

TOWN OF BASIN
Council Meeting - Regular
Tuesday, June 14, 2011
Town Hall Council Chambers @ 7 PM

Call to Order
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*: Regular Meeting 5/10/11, Special Meeting 5/13/11, Budget/Special Meeting 5/26/11, **Workshop Meeting 6/7/11**
 - b. Approve vouchers *and payroll in the amount of \$ 273,370.65
 - c. **Municipal Court Report ***
 - d. Delinquent Accounts: 22 accounts - Past Due \$4,523.06
 - e. Communications: NONE

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.
 - a. **Becky Allred** – Basin City Arts Center update.

3. **Public Hearing:** NONE

4. **Committees/Commissions/Departments**
 - a. Planning & Zoning Commission: Spokesperson: Mark Hilman
 - i. Last Meeting 5/31/11 Minutes*
 - ii. Minutes/Update from Master Plan Steering Committee.*

 - b. Animal Control Ad-Hoc Committee*
Spokesperson: Co-Chair Heath Hopkin
 - i. Last Meeting 5/25/11 Minutes*

 - c. Cemetery District Ad-Hoc Committee
Spokesperson: Chair Deb Rathbun

5. **Conduct of Business**
 - a. (Council Recommendation) ORDINANCE 598: AN ORDINANCE SUPPLEMENTING AND AMENDING TITLE 9 OF THE BASIN TOWN CODE. (Utility Deposit, Reconnection Fee, Collection Procedures)
3rd Reading

 - b. ORDINANCE 600: AN ORDINANCE CONCERNING ELECTRIC RATES
3rd Reading

 - c. ORDINANCE 601: AN ORDINANCE CONCERNING PURIFIED WATER RATES
3rd Reading

- d. ORDINANCE 602: AN ORDINANCE CONCERNING SEWER RATES
3rd Reading
- e. ORDINANCE 603: AN ORDINANCE CONCERNING RAW WATER RATES
3rd Reading
- f. ORDINANCE 604: AN ORDINANCE CONCERNING GARBAGE RATES
3rd Reading
- g. ORDINANCE 605: AN ORDINANCE CONCERNING MOSQUITO RATES
3rd Reading
- h. TABLED: ORDINANCE 606: AN ORDINANCE CONCERNING TREES/SHRUBS ON PUBLIC PROPERTY
1st Reading
- i. WYDOT TEAL Grant
- j. **Recreation District** update: Mayor Kania
- k. Zoning for Hart Street Property. Update: Mayor Kania
- l. New Verbal Offer for Mineral Royalties in Cemetery from Over the Hill Land Services, LLC.
 - i. Min 500 ft from existing/planned cemetery
 - ii. \$50/acre
 - iii. 15% royalty
- m. Financial Report through May 31,2010***
- n. Building Permit(s): Betty Olsen, 602 Holdrege – Valley Gutter

6. Matters from Staff Members or Council Members

- a. Law Enforcement Monthly Report***
- b. Electric Monthly Report***
- c. Public Works Monthly Report***
- d. Water/Sewer/RW Monthly Report***
- e. Administrative Monthly Report***

Upcoming Meetings:

June 16, 2011 (Thursday) – Special Meeting, Final Budget Reading

July 5, 2011 (Tuesday) @ 7 pm – Regular Workshop Meeting

Tuesday, July 12, 2011 @ 7 pm – Regular Town Council Meeting

TOWN OF BASIN
Council Meeting – Regular Minutes
Tuesday, May 10, 2011

A Regular Meeting of the Town of Basin Council was held in the Council Chambers of the Town Hall in Basin, WY on Tuesday, May 10, 2011 at 7:00 p.m.

Council Members present: **Mayor Amy Kania, Dave Cooper, Heath Hopkin, Deb Rathbun, and Lyle King.** Also present were: Karla Pomeroy, Victor Garza, Chris Kampbell, Shelia Kampbell, Phil Juillard, Wade Austin, Mike Laird, Margie Triplett, Town Engineer Sherman Allred, Town Attorney Kent Richins, Crew Supervisor Bill Stoelk, Acting Chief of Police Roger Hall, and Clerk/Treasurer Charlene Anderson.

The Meeting was called to Order at 7:00 p.m. The Agenda was reviewed and approved.

Mayor Kania recognized and thanked the Allred's, the Adam's, Cindy Schlattmann, Roy Frisbee and Ron Boyd for their help in putting in 4 raised garden beds by the tennis court.

Lyle King moved and Deb Rathbun seconded to accept all items on the Consent Agenda as presented; 1) Regular Meeting 4/12/11, Budget Special Meeting 5/3/11. 2) Vouchers and payroll in the amount of \$200,637.90, 3) Delinquent Accounts: 49 accounts - Past Due \$7,549.87. Discussion: NONE. Vote was unanimous.

Town Attorney Kent Richins discussed with the Council concerns about the logistics and expenses for jury trials in Municipal Court. He suggested having Town of Basin police officers file certain citations in Circuit Court. Acting Chief of Police Roger Hall informed the Council that any high misdemeanor or felony counts go to Circuit Court now. No action at this time.

Public Comments were heard by: 1) Mayor Kania announced that Becky Allred informed her of the progress of the kitchen at the Basin City Arts Center. 2) Phil Juillard discussed with the Council concerning the current budget; he opposes the new utility rate increases and the high electric and water deposits for Town of Basin residents. 3) Wade Austin approached the Council concerning his property at 717 Hart Avenue. Is it zoned commercial or mixed residential? He said he purchased the property for his business with previous owners having businesses at this location. Mayor Kania will have someone from the Planning and Zoning Commission review this request. The Council took no action. 4) Mike Laird of Laird Sanitation discussed with the Council why the dumping fees for sewage have increased. 5) Margie Triplett approached the Council concerning disappointment in all the proposed raises for utilities in the Town of Basin.

A Public Hearing was held on bids for Scrap Metal.

1.	Miller's Excavating & Hauling-All Scrap, Dumpsters & Seaman Tractor	\$2,000.00
2.	Doug & Rozanne Reachard-Seaman tractor	\$ 175.00
3.	JL Cook-All Scrap & Seaman Tractor	\$ 515.50
4.	Performance Auto-All Scrap, Dumpsters & Seaman Tractor	\$882.09

Heath Hopkin moved and Dave Cooper seconded the motion to accept the bid of Miller's Excavating & Hauling for \$2,000.00. Discussion: NONE. Vote was unanimous.

Mayor Amy Kania asked to go into an executive session to discuss personnel. Heath Hopkin moved and Dave Cooper seconded the motion to go into an executive session. Upon adjourning from the executive session, Mayor Kania indicated that she was making an appointment for Chief of Police to be Chris Kampbell. Lyle King moved and Dave Cooper seconded the motion to accept Mayor Kania's appointment of Chris Kampbell for Chief of Police for the Town of Basin. Discussion: Mayor Kania said Kampbell would be placed in a strictly administrative role until completion of his temporary POST certification through the Wyoming Law Enforcement Academy and he would be placed on probation for one year pending completion of the training and certification and moving within the Town of Basin limits. The probationary period can be lifted early when both conditions are met. Dave Cooper and Lyle King passed the motion with a "Yes" vote. Deb Rathbun opposed this motion and Heath Hopkin abstained from this motion.

The Council heard committee reports from the Planning & Zoning Commission, an update from the Master Plan Steering Committee, on the follow-up Community Assessment scheduled for June 6 & 7 2011, the Animal Control Ad-Hoc Committee, and the Cemetery District Ad-Hoc Committee.

RESOLUTION 2011-0510-1: A Budget Amendment on a proposed transfer of funds was held based on the networking proposal that was approved at the March 7, 2011 regular council meeting. The transfer is from the following budgets:

1. \$1,000.00 Unanticipated Revenue from 31-41-500, Transportation Bus Line.
2. \$1,500.00 Unanticipated Revenue from 31-40-650, Parks.
3. \$500.00 Unanticipated Revenue from 61-40-990, Codification.
4. \$3,000.00 Unanticipated Expense from 61-40-250, Office Upgrade.

Deb Rathbun moved and Lyle King seconded the motion to approve these transfer of funds. Discussion: NONE. Vote was unanimous.

3rd Reading: Ordinance 595: AN ORDINANCE SUPPLEMENTING TITLE 2, CHAPTER 2, SECTION 5 OF THE BASIN TOWN CODE. (Extended Liquor Establishment Hours on Sunday nights) Lyle King moved and Heath Hopkin seconded the motion to accept the 3rd Reading of ORDINANCE 595. Discussion: NONE. Heath Hopkin, Deb Rathbun and Lyle King passed the motion with a "Yes" vote. Dave Cooper opposed this motion.

3rd Reading: Ordinance 596: AN ORDINANCE SUPPLEMENTING TITLE 3, CHAPTER 3, SECTION 4 OF THE BASIN TOWN CODE. (Noxious Weeds – Remove item D) Dave Cooper moved and Deb Rathbun seconded the motion to accept the 3rd Reading of ORDINANCE 596. Discussion: NONE. Vote was unanimous.

3rd Reading: Ordinance 597: AN ORDINANCE SUPPLEMENTING TITLE 3, CHAPTER 3, SECTION 1 OF THE BASIN TOWN CODE. (Notice to cleanup garbage/refuse from Chief of Police) Lyle King moved and Dave Cooper seconded the motion to accept the 3rd Reading of ORDINANCE 597. Discussion: NONE. Vote was unanimous.

2nd Reading Ordinance 598: AN ORDINANCE SUPPLEMENTING AND AMENDING TITLE 9 OF THE BASIN TOWN CODE. (Utility Deposit, Reconnection Fee, Collection Procedures) Lyle King moved and Dave Cooper seconded the motion to accept the 2nd Reading of ORDINANCE 598. Discussion: NONE. Vote was unanimous.

2nd Reading Ordinance 599: AN ORDINANCE ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR JULY 2011 TO JUNE 2012. Deb Rathbun moved and Lyle King seconded the motion to accept the 2nd Reading of ORDINANCE 599. Discussion: Mayor Kania discussed with the Council concerning the Municipal Judge salary, buying a street sander from WYDOT and approval for advertising for a part-time mosquito sprayer and two seasonal employees for the cemetery. The Municipal Judge Salary was tabled until the May 26th special meeting. Dave Cooper moved and Lyle King seconded to allow advertising and filling two seasonal cemetery positions immediately. The vote was unanimous. Bill Stoelk discussed the difficulty in getting a commitment from existing crew to work overtime to complete mosquito spraying. Heath Hopkin moved and Deb Rathbun seconded to allow advertising and filling one part-time position to assist with mosquito spraying. The vote was unanimous. Dave Cooper made a motion and Deb Rathbun seconded to contact Security State bank concerning a short-term low interest rate loan to buy the available WYDOT Sander truck available now as it is likely not to be available in the new Fiscal Year starting in July. Once rates are learned if a loan is not financially viable, a budget transfer from reserves will be advertised and then reserves would be rebuild in the new Fiscal Year. Vote was unanimous.

1st Reading Ordinance 600: AN ORDINANCE CONCERNING ELECTRIC RATES. Heath Hopkin moved and Lyle King seconded the motion to accept the 1st Reading of ORDINANCE 600. Discussion: Mayor Kania explained why electric rates needed to be raised in the Town of Basin. Cost of Power increases that have not been passed on in prior years along with additional taxes from the state on the electric system and an additional lineman for safety, increased reliability and efficiency. Vote was unanimous.

1st Reading Ordinance 601: AN ORDINANCE CONCERNING PURIFIED WATER RATES. Dave Cooper moved

and Heath Hopkin seconded the motion to accept the 1st Reading of ORDINANCE 601. Discussion: Mayor Kania explained why purified water rates needed to be raised in the Town of Basin. The cost from the Regional District is up from last years budget. Vote was unanimous.

1st Reading Ordinance 602: AN ORDINANCE CONCERNING SEWER RATES. Deb Rathbun moved and Lyle King seconded the motion to accept the 1st Reading of ORDINANCE 602. Discussion: Mayor Kania explained why Sewer Rates needed to be raised in the Town of Basin. Reserves not enough to meet the town's obligation for the Phase 3 sewer lagoon project which is projected to receive 50% funding in two years. Projected town funding needed \$750k. Additional reserves added now and next year projected to be closer to \$300k. Vote was unanimous.

1st Reading Ordinance 603: AN ORDINANCE CONCERNING RAW WATER RATES. Lyle King moved and Dave Cooper seconded the motion to accept the 1st Reading of ORDINANCE 603. Discussion: Mayor Kania explained why Raw Water Rates needed to be raised in the Town of Basin. Raw water is at a loss of approx. \$30k. The new budget will write off this loss to capital project reserves but new rate needed to get raw water to pay for itself this year. Cost of utilities and management of system underfunded in current budget. Vote was unanimous.

1st Reading Ordinance 604: AN ORDINANCE CONCERNING GARBAGE RATES. Dave Cooper moved and Deb Rathbun seconded the motion to accept the 1st Reading of ORDINANCE 604. Discussion: Mayor Kania explained why Garbage Rates needed to be raised in the Town of Basin. Landfill raised rates in 2010 but this increase was not passed on at that time. Reserve for replacement truck was increased so that replacement truck can be paid for in 8 years rather than taking on additional debt. Vote was unanimous.

1st Reading Ordinance 605: AN ORDINANCE CONCERNING MOSQUITO RATES. Lyle King moved and Heath Hopkin seconded the motion to accept the 1st Reading of ORDINANCE 605. Discussion: Mayor Kania explained why Mosquito Rates be lowered in the Town of Basin due to grant available this year. Future years rates will depend on grant funding. Vote was unanimous.

1st Reading Ordinance 606: AN ORDINANCE CONCERNING TREES/SHRUBS ON PUBLIC PROPERTY. Deb Rathbun moved and Lyle King seconded the motion to table this Ordinance 606 and asked Kent Richens to make any additional recommendations. Discussion: This Ordinance was tabled till the next Regular Council Meeting to obtain more information. Vote was unanimous.

RESOLUTION 2011-0510-2: County Consensus Final Project List and Project Applications were discussed. Heath Hopkin moved and Lyle King seconded the motion to approve Resolution 2011-0510-2 for the County Consensus Final Project List and Project Applications. Discussion: The Mayors meeting is scheduled in Greybull on 5/12/2011 to present these projects. Vote was unanimous.

The Council reviewed a proposed mineral lease agreement with Over the Hill Land Service, LLC. The offer is for \$30/acre on time and 1/8 (12.5%) royalty. Kent Richens indicated everything he was seeing in the Worland area was for \$50/acre. Mayor Kania spoke about a recent RC&D meeting where gas developer indicated that 15% royalty was common. Lyle King moved and Deb Rathbun seconded to reject this offer for a mineral lease agreement with Over the Hill Land Service LLC due to being too close to the cemetery. Lyle indicated he would be willing to review alternatives for the lease as presented. Discussion: NONE: Deb Rathbun, Lyle King indicated a "YES" vote. Dave Cooper and Heath Hopkin opposed this motion. Mayor Kania voted Yes to reject the existing offer.

A discussion was held on the WYDOT Teal Grant. Applications are due June 30, 2011. Mayor Kania indicated that she had asked the P&Z to make recommendations.

Mayor Kania gave an update on the Recreation District.

The Council reviewed the financial report of Revenues and Expense per fund through 4/30/2011.

Monthly status reports were reviewed for each department.

Building Permits: Stephen Crane-enclosed patio, privacy fence, tool shed, fire pit, and concrete slab at 950 N 7th Street, Michael Cowan-deck & repair existing fence at 459 N 8th Street, Roger Williams-Re-roof back porch, storage shed and car port at 352 N 6th Street, Bill & Mary Watts-deck, alter fence and repair damaged walk ways and driveway parking at 708 S 4th street, Ann Sweeny-privacy fence at 807 Willow Drive and Richard & Lonna Owen-fence at 707 South 7th Street. . Heath Hopkin moved and Lyle King seconded the motion to accept the building permits as submitted. Discussion: NONE. Vote was unanimous. Ashley & Ted Olsen, fence, 515 Mattson Ave was tabled till the next Regular Council Meeting to obtain more information.

Mayor Kania gave an update on the fracking of gas wells west of Basin and the RC & D Annual Conference.

A sewer claim has been submitted. Heath Hopkin moved and Lyle King seconded to deny claim and forward to LGLP. Vote was unanimous.

A Special Meeting will be held on May 26, 2011 at 6:45 p.m. for a Special Meeting, Liquor License Application. June 7, 2011 at 7:00 p.m. for a Regular Workshop Meeting and June 14, 2011 at 7:00 p.m. for a Regular Town Council Meeting.

They're being no more business Heath Hopkin made a motion to adjourn, seconded by Lyle King. Vote was unanimous. Meeting adjourned at 10:15 p.m.

Amy Kania, Mayor

Charlene Anderson, Clerk/Treasurer

TOWN OF BASIN, SPECIAL MEETING MINUTES
Thursday, May 12, 2011
TOWN HALL COUNCIL CHAMBERS @ 5:00 PM

- Call to Order @ 5:00 pm
- Roll Call: **Mayor Kania, Heath Hopkin, Deb Rathbun, and Lyle King. Absent: Dave Cooper.**

Also Present: Karla Pomeroy, and Clerk/Treasurer Charlene Anderson.

Mayor Kania stated the purpose of the special Meeting is to discuss Town of Basin employee health insurance for the 2011-2012.

Mayor Kania discussed with the Council concerning that there is available 3 different options of health insurance, pre-tax and flexible spending for Town of Basin employees. Heath Hopkin moved and Lyle King seconded the motion to opt to provide \$1,500.00 deductible, \$2,500.00 deductible and \$2,500.00 HSA for health insurance. Pre tax and flexible spending will also be available for all town employees. Discussion: NONE. All members of the governing body present in Council Chamber passed the Motion with a "Yes" vote.

There being no further business, Heath Hopkin made a motion to adjourn, seconded by Lyle King. This motion passed by a unanimous vote by all members present. Meeting adjourned at 5:05 pm.

Amy Kania, Mayor

Charlene Anderson, Clerk/Treasurer

TOWN OF BASIN, SPECIAL MEETING MINUTES
Thursday, May 26, 2011
TOWN HALL COUNCIL CHAMBERS @ 6:45 PM

- Call to Order @ 6:45 pm
- Roll Call: **Mayor Kania, Dave Cooper, Heath Hopkin and Deb Rathbun. Absent: Lyle King.**

Also Present: Karla Pomeroy, Jim and Donna Durbin, Doug and Denny Freier, Barb Ferris, Town Judge Bill Duncan, Chief of Police Chris Kampbell, Clerk/Treasurer Charlene Anderson and Town Attorney Kent Richins via telephone.

Mayor Kania stated the purpose of the Special Meeting was to discuss a liquor permit, the 2011-2012 proposed budgets for the Town of Basin and a Work Shop Meeting.

Retail License for Wheelers IGA was held. Discussion: Mayor Kania read comments she received from Stephan Harper and James Raffl, both who opposed the license. Also Councilman Cooper had concerns about whether Basin could support another liquor establishment. Councilman Hopkin said the town supported two package liquor establishments before and Doug Freier from the Stockman's Bar said that package liquor wouldn't impact his business. Heath Hopkin moved and Deb Rathbun seconded the motion to approve this liquor license. All members of the governing body present in Council Chambers passed the motion with a "Yes" vote.

A temporary liquor permit for Stockman's Bar at the fairgrounds on May 27th and 28, 2011 for a Bull Riding/Bucking Horse event was discussed. Dave Cooper moved and Heath Hopkin seconded the motion to approve this temporary liquor permit. Discussion: It was noted that all underage drinkers be checked. All members of the governing body present in Council Chambers passed the motion with a "Yes" vote.

A discussion was held on the Municipal Court /Judge. Discussion: Town Attorney Kent Richins expressed concern about the logistics and expenses for jury trials and how Basin officers file certain citations in Circuit Court. Town Judge Bill Duncan then discussed with the Council about not changing court to twice a month. Deb Rathbun moved and Heath Hopkin seconded the motion to leave court the same as in the past. All members of the governing body present in Council Chambers passed the Motion with a "Yes" vote.

Town Attorney Kent Richins excused himself from the via telephone at 7:30 p.m.

2nd Reading Ordinance 600: AN ORDINANCE CONCERNING ELECTRIC RATES. Dave Cooper moved and Heath Hopkin seconded the motion to accept the 2nd Reading of ORDINANCE 600. Discussion: NONE. All members of the governing body present in Council Chambers passed the motion with a "Yes" vote.

2nd Reading Ordinance 601: AN ORDINANCE CONCERNING PURIFIED WATER RATES. Heath Hopkin moved and Deb Rathbun seconded the motion to accept the 2nd Reading of ORDINANCE 601. Discussion: The haul water fee will be \$1.29 instead of \$1.288. All members of the governing body present in Council Chambers passed the motion with a "Yes" vote.

2nd Reading Ordinance 602: AN ORDINANCE CONCERNING SEWER RATES. Dave Cooper moved and Deb Rathbun seconded the motion to accept the 2nd Reading of ORDINANCE 602. Discussion: NONE. All members of the governing body present in Council Chambers passed the motion with a "Yes" vote.

2nd Reading Ordinance 603: AN ORDINANCE CONCERNING RAW WATER RATES. Heath Hopkin moved and Deb Rathbun seconded the motion to accept the 2nd Reading of ORDINANCE 603. Discussion: NONE. All members of the governing body present in Council Chambers passed the motion with a "Yes" vote.

2nd Reading Ordinance 604: AN ORDINANCE CONCERNING GARBAGE RATES. Deb Rathbun moved and Dave Cooper seconded the motion to accept the 2nd Reading of ORDINANCE 604. Discussion: The

garbage rates would increase from \$24.00 to \$25.00 for one dumpster. There would be additional fees for additional pickups and for additional dumpsters at one location. Deb Rathbun moved and Dave Cooper seconded the motion to amend this Ordinance. All members of the governing body present in Council Chambers passed the motion with a "Yes" vote.

2nd Reading Ordinance 605: AN ORDINANCE CONCERNING MOSQUITO RATES. Heath moved and Deb Rathbun seconded the motion to accept the 2nd Reading of ORDINANCE 605. Discussion: Mosquito Control would drop from \$3.50 to \$1.00 a month due to a grant the Town of Basin received for mosquito control. All members of the governing body present in Council Chambers passed the motion with a "Yes" vote.

A sewer claim has been submitted from Nikki Hopkin. Deb Rathbun moved and Dave Cooper seconded to deny this claim and forward to LGLP. Deb Rathbun and Dave Cooper passed the motion with a "Yes" vote. Heath Hopkin abstained from this motion.

A letter from the Wyoming Business Council concerning a long-term care grant was discussed. It could be something the Council could pursue for planning grants if available in the future.

Mayor Amy Kania asked to go into an executive session to discuss personnel. Heath Hopkin moved and Dave Cooper seconded the motion to go into an executive session. Upon adjourning from the executive session, the Mayor Kania requested approval of the Council to make an offer to a candidate for the Office Manager position, with an official appointment pending acceptance of the offer. Deb Rathbun moved and Dave Cooper seconded to approve this motion. All members of the governing body present in Council Chambers passed the motion with a "Yes" vote.

There being no further business, Dave Cooper made a motion to adjourn, seconded by Deb Rathbun. This motion passed by a unanimous vote by all members present. Meeting adjourned at 8:48 pm.

Amy Kania, Mayor

Charlene Anderson, Clerk/Treasurer

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TOWN HALL COUNCIL CHAMBERS @ 6:45 PM

- Call to Order @ 6:45 pm
- Roll Call: **Mayor Kania, Dave Cooper, Heath Hopkin and Deb Rathbun. Absent: Lyle King.**

Also Present: Karla Pomeroy, Jim and Donna Durbin, Doug and Denny Freier, Barb Ferris, Town Judge Bill Duncan, Chief of Police Chris Kampbell, Clerk/Treasurer Charlene Anderson and Town Attorney Kent Richins via telephone.

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2nd Reading Ordinance 603: AN ORDINANCE CONCERNING RAW WATER RATES. Heath Hopkin moved and Deb Rathbun seconded the motion to accept the 2nd Reading of ORDINANCE 603. Discussion: NONE. All members of the governing body present in Council Chambers passed the motion with a "Yes" vote.

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A sewer claim has been submitted from Nikki Hopkin. Deb Rathbun moved and Dave Cooper seconded to deny this claim and forward to LGLP. Deb Rathbun and Dave Cooper passed the motion with a "Yes" vote. Heath Hopkin abstained from this motion.

A letter from the Wyoming Business Council concerning a long-term care grant was discussed. It could be something the Council could pursue for planning grants if available in the future.

Mayor Amy Kania asked to go into an executive session to discuss personnel. Heath Hopkin moved and Dave Cooper seconded the motion to go into an executive session. Upon adjourning from the executive session, the Mayor Kania requested approval of the Council to make an offer to a candidate for the Office Manager position, with an official appointment pending acceptance of the offer. Deb Rathbun moved and Dave Cooper seconded to approve this motion. All members of the governing body present in Council Chambers passed the motion with a "Yes" vote.

There being no further business, Dave Cooper made a motion to adjourn, seconded by Deb Rathbun. This motion passed by a unanimous vote by all members present. Meeting adjourned at 8:48 pm.

Amy Kania, Mayor

Charlene Anderson, Clerk/Treasurer

Basin Master Plan Selection Committee
May 19, 2011

The Basin Master Plan Selection Committee meeting was called to order at 7 p.m. by Chairman Carl Olson at the Basin Area Chamber of Commerce. In attendance were Mark Hillman, Karla Pomeroy, Becky Allred, Lyle King and Ken Fink.

The committee reviewed references, discussed the six applicants for the master plan consulting firm and scored each company with a matrix system.

Karla Pomeroy made a motion to interview the top three companies. Lyle King seconded. Motion carried.

The meeting adjourned at 10 p.m.

Basin Master Plan Selection Committee
June 2, 2011

The Basin Master Plan Selection Committee meeting was called to order at 5 p.m. by Chairman Carl Olson at the Basin Town Hall. Present were Karla Pomeroy, Mark Hillman, Lyle King, Becky Allred (at 5:15 p.m.) and Ken Fink. Chief Chris Kampbell was present at about 6:15 p.m. for the rest of the interviews.

The committee prepared questions to ask the three consulting firms and then interviewed MMI, CBI and JGA.

Following the interviews, the committee scored the firms using a new matrix system.

Becky Allred moved to authorize Ken Fink to write a letter informing MMI Consulting that they will be recommended to the Basin Town Council for approval at the June 14 meeting. The motion asked MMI to prepare the contract for an amount not to exceed \$36,500. Lyle King seconded, motion carried.

The committee felt \$1,000 would cover publication notices for public hearings and any other inadvertent costs the town may incur. Survey costs including postage was part of MMI's original proposal.

Ken Fink will also draft letters to CBI and JGA to be sent after action is taken on the recommendation by the council.

The committee will review the contract prior to bringing it to the council at the June 14 meeting.

The meeting adjourned at 9:27 p.m.

TOWN OF BASIN
MASTER PLAN COMMITTEE

PO Box 599 Basin, Wyoming 82410

June 4, 2011

MMI Planning
Ken Markert, AICP
2319 Davidson Ave.
Cody, WY. 82414

Dear Ken,

Thank you, Anne, and Jolene for your presentation to the Basin Master Plan selection committee on June 2, 2011.

I am pleased to inform you that the committee will recommend to the Town Council that your team update the Master Plan.

On June 14, the selection committee will recommend to the Town Council that the MMI Planning team be awarded a contract to update the Master Plan. The contract will not exceed \$36,500 dollars.

I am asking that you prepare your standard contract including the tasks your team will complete as part of the contract. The committee will review the contract for the tasks to be completed. The committee will attach to the contract special requirements required by the grant funding agency. They then desire the draft contract to be reviewed by the Town's Attorney and tweaked if necessary before the June 14 council meeting.

I have enclosed the block Grant, of which attachments A, B and C will be incorporated and attached into the contract.

Again, I want to personally thank you and your team for responding to our RFP, your written response to our questions and also meeting with us last night. What more can I say except CONGRATULATIONS!

Respectively submitted,

Kenneth H. Fink, PE&PLS

Attachment
CDBG Grant 69458

Basin Master Plan Selection Committee

May 19, 2011

The Basin Master Plan Selection Committee meeting was called to order at 7 p.m. by Chairman Carl Olson at the Basin Area Chamber of Commerce. In attendance were Mark Hillman, Karla Pomeroy, Becky Allred, Lyle King and Ken Fink.

The committee reviewed references, discussed the six applicants for the master plan consulting firm and scored each company with a matrix system.

Karla Pomeroy made a motion to interview the top three companies. Lyle King seconded. Motion carried.

The meeting adjourned at 10 p.m.

Basin Master Plan Selection Committee

June 2, 2011

The Basin Master Plan Selection Committee meeting was called to order at 5 p.m. by Chairman Carl Olson at the Basin Town Hall. Present were Karla Pomeroy, Mark Hillman, Lyle King, Becky Allred (at 5:15 p.m.) and Ken Fink. Chief Chris Kampbell was present at about 6:15 p.m. for the rest of the interviews.

The committee prepared questions to ask the three consulting firms and then interviewed MMI, CBI and JGA.

Following the interviews, the committee scored the firms using a new matrix system.

Becky Allred moved to authorize Ken Fink to write a letter informing MMI Consulting that they will be recommended to the Basin Town Council for approval at the June 14 meeting. The motion asked MMI to prepare the contract for an amount not to exceed \$36,500. Lyle King seconded, motion carried.

The committee felt \$1,000 would cover publication notices for public hearings and any other inadvertent costs the town may incur. Survey costs including postage was part of MMI's original proposal.

Ken Fink will also draft letters to CBI and JGA to be sent after action is taken on the recommendation by the council.

The committee will review the contract prior to bringing it to the council at the June 14 meeting.

The meeting adjourned at 9:27 p.m.

ORDINANCE NUMBER 598

AN ORDINANCE CONCERNING TOWN UTILITIES

AN ORDINANCE OF THE TOWN OF BASIN, BIG HORN COUNTY, WYOMING, AMENDING AND SUPPLEMENTING VARIOUS PROVISIONS IN TITLE 9 OF THE TOWN OF BASIN CODE. ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HERewith ARE HEREBY REPEALED.

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF BASIN, BIG HORN COUNTY, WYOMING:

SECTION 1: Paragraphs numbered 1 and 2 of **Section 9-2-1 L.** of the Basin Town Code shall be and are hereby amended to read as follows:

1. Residential service: A three hundred dollars (\$300.00) deposit shall be made to receive electric service. This deposit shall be refundable to property owners after one (1) year with a good credit rating, or to property owners without a good credit rating and lessees when the final bill has been paid in full.
2. Commercial, general and general demand service: A six hundred dollars (\$600.00) deposit shall be made to receive electric service. This deposit shall be refundable to the property owner after one (1) year with a good credit rating, or to property owners without a good credit rating and lessees when the final bill has been paid in full.

SECTION 2: **Section 9-2-1 M.** of the Basin Town Code shall be and is hereby amended to read as follows (Amended portion in bold):

- 9-2-1 L.4. The Electric Deposit may be waived for **property owners** upon establishing good credit with the Town of Basin, **or for tenants** with the signature **of the landlord** with good credit rating with the Town of Basin.
- M. Connection Fee: There will be a connection fee of fifty dollars (\$50.00) to hook up an existing electric service **and a ten dollars (\$10.00) fee to transfer service from one resident** to another during normal working hours. After hours the fee will be one hundred dollars (\$100.00).

SECTION 3: Paragraphs numbered 1 and 3 of **Section 9-2-2 B.** of the Basin Town Code shall be and are hereby amended to read as follows:

9-2-2 B. Deposits: Water deposits shall be made as follows:

1. A two hundred dollars (\$200.00) deposit shall be made to receive general water service and a four hundred dollars (\$400.00) deposit shall be made to receive large users water service. These deposit shall be refundable to property owners after one (1) year with a good credit rating, or to property owners without a good credit rating and lessees when the final bill has been paid in full.

3. The Water Deposit may be waived for property owners upon establishing good credit with the Town of Basin, or for tenants with the signature of the landlord with good credit rating with the Town of Basin.

SECTION 4: **Section 9-2-2 C.** of the Basin Town Code shall be and is hereby amended to read as follows (Amended portion in **bold**):

9-2-2 C. Connection Fee: There will be a connection fee of fifty dollars (\$50.00) to turn on an existing water service **and ten dollars (\$10.00) to transfer service** from one **resident** to another during normal working hours. After hours, the fee will be one hundred dollars (\$100.00).

SECTION 5: **Section 9-2-9 A.** of the Basin Town Code shall be and is hereby amended as indicated in **bold** and is hereby supplemented by adding the following subsection **C.**

9-2-9 A. Discontinuance Of Service: All town utility billings are due on or before the tenth **day** of the month and are considered delinquent ten (10) days thereafter. Any delinquent accounts will receive a written ten (10) day **"reminder"** notice. **Accounts twenty-five (25) days past due will receive a written ten (10) day "shutoff" notice,** and service may be discontinued at the expiration of the ten (10) day grace period unless other arrangements are made with the town clerk-treasurer.

C. **Notice to Owners/Landlords:** Lessees who make application for utility service are required to authorize the Town, in writing, to advise the owners/landlords of the leased property receiving utility service of any delinquent accounts or problems with payments thereon. Said owners/landlords will receive written notice of such delinquent accounts or problems with payments thereon.

SECTION 6: If any portion of this ordinance is held or found to be invalid, the remainder of the ordinance shall continue to be in full force and effect.

SECTION 7: All ordinances or parts of ordinances of the Town of Basin in conflict herewith are hereby repealed.

SECTION 8: This ordinance shall take effect and be in full force and effect on **JUNE 23, 2011**, after having been published in the Basin Republican Rustler.

PASSED ON FIRST READING **APRIL 12, 2011**.

PASSED ON SECOND READING **MAY 10, 2011**.

PASSED, APPROVED AND ADOPTED ON THIRD AND FINAL READING **JUNE 14, 2011**.

TOWN OF BASIN, WYOMING
A Municipal Corporation

By:
AMY KANIA - Mayor

ATTEST:

CHARLENE ANDERSON - Town Clerk

AN ORDINANCE AMENDING TITLE 6, CHAPTER 6, OF THE BASIN TOWN CODE.

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF BASIN, BIG HORN COUNTY, WYOMING:

SECTION 1: The Basin Town Code shall be and is hereby Amended with the following language, to-wit (New language in **Bold**):

6-6-1: Public Tree Care:

A. Trees located between the property line and the center of the street or center of the alley shall be maintained by the property owner of immediately adjoining property.

B. Pruning: The pruning and maintenance of trees that interfere with the proper spread of light of any streetlamp or obstructs the view from any intersection, is the responsibility of the adjacent landowner, whether the tree lies on private property or within the city right of way. There shall be a clear space of ten feet (10') above the surface of the street, eight feet (8') above sidewalks and twelve foot (12') clearance in alleys. Said owners shall remove all dead, diseased or dangerous trees, or broken or decayed limbs which constitute a menace to the safety of the public.

If owners do not correct such problems, the Town shall notify property owners in writing. If owners are advised of the above mentioned problems and they are not corrected within ten (10) days, the Town may remove the problem trees or limbs and the cost thereof shall be assessed to the owner. Such trimming will be confined to the area immediately above the right of way.

6-6-2: Replacement Trees: All replacement trees shall be furnished by the property owner and shall consist of a suitable shade tree and shall be not less than ten feet (10') in height and shall be spaced a distance of at least thirty feet (30') from the nearest tree.

6-6-3: Supervision: The supervision over the planting, care and maintenance of such public trees is hereby rested exclusively in the town council. No person or company shall plant, remove, cut above the ground, or disturb any tree on any street, park, or other public place without first filing an application and procuring a free permit from the Town. The person receiving the permit shall abide by the standards set forth in this chapter.

6-6-4: The town shall have the right to plant, prune, preserve and remove trees, plants and shrubs within the rights of way of all streets, alleys, avenues, lanes, squares and public grounds, as may be necessary to ensure safety when servicing town utilities, or to preserve the symmetry and beauty of such public grounds. The city may, at its option, remove or cause to be removed any public tree or part thereof which presents an unsafe condition or which by reason of its nature is injurious to sewers, electric power lines, gas lines, water lines or other public improvements.

6-6-5: DEAD OR DISEASED TREE REMOVAL ON PRIVATE PROPERTY: The town shall advise private landowners as to the proper way to remove any dead or diseased trees on private land within the town, when such trees constitute a hazard to life and property, or harbor insects or disease which constitute a potential threat to other trees within the city. If owners are advised of the above mentioned problems of hazard trees and action is not taken to correct the problem within thirty (30) days, the same may be removed or cause to be removed by the city and the cost thereof shall be assessed to the owner.

6-6-6: IMPROPER PLANTING: Whenever a tree or shrub is planted in conflict with the provisions of this chapter, the town shall notify the landowner in writing. If the landowner has not corrected the problem within ten (10) days, the same may be removed or caused to be removed by the town and the cost thereof shall be assessed to the owner.

6-6-7: Violations: Any person or persons, firm or corporation, found to have violated Subsection 1 of this section shall, upon conviction, be subject to penalty as listed in Basin Town Code Section 1-4-1.

SECTION 2: If any portion of this ordinance is held or found to be invalid, the remainder of the ordinance shall continue to be in full force and effect.

SECTION 3: All ordinances or parts of ordinances of the Town of Basin in conflict herewith are hereby repealed.

SECTION 4: This ordinance shall take effect and be in full force and effect on **July 21, 2011**, after having been published in the Basin Republican Rustler.

PASSED ON FIRST READING **May 10, 2011**.

PASSED ON SECOND READING **June 14, 2011**.

PASSED, APPROVED AND ADOPTED ON THIRD AND FINAL READING **July 12, 2011**.

TOWN OF BASIN, WYOMING
A Municipal Corporation

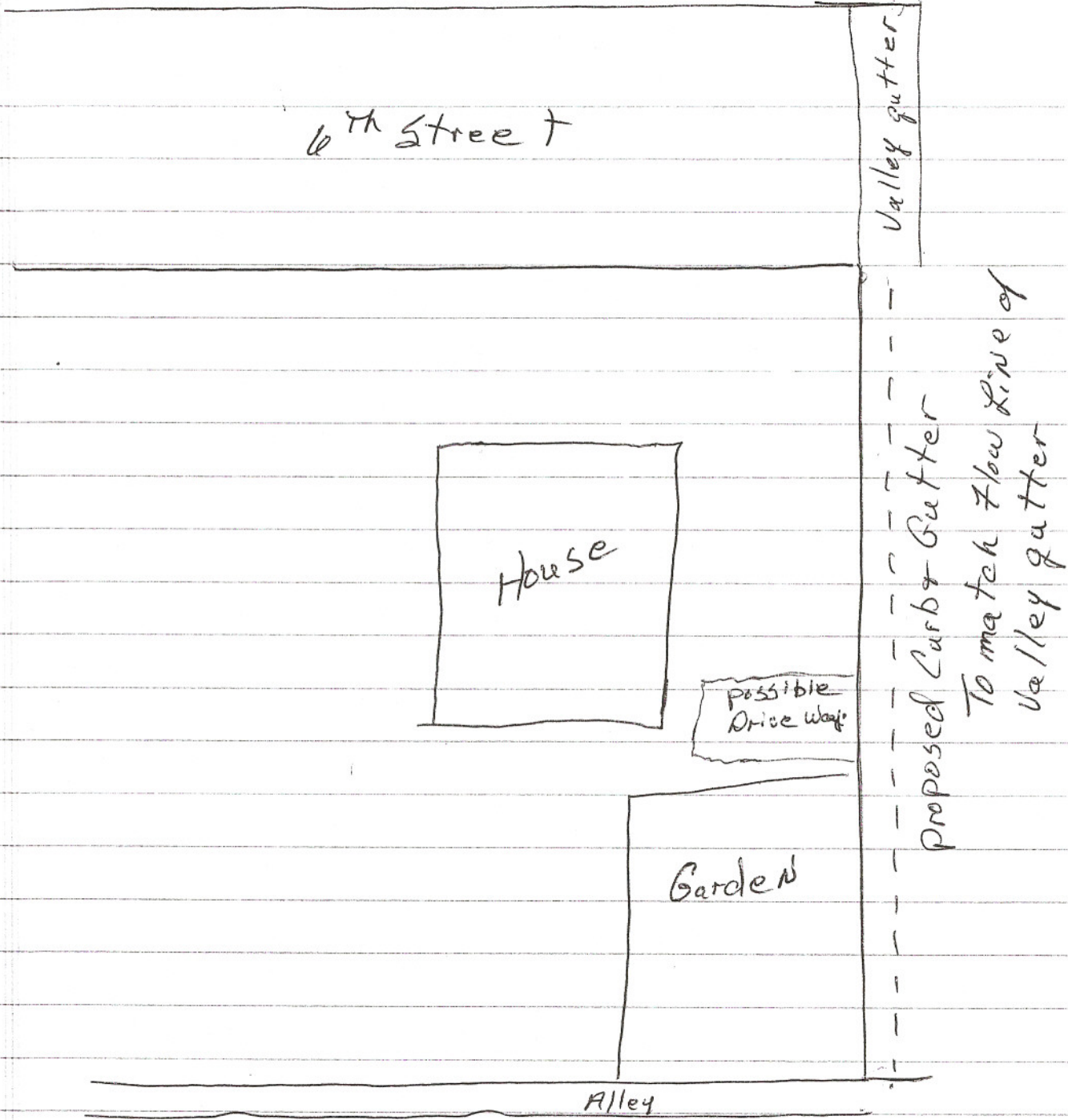
ATTEST:

By: _____
AMY KANIA - Mayor

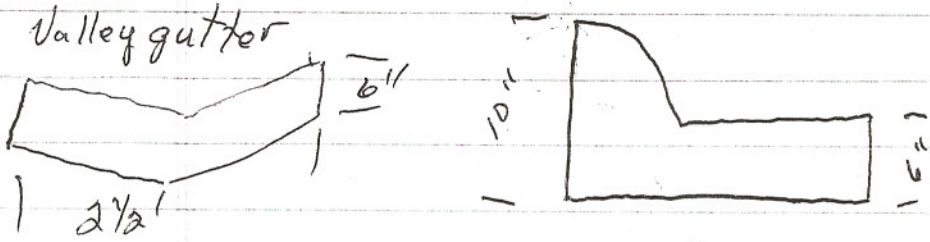
CHARLENE ANDERSON - Town Clerk

REVENUE SUMMARY Description	FY09-10	Adopted Budget	FY10-11		% YTD	% of Revenue
			Year to Date	Variance		
			5/31/11 92%	Over/(Under)		
General Fund	558,678	657,713	652,734	(\$4,979)	99%	
Tfr from Capital Fund	(160,000)	(247,898)	(247,898)	\$0	**	
NET General Fund	398,678	409,815	404,836	(\$4,979)	**	18%
Electric Enterprise Fund	1,319,750	1,225,100	1,125,192	(\$99,908)	92%	51%
Water Enterprise Fund	278,152	281,000	267,437	(\$13,563)	95%	12%
Raw Water Enterprise Fund	59,338	63,600	60,321	(\$3,279)	95%	3%
Sewer Enterprise Fund	106,680	103,300	102,816	(\$484)	100%	5%
Garbage Enterprise Fund	182,951	257,250	233,998	(\$23,252)	91%	11%
Mosquito Enterprise Fund	26,549	27,700	24,508	(\$3,192)	88%	1%
TOTAL	2,372,098	2,367,765	2,219,110	(\$153,634)	94%	100%
Debt Service Fund - Raw Water	43,250	34,000	40,456	\$6,456	119%	
1% Street Fund	165,562	136,600	171,359	\$34,759	125%	
Capital Projects Fund	1,480,390	1,537,818	1,496,002	(\$41,816)	97%	

EXPENSE SUMMARY Description	FY09-10	Adopted Budget	FY10-11		% YTD	% of Expense
			Year to Date	Variance		
			5/31/11	Over/(Under)		
General Fund	599,561	662,713	521,082	(\$141,631)	79%	23%
Electric Enterprise Fund	1,265,577	1,180,937	1,056,792	(\$124,145)	89%	46%
Water Enterprise Fund	285,762	277,583	272,658	(\$4,925)	98%	12%
Raw Water Enterprise Fund	64,933	63,564	54,612	(\$8,952)	86%	2%
Sewer Enterprise Fund	103,034	104,825	87,602	(\$17,223)	84%	4%
Garbage Enterprise Fund	197,296	303,863	262,566	(\$41,297)	86%	12%
Mosquito Enterprise Fund	1,655	27,025	23,619	(\$3,406)	87%	1%
TOTAL	\$2,517,819	\$2,620,510	\$2,278,932	(\$341,578)	87%	100%
Debt Service Fund - Raw Water	55,000	174,000	55,000	(\$119,000)	32%	
1% Streets Fund	94,206	311,323	179,010	(\$132,313)	57%	
Capital Projects Fund	1,447,559	1,536,305	1,469,076	(\$67,229)	96%	
Internal Services	246,092	259,000	256,233	(\$2,767)	99%	
Total From Operations	(\$145,721)	(\$252,745)	(\$59,822)		24%	



*
 Curb on City Property
 Request Fee Less Permit Rollover Curb



approx Dem of Curb
 Grade & Line with Help
 from Bill & Sherman
 From City

Depends on what works
 for that model

DEPARTMENT SUMMARY REPORT

DATE: 05/01/2011 TO 05/31/2011

Department: POLICE

Prepared By: Chief CHRIS KAMPBELL

SUMMARY REPORT

- 1) We had 7 Accident case files
- 2) We answered 309 Calls for Service for this time period. (Overall total)
- 3) We opened 5 case files. See attached for types of calls.
- 4) We traveled 2,447 miles in the cars and used 196.1 gallons of fuel used. Repairs \$0.00
- 5) We Issued 36 citations this month. Traffic warnings 52. Total Traffic contacts 88
- 6) We had 5 house watches.
- 7) We made 1 Arrests this month.

SUMMARY OF EXPENSES PRIOR MONTH

As reported last month

FISCAL IMPACT TO BUDGET

Currently at 86% of budget with one month left in fiscal year

SUMMARY OF EXPENSES CURRENT MONTH

1) Wyoming Investigator's Assn	50.00
2) Investigation Expense	327.00
3) Office Expense	210.36
4) Prisoner Transport Cage	344.00
5) Training (Feb 2011)	332.64
6) Gasoline	793.10
7) Annual Dispatch Fee	38,407.00
8) Phones	573.35
9) Camera batteries	45.96

TOTAL \$41,083.41

Salaries and Benefits \$21,244.48

GRAND TOTAL \$62,327.89

ONGOING PROJECT(S)

- 1) Buying and installing cages in Dodge patrol cars
- 2) Establishing Department / Individual Employee Goals

PLANNED or PROPOSED PROJECT(S)

- 1) Pre planning for fair days with Sheriff's department
- 2) Exchange of RHINO for 4-Wheeler with Sheriff's Department
- 3) Home Land Security Audit scheduled for the week of 6-13-2011

ATTACHMENTS

- 1) Crimestar Statistical Reports

AGENDA & SUMMARY REPORT SUBMITTED TO:

- 1) Mayor and Council on May 8, 2011

DEPARTMENT SUMMARY REPORT

DATE: 6-9-2011

Department: ELECTRIC
Prepared By: Eric Lowe

SUMMARY REPORT

Park Restroom Hookup
Engineering for new substation three phase to existing circuits
South Substation Feeder fail 5/8
Guy wire strike 9th & A street 5/15
Fairgrounds upgrade
Six month data Wayne Lindgren
Guy wire Strike 9th & A street 5/26
Greenlee tool order
Tree Trimming

SUMMARY OF EXPENSES PRIOR MONTH

South Sub Feeder fail	999.00
Park Restroom hookup	376.49
Hand tools	848.36
Engineering Raw Water, New Substation Energize, three phase design	8203.22
Tree trimming	4200.00

FISCAL IMPACT TO BUDGET

SUMMARY OF EXPENSES CURRENT MONTH

Substation Voltage regulator
Greenlee Crimp tool
Street light poles
Many outages

FISCAL IMPACT TO BUDGET

ONGOING PROJECT(S)

Street light Pole changeouts
Grant 1 Finish Beta lighting
9th & A Guy and tctwest meter replacement
Grant 2 Bike path light grant
New Substation feeder
Fairgrounds ?

PLANNED or PROPOSED PROJECT(S)

4th street three phase retirement
AGENDA & SUMMARY REPORT SUBMITTED TO:
1. Mayor Kania 6-9-2011

DEPARTMENT SUMMARY REPORT

DATE: _____

Department: STREETS AND ALLEYS
Prepared By: Bill Stoelk

SUMMARY REPORT:

Prepared area for the grass compost between the sewer lagoon and the Airport Runway and is ready for use. The drain on Willow leading to 9th street plugged once again with roots. The crew worked 3 days on it and was finally able to get it flowing, but not up to full capacity. Pace Construction from Billings Mt. is here in town doing some work for Antelope Drainage Dist. We have met with them, and they will run their larger pressure washer in the drain to see if they can get the remaining roots cleaned out of the drain for a us. They will fax a proposal to us for approval, before doing the work.

ONGOING PROJECT(S):

Between rain storms we were able to blade and reshape B Street between 12th street and the new canal crossing. We still need to finish grading the barrow ditches on each side, place road base, grade and roll again to finish. Continue with the usual grounds care of the Cemetery and parks. Continue with the sewer washing project. Parking lot at Greyco Investments, LLC still needs to be finished. We have sawed the pavement but sewer main trench will need to be excavated and re-compacted and prepared for pavement. I will contact the paving contractor in Cody and Mr. Bertagnole to see what their time frame is. I plan to get a price quote from LaMax Construction to do the digging and compaction. We could remove the pavement, but do not have the proper equipment to do the compacting.

Dan Garcia with Wyoming Department of Workforce Services met with Charlene and Myself on Wednesday the 8th to discuss summer youth employees. He has a prospective applicant that he will have contact us for an interview. If we feel that applicant would be suitable we are to contact Mr. Garcia and he will complete the application and paperwork to get the individual employed.

PLANNED or PROPOSED PROJECT(S):

Try to keep up with the cemetery and parks mowing, mowing and spraying weeds, washing sewers, chipping branches for residents, daily work orders, daily onecall locates to name a few and whatever it takes when the phone rings!!!

2 people mowing, (Louis and Dean) 2 people washing sewers, (Shawn and Trevon) one person (Steve) hauling garbage taking the recycle trailer to Powell and taking care of the compost grass. One other person (Bill) to do whatever. WE NEED TO GET SOMEONE HIRED TO SPRAY MOSQUITOES

AGENDA & SUMMARY REPORT SUBMITTED TO:

1. Who on what date

Mayor Amy Kania
June 9, 2010

DEPARTMENT SUMMARY REPORT

DATE:6/9/2011

Department: Administration

Prepared By: Mike Dellos

SUMMARY REPORT

Opened drain on 9th and willow drive

Fixed several raw water hydrants

SUMMARY OF EXPENSES PRIOR MONTH

No prior months expenses that affect this month

FISCAL IMPACT TO BUDGET

none

SUMMARY OF EXPENSES CURRENT MONTH

Brakes for water pick-up

FISCAL IMPACT TO BUDGET

\$120.41

ONGOING PROJECT(S)

RAW WATER PUMPS AND PRE-SETTLING PONDS

PLANNED or PROPOSED PROJECT(S)

None

ATTACHMENTS

1. None

AGENDA & SUMMARY REPORT SUBMITTED TO:

1. Who: Amy Kania

2. Date:6/9/2011

DEPARTMENT SUMMARY REPORT

DATE: 5/31/11

Department: Administration

Prepared By: Charlene Anderson

SUMMARY REPORT

Job Descriptions for all Town of Basin employees

WRDC Assessment June 6-7, 2011

SUMMARY OF EXPENSES CURRENT MONTH

Normal Expenses

FISCAL IMPACT TO BUDGET

NONE

ONGOING PROJECTS

Working on collection of delinquent and past due utility accounts.

PLANNED or PROPOSED PROJECTS

Buy a new computer and printer

Caselle Clarity upgrade

New scanner for office

COMMENTS

1. Working on 2011-2012 Budgets.

AGENDA & SUMMARY REPORT SUBMITTED TO:

1. Who: Amy Kania

1. Date: 6/6/11