2019, Joseph Keele seconded, and the motion passed unanimously.

Brush Pile: The Town will allow people to remove wood from the brush pile as long as people sign the waiver to get wood for the brush pile.

Employee Policy Handbook: There will be a meeting on July 25, 2019 at 7 p.m. at the Town Hall to discuss the Employee Handbook.

Ordinance 669 – Dog & Cat Nuisance & Licensing Regulation: Councilman Stuart DesRosier moved to accept the 3<sup>rd</sup> and final reading of Ordinance 669, Carl Olson seconded, and the motion passed unanimously.

Ordinance 670 – Damage and Injury to Public Property: Second reading. Carl Olson moved to accept Ordinance 670 on the second reading, Stuart DesRosier seconded, and the motion passed unanimously.

Ordinance 671 – Rabbits: The first reading establishing rabbits as a nuisance within the town limits was presented to the council and upon motion duly made and seconded, the ordinance failed.

Ordinance 672 – Weeds: This was the first reading establishing a 15-day written notice provision to only require one time each year for a particular property. Citations may be issued without the written notice for any additional offenses

during the year. Carl Olson made a motion to pass Ordinance 672 on the first reading, Stuart DesRosier seconded the motion, and the motion passed unanimously.

Mayor CJ Duncan requested an Executive Session pertaining to personnel issues at 9:40 p.m. Carl Olson motioned to go into executive session at 9:40 p.m., Joseph Keele seconded, and the Council convened into executive session. Carl Olson made a motion to adjourn executive session, Joseph Keele seconded the motion at 9:48 p.m., motion carried with a unanimous vote. The regular meeting reconvened at 9:48 p.m.

There being no further business to discuss, Carl Olson moved to adjourn the Regular Meeting, Joseph Keele seconded, motion passed unanimously, and the Regular Meeting was adjourned at 9:49 p.m.

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Town of Basin Mayor/CJ Duncan

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Town of Basin Clerk/Treasurer - Charlene Anderson