

## **TOWN OF BASIN**

Council Meeting – Regular Minutes

Thursday, August 8, 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, August 8, 2019 at 7:00 PM. The meeting was called to order at 7:00 PM.

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

Also present were Clerk/Treasurer Deaun Tigner, Deputy Clerk Tracy Harper, Clerk Charlene Anderson, Public Works Steve VanderPloeg, Water Department Mike Dellos, Electrician Stacey Leshner, Sergeant Greg Hess, Town Engineer Jesse Frisbee, Bob Decker, Laurie Morstad, Bruce Perryman, Jeff Fuller, Jane Miller, Frank Jorge, John Hallcroft, Stan Flitner, Bill Hays, and Audra Crouse.

### **Department Head Reports:**

Electric Utility: Stacey Leshner reviewed his submitted Department Summary Report with the council. Stacey also discussed the flag mounts for both main streets in town. The Mayor suggested if we are ready to go ahead with this project then we can take the money out of the activity fund and then as we receive the money we can put the money back into the activities fund. He asked Stacey to get ready for the next meeting so that we could get everything approved. Stacey also discussed the old recycle trailer. It is a steel deck trailer. He thinks it will work great to put the buckets on, etc. Stacey also brought up going to a four-day work week and working 10-hour days, with the weeks that there is a holiday working 10 ½ hour days or taking vacation time to compensate for the time not used.

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

Public Works: Steve VanderPloeg reviewed his submitted Department Summary Report. Steve also presented the Council with an opportunity to buy a lawnmower that is not manufactured anymore; however, is the same mower that we have at the cemetery but is 10 years newer. A & I Distributors is asking the same price that we paid for the lawn mower that we bought 12 years ago. A & I Distributors will still be able to provide parts for the mower. It is a 2014 model. The mower at the cemetery has 2600 hours on it currently. It was discussed that we would have to do a budget amendment to go forward with this.

Administrative: Deaun Tigner 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: Sergeant Greg Hess reviewed his submitted Department Summary Report with the council.

### **Committees/Commissions/Departments:**

**Planning & Zoning:** There were no members from the Planning and Zoning to have a discussion.

**Public Comments:** Both principals from the elementary school and the high school attended the meeting, Jeff fuller and Matt Jensen. They have gone around town for the last couple of weeks and introduced themselves. They would like everyone in the community to know that when they do have their open house they would like everyone in the community to show up, you don't have to have kids in the school to be able to go. They would like to work on improving communication. Mr. Jensen talked about looking to find ways to get kids socially engaged and civically minded. He has met with kids and his staff and has noticed that there are a lot of people that want to help in the community and get kids more engaged in what is going on with the community. They would like to bridge the gap between what is going on within town and with the school. They want to bring back a homecoming parade to get more community pride in town. As soon as they know more specifics they will report back to the town. The Town would support this and love to be involved.

Bill Hays, Audra Crouse, Stan Flitner – Big Horn County Citizens for Economic Development – Wanted to talk about the survey that they did – They talked to the County Commissioners on Wednesday. They are looking at different areas of land to place an assisted living facility. There are several things that are going to have to happen before they can move on. Audra Crouse spoke that if the Town is interested in supporting the Big Horn County Citizens for Economic Development, then she thinks that that would help them gain more support with the residents of the Town of Basin. Mayor Duncan stated that there were not a lot of people who wanted it in the old elementary building as it is close to the school and a lot of residences that do not want it in that area. Mayor Duncan stated there is not a lot of public support for that area; however, as far as somewhere else locally the Town would probably support this. Stan Flitner and Bill Hays stated they would like to keep everyone informed and everyone will see the same information.

**Building Permits:**

Jane Miller – 356 N 6<sup>th</sup> St. – Chain link fence across the front of the house.  
Curtis Lindgren – 161 North 7<sup>th</sup> – Fence around both side yards and the back yard.  
Reg Henderson – 13 Willow Dr. – Additional fence on alley and front of house, plus along the driveway.  
Jean Kimble – 211 S 3<sup>rd</sup> St. – Storage shed built on skids.  
Chris & Sheila Kampbell – 616 West D. St. – Privacy Fence.  
Betty Gunderson – 958 N 6<sup>th</sup> St. – Carport on slab of cement.

Councilman Stuart DesRosier made a motion to accept all building permits, Joseph Keele seconded, and the motion passed unanimously.

**Executive Session:** Councilman Carl Olson made a motion to go into executive session to discuss pending litigation and personnel issues, Stuart DesRosier seconded, and the motion was passed to go into executive session at 7:33 p.m. Carl Olson made a motion to adjourn executive session, Joseph Keele seconded, and the executive session was adjourned at 7:47 p.m. Stuart DesRosier made a motion to return into regular session, Carl Olson seconded, and the regular session was resumed at 7:48 p.m.

**Consent Agenda:** The Consent Agenda was reviewed by all present Council members. Councilman Carl Olson moved to accept the Consent Agenda, Joseph Keele seconded, and the motion passed.

**Conduct of Business:**

Minutes from the Regular Meeting on July 11, 2019 and Special Meeting on July 25, 2019 were moved to record upon a motion from Carl Olson, seconded by Stuart DesRosier, and passed unanimously.

Vouchers \$289,770.18 + Payroll Net \$51,692.17 = GT \$341,462.35. Councilman Joseph Keele made a motion to accept the vouchers, Stuart DesRosier seconded, and the motion passed unanimously. Councilman Carl Olson is abstaining from the vote as he had not looked at them yet.

Delinquent/Aging: 30 Days \$8,839.24, 60 Days \$21,154.76 as of July 11, 2019: Clerk/Treasurer Deaun Tigner reported that the aging report was about the same as the previous month. The 30 days was a little lower and the 60 days was a little higher than the previous month due to the meeting landing earlier in the month before the utility bills were due on the 10<sup>th</sup>. The Town will continue to send shut off notices on August 20, 2019.

Industrial Subdivision: Mayor Duncan stated that he met with Paul Thur about the industrial subdivision along with Joseph Keele, Stuart DesRosier, and Tracy Harper. The next steps would be to talk to Jesse Frisbee about where the Town would want to draw the lots, how big they want to be, take into consideration where the utilities would be, and then do a preliminary plat, and then can get Jesse to build the plat for the Town and then we can start advertising the lots for sale.

Sewer Lagoon Project – Bruce Perryman (AVI Engineering ) – Bruce Perryman gave the town an update on the sewer lagoon project. Mayor Duncan spoke about how the majority of our problem is coming from ground water from I & I. He asked Bruce Perryman what their plans are to address this issue. Bruce Perryman stated that when they did the study, they evaluated all the trunk lines in Town and have identified the major contributors that had I & I flows of water at 3 a.m. in the morning. They estimated how much water that was based on the pipe size. Our system is 50% I & I and it comes from 3 of our major trunk lines. Part of it is we have storm sewers connected to our sanitary sewer and we have cross connections that need to be terminated and in order to terminate it we need to put in a storm sewer extension up to collect the inlet water. In other areas we have some springs or high ground water that needs some underdrains to collect the water and drop the ground water down. We probably have a significant amount of clay tile pipe that is cracked or the joints are not sealed and if the water gets in the man holes or around the pipe joints and then gets into our system and then that overloads our lagoon and our treatment plant as well. Step 1 is to cut the unnecessary water out of the system. It doesn't require treatment, it just needs to be collected, lines sealed up, manholes sealed up, and get the water out of our system. There are several recommendations for improvements. The costs are from 2016, so they are a little outdated. This has been studied 3 times and we know it won't go away. We do have new schools and are adding more to the system and already have a problem, so we need to start implementing some of these recommendations to try to get the ground water out. Mayor Duncan stated that there is a concern about what has been projected or designed is a really high maintenance mechanical system. We don't have enough land to build it somewhere else in the interim, so we would need to let the lagoon dry out before moving into it. Phase 2 would be the mechanical plan that bypasses the lagoon that would have to be in place for 3-4 years while the existing lagoon dries out. Phase 3 – Break the lagoon into 3 cells at least and perhaps another cell. Once we don't need phase 2 anymore, we would just bypass the flows from the mechanical plant into the new cells and then the new cells will function more efficiently so we would never need to go back into the mechanical system. Duncan asked if the drains that they proposed are adequate to not push the water into someone's basement. Bruce Perryman stated that they are confident in the design that residents will not have problems. Steve VanderAPloeg asked how beneficial it would be to line the canal. Bruce Perryman stated that the option of lining the canal may not cut off all the ground water flow. It wouldn't do anything to drop the ground water tables into the town.

Insurance Consultant: Bob Decker spoke about the different plans available to the Town of Basin employees. Bob Decker would like us to decide what we would like to do for the Town of Basin that meets the needs of our employees, what would the Town like to do differently than what we have been doing in the past, would we like to explore new options, do we want to make a change before next May, or if we were to make a change would we want to think in

terms of starting in January. Bob Decker has proposed that he will look at WAM-JPIC, he will talk to WEBT and see what options, if any, and if we can make changes, and he will also look at the Chamber Trust, the State of Wyoming program, and a couple of fully insured programs to see where we are at price-wise, and the next time he meets with us he will try and have some of the figures for us where we can have an overview. He will also look at some dental and vision options as well. He stated that it will take about six weeks for him to get back to us and if there is any change in plans then he would suggest that we do it in January of the new year. Charlene Anderson and Stacey Leshner also asked Bob Decker to investigate the MEAN insurance and also the APPA.

Prorating Utilities: Councilman Carl Olson made a motion to make a new ordinance to prorate all the utilities, Joseph Keele seconded, and the motion passed unanimously.

Eagles – Environmental Review: The Notice of Intent to Request a Release of Funds was sent to the Basin Republican Paper. A full impact statement is at the Town Hall and is available for the public to read. At this time, we are looking for early spring of 2020 for demolition of the Eagles Building.

Haul Water: Currently, according to the ordinance, it states that domestic users that haul water shall be charged \$39.02 per 1,000 gallons per month. The Mayor and Councilmen talked about perhaps having no monthly fee, but the usage amount goes up in price. Councilman Joseph Keele asked for this discussion to be tabled for the next meeting.

Eagle Engineering Agreement: Stuart DesRosier made a motion to accept and sign the agreement with Eagle Engineering. Carl Olson seconded, and the motion passed unanimously.

Resolution 8-8-2019 – Resolution abandoning a portion of a utility easement: Carl Olson made a motion to accept Resolution 8-8-2019, Stuart DesRosier seconded, and the motion was passed unanimously.

Ordinance 670 – Damage and Injury to Public Property: Third reading. Joseph Keele moved to accept Ordinance 670 on the third and final reading, Stuart DesRosier seconded, and the motion passed unanimously.

Ordinance 672 – Weeds: This was the second reading establishing a 15-day written notice provision to only require one time each year for a particular property. Citations may be issued without the written notice for any additional offenses during the year. Carl Olson made a motion to pass Ordinance 672 on the second reading, Joseph Keele seconded the motion, and the motion passed unanimously.

Ordinance 673 – Water Utility – First Reading: The water rates are going to go up. The new water rates will take effect on November 15, 2019. Stuart DesRosier made a motion to pass Ordinance 673 on the first reading, Carl Olson seconded, and the motion passed unanimously.

Ordinance 674 – Raw water monthly payments with prorate each month – First Reading: The Town has talked about implementing the raw water to a monthly payment instead of yearly, so we would prorate it for each month depending on the tap size that they have. Carl Olson made a motion to pass Ordinance 674 on the first reading, Joseph Keele seconded, and the motion passed unanimously.

Mayor CJ Duncan requested an Executive Session pertaining to personnel issues. Carl Olson motioned to go into executive session at 9:08 p.m., Joseph Keele seconded, and the Council convened into executive session. Stuart DesRosier made a motion to adjourn executive session, Carl Olson seconded the motion at 9:17 p.m., motion carried with a unanimous vote. The regular meeting reconvened at 9:17 p.m.

There being no further business to discuss, Carl Olson moved to adjourn the Regular Meeting, Joseph Keele seconded, motion passed unanimously, and the regular meeting was adjourned at 9:18 p.m.

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Town of Basin Mayor/CJ Duncan

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Town of Basin Clerk/Treasurer – Deaun Tigner