

TOWN OF BASIN
Council Meeting – Regular Minutes
Thursday, February 13, 2020
Basin City Arts Center - 7:00 p.m.

Call to Order Regular Session
Pledge of Allegiance

A Regular Meeting of the Basin Town Council was held at the Basin City Arts Center in Basin, Wyoming on Thursday, February 13, 2020 at 7:00 p.m. The meeting was called to order at 7:00 p.m.

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

Also present were Deputy Clerk Tracy Harper, Public Works Department Head Steve VanderPloeg, Water Plant Operator Mike Dellos, Chief of Police Chris Kampbell, Town Attorney Kent Richins, Town Engineer Jesse Frisbee, Laurie Morstad, and Viki Davis.

Bid Opening: A bid was opened from Tom Newman for the property at 211 South 4th Street in the amount of \$25,000. Councilman Olson moved to accept the bid contingent upon approval at a Special Meeting scheduled to be held on February 27, 2020. Councilman Keele seconded, and the motion passed unanimously.

Department Head Reports:

Public Works: Steve VanderPloeg submitted his DSR to the council. He also discussed a quote that he received to fix the CAT Loader. There was some discussion about whether to have the CAT Dealer, Tractor & Equipment Co. of Billings, fix the loader based on their quote, or to try and do the repairs in house. The Council thought that for warranty and time constraint purposes that having it done by CAT was the better option. Councilman Olson made a motion to try and find the funding to have the loader repaired by CAT. Councilman Keele seconded, and the motion passed unanimously.

Electric Utility: Stacey Leshner was unable to attend the meeting and did not submit a DSR to the Council.

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

Administrative: Tracy Harper reviewed the submitted DSR with the Council.

Municipal Court: A submitted DSR was given to the Council.

Police Department: Chief Chris Kampbell reviewed his submitted DSR with the Council.

Committees/Commissions/Departments:

Planning & Zoning: Councilman Olson spoke on behalf of the P&Z committee to let the Council know that Title 11 should be ready for the next meeting.

Activities Committee: Arbor Day clean-up is coming soon, so anyone interested in being on the committee should submit letters of interest to the town.

Public Comments:

Viki Davis provided an update on her work on the Passage house. The courthouse has now said that further discussion should happen between attorneys. It is possible to force probate on the property, and

she requested that the Town of Basin possibly write a letter to the family members. It would be good to set a precedent for any future properties that might have the same issue. Councilman Olson made a motion to have Town Attorney Kent Richins send a certified letter to the Passage family members. Councilman DesRosier seconded, and the motion passed unanimously.

Laurie Morstad discussed the notifications that the Town of Basin sends to landlords when a tenant receives a shut-off notice. She requested that the notifications not be sent out on the same day that the tenant notices go out. Her suggestion was to wait ten days before the notifications to landlords go out so that the tenant has time to make a payment. Clerk Tracy Harper mentioned that landlord notifications are sent by mail and tenant shut-off notices are delivered in person, so the landlord might not get notified until after the utilities are already shut-off. A five-day delay was discussed instead, and the Council asked the office staff to get some numbers together on how many days after the shut-off notice goes out that people are paying. The landlord notifications were requested to be put on the agenda at the Special Meeting later in the month.

Building permits: No building permit applications were submitted for approval.

Executive Session: No Executive Session was requested.

Consent Agenda: Councilman Olson made a motion to approve the consent agenda. Councilman DesRosier seconded, and the motion passed unanimously.

Conduct of Business:

Minutes from the Regular Meeting on January 9, 2020 and the Special Meeting on January 23, 2020 were presented. Councilman DesRosier made a motion to accept both sets of minutes to record. Councilman Olson seconded, and the motion passed unanimously.

Vouchers were presented for \$198,456.83 plus Payroll Net of \$44,156.43 = \$242,613.26 Grand Total. Councilman Olson made a motion to accept the vouchers. Councilman Keele seconded, and motion passed unanimously.

Delinquent/Aging: 30 Days \$2,257.76, 60 Days \$20,486.78 as of February 13, 2020. The 30 days is down \$256.54 and the 60 days is also down \$43.40, which had been expected to go up in winter.

Catering Permit: The Silver Spur Bar requested a 24-hour Catering Permit for March 21st, 2020 for the National Turkey Federation Dinner at the Fairgrounds in Basin. Councilman Olson made a motion to approve the catering permit. Councilman DesRosier seconded, and the motion passed unanimously.

AVI – Sewer Lagoon Project: Discussion on the AVI Sewer Lagoon project was tabled until the next meeting when a full Council would be present. Motion was made by Councilman Olson to make the second meeting in February a Special Meeting rather than a Work Session. Councilman DesRosier seconded, and the motion passed unanimously.

Inventory: Chief Kampbell is working on his inventory, and Public Works Department Head VanderPloeg said that he will get on top of his as well.

Eagles: There was no new information presented regarding the Eagles building.

Budget Amendment Resolution 2-13-2020: A budget amendment transferring \$20,000 between funds for the Raw Water Extension was presented. Councilman Olson made a motion to pass the budget amendment so that Mayor Duncan could sign it. Councilman Keele seconded, and the motion passed unanimously.

Ordinance 680 – Mayor/Council Compensation: Ordinance 680, which is an ordinance that changes the types of meetings that the Mayor and Councilmembers get paid for was presented for 3rd Reading. Councilman Keele made a motion to approve the ordinance on 3rd reading. Councilman Olson seconded, and the motion carried unanimously.

Executive Session: No Executive Session was requested.

There being no further business to discuss, Councilman Keele moved to adjourn the Regular Meeting. Councilman Olson seconded, motion passed unanimously, and the Regular Meeting was adjourned at 7:36 p.m.

Town of Basin Mayor / CJ Duncan

Town of Basin Clerk/Treasurer – Deaun Tigner