

TOWN OF BASIN

Council Meeting – Regular Minutes

Thursday, February 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, February 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 Charlene Anderson, Deputy Clerk/Court Clerk Deaun Tigner, Water Department Mike Dellos, Public Works Steve VanderPloeg, Electric/Utility Stacey Leshner, Chief of Police Chris Kampbell, Town Engineer Sherman Allred, Jesse Frisbee, Laurie Morstad, Roger Follett, Kelsey Roussan, Dondee Duncan, and Carmen Olson.

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.

Public Works: Steve VanderPloeg reviewed his submitted Department Summary Report with the Council.

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.

Committees/Commissions/Departments: The Planning and Zoning Commission presented the January 29, 2019 meeting minutes. Roger Follett stated they have a full board now and it is much appreciated. They are bringing the new members up to date and have had a workshop to discuss how they would want to proceed with an update on the zoning ordinance. They will have a couple of more workshops before the next meeting.

The Arbor Day/Town Clean Up Committee has met. They have given the Town a rough draft of their ideas.

The Basin City Arts Center presented the Town of Basin with a usage agreement for using the Basin City Arts Center for the monthly Council meetings. Councilman Brent Godfrey moved to accept the agreement, Councilman Carl Olson seconded, and the motion passed unanimously.

Building Permits: There were no building permits presented.

Approve Consent Agenda/Additions/Deletions: Councilman Brent Godfrey moved to accept the agenda, Councilman Joseph Keele seconded, and the motion passed unanimously.

Conduct of Business:

Minutes from the Regular Meeting on January 10, 2019 were moved to record upon a motion from Councilman Carl Olson, seconded by Councilman Joseph Keele, and passed unanimously. Special Minutes of January 5, 14, 24, 2019

regarding Saving the Gym were moved to record upon a motion from Councilman Joseph Keele, seconded by Councilman Stuart DesRosier, and passed unanimously. Special Minutes of January 24, 2019 regarding voting to Save the Gym and sign the Memorandum of Understanding (MOU) for School District #4 were moved to record upon a motion from Councilman Carl Olsen, Councilman Stuart DesRosier seconded, and passed unanimously.

Vouchers: \$394,245.66 + payroll Net \$44,155.59 = GT \$438,401.25. Councilman Brent Godfrey made a motion to approve the vouchers and payroll and Councilman Carl Olson seconded, motion passed unanimously.

Delinquent/Aging Utility Accounts: The Council reviewed the Delinquent/Aging Utility accounts. Clerk/Treasurer Charlene Anderson stated that we will start sending out letters and shut off notices on February 15, 2019.

On-Call Schedule: Mayor CJ Duncan proposed that Steve VanderPloeg come up with an on-call schedule for the Streets & Alley's crew. Steve will work on the schedule and work on the budget for July. There was also a discussion regarding having an on-call cell phone. Stacey Leshner also discussed wanting to change his schedule to four 10 hour days; one would work Monday through Thursday, the other would work Tuesday through Friday, with rotating schedules starting July 1, 2019. Stacey Leshner will propose the schedule at the next meeting in March.

Time Cards: All employees need to start splitting their time cards up and documenting all of their allocated hours so that the Mayor and Council can determine where all worked hours are spent.

Office Copier: The lease on the copy machine in the office is up and the Town of Basin can either lease a new printer or keep the printer we currently have. Councilman Brent Godfrey made a motion to lease a new printer, Councilman Carl Olson seconded, motion passed unanimously.

Washington Park Lease: The County is fine with our return letter. The Town will assess the trees in the spring and will do all necessary improvements that are needed.

Eagles Grant: There is nothing new. Heath Overfield is working with the Town of Basin on documents that we need to have done and returned.

Dog Pound: Mayor CJ Duncan talked to Gretchen at Saams Veterinary Clinic about having a dog pound. She does not want to have a dog pound for animal health reasons; however, she does express a need for having a dog pound in Basin. Mayor CJ Duncan made it clear that if we do have a dog pound, once a dog has been dropped off, the Town no longer accepts liability.

Dog Park: There was a discussion about turning one of the softball/baseball fields into a dog park.

Cemetery: Supplemental Plat No.5 Cemetery Project Preliminary Proposal was given to the Council. Phase 1 is to provide a replacement map for Supplemental Plat 5, Phase 2 is to finish staking and monumenting Blocks A, B, K, L, M, N, and Phase 3 is to add Block, Lots, and Graves to the southeast corner of Supplemental Plat 5. Councilman Carl Olson made a motion to accept Phase 3 proposed by Donnell & Allred Inc., with intentions of doing phase 2 at a later date. Councilman Brent Godfrey seconded, motion passed unanimously.

Big Horn Canal Irrigation District Meeting February 19, 2019 at Manderson Town Hall at 1 PM. Mayor CJ Duncan and Councilman Brent Godfrey will attend the meeting.

Ordinance 666: Water Tap Fees: Councilman Carl Olson made a motion to approve the 3rd reading of Ordinance 666 Water Tap Fees, Councilman Joseph Keele seconded, motion passed unanimously.

Ordinance 667: Mosquito Control: Councilman Brent Godfrey made a motion to approve the 1st reading of Ordinance 667 Mosquito Control, Councilman Carl Olson seconded, motion passed unanimously.

Executive Session: Mayor CJ Duncan requested an Executive Session pertaining to personnel issues at 8:17 p.m. Councilman Brent Godfrey motioned to go into executive session at 8:17 p.m., Councilman Carl Olson seconded, and the Council convened in executive session. Councilman Carl Olson made a motion, Councilman Brent Godfrey seconded the motion to adjourn the Executive Session at 9:14 p.m. Motion carried with a unanimous vote. The Regular Meeting reconvened at 9:15 p.m.

There being no further business to discuss, Councilman Carl Olson moved to adjourn the Regular Meeting, Councilman Stuart DesRosier seconded, motioned passed unanimously, and the Regular Meeting was adjourned at 9:17 p.m.

Town of Basin Mayor/CJ Duncan

Town of Basin Clerk/Treasurer – Charlene Anderson