

TOWN OF BASIN  
Council Meeting – Regular Minutes  
Thursday, June 13, 2019  
Basin City Arts Center - 7:00 PM

A Regular Meeting of the Basin Town Council was held at the Basin City Arts Center in Basin, Wyoming on Thursday, June 13, 2019 at 7:00 PM.

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

Also present were Clerk/Treasurer Charlene Anderson, Clerk Tracy Harper, Public Works Department Head Steve VanderPloeg, Head Lineman Stacey Leshner, Water Plant Operator Mike Dellos, Chief of Police Chris Kampbell, Town Attorney Kent Richins, Town Engineer Sherman Allred, Jesse Frisbee, Laurie Morstad, Tammy Keele, Ken Lynch, Dondee Duncan, Tyler Williamson, Brianna Williamson, Wendy Henderson, Jack Wood, Doug Crouse, Carmen Olson, and Catrina Olson.

The Meeting was called to order at 7:00 PM.

Pledge of Allegiance

Budget Hearing – A public hearing for the annual budget was opened at 7:00 PM. The council presented the 2019/2020 budget. There were no public comments. The hearing was closed at 7:05 PM.

Department reports were presented by department heads.

Planning & Zoning Committee – no one was present from the P&Z, but meeting minutes from May 7<sup>th</sup>, May 14<sup>th</sup>, and May 28<sup>th</sup> were reviewed.

Rec District – There is continuing discussion between the Town and the School District regarding who would be doing the financials for the Rec District in the future. Currently the Town does the financials, but with the School District being named the beneficiary of all Rec District assets should they disband, the Town feels that the School should take over the financials. Another option that was presented at the Rec District meeting was for the Town to continue doing the financials and the Rec District bylaws be changed for the Town to receive the assets.

Home for the Holidays Committee – The committee would like to start earlier in the year to have more time to plan. Anyone interested in helping is welcome. They will begin meeting in August. Motion was made by Stuart DesRosier and seconded by Carl Olson to appoint Joe Keele to the committee.

Arbor Day – Joe Keele reviewed with the council the Arbor Day and Town Clean-up event.

Public comments: Ken Lynch addressed the council in regard to the termination of employment of his wife, Denise Lynch.

Building permits: Motion was made by Carl Olson and seconded by Stuart DesRosier to approve all of the following building permits as a group. Motion passed unanimously.

Joseph & Tammy Keele – 518 W G St - Garage  
Donna Jennings & Greg Kuhnke – 519 W C St – Storage & Garage

Tyler Williamson – 356 N 8<sup>th</sup> St – Fence  
Vaughn Kestner – 916 S 6<sup>th</sup> St – Demolition of Partial Residence  
Dale Query – 507 S 7<sup>th</sup> St – Addition to Garage  
Larry & Jane Good – 1003 Crest Ave – 5<sup>th</sup> Wheel Trailer  
Megan & Randall Johns – South 3<sup>rd</sup> St – Mobile Home & Deck

Executive Session – Motion by Stuart DesRosier and seconded by Carl Olson to go into Executive Session at 7:33 PM to discuss upcoming litigation. Motion passed unanimously. Motion was made by Carl Olson and seconded by Joe Keele to adjourn the Executive Session at 7:42 PM.

Agenda addition – Carl Olson made a motion and Stuart DesRosier seconded to add Midway Golf to the agenda. Motion passed unanimously.

Midway Golf – Wendy Henderson spoke on behalf of Midway Golf Course about the benefits that the golf course brings to the communities in the area and discussed their financial future. They would like the Town to start considering possible funding of the golf course, or creation of a joint powers board with area communities. Town Attorney Kent Richins advised them to look at the tax status of their organization. No action was taken by the Council.

Meeting Minutes - Minutes from the May 9<sup>th</sup>, 2019 Regular Meeting and May 20<sup>th</sup> and May 30<sup>th</sup> Budget Workshops were presented. Joe motioned and Carl seconded to approve the minutes. Motion passed unanimously.

Vouchers - Vouchers were presented for \$165,391.75 plus Payroll Net of \$41,069.29 = \$206,461.04 Grand Total. Motion was made by Carl Olson and seconded by Stuart DesRosier to approve vouchers. Motion passed unanimously.

Delinquent/Aging - The delinquent/aging report was reviewed. Clerk/Treasurer Charlene Anderson noted that delinquencies were down about \$7000 from prior month. Carl Olson motioned, and Stuart DesRosier seconded to approve the delinquent/aging reports. Motion passed unanimously.

School plan – Mayor CJ Duncan recommended a walk-through of the old school building by the Town Council and staff to get a plan for the use of the building. Demolition starts in October. A walk-through was planned for June 21st at 7:00pm.

Industrial subdivision – Mayor CJ Duncan presented the idea of creating an industrial subdivision between the railroad tracks and the sewer lagoon. There was some discussion about needing to make sure where the railroad easement was for sure, and to look at the underground utilities before splitting the subdivision into lots. Carl Olson motioned, and Stuart DesRosier seconded to have the area surveyed and to begin looking for grant money. Motion passed unanimously.

Sewer Lagoon Project – Mayor CJ Duncan and Public Works Director Steve VanderPloeg discussed some ideas for the sewer lagoon project that were generated by a discussion with officials from the City of Lander. Motion was made by Carl Olson and seconded by Stuart DesRosier to schedule a meeting in July with Lander officials & the DEQ to see what had worked for that location. Motion passed unanimously.

Eagles Building – There was discussion about asbestos testing and future abatement. Grant funding also still needs to be clarified before proceeding further. The Council would like to see the building down by December. No action was taken.

P&Z Appointment – Motion was made by Stuart DesRosier and seconded by Joe Keele to appoint Travis Schriener to the Planning & Zoning committee. Motion passed unanimously.

Raw Water Pond – Motion was made by Stuart DesRosier and seconded by Joe Keele to limit hours at the fishing pond from 7am to 9pm. Motion passed unanimously. There was also some discussion about making the area accessible to everyone. There was a motion by Carl Olson and seconded by Stuart DesRosier to look into funding for ADA fishing piers. Motion passed unanimously.

Seasonal Employment – Motion was made by Carl Olson and seconded by Joe Keele to allow the hiring of a high school student for summer employment with the condition that a parent signs a letter approving their child to work. Motion passed unanimously.

Part-time garbage truck driver – Motion was made by Carl Olson and seconded by Stuart DesRosier to hire a part-time garbage truck driver. Motion passed unanimously.

Insurance – There was discussion about hiring an insurance consultant to review the Town's insurance benefits. The cost for the consultant would be \$1,200 to get quotes with other insurance carriers. Due to the expense and it possibly not saving the Town any money if the current insurance they have is the cheapest, the Council wanted to think about it some more. Motion was made by Carl Olson and seconded by Stuart DesRosier to table the discussion for July. Motion passed unanimously.

Longevity Pay – Motion was made by Joe Keele and seconded by Carl Olson to change the longevity pay from \$0.25 every 2 years to \$0.25 every year, and for the longevity raises to take place in July rather than the hire date anniversary. Motion passed unanimously.

On-Call Pay – Motion was made by Carl Olson and seconded by Stuart DesRosier to set On-Call Pay at \$1 per hour for all departments. Motion passed unanimously.

Cell Phones – There was discussion about the Town owned cell phones that employees use. As long as there are no overages in the allowable use, the Town would continue to pay for the usage of the phones per the existing policy. No action was taken.

One Cent Tax Money – Motion by Carl Olson and seconded by Joe Keele to utilize 1/3 of the one cent sales tax money towards funding the gym facility for the next 3 years. Motion passed unanimously.

Raw Water Conversion – The council discussed adding the raw water fees onto the monthly utility bills, splitting the cost out over 12 months. They would like more input from town residents. Motion was made by Carl Olson and seconded by Stuart DesRosier to table the discussion for the future. Motion passed unanimously.

Weed Ordinance – Motion was made by Carl Olson and seconded by Stuart DesRosier to have the Town Attorney Kent Richins amend the weed ordinance to only require one warning annually for weeds before citations. Motion passed unanimously.

Special Event Permit – Motion was made by Carl Olson and seconded by Stuart DesRosier to approve a special event permit by Security State Bank for a Wine & Cheese event at the BCAC on June 21st. Motion passed unanimously.

Ordinance 668 – Budget: 3rd Reading – Carl Olson made a motion and Stuart DesRosier seconded to approve the Budget for 2019-2020 on third reading. Motion passed unanimously.

Ordinance 669 – Dog & Cat Licensing: 2nd Reading – This ordinance increases fees for additional animals per residence, regardless of ownership. Late fees would also increase to a \$10 per month late fee for licensing after the March due date. Voluntary licensing for cats was taken out of the wording, making it mandatory to license cats. Motion was made by Carl Olson and seconded by Stuart DesRosier to pass the amended ordinance on 2nd reading. Motion passed unanimously.

Ordinance 670 - Damage to Town Property: 1st Reading – Motion by Joe Keele and seconded by Stuart DesRosier to pass on first reading. Motion passed unanimously.

Motion by Carl Olson and seconded by Joe Keele to adjourn.

Meeting adjourned at 9:00 PM.

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Town of Basin Mayor / CJ Duncan

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Town of Basin Clerk/Treasurer / Charlene Anderson