

TOWN OF BASIN

Council Meeting – Regular Minutes

Thursday, November 14, 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, November 14, 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, Public Works Steve VanderPloeg, Electric/Utility Stacey Leshner, Chief of Police Chris Kampbell, Town Engineer Jesse Frisbee, Laurie Morstad, Tammy Keele, Vicki Davis, Lyle Ranta, Sandy Ranta, Roger Follettt, and John Hallcroft.

Department Head Reports:

Public Works: Steve VanderPloeg reviewed his submitted Department Summary Report with the Council. The gate at Mount View Cemetery is locked to the wood pile. The Christmas lights are up.

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

Water Department: Mike Dellos did not attend but did submit his Department Summary Report to the Council.

Administrative: Deaun Tigner reviewed her submitted Department Summary Report with the Council.

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

Police Department: Police Chief Chris Kampbell reviewed his submitted Department Summary Report with the council. The new patrol vehicle is here and going to get decals put on. The new SRO has been training at the school and will be attending the Academy in January.

Committees/Commissions/Departments:

Planning & Zoning: Roger Follett reported on the P & Z. They are working on a new zoning ordinance and looking at updating the matrix so it conforms to what they think it should be. The next P & Z meeting will be held on Wednesday, November 20, 2019, to do the variance request for the Search and Rescue building so it will be in before the next council meeting.

Activity Committee: Tammy Keele reported on Home for the Holidays on November 30, 2019. The Friends of the Library will host Santa this year at the library with different activities while kids are waiting to get their picture taken with Santa. The nativity is getting bigger and they do need volunteers for different areas of the parade activities. They are also encouraging people to get a float in. The menu is roasted pig, baked beans, rolls, and coleslaw. Local churches will be bringing hot drinks/cookies, etc.

Rec Board: The Rec Board is starting to advertise for the two open at-large seats anywhere in the rec district. Anyone that is interested in it within the district boundaries can put in for it.

Public Comments: Lyle Ranta reported a safety issue with taking the stop signs down going east and west on A street and B street. There are still kids that are walking and there seems to be more traffic on B street than A street, but it seems like the speed limits have raised as far as people driving. He is concerned about the possible speeds that go on A and B street. He would like to see the stop signs put back up.

Vicki Davis was wondering if the Town had heard anything from the Health Department on the Passage house. She also reported a cat issue that is happening at that property as well. She would like direction on where to go from here. Councilman Stuart DesRosier stated that he did talk to Todd Denny who said that he does not work on that, that he is a health inspector, and that she needed to go back to the Health Department and talk to them. Vicki Davis also would like to know if there is a statute pertaining to how many vehicles can be at a single residence in a residential area. As an example, at one address she counted 12 cars in the yard. She also would like to know if they need to be licensed to run a business with the cars in the Town of Basin. She is concerned about a blind intersection. Some of the vehicles have not been moved for over a year. Vicki Davis would like to know what they could do to petition the Town to change the ordinance. Roger Follett stated that the ordinance says that salvage yards are not allowed in the Town. They are allowed to have a small business as long as the primary use of the property is as a residence, but then you would have to determine if they are using it more as a business. Chief of Police Chris Kampbell stated Ord 5-5-1: No person shall abandon or leave any vehicle on any public or private property for such time or under such circumstances to cause any vehicle to be a nuisance.

Building Permits: None requested at this time.

Executive Session: Councilman Carl Olson made a motion to go into executive session to discuss personnel/litigation, Brent Godfrey seconded, and the council convened into executive session at 7:37 p.m. Brent Godfrey made a motion to adjourn executive session, Carl Olson seconded the motion at 7:55 p.m., motion carried with a unanimous vote. The regular meeting reconvened at 7:57 p.m.

Consent Agenda: The Consent Agenda was reviewed by all present Council members. Mayor Duncan added the Community Center and the Command Vehicle to the Agenda. Carl Olson moved to accept the Agenda, Joseph Keele seconded, and the motion passed.

Conduct of Business:

Minutes from the Regular Meeting on October 10, 2019, and Special Meeting on October 24, 2019 were moved to record upon a motion from Brent Godfrey, seconded by Stuart DesRosier, and passed unanimously.

Vouchers \$194,735.40 + Payroll Net \$41,875.65 = GT \$236,611.05. Councilman Carl Olson made a motion to accept the vouchers, Joseph Keele seconded, and the motion passed unanimously.

Delinquent/Aging: 30 Days \$3,226.01, 60 Days \$20,108.21 as of November 13, 2019: Clerk/Treasurer Deaun Tigner reported the 30 days and the 60 days. The 30 days and 60 days has gone down significantly from prior years. The 60 days has gone down about \$600.00 from the prior month.

Community Center/School: The Council/Mayor had a walk-through and had made a request for some items that were in the school to stay, promethean boards, couple of desks, air conditioners that were currently in the rooms, washer/dryer in the athletic room by the locker rooms, weight sets, volleyball standards. The school was gracious enough to gift everything that the Town asked for.

Command Center/Vehicle: The command center/vehicle will not work for the booster club. Chief Kampbell has been talking to the Fire Department in Shell to see if they would be interested in it. Other options would be to put it up for auction online.

Traffic Flow: The School District made a request that the Town of Basin remove the stop sign at B and 12th Street and A and 12th Street. Brent Godfrey made a motion to make a 4-way stop sign at 9th and A and B with crosswalks, Carl Olson seconded, and the motion passed unanimously. Public Works Director Steve VanderPloeg will make sure the areas are sanded in the winter.

Landlords on Utilities: There was a discussion on having the Landlords co-sign on the utility accounts and if tenants/renters failed to pay the Landlord would then be responsible for the utility payment. Councilman Joseph Keele made a motion to table this discussion, Stuart DesRosier seconded, and the motion passed unanimously.

Eagles Review: Mayor Duncan reviewed the email from Heath Overfield. The deadline for submitting proposals to complete the Phase 1 Environmental Assessment was November 12th. They will now have to review the submitted proposals and select a consultant to complete the Phase 1 EA. It is not anticipated that they will have someone under contract to complete the work before December or January. Once they complete the assessment, they will have to go through a public comment period similar to what the Town already did and then submit the report to HUD for review/approval. Then, if everything is approved, the Town of Basin will be notified that we can move forward with signing our grant agreement and starting the project.

Dog Kennel: Jesse Frisbee provided a preliminary sketch for the proposed dog kennel.

Raw Water: Jesse talked with Troy Ibarra. She will be sent the easement to look over and sign. We will need to wait for a bid packet before starting on the project.

Auction: The School will have an auction November 16, 2019 starting at 10 a.m. at both the Laura Irwin and Riverside High School.

Employee Handbook: The Mayor and Council went over the employee handbook and reviewed changes that have been made. The final Employee Handbook will be approved at the second meeting in November.

Emergency Management Plan: The Mayor and Council will go through the entire manual and will make appointments in January.

Food Truck Ordinance: Stuart DesRosier made a motion to table this until a later date, Joseph Keele seconded, and the motion passed unanimously.

Interim Finance (CoBank): Town Attorney Kent Richins will review the packet of information received for the Interim Finance from CoBank and get back to the Mayor and Council.

Ordinance 675: Prorating of Utilities: Carl Olson made a motion to pass the ordinance on the 3rd reading, Stuart DesRosier seconded, and the motion passed unanimously.

Ordinance 677: Haul Water: Councilman Brent Godfrey made a motion to pass the first reading of Ordinance 677, Joseph Keele seconded, and the motion passed unanimously.

Ordinance 678: Mount View Cemetery: Councilman Carl Olson made a motion to accept Ordinance 678 on the first reading with changes stating the committal of the coffin for burial or cremation can be regarded as the climax of a funeral. Representing the physical separation of the living from the dead, it powerfully confirms the reality of loss. For this reason, it is as distressing as it is therapeutic. In respect of burial, the lowering of the coffin is a task carried out by the funeral director. Brent Godfrey seconded, and the motion passed unanimously.

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 8:49 p.m.

Town of Basin Mayor/CJ Duncan

Town of Basin Clerk/Treasurer – Deaun Tigner