

## TOWN OF BASIN

Council Meeting – Regular Minutes

Thursday, May 9, 2019

Basin City Arts Center at 7:00 PM

Call to Order Regular Session

Pledge of Allegiance

A Regular Meeting of Town of Basin Council was held in the Basin City Arts Center in Basin, Wyoming on Thursday, May 9, 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, Clerk Tracy Harper Water, Department Mike Dellos, Chief of Police Chris Kampbell, Town Attorney Kent Richins, Town Engineer Sherman Allred, Jesse Frisbee, Laurie Morstad, Roger Follett, Charlie Weeks, Kathie George, Clint Mosely, Dave Kerby, Tom Ferrens, Travis Schriener, Kelsey Roussan, and Heath Hopkin.

### **Department Head Reports:**

Electric Utility: Stacey Leshner was not able to attend. He did submit his Department Summary Report.

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

Public Works: Steve VanderPloeg was not able to attend. He did submit his Department Summary Report.

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 April 16, 2019, April 23, 2019, and April 30, 2019 meeting minutes. Roger Follett discussed Planning and Zoning has had quite a few work sessions. They will be having a meeting on May 14, 2019. The regular meeting will be on May 28, 2019. Roger will not be in attendance at that meeting as he will be out of state, so the vice chairman will take over for that meeting. They have been discussing variances and requirements for registering the deeds. They have also talked about the differences between the conditional use permit and interim permit, separated the two, and have abbreviated the application process for the interim permit. They decided to continue with the conditional use permit. With the conditional use permit, they were afraid that in order to verify the use of the conditional use permit, which is nontransferable with the property, would remain only with the original owner or applicant. They have talked with Town Attorney Kent Richins about it and he will help with some of the conditions on it. The conditional use permit will stay with the Planning and Zoning, but their concern was that the property owner may sell the property and the new owner would think that the conditional use permit would continue with the property, but it does not, so they are coming up with a system whereby it is registered with a deed, but it is conditional noted and Planning and Zoning will track it or the Town Hall will so that we know that if that property comes up for sale that they are aware that there is a conditional use qualification on it. The next thing they are going to be working on is working through any changes that they see in the zones themselves in the zoning map and changes on how they are going to word a matrix that reflects it if they can.

Arbor Day: Kelsey Roussan spoke about Arbor Day on April 27<sup>th</sup>. She stated that it was a great success and would like to see it continue.

Recreation District #4: Mayor Duncan presented the Rec Board as the chairman was not able to attend. Last month at the rec meeting they covered some of the bylaws and in the bylaws the wording is very vague as to who should be in control of the finances that runs the department. Right now, there are 4 school administrative members, 4 administrative members from the town, and 1 at-large. In the near future, Mayor Duncan will be sending the bylaws to Town Attorney Kent Richins to get his professional opinion. The way that the bylaws read is that if there is any change to the makeup of the board it must be passed by the Town Council and also the School Board. The Rec Board would like to see 3 members from the town, 3 members from the school, and 3 members from the community. This will be coming up in June for the official vote. For Lilac Days, the Rec has planned one-pitch coed softball tournament.

Appointment Change to P & Z: Councilman Joseph Keele will resign from Planning and Zoning and Councilman Carl Olson will take his place. Councilman Brent Godfrey motioned to accept Joseph Keele's resignation from Planning and Zoning and appoint Carl Olson as the Town Council member on Planning and Zoning, Stuart DesRosier seconded, and the motion passed unanimously.

**Public Comments:** Laurie Morstad discussed with the Council concerning the animal ordinance that was passed in 2013 in which cats were voluntary to get tags. She was informed that we haven't changed anything on the cats and she stated that she would bring it up when appropriate.

Kathie George spoke to the Council about the cost of the dog licenses on the new ordinance being read. The ordinance passed on first reading.

Dave Kerby discussed with the Town Council that the Town has passed saving a portion of the old High School building, the School Board has also passed it, and just today the State passed it.

Roger Follett wanted to thank Mike Dellos for helping with his raw water spigot.

**Building Permits:** It was discussed that the building permit for Charles Argento at 719 West B was already passed at the last council meeting. Laroy & Sherry Schell at 617 West A for a street/fence: The Schell's spent some time visiting with the Planning and Zoning commission chairman and they decided to build the fence on their property line where it should be. The fence has already been built. Councilman Carl Olsen moved to accept the permit due to the building permit being signed and going through Planning and Zoning, Councilman Joseph Keele seconded, and the motion passed unanimously.

John Evans at 608 South 7<sup>th</sup> for a fence. Councilman Stuart DesRosier made a motion to accept John Evan's building permit, Councilman Joseph Keele seconded the motion, and the motion was passed unanimously.

**Executive Session:** No executive session requested.

**Consent Agenda:** The Consent Agenda was reviewed by all present Council members.

**Conduct of Business:**

Minutes from the Regular Meeting on April 12, 2019, and Special Meeting Minutes on April 15, 2019 and April 25, 2019, were moved to record upon a motion from Joseph Keele, seconded by Carl Olson, and passed unanimously.

Vouchers \$201,887.34 + Payroll Net \$48,863.64 = GT \$250,750.98. Stuart DesRosier made a motion to accept the vouchers, Carl Olson seconded, and the motion passed unanimously.

Delinquent/Aging: 30 Days \$13,066.27, 60 Days \$22,253.80 as of May 9, 2019: Clerk-Treasurer Charlene Anderson reported that the aging report was a little high and we will get shut off notices sent out on May 15, 2019.

Utility Easement for the School Property: As work is progressing at the school site, a discovery was made that after moving soil and changing elevations on that site, our city main is approximately 3 feet now and so there was discussion between Mayor Duncan, the School Board, Mike Dellos, and Project Manager Clint Mosely from GH Phipps. Their engineer has come up with a plan that will leave the pipe where it is at, there will be 2 inches of sand above that, and then 5 inches of foam 6 ft across, and then there will be 6 more inches of sand above that, then final grade with top soil and landscaping which will put it at an additional 2.5 feet of ground cover, and 6 ft below the frost line. Other options discussed included if the Town would require them to drop it to 6 feet and what that would entail. Mayor Duncan spoke with Sherman Allred about the plans and he felt confident that it would be adequate. Stuart DesRosier made a motion to accept the plan, Carl Olson seconded, and the motion passed unanimously. Carl Olson asked if it would be covered under a warranty and they stated that it would be.

Security State Bank Authorization/Change Bank Account: Carl Olson made a motion to allow Clerk Tracy Harper to be put on the bank accounts (online as well) and change bank account signature cards, seconded by Stuart DesRosier, motion passed unanimously.

2019 WAM Summer Signup & Resolutions: Mayor Duncan would like to know who will be able to attend the summer convention meetings. He would like to have all the council members read over the resolutions so that the council can decide how they would like to vote on them at the convention. June 12-14, 2019.

Big Horn County Citizens for Economic Development: Big Horn County Citizens for Economic Development would like to turn Laura Irwin Elementary into the Independent Living Facility and they have asked that the Town of Basin sign a resolution in support of this. Brent Godfrey made a motion to table this until a later date, Stuart DesRosier seconded, and the motion was carried.

Change Council Meeting: Next month the meeting is on Thursday, June 13, 2019; however, if we have council members present at the WAM convention, they would not be able to attend the regular council meeting. Carl Olson made a motion to move the meeting to June 11, 2019 at 7:00 PM, Brent Godfrey seconded, and the motion carried.

Eagles: Terracon was here a couple of weeks ago to do the asbestos survey. We have not gotten any results on this, but it will happen soon.

Dial 2-1-1: Brent Godfrey and Mayor Duncan attended a regional meeting and they introduced the Wyoming 2-1-1.

Health Coverage: The current policy states that if you pick the highest insurance that the Town offers, the Town will pay 80% of the additional and the employee will pay 20%. The town will continue to pay 100% of the employee, but it is very vague on what the plan says as it doesn't cover all the policies. Brent Godfrey moved to pay 100% of the employees and 70% of any add-ons from this point forward, Joseph Keele seconded, and the motion passed unanimously.

Equipment Abandonment: A certified letter was sent to the owner of the equipment and the letter was returned unopened. The equipment has been on the Town property since 2016. Town Attorney Kent Richins suggested that we put a notice in the papers to see if we can locate the owner. Carl Olson made a motion to table this until June, Joseph Keele seconded the motion, and the motion carried.

Judges Contract: The Basin Municipal Court Judge is Georgia Antley-Hunt. Carl Olson made a motion we accept the agreement pending Judge Antley-Hunt reading and signing the agreement, Stuart DesRosier seconded, and the motion passed unanimously.

Agreement for Permission to Withhold Wages from Employment: A discussion was had on an agreement for permission to withhold wages from employment added to the employee handbook. Carl Olson made a motion to use this agreement on an as-needed basis, not in employment package, employment is not contingent on signing, Stuart seconded the motion, and the motion passed unanimously. Town Attorney Kent Richins will get the amended version of this sent over to us.

On-Call Policy: A discussion was held about the on-call policy. They will continue to look at all of the options and discuss this issue to get it on for the Town's next budget meeting so that it will go into the budget.

Locates & Call Out Charges: Stuart DesRosier made a motion to have a policy drawn up for reimbursement of materials and time for accidental destruction, seconded by Brent Godfrey, motion passed unanimously. Town Attorney Kent Richins will draw up a paper to be included in the policy.

1 cent Money: There was a discussion about reallocating 30% of the funds to be utilized for operation for the Community Center. We will talk to the County Clerk about how to do this. Carl Olson made a motion to investigate the concept and see if it is possible, Stuart DesRosier seconded, and the motion carried.

Ordinance 668 – Budget: Second reading of the Budget Ordinance. Carl Olson made a motion to accept the second reading of the Budget Ordinance, Joseph Keele seconded, and the motion carried.

Ordinance 669 – Dog & Cat Nuisance & Licensing Regulation: First reading of Ordinance 669. Brent Godfrey made a motion to accept the first reading of Ordinance 669, Stuart DesRosier seconded, and the motion passed unanimously.

Budget Workshop: May 20, 2019 and May 30, 2019.

There being no further business to discuss, Joseph Keele made a motion, Brent Godfrey seconded the motion to adjourn the meeting, which passed unanimously at 8:55 p.m.

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Town of Basin Mayor/CJ Duncan

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Town of Basin Clerk/Treasurer - Charlene Anderson