

## TOWN OF BASIN

Regular Council Meeting – Minutes

Thursday, April 11, 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, April 11, 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, Ray Huggins, Chief McClure, Kent Richins, and Jesse Frisbee.

Public Comment: None at this time.

Department Summary Reports:

Public Works: Foreman Dellos stated that they have been burning. He also updated the Council that the raw water is not going to be in for a while because of a broken gate in Worland.

Electric Department: Lineman Huggins stated they have completed all the transformer testing. They have pretty much everything labeled so they know how many transformers they have and where they are. They have continued line maintenance, changing out overloaded transformers to bigger KVA, and took a count on connections on our poles.

Administration: In addition to meeting with the fire marshal, Clerk Tigner followed up with his recommendations regarding safety requirements and testing. Budget prep for fiscal year 24-25 has started. Updated job descriptions/ posted four positions in the Public Works Department.

Municipal Court: Reviewed court DSR.

Police Department: Chief McClure reported he is working on the policy and procedure manual. They do have some advertisements to go out for the new job listing. Chief McClure did address the complaint letter from Roger Stickney. There is a discrepancy between what the signs say and what the ordinance says. He also suggested rewriting the ordinance. Jesse Frisbee was asked to do some research in looking into the weight limit on streets. The Council asked if the Chief had a recommendation on this. Mayor Duncan suggested seeing some weight restrictions, but if there is going to be a significant construction project similar to when the school was built that there should be a by permit or by truck fee for that. Councilman Godfrey asked if they have been giving people citations for junk vehicles. The Chief said they have been giving education and notices on this and that they are coming up on the 15 days of notification before a citation is given.

Legal Council: Nothing to report that is not already on the agenda.

Engineer Summary Report: Nothing to report that is not already on the agenda.

Committees/ Commissions/ Departments;

Planning and Zoning: According to Councilman Olson, P & Z had a brief discussion a few nights ago to discuss the property's zoning at 206 South 4th Street and whether or not new and used car sales would be permitted there. Councilman Olson stated that P & Z reviewed the zoning matrix and it was allowed in commercial zoning. They are recommending the town write a letter to the property owner stating this.

Recreation District: Mayor Duncan reported that they have been going over budgets for the new year. There is a volunteer day for next Saturday, April 20<sup>th</sup>, to work around the pool if anyone has time to volunteer or help.

Activities Committee: The town clean-up day is set for April 27<sup>th</sup> from 9-noon. Foreman Dellos was requested to provide four or five additional dumpsters in the same general area as last year. Mayor Duncan said there will be a couple of roll-off containers, as well as Pete Smet will have some containers there for metal. We are also searching for volunteers for this day because as of right now there is only one truck and trailer along with two or three volunteers.

Building Permits: Councilman Godfrey made a motion to approve all three building permits as presented for Ryan & Lindsay Julson, Cash & Alexis Duncan, and Charles & Delores Williamson, Councilman Hopkin seconded, and the motion passed unanimously.

Chicken Permits: None at this time.

Executive Session: None at this time.

Public Comment: None at this time.

**Approve Consent Agenda/ Additions/ Deletions:**

Councilman Hopkin made a motion to approve the agenda with the addition of adding the letter for new or used vehicle sales before townwide notifications, Councilman Olson seconded, and the motion passed unanimously.

**Conduct of Business:**

Councilman Godfrey made a motion to approve the minutes as presented from March 14, 2024 and March 28, 2024, Councilman Olson seconded, Councilman DesRosier abstained since he was not at one of the meetings. The motion was approved.

Councilman Olson made a motion to approve the vouchers of \$224,354.32 and payroll of \$57,419.92, for a total of \$281,774.24, Councilman Desrosier seconded. Councilman Hopkin

briefly addressed the matter of why the town was still paying AVI in the absence of any updates or progress from them. When asked if he had heard anything from AVI, Jesse replied that he hadn't. The Council all expressed concern that they have not heard anything. Jesse will get an update from AVI on their progress. The town would like better communication. The motion passed unanimously.

**Budget Workshop Date:** The next budget meeting is scheduled for April 23, 2024 at 6:30 p.m.

**Utility Pole Assessment:** Foreman Bill Dahlke wanted to present these numbers himself, so this will be tabled until the second meeting in April when he will be here.

**Vehicle Sales:** In order to sell used cars at a property they are purchasing in town, Travis Friesen needs an approval letter from the Town. The property in question is in a commercial zone, which does allow vehicle sales. Councilman Olson made a motion to approve the letter to allow used vehicle sales at the property in question, Councilman Godfrey seconded, and the motion passed unanimously.

**Townwide Notification:** Councilman DesRosier made a motion to continue to move forward with Code Red for the townwide notifications with Chief McClure as the point of contact for any notifications going through Code Red, Councilman Godfrey seconded, and the motion passed unanimously.

**Town Office – HVAC Units:** The town did receive the evaluation for the HVAC units from ACE, Inc. Jesse read through all of the recommendations and, in looking at them, he believes at least 1 through 9 on page 6 is probably Big Horn Heating & Cooling's responsibility to address as most of it is duct work and making things flow cleaner, fixing the cut hole in cabinet, etc., but beyond that he is not sure if that is something they were really hired to do. Mayor Duncan agreed with Jesse's recommendation on this as well. Jesse has passed this onto the owner of Big Horn Heating & Cooling and he is hoping to talk to him in the next couple of days and work with them to fix this. Councilman Godfrey made a motion to have Jesse go to Big Horn Heating & Cooling about items 1 through 9 on page 6 in order to follow the suggestions on the ACE, Inc. report dated March 28, 2024, Councilman Olson seconded, and the motion passed unanimously.

**Fire Marshal Recommendations:** Mayor Duncan reported the fire marshal made some recommendations to be done that included electrical work as well as exit signs on the rec side of the building. Most of the work on the town hall side has been done. Terracon also came and did sampling of the storage room next to the office and it tested positive for asbestos. Councilman Olson said they may have someone that is trained to handle nonfriable materials and send to the Worland landfill. Councilman Olson will talk to the person and find out tomorrow. The Council opted to go for option number 2, which was having an abatement contractor come out to only remove the loose floor tiles and HEPA vacuum. After this is removed, we will have to carpet the area. Rapid Fire will come on April 17<sup>th</sup> and inspect the system. The Council

discussed the rec department paying for the fire extinguishers that are tested annually on that side of the building.

WyDOT Stockpiling Agreement: Kent Richins told the Council that he has been trying to get in contact with someone at WyDot, but they will not return his phone calls. Clerk Tigner contacted someone in that office today and found another person for Kent to contact.

Sewer Lagoon: Jesse was asked to collect another 2 weeks of data for AVI so they can compare it to the same time last year. They are trying to get a footprint of the lagoon. If they design it for the max flow during irrigation season and they continue to fix sewer lines through the town, he does not think we will not have another problem with that for quite a while.

Community Needs Assessment: Clerk Tigner spoke to the Council about doing Community Assets and Vulnerability Mapping as part of finishing out the grant for the Eagles building demolition. Kristin Fong from the Wyoming Business Council said that she would help facilitate the meeting to collect feedback, perspectives and challenges, and then we can supplement with economic data in a final report drafted by the community. Clerk Tigner was told to pick a date in the afternoon in May and the Mayor will attend the meeting. Councilman Olson said that if we could do it on a Friday afternoon he will show up for this as well.

Public Comments: Nothing at this time.

Executive Session: Councilman Godfrey made a motion to adjourn the regular meeting and go into executive session at 8:35 p.m., Councilman DesRosier seconded, and the motion passed unanimously. Councilman Hopkin made a motion to adjourn executive session and go back into the regular meeting, Councilman DesRosier seconded, and the motion passed unanimously at 9:15 p.m. There being no further business to discuss, the meeting was adjourned.

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Town of Basin Mayor/ CJ Duncan

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Deaun Tigner – Town Clerk