

TOWN OF BASIN

Regular Council Meeting – Minutes

Thursday, November 10, 2022

Town Hall at 8:00 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, November 10, 2022 at 8:00 PM. The meeting was called to order at 8:00 PM.

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

Also present were Clerk/Treasurer Deaun Tigner, Chief Kyle McClure, Town Attorney Kent Richins, Town Engineer Jesse Frisbee, Julie Dunlap, Tammy Keele, Chuck Hopkin, and Charles Philpott.

Public Comment: Tammy Keele asked the Council about a tree that is located in what looks like the alley, but is actually on North Street, as well as also wanting to know what it would take to change it from a street to an alley. This discussion was added to the agenda.

Department Summary Reports:

Public works: Mike Dellos did not attend the meeting; however, did have his DSR report for the Council. His crew removed the fence at Henderson Park and took the wood chips out.

Electric Department: Clerk Tigner reviewed the electric DSR with the Council.

Administrative Summary Report: Clerk Tigner reviewed the administrative DSR with the Council. She submitted permits to WyDOT, worked on F-32 reports for Department of Audit. The Security system/Key fobs will be installed in early December.

Municipal Court Summary Report: Clerk Tigner reviewed the DSR with the Council.

Police Department: Chief McClure stated they have updated and replaced the equipment in his truck and everything is functioning. The new vehicle order has been placed but does not have an estimated time of delivery. He will check on the lease and get the agreement or letter from SSB regarding taking the vehicle out of town. He also discussed other items he has been working on including purchasing antivirus software for the PD, lighting issues they are still working on, dashcam options. Chief McClure stated all vehicles are operating appropriately. Chief McClure was asked how many case files they have closed and if he could add that to his DSR report.

Community Complex: Julie Dunlap discussed that she was working with Barbara Greene to do a popup shop for small businesses. She also discussed some of the other things she has done. Cheerleading will start next week. She is also working to get pickleball going. As we were discussing the Community Complex, Mayor Duncan did talk to Commercial Services and the gym and locker room area are good for the heating system. Commercial Services did fire up the steam boiler for the town hall portion today and they need to replace some of the small steam traps that go to the individual fan coil units in the office rooms, but it is up and going. There is some steam returning to the boiler still that should not be, but it is not near as bad as it was last year, so he is anticipating middle to end next week to rebuild steam traps. The steam boiler is going now to heat the areas and warm the building back up.

Committees/Commissions/Departments;

Planning & Zoning: Councilman Olson recommended not changing the zoning for the new community complex area and instead recommended discussing with the school about applying for a conditional use permit.

Recreation District: Mayor Duncan reported items being discussed at the Rec Board Meetings including going over options for community activities, discussed a policy and procedures manual, changing the bylaws to state that there will be rec meetings 12 months of the year instead of 9 months (winter months off), changing the terms for board members to 2-year terms but allowing 3 terms to be served consecutively, updating the bylaws regarding the secretary as currently it states that the Secretary shall be the custodian of all records and maintain minutes of reports of all board transactions.

Activities Committee: Councilman Olson discussed that everything is going good for the parade. The parade route has been decided, flyers were put around town as well as on Facebook. There will be flyers put in the paper before the holiday with the schedule of events.

Building/Demolition Permits:

- Charles Philpot (208 S 7th St): Remove existing garage & carport. Build new garage/shop on a monolithic slab.
- Shane Combs (602 South 6th): 10 x 16 prebuilt shed.

Councilman DesRosier made a motion to accept both building permits, Councilman Godfrey seconded, and the motion passed unanimously.

Chicken Permits: None.

Executive Session: None at this time.

Approve Consent Agenda/Additions/Deletions:

Councilman Godfrey made a motion to add the tree issue right after the vouchers, Councilman DesRosier seconded, and the motion passed unanimously.

Conduct of Business:

Councilman Godfrey made a motion to accept the minutes from October 13, 2022 and October 27, 2022, Councilman DesRosier seconded, and the motion passed unanimously.

Councilman Olson made a motion to accept the vouchers \$300,277.66 + net payroll \$45,580.94 = GT \$345,858.60, Councilman DesRosier seconded, and the motion carried unanimously.

Mayor Duncan did ask Chief McClure about one of his vouchers where he put tires under oil and gas. Chief McClure thought it was oil, gas, and tires. He was asked to verify its location.

Tree in North Street Alley: It was brought up that there is a tree in north street that should be removed. The Council will continue discussing this item at the next meeting. Town Engineer Jesse Frisbee will look to see what utilities are in the area as well as get a couple of estimates on removing the tree. There was a discussion on vacating north street and turning it into an alley. Jesse Frisbee discussed that if we were ever considering vacating this, he would recommend vacating north & south, but not vacating the alley portion of it so there was a through alley all the way through the subdivision.

Thanksgiving: Councilman Olson made a motion to cancel the second meeting of the month, Councilman Godfrey seconded, and the motion was passed unanimously.

Christmas Holiday Days: Councilman Godfrey made a motion to allow employees to take off Friday and Monday for Christmas Eve and Christmas, Councilman Olson seconded, and the motion passed unanimously.

Eagles: The town still has the needs assessment to do. Heath Overfield is working on this currently.

Sewer: Nothing at this time.

Drivers Services: Councilman Keele said WyDOT has changed the plans and nothing will happen with this right now.

Green Dumpsters: There are some community members frustrated as commercial users were using the dumpsters and then residents don't have enough room to use them. The Council will rediscuss this when it becomes a bigger issue.

Community Center:

Lockbox: Councilman Godfrey will make sure this gets ordered. He was reminded the town will pay for it, but it needs to be ordered through the Fire Department as they are the only ones that will be able to order it.

Painting: Councilman Olson made a motion to grant the painting contract to Terry Romero, seconded by Councilman Godfrey, and the motion passed unanimously.

MOU with the School District: The council had already agreed to this MOU; however, the school's attorney wanted some wording changed as well as an electronic copy of the document. Councilman Olson made a motion to approve this MOU contingent upon the school board signing it, Councilman Godfrey seconded, and the motion carried unanimously.

Temporary Heat in Town Hall: There was temporary heat in the new Town Hall area, but the boilers are going currently. Commercial Services still need to replace some of the small steam traps that go to the individual fan coil units in the office rooms. There is some steam returning to the boiler still that should not be, but it is not near as bad as it was last year. They are anticipating middle to end next week to rebuild steam traps. The boilers in the gym and locker room are working good.

Jesse Frisbee said the rain gutter was replaced and is all seamless. Counters are planned to go in Town Hall by the end of the month. The electrician will be in on Monday to relocate all of the outlets. He also talked to Commercial Services and requested that they put together an estimate for some rooftop units so we can try to put it in a grant. Mayor Duncan said that maybe there was some grant funding we could investigate as we will be using parts of the building as a storm/emergency center in case the community needs it. Councilman DesRosier has previously talked to LaRae Dobbs earlier in the year about getting two generators through a grant for county emergency management planning.

Public Comments: Nothing at this time.

Executive Session: Councilman Keele made a motion to go into executive session for personnel, Councilman Godfrey seconded, and the motion passed at 8:59 p.m. Councilman Olson made a motion to go back into regular session at 9:12 p.m., Councilman Desrosier seconded, and the motion passed unanimously.

Councilman DesRosier moved to adjourn the Regular Meeting, Councilman Godfrey seconded, the motion passed unanimously, and the Regular Meeting was adjourned at 9:13 p.m.

Town of Basin Mayor/CJ Duncan

Deaun Tigner – Town Clerk