

TOWN OF BASIN

Council Meeting – Regular Minutes

Thursday, March 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, March 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 Attorney Kent Richins, Town Engineer Jesse Frisbee, Laurie Morstad, Roger Follett, John Hallcroft, Carmen Olson, Tara Pouska, Tammy Keele, Travis Schriener, Aileen Schriener, and Charles Weeks.

**Department Head Reports:**

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

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: 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 February 26, 2019, meeting minutes. Roger Follett reported they had full attendance for their last meeting. They are working on revising Ordinance 619 starting from the beginning and going through the entire ordinance. There was some confusion on ordinance 625 as it was never made an official ordinance. They will have a meeting on March 15, 2019 to address ordinance 619 and the matrix.

Tammy Keele spoke on the Arbor Day/Town Clean Up. The committee is still doing weekly meetings. They have the invitations ready and will start presenting them to businesses. Volunteer & donation deadline will be April 1<sup>st</sup>. Volunteers will be supervised by a committee and all volunteers will have to sign a release of liability. Town Attorney, Kent Richins, will work with the committee on a release so that the town will not be liable. The Town of Basin is trying to coordinate the burn week with the Arbor Day/Town Clean Up. Public Works Director, Steve VanderPloeg, stated that they will run routes twice that week. Kelsey Roussan will be contacting greenhouses to see if they will donate shrubs.

**Public Comments:**

Barbara Greene reported that the Chamber of Commerce had received a place-making grant of \$1000.00 for new picnic tables at the boat dock.

Tara Pouska spoke to the Town about having a variance for her property. She will speak to Planning and Zoning.

**Building Permits:** Mandy Sherburne – 804 South 7<sup>th</sup> Street to build a deck. Councilman Brent Godfrey moved to accept the building permit, Councilman Carl Olson seconded, and the motion passed unanimously.

**Executive Session:** Councilman Brent Godfrey motioned to go into executive session to discuss potential litigation, Councilman Carl Olson seconded, and the motion passed at 7:37 p.m. Executive Session ended at 7:54 p.m. Councilman Carl Olson motioned to resume the regular meeting, Councilman Brent Godfrey seconded, and the regular meeting resumed at 7:54 p.m.

**Approve Consent Agenda/Additions/Deletions:** Councilman Carl Olson moved to accept the agenda, Councilman Stuart DesRosier seconded, and the motion passed unanimously.

**Conduct of Business:**

Minutes from the Regular Meeting on February 14, 2019, and minutes from the Special Liquor Meeting on February 14, 2019, were moved to record upon a motion from Councilman Brent Godfrey, seconded by Councilman Carl Olson, and passed unanimously.

Vouchers: \$189,972.51 + payroll net \$42,708.81 = GT \$232,681.32. Councilman Brent Godfrey made a motion to approve the vouchers and payroll, and Councilman Stuart DesRosier seconded, motion passed unanimously.

Delinquent/Aging Utility Accounts: The Council reviewed the Delinquent/Aging Utility accounts. Clerk/Treasurer Charlene Anderson stated that the Town will send out 55 shut off notices on March 15, 2019, and we will shut people off on March 25, 2019, depending on the weather.

Health Insurance: There is a 5% increase on health insurance that the Town of Basin offers to the employees. Councilman Stuart DesRosier made a motion to have the Town of Basin pay the 5% increase, Councilman Brent Godfrey seconded, and the motion passed unanimously.

Post-Dated Checks: Councilman Joseph Keele made a motion that The Town of Basin does not accept postdated checks, Councilman Carl Olson seconded, and the motion passed unanimously.

Paycheck Schedule: It has been brought up that some employees would like to go back to being paid salary as it is easier to budget their money. Currently, the Town of Basin employees are paid hourly. The Town of Basin decided to leave the Paycheck Schedule the current way we have.

Local Government Liability Pool Insurance (LGLP): We will start including the LGLP in the employee handbook.

Eagles: Councilman Carl Olson made a motion to do the abatement study of \$1000.00, and then have EA Associates, Heath Overfield, give us an estimated cost of the abatement, Councilman Brent Godfrey seconded, and the motion passed unanimously.

FFA Labor Auction: Mayor CJ Duncan would like to support the FFA Organization. Councilman Carl Olson made a motion to make a donation up to \$500.00 to support the FFA organization and could provide labor to the Town as long as they signed a release of liability and had supervision, Councilman Joseph Keel seconded, and the motion passed unanimously.

Dogs: The Town will be revisiting the dog ordinances that are currently in place.

Dog Park: The Mayor has received feedback that the second ballpark being used as a dog park is not a good option. There was discussion about fencing in an area in South Park or an area near the Pioneer Cemetery east of the walking path.

Annex Building – 211 South 4<sup>th</sup> Street: Councilman Brent Godfrey made a motion that the Town sell the Annex Building – 211 South 4<sup>th</sup> Street or lease-purchase agreement, Councilman Stuart DesRosier seconded, and the motion passed unanimously.

Retrofit Old Garbage Truck: Councilman Brent Godfrey made a motion to start the dismantle of the old garbage truck, Councilman Carl Olson seconded, motion passed unanimously. Councilman Joseph Keele made a motion that if we do not use the packer on the garbage truck then we need to put it up for bid open to everyone, Councilman Carl Olson seconded, and the motion passed unanimously.

Watershed Study: Councilman Brent Godfrey will attend the meeting on March 20, 2019, at the Chamber of Commerce.

Budget Workshop: There will a budget workshop held at the Town of Basin on March 28, 2019 at 7 p.m.

Ordinance 667 Mosquito Control: Councilman Brent Godfrey made a motion to accept the second reading of Ordinance 667 Mosquito Control, councilman Joseph Keele seconded, and the motion passed unanimously.

**Executive Session:** Mayor CJ Duncan requested an Executive Session pertaining to personnel issues at 8:50 p.m. Councilman Brent Godfrey motioned to go into executive session at 8:50 p.m, Councilman Joseph Keele seconded, and the Council convened in executive session. Councilman Brent Godfrey made a motion to adjourn executive session, Councilman Carl Olson seconded the motion at 9:40 p.m., motion carried with a unanimous vote. The Regular Meeting reconvened at 9:41 p.m.

There being no further business to discuss, Councilman Joseph Keele moved to adjourn the Regular Meeting, Councilman Brent Godfrey seconded, motioned passed unanimously, and the Regular Meeting was adjourned at 9:45 p.m.

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Town of Basin Mayor/CJ Duncan

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Town of Basin Clerk/Treasurer – Charlene Anderson