

TOWN OF BASIN

Council Meeting – Regular Minutes

Thursday, October 10, 2019

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 in the Basin City Arts Center in Basin, Wyoming on Thursday, October 10, 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, Deputy Clerk Tracy Harper, Water Department Mike Dellos, Electrician Stacey Leshner, Chief of Police Chris Kampbell, Town Engineer Jesse Frisbee, Laurie Morstad, Tammy Keele, and Vicki Davis.

Department Head Reports:

Electric Utility: Stacey Leshner reviewed his submitted Department Summary Report with the council.

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

Administrative: Deaun Tigner 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: Sergeant Greg Hess reviewed his submitted Department Summary Report with the council. He also reviewed the Town Emergency Plan.

WAM: Carl Olson presented information on the Regional WAM meeting he attended. He discussed the Opportunity Zone that he thought would be a good idea for the Town to look at. The other thing to look at is the Food Truck bill the State of Wyoming is trying to pass.

Committees/Commissions/Departments:

Planning & Zoning: Reported by Carl Olson. P & Z is looking at changing some of the zoning. General discussion has been on enforcement, fees and penalties.

Activity Committee: Joseph Keele reported on the activities committee. The activity committee needs some volunteers for Home for the Holidays. They are going to put together a live nativity in front of the Court House. WyDOT will give us some more barrels to have for heat. They did discuss the liability of having a live nativity. The Activity Committee will bring in a volunteer list to have at the Town of Basin to have people sign up to volunteer to help. The Friends of the Library will be at the library to help as well. People donating the animals for the live nativity are asked to stay with their animal(s) at all times.

Rec Board: The bylaws were ratified and are changed as of now. The changes state that if the Rec Board is ever disbanded and dissolved, then the Town of Basin would get the assets. They would like to have the public more involved, so they will have 3 members of the Town, 3 members of the School District, and 3 members at-large seats. They will be advertising for these positions and collecting letters of interest. In the January 2020 meeting, these people will be appointed. It currently is a 9 member board, 4 from the school board, 4 from the Town, and 1 at large.

Public Comments: Vicki Davis submitted a petition to the Health Department and sent copies to the Town of Basin about the house located at 502 South 8th. Mayor Duncan stated he would call and check on the progress at the Health Department.

Carmen Olson had a question on why the Town of Basin buys pickups instead of cars. Mayor Duncan stated that there are numerous health studies that its safer/healthier to get in and out of a car with their gear on and pickups are cheaper to purchase than cars are. Carmen Olson also asked about why police vehicles are being used for farming and home use. Mayor Duncan replied that officers are allowed to take their vehicles home as they can have a quicker response time if needed.

Building Permits: Jason & Laura Norris: 957 N 8th – Finish a privacy fence around the house. Councilman Stuart DesRosier made a motion to approve this building permit, Joseph Keele seconded, and the motion was passed unanimously.

Executive Session: None requested at this time.

Consent Agenda: The Consent Agenda was reviewed by all present Council members. Mayor Duncan added the Cemetery Wood Pile as L1. Councilman Brent Godfrey moved to accept the Consent Agenda, Stuart DesRosier seconded, and the motion passed.

Conduct of Business:

Minutes from the Regular Meeting on September 10, 2019, and Special Meeting on September 26, 2019 were moved to record upon a motion from Stuart DesRosier, seconded by Joseph Keele, and passed unanimously.

Vouchers \$289,770.18 + Payroll Net \$51,692.17 = GT \$341,462.35. Councilman Brent Godfrey made a motion to accept the vouchers, Carl Olson seconded, and the motion passed unanimously.

Delinquent/Aging: 30 Days \$8,839.24, 60 Days \$21,154.76 as of October 8, 2019: Clerk/Treasurer Deaun Tigner reported the 30 days and the 60 days have gone down a little, but not a lot. The 30 days is a little higher as the meeting was at the beginning of the month and the 60 days has stayed about the same as the previous month. Most of the 60 days are deceased or have left town, so we are really going to struggle to collect some of them.

Volunteers to help move schools: Mayor Duncan reported that the school is asking for community volunteers to move bigger items. Joseph Keele made a motion to let the Town Employees on Friday use Town Equipment to help move the school as long as only the Town Employees run the equipment, Carl Olson seconded the motion, and the motion was passed unanimously. Stuart DesRosier abstained from the vote.

Command Center: Mayor Duncan reported that there is possibly a need for the Booster Club to have something to sell their stuff out of to raise money to support the schools. Brent Godfrey stated that the command center itself was given to the town by the Rural Healthcare District. As far as any radios put into it bought by Homeland Security, the Chief of Police Chris Kampbell would have to pull it and strip the vehicle; however, the town does own the vehicle itself. Brent Godfrey made a motion to offer the old Chevy Ambulance that was a Command Post to the Booster Club/School District after the Chief of Police Strips it and takes the decals off, Joseph Keele seconded, and the motion passed unanimously. Mayor Duncan will approach the School District and the Booster club about this.

Electronic Meter Reading: The Council has spent quite a bit of time discussing electronic meter readings and now is the time to decide if we would like to pursue it or should we stop where we are and not waste any more time on it. Carl

Olson made a motion to discontinue the electronic meter reading, Brent Godfrey seconded the motion, and the motion was passed unanimously.

Eagles Building: Mayor Duncan reported that SLIB got in touch with HUD about if they needed to do a Historical Contamination review and they said yes. This is what is holding up the Eagles Building grant. As soon as that goes through, then we can move to the next step.

Haul Water: Carl Olson made a motion to charge the haul water at \$10.00 per 1000 gallons with a \$50.00 deposit per card, Brent Godfrey seconded the motion, and the motion passed unanimously.

Raw Water – Jack Naumann/Troy Ibarra: Carl Olson made a motion to explore the options of getting a 4" water line with one hydrant and two taps either in-house or by contract, whichever would be the best for the Town of Basin's budget, Brent Godfrey seconded the motion, and the motion passed unanimously. Town Engineer Jesse Frisbee will put together an estimate so the Council can review which option will be better. Jesse Frisbee will also work on the easement.

Community Center: Mayor Duncan reported that the Town will be able to utilize the gym in the winter for recreational activities. Carl Olson reported that we still need to get a plan together for what we want to do with the community center. It will be added to the Agenda for the second meeting in November.

Employee Handbook: The employee handbook will clarify what the timeframe of benefits of new employees will be including sick/vacation time. Mayor Duncan would like to have the employee handbook updated by the first regular meeting in November.

Dog Catcher: Jesse Frisbee will look into the rules/laws for a dog kennel and come up with some basic kennel designs for the Council to view at the next meeting on October 26, 2019 and have more of a plan by the first meeting on November 14, 2019.

Cemetery Wood Pile: The cemetery wood pile will be cleaned up and moved to the green waste by the sewer pond, and then the Town will lock the gate behind the cemetery. The Town will continue to accept green waste with the new drop off location being next to the sewer pond.

Designation of a portion of South Street to Alley Status: Carl Olson made a motion to designate south street from 5th Street west as an alley, Stuart DesRosier seconded, and the motion passed unanimously.

Speed Limit – Washington Park: Carl made a motion to leave the speed as is and put up children at play signs, Brent Godfrey seconded, and the motion passed unanimously.

Ordinance 675 – Prorating of Utilities: First reading of ordinance. This ordinance was tabled at the last meeting. 1st Reading of Ordinance. Carl Olson made a motion to accept this ordinance on the first reading, Brent Godfrey seconded, and the motion passed unanimously.

Ordinance 676 - Liquor License: Second reading of ordinance: Brent Godfrey made a motion to amend Ordinance 676 to state the fee will be \$50 unless being used on Town of Basin property in which case the fee would be \$150 with \$100 refundable, Joseph Keele seconded, and the motion passed. Carl Olson voted no.

Mayor CJ Duncan requested an Executive Session pertaining to personnel issues. Brent Godfrey motioned to go into executive session at 8:54 p.m., Joseph Keele seconded, and the Council convened into executive session. Carl Olson made a motion to adjourn executive session, Stuart DesRosier seconded the motion at 9:08 p.m., motion carried with a unanimous vote. The regular meeting reconvened at 9:08 p.m.

There being no further business to discuss, Brent Godfrey moved to adjourn the Regular Meeting, Carl Olson seconded, motion passed unanimously, and the Regular Meeting was adjourned at 9:06 p.m.

Town of Basin Mayor/CJ Duncan

Town of Basin Clerk/Treasurer – Deaun Tigner