

TOWN OF BASIN
Council Meeting - Regular
Tuesday, October 8, 2013
Town Hall Council Chambers @ 7 PM

Call to Order Regular Session
Pledge of Allegiance
Roll Call
Agenda Review and Approval
Mayor's Recognition and Announcements

1. **Consent Agenda:** All items under the consent agenda will be acted upon in one motion unless a Councilmember or member of the public requests that an individual item be taken up under Conduct of Business.
 - a. Approve Minutes: Special Meeting 9/10/13*, Regular Meeting 9/10/13*, Special Meeting 9/17/13*
 - b. General Ledger Statement YTD 9/30/13
 - c. Vouchers \$188,699.64 + Payroll Gross \$51,224.57 GT=\$239,924.21
 - d. Delinquent/Aging: \$192,585.48 (30 Days/Current) \$33,918.86 (60 Days) \$7,480.40 (90 days+) as of 10/4/13
2. **Public Comments:** The Town Council welcomes input from the public. In order for everyone to be heard, please limit your comments to five (5) minutes per person. No action will be taken on public comments at this meeting.
3. **Public Hearing:** Bid Opening, Raw Water SCADA System Replacement
4. **Committees/Commissions/Departments**
 - a. Planning & Zoning Commission:
 - i. Minutes of September 24, 2013; Bill Stoelk
 - ii. Vacancy
 - b. REPORTS:
 - i. Water: Big Horn Regional JPB & South Big Horn JPB, Phil Julliard
 - ii. Big Horn Transportation Authority, Amy Kania
5. **Conduct of Business**
 - a. ORDINANCE 626: Flood Prevention
 - b. MEAN SPP Settlement Agreement
 - c. LGLP Nominations
 - d. Zoning Map Discussion, 1st Public Hearing Scheduled
 - a. North Hwy 20 Annexation/WYDOT
 - b. Potential Paving Project Costs (B-Street)- Sherman Allred
 - c. Update on SLIB Grant Application - RFP

- d. Electric Loop Feed Project Update
- e. LAMAX subdivision
- f. Update on Charter/Cable One Franchise Agreement & Pole Attachment Agreement
- g. Sewer Main near 8th and C street., Steve Vanderploeg
- h. Economic Development
- i. Town Hall
- j. Building Permit(s): Penney & Rickey Cooley, 208 S. 6th, Fence/Home
Victor and Margaret Staley, 809 S. 7th St., Fence
Chris Kampbell, 616 West D., Sidewalk
Don Russell, Big Horn Court Apartments, Sidewalks

6. Matters from Staff Members or Council Members, Roundtable

- a. Electric Monthly Summary Report, September 2013
- b. Water Monthly Summary Report, September 2013
- c. Public Works Summary Report, September 2013
- d. Administrative Summary Report, September 2013
- e. Law Enforcement Summary Report, September 2013
- f. Safety Committee Report, Steve Vanderploeg

Upcoming Meetings:

***Tuesday, November 5, 2013 7 pm – Special Meeting, Public Hearing concerning
Proposed Zoning Map***

Tuesday, November 12, 2013 @ 7 pm – Regular Town Council Meeting

Other Meetings:

Tuesday, October 29, 2013 @ 7 pm – Planning Commission

- Attached Document

TOWN OF BASIN, SPECIAL MEETING MINUTES
Tuesday, September 10, 2013
TOWN HALL COUNCIL CHAMBERS

Call to Order @ 6:00 PM

Roll Call: **Mayor Kania, Dave Cooper, Lyle King, and Bill Stoelk.**

Also Present: Public Works Foreman Steve Vanderploeg, Karla Pomeroy, Richard Russell, Mike Dellos, Sherman Allred, Kevin Boyce-WWDC, Jake Wright and Brent Bennett with Nelson Engineering.

The Council met with Nelson Engineering for the updated Big Horn Canal Rehabilitation Project LEVEL II.

Brent Bennett presented a slide show for Phase 1 of the rehabilitation project. At the end of the presentation there was a question and answer time. Jake Wright presented Phase 11 which was the mapping of the Town's water system.

The meeting adjourned at 7:29 PM.

Amy Kania- Mayor

Denise Lynch, DeputyClerk/Treasurer

TOWN OF BASIN
Council Meeting – Regular Minutes
Tuesday, September 10, 2013
Town Hall Council Chambers @ 7:00 PM

A Regular Meeting of the Town of Basin Council was held in the Council Chambers of the Town Hall in Basin, Wyoming on Tuesday, September 10, 2013 at 7:00 PM.

Council Members present: Mayor Amy Kania, Dave Cooper, Bill Stoelk, and Lyle King. Absent: Phil Julliard.

Also present were Karla Pomeroy, Town Engineer Sherman Allred, Stacey Leshner, Steve Vanderploeg, Town Attorney Kent Richens and Denise Lynch Deputy Clerk/Treasurer.

The Meeting was called to order at 7:30 PM.

The Mayor asked to have vouchers removed from Consent Agenda for specific discussion.

Dave Cooper made the motion and Lyle King seconded to approve the consent agenda (minus the vouchers) as presented: Minutes for the Regular Council Meeting 8/13/13; 2) August 2013 Financials; 4) Municipal Court Report for August 2013; 5) Delinquent Accounts: \$198,799.26 (30 days-Current), \$27,029.75 (60 days), \$5,022.82 (90 days) as of 9/5/13. The vote to approve the Consent Agenda was unanimous.

The Mayor addressed the Vouchers and asked that two vouchers be removed from the list. A voucher from Lamax was submitted for sewer repairs in 4th street. The Town did not contact Lamax to do this work and the cause of the sewer damage was from a phone line conduit installed previously that had damaged the sewer line and created a leak. The Council directed the Mayor to contact TCT about the invoice. The second voucher was for Donnell and Allred. The invoice was correct but the Check was doubled in Casselle and needed to be corrected. The Town clerk could resolve this upon return from training next week. The Council concurred and Lyle King made a motion to amend the Voucher list for a corrected amount of \$249,206.46. Dave Cooper Seconded to approve 3) Vouchers \$198,194.90 + Payroll Gross \$51,011.56 GT=\$249,26.46. The Vote to approve was unanimous.

The Council received and reviewed the minutes from the August 27, 2013 Planning and Zoning Commission meeting. Bill Stoelk mentioned that P&Z would like direction from the council on the building code and what area to start in next. Mayor Kania said she would like them to continue on Title 8 as that is what the Council had previously directed. With Ken Fink and Mark Hillman leaving the board, letters of interest have been called for to fill the 2 empty positions. John Vanlandingham sent a letter of interest. Mayor Kania called for a motion to appoint Mr. Vanlandingham. Lyle King made the motion and Dave Cooper seconded it. Vote was unanimous. The Town will continue to solicit interest in the remaining vacant position.

There was no report from Big Horn Regional JPB & South Big Horn JPB as Phil Juillard was not present.

The Mayor gave an update to the Council on the SPP settlement from MEAN that has now been accepted by FERC. The Town's portion of the settlement will be paid in monthly installments of \$603.97 for 5 years. Total Basin portion of the settlement is \$36,227.29.

The Mayor notified the Council of a vacancy on the Recreation Board (Town appointed position) with the resignation of Ryan Baumeister. Danielle Chapman put in letter of interest and Mayor Kania asked for a motion to accept her appointment. Lyle King made the motion, Dave Cooper seconded the motion. Vote was unanimous.

ORDINANCE 619: Repealing and supplementing Title 11, Zoning. 3rd Reading. Mayor Kania presented written recommended amendments to the Ordinance. Lyle King asked that the amendments be discussed in town parts with the allowance of Manufactures Homes in the Residential Zone to be discussed separate. The Council discussed the Amendments as presented. along with the verbiage corrections from Lyle King. Lyle made a motion to approve the amendments, Dave Cooper seconded. Vote to approve amendments was unanimous.

Dave Cooper made a motion that manufactured homes be removed from the residential zoning. Previous zoning had not allowed for these in the traditional residential zone and would still be allowed in the mixed residential zone. Allowing the homes already in place to remain, but no new manufactured homes be moved into residential zones. Discussion ensued opposing this amendment. Motion died for lack of second.

Lyle King made a motion to approve Ordinance 619 on third reading as amended. Motion died for lack of a second. Mayor Kania asked the Council what they wanted to do with Ordinance 619 at this point.

Lyle King requested reconsideration on Dave Cooper's previous motion concerning manufactured homes. Lyle King made the motion to have the allowance of manufactured homes be removed from the residential zone. Dave Cooper seconded it. Motion carried.

Mayor Kania-Yay
Lyle King-Yay
Dave Cooper -Yay
Bill Stoelk-Nay

Dave Cooper made a motion to approve Ordinance 619 on third reading as amended with the two motions previously. Lyle King seconded. Motion carried.

Mayor Kania-Yay
Lyle King-Yay
Dave Cooper -Yay
Bill Stoelk-Nay

Lyle King made the motion to pass Resolution 2013-0910-1 Land Use Matrix, Dave Cooper seconded it. The vote was unanimous.

The Council discussed the Proposed Zoning Map from the P&Z and asked Kent Richens to provide input for scheduling notices and a public hearing.

The WDOT stockpiling agreement expires this month. The previous lease was 700.00 for 10 years. The proposal of 1000.00 for ten year lease was made. The Council and Mayor asked Kent Richens to draft a maintenance provision and an out clause. Lyle King made a motion to amend the agreement to have an out clause and maintenance provision. Dave Cooper seconded it. The vote was unanimous.

On the North HWY 20 Annexation and side walk improvement; Mayor Kania discussed possible savings for the Town's committed funding. Savings could be used to replace five fire hydrants along the route as well as place streetlights in front of the Fairgrounds. The Council also discussed sidewalk improvements along North Hwy 20 from G-street along the west side of the highway along the new Lamax Subdivision. Mayor Kania asked for a motion "To annex all of the right of way of Wyoming State Highway No. U.S. 16/20, lying north of the north line of G Street and east of Collins Addition, and lying north of the north line of Hart Avenue and south of the north line of Block 3 of Collins Addition to the Town of Basin, and west of the railroad corridor; to direct Sherman Allred to provide a legal description and map of the area considered for annexation; and to direct Town Attorney Kent Richens to draft a Petition For Annexation." Lyle King made the motion, Dave Cooper seconded it. The vote was unanimous.

For the 8th St. paving Phase 1 project, it was suggested by Council that it be put on hold due to the cost to the properties along the route to bring their water services up to code. Dave Cooper asked Sherman Allred to look at the north end of 8th street and see if it would be possible to lay an overlay for now rather than major reconstruction. The Council would also like Sherman Allred to come back with the numbers for B street reconstruction instead. This will be reviewed at the October Council meeting.

Mayor Kania updated the Council on the provisional approval by SLIB for the Clean Water SRF application for Wastewater planning. A public hearing is scheduled Sept. 19 at 5 pm.

Mayor Kania reviewed the Electric Loop feed project contract timelines with Construction to be completed by early January. The projected start date is to be first part of November.

The council discussed the Lamax Subdivision. The council is wanting to know their intentions on finishing the alleys that are not graded, surveying the individual lots, will there be street lights put up, and trimming the trees by the stop sign. Mayor Kania will schedule a meeting with Lamax to discuss and formalize a subdivision agreement.

Mayor Kania updated the Council on the Charter/Cable Vision franchise agreement. The Council concurred with the recommended 2% franchise fee on all monthly services, a 10 year agreement and a separate pole attachment agreement and rental charges.

The Mayor updated the Council on the need to update the Town's flood prevention ordinance with the adoption on the new FEMA mapping in order to remain in the floor insurance program. Flood Plan Administrator, Sherman Allred suggested that the Town adopt the model ordinance. The first reading will be at the October 8th meeting.

Mayor Kania asked Steve Vanderploeg to set up a date for the town wide clean up with extra pickups and notice to the public.

Building Permit(s): Tom Davis, 509 Matteson, Roof
Chris Kampbell, 616 West D. St., Sidewalk
Mike Cowan, 459 West 8th St., Sidewalk
Danielle Chapman, 512 West E St., Sewer
David Sanders, Lot ¾, Block 15 Collins Sub-division, House
Jerry Weber, 611 Hart Ave., Deck

Lyle King made the motion to pass all the permits, Dave Cooper seconded the motion. The vote was unanimous.

The Council reviewed the Department Summaries and heard an update from Steve Vanderploeg on cardboard.

The Council briefly discussed the purified/raw water improvement project for Mecklam Acres with discussion about easements. Sherman Allred will review an alternate route between Wyoming and B-street.

There being no further business to discuss, Lyle King made the motion to adjourn the meeting at 9:48 PM and Dave Cooper seconded. The motion carried with a unanimous vote.

Amy Kania Mayor

Denise Lynch, Deputy Clerk/Treasurer

TOWN OF BASIN, SPECIAL MEETING MINUTES-Public Hearing
Thursday, September 19, 2013
TOWN HALL COUNCIL CHAMBERS @ 5:00 PM

- Call to Order @ 5:00 pm
- Roll Call: **Mayor Kania, Dave Cooper, Bill Stoelk, and Lyle King. Absent: Phil Juillard**

Also Present: Karla Pomeroy and Clerk/Treasurer Danielle Chapman.

Mayor Kania stated the purpose of the Special Meeting was to hold a public hearing and also review Part II of the SRF Application for Sewer Collection and Treatment Rehabilitation. Next item will be to Review the Big Horn Rural Electric Conformation Letter.

Public Hearing:

1. SRF Application, Part II: Sewer Collection & Treatment Rehabilitation-Phase 1, Planning for the purpose of Planning for Sewer Collection Rehabilitation and Treatment System Improvements. Hearing open at 5:01 pm, no member of the public provided comment, hearing was closed at 5:04 pm.

Lyle King made a motion to accept Resolution 2013-0919-1, a resolution authorizing the submission of a Part 2 of the SRF application form to SLIB, Dave Cooper seconded the motion and the motion carried with a unanimous vote.

The Council reviewed the Big Horn Rural Electric Conformation Letter. It was the Council's recommendation that Mayor Kania sign the letter and proceed. Dave Cooper made a motion approving the Mayor to sign the letter and Lyle King seconded the motion. The motion carried unanimously.

There being no further business to discuss, Dave Cooper made a motion to adjourn the Special Meeting at 5:08 pm, Lyle King seconded and the motion carried with a unanimous vote.

Amy Kania, Mayor

Danielle Chapman, Clerk/Treasurer

**TOWN OF BASIN
PLANNING AND ZONING COMMISSION REGULAR MINUTES
TUESDAY, SEPTEMBER 24, 2014
BIG HORN COUNTY JAIL MEETING ROOM @ 7:00 PM**

CALL TO ORDER: Vice-chairman, Robert Kampbell called the meeting to order at 7:15 pm.

ROLL CALL: Carl Olson, Robert Kampbell, Bill Stoelk, John Vanlandingham

MINUTES FROM AUGUST 27, 2013: Carl moved John second we accept the minutes as written. All approved.

NEW BUSINESS: The commission welcomed John as our new member.

The committee elected new officers for the P & Z Commission. Robert Kampbell was elected Chairman, Carl Olson was elected Vice-Chairman, and CJ Duncan was elected Secretary. Carl Olson made the nomination and Bill Stoelk second. The vote was unanimous.

Topics: We need a key to get in to the town office to hold our meetings in the city meeting room. Chairman Kampbell said he would get it.

ADJOURNED: John moved and Carl second we adjourn. The vote was unanimous we adjourn. Our next meeting will be October 22, 2013.

Respectfully submitted,

Robert Kampbell, acting Secretary