

TOWN OF BASIN

Regular Council Meeting – Minutes

Thursday, February 8, 2024

Town Hall at 7:00 PM

Call to Order Regular Session

Pledge of Allegiance

A Regular Meeting of the Town of Basin Council was held at Town Hall in Basin, Wyoming on Thursday, February 8, 2024 at 7:00 PM. The meeting was called to order at 7:00 PM.

Council Members Present: CJ Duncan, Brent Godfrey, Stuart DesRosier, Carl Olson, and Chuck Hopkin.

Also present were Clerk/ Treasurer Deaun Tigner, Mike Dellos, Chief McClure, Kent Richins, Jesse Frisbee, Matt Schaffer and Joseph Hobmeier.

Public Comment: Matt Schaffer and Joseph Hobmeier asked the Council about the disposition of the Eagles Annex building and whether there is any interest in selling it or finding a way to use it. Mayor Duncan said the short answer is yes, but for the time being we would need to do a long-term lease because we received state funding to finish the area and clean it up and we must maintain ownership for about another four and a half years; however, expressed that we would really like to have someone use the building. Mr. Schaffer stated that he has seen circumstances where there are leasing alternatives, a four-year lease, and then a percentage of the payments, or a large percentage of the payments, go toward a down payment on that. Mayor Duncan explained that in the past, when there was interest, the interested party would make a proposal. We already had some rates established for this building, so we have a rent in mind, but if it was going to be a long-term lease or a lease option the council would have to discuss that to make sure that is the route they would want to go and whether it would be a viable option or not. Mr. Schaffer inquired about a dollar figure to determine whether it was a possible alternative and the Council said they hadn't had a discussion about selling the property yet. Mr. Schaffer stated that he would need something like that to put together a proposal. Mr. Schaffer and Mr. Hobmeier represent the Knights of Columbus and would like to have a kitchen for fish fries, bingo, fundraising for churches and other organizations between Greybull and Basin. Mayor Duncan stated that the quick answer is that we would be interested, but we need to come up with some figures first before getting too serious.

Department Summary Reports:

Public Works: Foreman Dellos stated that they had been locating the curb boxes lately. Midwest Assistance is coming around the 15th to locate and do GIS, so Mike's crew has been looking for everything. They have had some difficulty finding some curb stops at a few houses. One of his employees hurt their knee while walking to work the other day, so that employee will be off for a few days. Mayor Duncan inquired whether the curb boxes were also being used for raw water. He also inquired about what had occurred on the cemetery's road, to which Mike responded that they had cleaned up and did leave some piles.

Electric Department: Lineman Huggins stated that they are still going pole to pole looking for problematic connections and have discovered many of them. They've started doing night patrol, leaving early and returning late to check the lights to see if they're turned on. They completed the first part of getting the underground loop built for the north side of town so now if they have an outage they can return power within minutes. They're still arranging and cleaning the shop. Three new poles were installed, including one behind the football field. They have completed inventory, and everything but the wire has been counted in order to maintain a running inventory. They're staking jobs to shorten the line. There's one near the school they're repairing. Councilman Olson inquired as to what it would take to move the light pole that is immediately adjacent to the sidewalk as they intend to install accessible parking there. Ray stated that he was willing to do anything they asked.

Administration: Clerk Tigner reviewed her report that included heating issues they had the prior month, working on the annual electric report, reviewed the aging report with the council, and discussed how the equal pay customer is working with our software.

Municipal Court: The council asked about the dismissals on the court report and Kent replied it was probably for insurance.

Police Department: Chief McClure did incur some travel charges because of transporting people to other locations for investigation, typically in juvenile instances. They've completed a rough draft of their policy update. He stated that it does not overrule or override the town policies. There are no difficulties with the facilities or the vehicles. He has asked his staff to begin clearing weeds and garbage as soon as the weather warms up. They aided the school with flood mitigation, after-hours checks, and property/ business inspections. Mayor Duncan inquired about what we were doing with the older car. Chief McClure stated that he would want to have it in Mike's shop for a few days to strip it down before placing it on the government sale site or accepting sealed bids for purchase. He wants to do it locally, with the highest bidder taking it, with the intention of selling it and putting the money back into the general fund.

Legal Council: Nothing to discuss other than what is on the agenda.

Engineer Summary Report: Nothing to discuss other than what is on the agenda.

Committees/ Commissions/ Departments;

Planning and Zoning: No meeting last month.

Recreation District: Mayor Duncan and Councilman Hopkin stated there was a meeting the previous night where they reelected the same officers as before. They are planning to make

some changes around the pool with some grant funding to put up some stairs and a shade between the existing gym and the pool. There will be a work day on March 23rd where they will get a lot of stuff done at that time. Councilman Hopkin said they also talked about cleaning out the stormwater drain that collects in a few different spots. The program coordinator has sold a few more memberships and there has been more and more use in the facility all the time.

Activities Committee: Mayor Duncan asked the Council if they would like to arrange a time to discuss the town clean-up or if they would like to continue doing this service. Mayor Duncan also said it is a nice thing to do but we do get people from out of town as well and it is hard to keep track of who is in town and out of town residents sometimes. Councilman Olson stated that the landfill would work with them if we included a voucher on the bill. Clerk Tigner said we couldn't put it on the utility bill, but we could leave a voucher out in the office for people to pick up when they pay their bills. Councilman Olson suggested holding a meeting before April 26th to get garbage cans and other items organized. The activity meeting was set for March 5th at 6:30 p.m.

Building Permits: None at this time.

Chicken Permits: None at this time.

Executive Session: None at this time.

Public Comment: None at this time.

Approve Consent Agenda/ Additions/ Deletions:

Councilman Olson made a motion to approve the agenda with the addition of adding the budget meeting as well as the community needs assessment right after the property tax, Councilman DesRosier seconded, and the motion passed unanimously.

Conduct of Business:

Councilman Hopkin made a motion to approve the minutes as presented from the January 11, 2024 and January 25, 2024 meetings, Councilman Godfrey seconded, and the motion passed unanimously.

Councilman Olson made a motion to approve the vouchers in the amount of \$195,745.11 and net payroll of \$58,962.49, Councilman DesRosier seconded, and the motion passed unanimously.

Property Tax: According to Mayor Duncan, there is now a drive to dramatically reduce Wyoming's property tax. He would question the public, before they get excited about getting rid of taxes, what they are willing to sacrifice. He stated that everyone would want to pay less taxes as well, but the last time they did that on fruits and fresh food, the state promised they

would come up with a method to replace that money and they have not, but it was a change and the state has had to come up with ways to make up those shortfalls. He asked what are we prepared to sacrifice in exchange for reduced taxes? It would affect everyone including the fire department, police department, and rural health departments. He also stressed that he was not influencing decisions in any manner, but rather wanting everyone to get educated on the subject.

Budget meeting schedule: Mayor Duncan stated that by the second meeting in March, he would like to have the first preliminary budget. Department heads were instructed to include in their budgets items that would make their jobs easier, etc. Along with the budgets, he would want to see all evaluations completed by the first meeting in May, so we can get the final numbers based on performance, raises, and so on. He also noted that each department's inventory must be completed because it is an easy method to see where our money is being spent, among other things. The Council plans to review the proposed budget on March 28th, with a budget meeting scheduled for Thursday, April 4, 2024 at 6:30 p.m.

Community Needs Assessment (Eagles Building): The community needs assessment is still required before the grant for the Eagles Building can be completed. The Council directed Clerk Tigner to work on this.

Turtle Park: Jesse mentioned how the railroad approved the lease conditional on the fencing that needs to be installed (approximately 500 feet). There was a brief conversation about a dog park and how much money to spend on it, including a leash and unleash area, as well as how to get some water for the animals. Mayor Duncan asked Jesse if he thought there was any money from the Safe Route grants to finish the sidewalk. Jesse inquired whether it was something the town would install or if we would pay someone. Councilman Olson recommended organizing a volunteer day to see if the public is interested. Jesse was also instructed to compile a material cost list.

Street Repair: 4th Street repair: Jesse asked to discuss this in executive session.

Meeting Room/ Rental Room: Kent has been working on drafting these agreements. Kent said, with respect to room suite 2, he thinks he has finalized that. The rental room, suite 4, he asked if the Council had a chance to read it. The agreement states a maximum of 30 days is allowed unless otherwise stated by the town council. He does have an area of deposit or fee if the council decides if there is a certain type it should be used for. Under this agreement, a nonprofit status would not pay rent. The town council would have the discretion to make decisions on anything the office did not feel comfortable with. Because it is a public building we cannot make it exclusive, however, if they do pay to rent it, it is exclusive to them during their term. The council stated they thought the agreements looked good. Councilman

DesRosier made a motion to accept the new use agreements as well as have the locks changed in suite 4, Councilman Godfrey seconded, and the motion passed unanimously.

Town Hall – Electrician: Councilman Hopkin suggested town hall needed to have an electrician come in and look at the electric in the building and get it straightened out. He would like to have some verification safety-wise. Councilman Hopkin will coordinate with an electrician. Councilman Hopkin was told if it would take major changes he would need to come to the council for discussion and approval. He was also told to report back in a couple of weeks on that.

Utility Pole Assessment: Councilman Hopkin has done some checking and it has been quite a while since the Town of Basin has billed for their pole usage. He contacted a couple of telephone companies that he used to work for and they are getting 25-40 dollars per year per pole per attachment. Councilman Hopkin would like to do some investigating, find out when the last time that was billed and contact the companies. He is not talking about franchise fees, but pole usage rental as a different area. Kent Richins recommended looking at the franchise agreements and see what they say first. Councilman Hopkin also said that also gets them to clean that stuff up where it is not sitting there. He would like permission from the Council to go further with this and check it out. The council directed Kent to look at the franchise agreements and see what they say. Stuart said he will talk to Bill tomorrow about starting a survey on the poles.

Second meeting of February: Councilman Olson made a motion to cancel the second meeting in February, Councilman Godfrey seconded, and the motion passed unanimously.

Free Technical Assistance for Small Wastewater Systems: DEQ and EPA sent an email to the council. Mike promised to get in touch with them and find out what all of this involves. Additionally, he mentioned that one employee passed the wastewater test while the other failed the water test.

Town Office – Heating: Jesse said the modifications that were done by Big Horn Heating and Cooling were not ideal. He said that they had informed him they would be ordering parts to put dampeners in; however, they built them in-house. After taking a look at the units, Rick from Commercial Services advised making sure the town did not approve any paperwork indicating that the job was completed. In addition, he suggested hiring a mechanical engineer to evaluate the entire system and provide us with a report outlining any shortcomings and necessary changes to the current setup. The setup now will have freeze-up issues in the summer months, during air conditioning, pulling in hot air from outside directly into the coil area. The heating side of the issue might have been slightly alleviated, but the air conditioning side was worse. There is a spot on the heaters that the dampener should have been installed. The mechanical engineer should provide us with a report on what should happen or what could be improved,

how it should have been installed, and at that point we will have the opportunity to pay him to design the fix and then we will have a dollar amount that we know that we may need to pursue from the original contractor. There has not been a response from Big Horn Heating and Cooling yet. Kent will put something together for Big Horn Heating and Cooling and notify the council first. Jesse said Big Horn Heating and Cooling told him the manufacturer recommended putting the part in like this.

GIS Mapping: Mike already reported on that a little bit. Mike said his crew has done all the upper end of the south end down to about 6th street. When they put in meters they usually locate the curb stops as well. They have a lot on the north end located. Councilman Olson asked if we were going out the golf course road to map as well. Mike said he guesses they could as they are in town as well and they would have to probably locate those.

ARPA Meters: Mike discussed the meter ordering process for the ARPA funding that was received. He looked back on his records and he got an email on January 18, 2021, that this was the bid for the meters. He ordered all the meters that we needed at that time because they were a year out. He ordered all of the readers and meters for the water. He thinks the original bid was actually higher than what we were going to get for ARPA funding and he thought maybe we would talk about taking it out of reserves. Councilman Hopkin asked if that is where we were over budget.

Public Comments: None at this time.

Councilman Hopkin made a motion to go into executive session for contract negotiation, potential litigation, and personnel at 8:19 p.m., Councilman Olson seconded, and the motion passed unanimously. Councilman Godfrey made a motion to adjourn executive session and go back into regular session at 9:18 p.m, Councilman Olson seconded, and the motion passed unanimously. As there was no further business to discuss, the meeting adjourned at 9:19 p.m.

Town of Basin Mayor/ CJ Duncan

Deaun Tigner – Town Clerk