

TOWN OF BASIN COUNCIL
OCTOBER 2, 2012
SPECIAL MEETING – 6 PM
WORKSHOP MEETING - 7 PM.

SPECIAL MEETING AGENDA:

1. Basin-Big Horn Canal Level II Study and Water Supply Master Plan Kickoff Meeting –
6 to 7 pm

WORKSHOP AGENDA:

1. Gottche Wellness Center
2. Wheeler Street Vacation Request (East portion of B-street and River Drive)
3. Triplett Raw Water Request Update
4. Bid Award – North/South Sub Loop Feed Project
5. County Consensus Grant Projects Update
 - a. G-Street Sewer Improvement
 - b. Flush Tank Sewer Improvement
6. Residential Relending Program Application(s):PENDING
7. Electric Update/September Monthly Status Report
 - a. WAPA Transmission Rate Increase
 - b. Pole Inspection Update
 - c. Mecklam Acres Rebuild Update
 - d. Emergency Transmission Wheeling Update
8. Water/Sewer/RW Update/September Monthly Status Report
 - a. Fire Hydrant Replacement
 - b. RFP for Sewer Master Plan
 - i. Committee?
 - ii. Outline of Scope
 - c. **Compliance Monitoring Plan for the Stage 2 Disinfection Byproducts Rule (Stage 2 DBPR)**
9. Law Enforcement Update/September Monthly Status Report
 - a. Status of NIMS Training by Mayor and Council
 - b. Emergency Management Plan Update
10. Administration Update/September Monthly Status Report
11. Public Works Update/September Monthly Status Report
 - a. Fall Cleanup Week 10/6-10/14
 - b. GIS Data
12. Building Permits:
 - a. Ray Lemay – 110 S 9th Street – Replace 9 windows
 - b. First Baptist Church – 21 Hwy 30 – Parking Lot Concrete
 - c. Cora McGee – 950 N 8th Street – Moving trailer from South 3rd Street
 - d. Peter & Debra Smet – 410 West F Street – New windows and siding
 - e. Charlene Anderson – 717 Hart Ave – Moving single wide mobile home on to property
 - f. Walter Howe – 706/708 S 4th Street – sidewalk between back door and garage & 2' apron
 - g. **Mark Hilman, 802 S 7th Street-water softner, roofing on garage & breezway**
13. Exec Session, if needed
14. Round Table

MONTHLY DEPARTMENT SUMMARY REPORT

MONTH: September 28, 2012

Department: Electric

Prepared By: Stacey Leshner

SUMMARY REPORT

I set meter posts at Peterson's

I installed the meter sockets at the fair grounds to replace the primary meter package.

I helped change four fire hydrants.

I did several service upgrades.

I changed contactor in a street light controller.

I changed out several street lights.

Worked with T&R Services to take samples of transformer oil and loaded all old transformers on a truck so they could be disposed of.

I trimmed some trees out of the power line.

SUMMARY OF EXPENSES PRIOR MONTH

Border States

Western Engineering

Cody Screen Printing

Prime Power

Clark Safety

T&R Services

FISCAL IMPACT TO BUDGET

Border States: \$1,568.59

Western Engineering: \$3,138.25

Cody Screen Printing: \$122.90

Prime Power: \$999.00

Clark Safety : \$99.32

T&R Services: \$375.00

SUMMARY OF EXPENSES CURRENT MONTH

FISCAL IMPACT TO BUDGET

ONGOING PROJECT(S)

Recloser at the south sub.

Meter at the fair grounds.

Power for cardboard crusher

Meters for Peterson and Gomez

PLANNED or PROPOSED PROJECT(S)

Mechlen Acres

ATTACHMENTS

1.

AGENDA & SUMMARY REPORT SUBMITTED TO:

1. Amy Kania

2. October 1, 2012

MONTHLY DEPARTMENT SUMMARY REPORT

MONTH:Oct 1,2012

Department: Water/Raw Water/Sewer
Prepared By:Mike Dellos

SUMMARY REPORT

Replaced four fire hydrants

Completed hydrant testing

Normal everyday tasks

SUMMARY OF EXPENSES PRIOR MONTH

Sewer lagoon testing

FISCAL IMPACT TO BUDGET

Sewer lagoon testing approx \$520.00

SUMMARY OF EXPENSES CURRENT MONTH

Fire hydrants and parts

Parts from valley hardware

FISCAL IMPACT TO BUDGET

Fire hydrants and parts \$7100.00

Valley hardware \$15.00

ONGOING PROJECT(S)

none

PLANNED or PROPOSED PROJECT(S)

Raw water communications

ATTACHMENTS

1. none

AGENDA & SUMMARY REPORT SUBMITTED TO:

1. Who on what date Amy Kania Oct. 1, 2012

COMPREHENSIVE WATERWATER MASTER PLAN

DRAFT Scope:

- Summarizing and describing the Wasterwater System
- Describe the Service Level Goals for the system.
- Project wastewater collection demand for 5 year, 25 year and 50 year planning horizon.
- Evaluate the Wastewater Collection System and identify deficiencies.
- Evaluate the Wastewater Treatment System and identify deficiencies.
- Evaluate applicability of future lift stations and identify locations and areas currently not served or underserved.
- Model entire collection and treatment system.
- Evaluate existing Inflow and infiltration and identify deficiencies.
- Recommend smoke testing areas and procedures.
- Analyze available engineering and financial alternatives for maintenance and system improvements – including ground water restoration.
- Review and recommend changes to existing policies and procedures with respect to wastewater operations.
- Recommend updated to the capital improvement program and operational structure of collection and facility system.
- Identify any regulatory concerns for the collection and facilities system.
- Evaluate and propose sewer use ordinance updates.
- Complete rate study on wastewater utilities.

DEPARTMENT SUMMARY REPORT

DATE: SEP 2012

Department: POLICE

Prepared By: Chief Chris Kampbell

SUMMARY REPORT

- 1) We answered **198** Calls for Service for this time period.
- 2) We opened **14** case files. See attached for types of calls.
- 3) We traveled **???** miles in the cars and used **???** gallons of fuel used.
- 4) We issued **56** citations this month.
- 5) We had **3** house watches.
- 6) We made **6** Arrests this month

SUMMARY OF EXPENSES PRIOR MONTH (AUG 2012)

- | | | | |
|----|-------------------------|----------|-------------------------------|
| 1. | Basin Auto Care | \$ 71.00 | Battery Switch, tire mount x2 |
| 2. | Roger Hall | \$ 23.94 | AR 15 Sling swivel |
| 3. | Rovena Signs and Design | \$282.00 | Decals 2012 Charger |

FISCAL IMPACT TO BUDGET

NONE

SUMMARY OF EXPENSES CURRENT MONTH (Sep 2012)

NONE

FISCAL IMPACT TO BUDGET

The PD is operating within its 2013 budget.

ONGOING PROJECT(S)

- 1) The Chief is over 50% completed with the new PD Policies and Procedures Manual.
- 2) Ongoing organization of old PD records and storage upgrades
- 3) The Chief has completed the Emergency Management Plan.
- 4) The new patrol car here and in service

PLANNED or PROPOSED PROJECT(S)

- 1) Grant for in Car Camera Systems - Awarded \$10,000 available October 2012. Will be ordering and installing in all patrol vehicles.
- 2) Grant for Radar Signs. This is available through the Safe Routes to School Grant. Spoken with mayor about this and will be part of the FY 2013 grant request
- 3) Grant for Radar Purchase -Awarded \$2000.00 available October 2012. Will be ordering and installing this month.
- 4) Grant for PBT Purchase -Awarded \$500.00 available October 2012. Will be ordering this month.

ATTACHMENTS

1. Crimestar

AGENDA & SUMMARY REPORT SUBMITTED TO:

1. Mayor and Council on October 1, 2012

BASIN POLICE DEPARTMENT

P.O. BOX 528

202 SOUTH 3RD STREET
BASIN, WYOMING 82410 USA

10/01/2012

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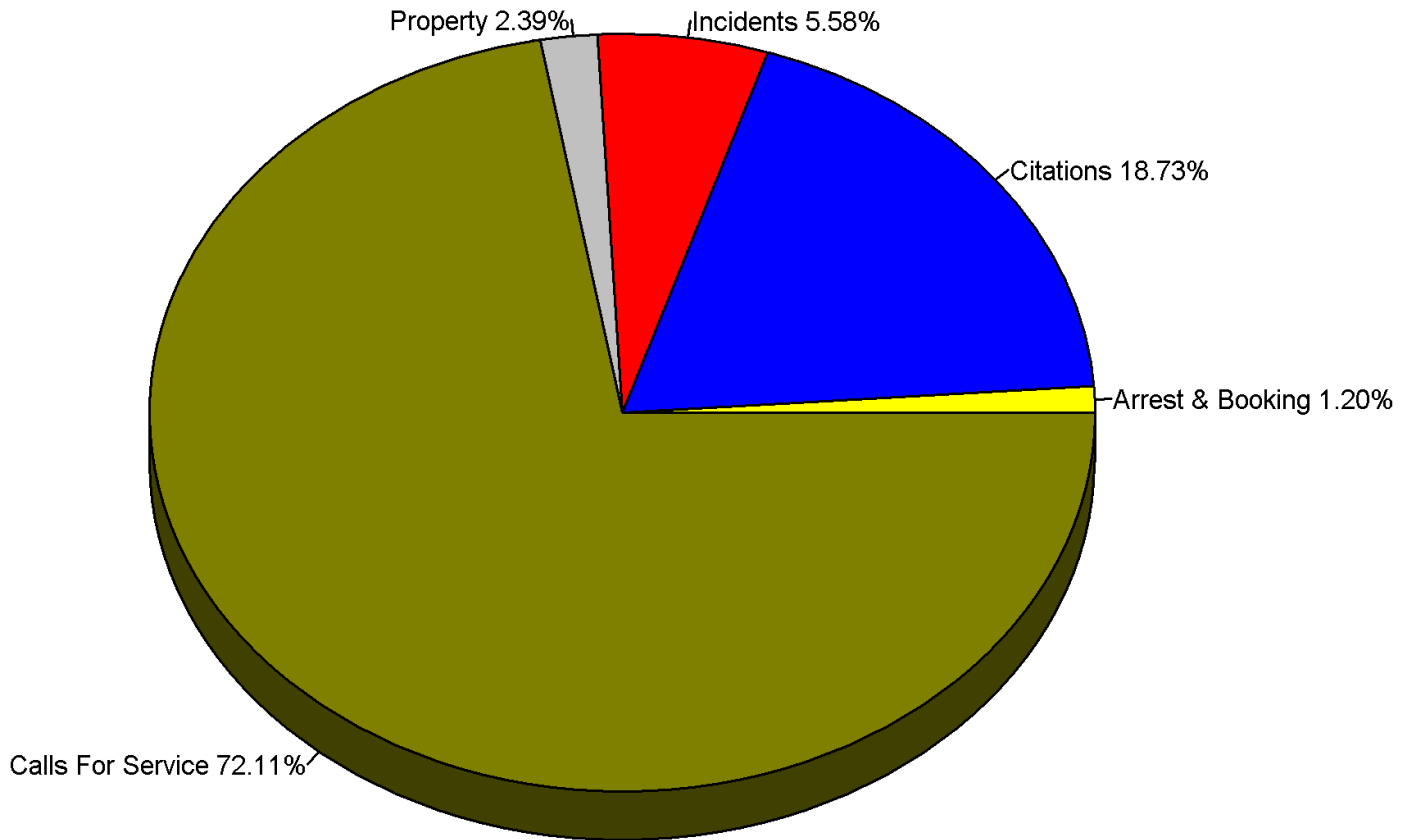
Statistics by Date

09/01/2012 to 09/30/2012

Accidents	0
Arrest / Booking	3
Calls for Service	181
Citations	47
Field Interviews	0
Incidents	14
Property	6
Registrants	0
Warrants	0
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Total	251

BASIN POLICE DEPARTMENT
P.O. BOX 528

Crimestar Records Management System
Database Statistics
From: 09/01/2012 To: 09/30/2012



DEPARTMENT SUMMARY REPORT

DATE: 9/28/12

Department: Administration

Prepared By: Danielle Chapman

SUMMARY REPORT

Training was very informative and went very well.

SUMMARY OF EXPENSES PRIOR MONTH

Travel/Training

FISCAL IMPACT TO BUDGET

None

SUMMARY OF EXPENSES CURRENT MONTH

Normal Expenses.

FISCAL IMPACT TO BUDGET

None

ONGOING PROJECT(S)

We have moved some cabinets into the vault and we are preparing checklist books for past and present years.

PLANNED or PROPOSED PROJECT(S)

Complete the reconciliations, finalize financials, and implement new procedures to ensure a more secure filing future. Preparing to Complete the Audit with Jim Reilly and filing with the Department of Audit.

ATTACHMENTS

ANNOUNCEMENTS:

AGENDA & SUMMARY REPORT SUBMITTED TO:

1. Who: Amy Kania
2. Date: 9/28/12

DEPARTMENT SUMMARY REPORT**DATE: 10/1/12****Department: Public Works**

Prepared By: Steve VanderPloeg

SUMMARY REPORT

Planted cotton wood tree's at boat ramp park. Fixed sump pump outlet at raw water pond. Replaced four valves and fire hydrants. Fixed 2 water leaks. Put locking cover on thermostat at the Maloney park building. Replaced a curb stop for the new house going in on north 7th. Was able to contact Jim Farmer and have him pick up his old equipment from the 80's. Helped Stacey load his PCB contaminated transformers.

SUMMARY OF EXPENSES PRIOR MONTH

Normal expenses

FISCAL IMPACT TO BUDGET

Spent 7,529.21 on fixing old garbage truck.

SUMMARY OF EXPENSES CURRENT MONTH

Normal expenses

ONGOING PROJECT(S)

Fixing composting dumpsters, Sweeping streets, Grading alleys, Chipping branches, Normal operations.

PLANNED or PROPOSED PROJECT(S)

Cut down all the tree's in the way for the mechlam acre's power line project. Help Stacey set mechlam acre power line poles. Cut down a dead tree in Washington park. Cut down a Russian Olive tree at Richardson and Golf course intersection. Fix or replace two more Fire Hydrants. Read meters. Hire Shawns replacement. Blow out all raw water lines and open all drains before it freezes.

ATTACHMENTS

None

AGENDA & SUMMARY REPORT SUBMITTED TO:

1. Amy Kania
2. Council
3. Date: 10/1/12