

## **TOWN OF BASIN**

Council Meeting – Special Meeting

Thursday, September 26, 2019

Town Hall at 7:00 PM

Call to Order Regular Session

Pledge of Allegiance

A Special Meeting of the Town of Basin Council was held in the Town Hall in Basin, Wyoming on Thursday, September 26, 2019 at 7:00 PM. The meeting was called to order at 7:00 PM.

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

Also present were Clerk/Treasurer Deaun Tigner, Electrician Stacey Leshner, Water Department Mike Dellos, Chief of Police Chris Kampbell, Sergeant Greg Hess, Town Attorney Kent Richins, Barbara Anne Greene, Laurie Morstad, Jesse Frisbee, Miquelle Bernard, and Susan Thomas.

**Approve Agenda/Additions/Deletions:** Mayor CJ Duncan added items 1.1 and 2.2 to the agenda. Brent Godfrey moved to accept the agenda, Stuart DesRosier seconded, and the motion passed unanimously.

**Ferguson Water Works:** Miquelle Bernard and Susan Thomas met with the council and discussed AMR meters for the Town of Basin.

**Chamber:** Barbara Greene spoke to the council about the Basin Chamber receiving the \$10,000 placemaking grant.

**Employee Handbook:** The front office and Council will continue to work on adding/changing information to the Employee Handbook to make sure that everything is correct before approving the handbook. Things discussed at this meeting were making sure that the FMLA information in the handbook is correct, having all employees be aware that they would be paying for premiums on insurance if they have run out of all sick/vacation time, working with the chain of command handbook, overtime pay, etc. Town Attorney Kent Richins brought up “on the second offense the employee will be terminated” and also making sure that we include that we are an at will state. Chief of Police Chris Kampbell suggested that we add smoking/vaping/e-cigarettes to our employee handbook and making sure that it includes vehicles and facilities as well. The employee handbook needs to say under holidays “The Town of Basin observes these paid holidays,” so that it is clear on what the Town of Basin pays.

**Health inspector:** The health inspector for the State of Wyoming is Todd Denny. He also works with the Public Health in Greybull.

**Building Inspector:** The Council has talked about getting a building inspector in the past. Brent Godfrey stated that if we ever do get a Building Inspector we need to get a qualified building inspector that would not be looking out for his own benefit. Carl Olson stated that we do not need a building inspector until we adopt a building code.

**Dog Catcher:** The Town of Basin has a nice grassy area next to the Electric/Water Department and that could be a possible location for a kennel. If the Town did that we would have to have an actual legal kennel and would have to follow rules/laws, making sure that it was heated and sanitary. There was a discussion about getting a part-time dog catcher, paying them \$10.00 an hour, and they would be responsible for cleaning and taking care of the animals. This was tabled for the next meeting.

**Jack Naumann – Raw Water/Troy Ibarra:** Jesse Frisbee did some research on this. To run a line through Jack Naumann's property it would require close to 1000 feet of pipe and across Troy Ibarra's property on a 760 ft easement. The Town of Basin has been charging the Estes Estate and Vern Estes for an open ditch fee for 30 years roughly and as far as we know the only water they get is waste water from other farmers. Jesse Frisbee will look into both of these issues and report back to the Mayor and Council.

**Eagles Review:** Their paperwork is at the WCDA and we are waiting to hear back from them. If the annex portion of the building is saved there was a discussion on what the Town would like to do with it.

**Sewer Taps:** There is a resident in the town that owns three lots, his house sits on one and a half and his garage sits on the other one, and the remaining half he wants to put a camper dump by his garage which would require a sewer tap and he would like to know if the Town would be willing to waive the tap fee as it all sits on one piece of property. Councilman Carl Olson made a motion to not allow the town to waive the tap fee, Brent Godfrey seconded, and the motion was passed.

**Tourism Assessment and Strategic Plan:** Barbara Greene sent information to the Council about someone coming in and assessing the whole county. They will come in and give us a strategic plan and could potentially help the Town. Barbara Greene is not asking us for a financial promise at this point, but perhaps later around \$250.00. The Town of Basin opted out of it at the last meeting, so they will not look at Basin to grow our tourism. Barbara Greene is asking us to reconsider the vote against it. Mayor Duncan feels like with the success of the boat dock that this is something we should do. Monetarily wise, we have not put anything in the budget for this. Councilman Joseph Keele made a motion to accept having a tourism assessment done in Basin, Carl Olson seconded the motion with a statement that we keep our minds open to the monetary aspect of it as well, and the motion was passed unanimously.

**Basin City Arts Center:** The Basin City Arts Board is 2 people down and are looking for people on the board. The P & Z is also down one person as well and is looking for someone to be on the board.

**Full time Court Clerk/Office Clerk:** We are setting up interviews for Monday, September 30, 2019, at 6:30 p.m. Councilman Carl Olson said he would come to the interviews, along with Chris Kampbell, Deaun Tigner, and Mayor Duncan.

**Speed Limit – Washington Park:** Roxanne Brewer asked about three months ago to have the speed limit changed as there are a lot of children at the park and they feel like the traffic is too fast. If the Town were to change the speed limit around the park, Chris Kampbell suggested that we have a traffic study done by WyDOT before we did it. It was discussed that we wait until the new schools are in to see what the traffic is like and look into it further. Councilman Joseph Keel will let us know what the cost would be to have WyDOT do a traffic study in this area.

**Mount View Cemetery Disinterment:** There was a discussion about a family wanting to disinter a family member from their present grave, purchasing new graves, and then moving the person to another spot. The Town would have opening and closing on two graves, setup on one grave, cost of the casket, the family would have to find a funeral director to buy a casket and the funeral director would have to be present during the entire process. Deaun Tigner will gather all of the information and costs and send the information to the family member so they can proceed.

**Ordinance 673:** Third and final reading on the Water Utility increase that we will be going to as of November 15, 2019. Joseph Keele made a motion to accept the third and final reading, Stuart DesRosier seconded, and the motion passed with Brent Godfrey being opposed.

**Ordinance 674:** Raw Water monthly payments with prorate each month. There has been some discussion on individuals who are renting a piece of ground, but the landlord pays for this. This would need to be a separate account

and the landlord would be billed yearly. Councilman Carl Olson moved to accept the third and final reading, Joseph Keele seconded, and the ordinance was passed unanimously.

**Ordinance 675:** Prorate of Utilities: This ordinance was tabled at the last meeting as it ties into the automated reading. Councilman Stuart DesRosier made a motion to table this discussion for the next meeting, Carl Olson seconded, and the motion was passed unanimously.

**Ordinance 676:** First reading of liquor license. Councilman Brent Godfrey made a motion to accept this ordinance on the first reading, Councilman Joseph Keele seconded, and the motion was passed unanimously.

**Executive Session:** Mayor CJ Duncan requested an Executive Session pertaining to litigation. Brent Godfrey motioned to go into executive session at 9:04 p.m., Carl Olson seconded, and the Council convened into executive session. Brent Godfrey made a motion to adjourn executive session, Carl Olson seconded the motion at 9:29 p.m., motion carried with a unanimous vote. The special meeting reconvened at 9:30 p.m.

There being no further business to discuss, Joseph Keele moved to adjourn the Special Meeting, Stuart DesRosier seconded, motion passed unanimously, and the Regular Meeting was adjourned at 9:30 p.m.

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Town of Basin Mayor/CJ Duncan

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Town of Basin Clerk/Treasurer – Deaun Tigner