

TOWN OF BASIN – Agenda
Thursday, January 8, 2026
Regular Council Meeting – Town Hall @ 7:00 PM

Call to Order Regular Session
Pledge of Allegiance

1. Public Comments: The Town Council welcomes input from the public. For everyone to be heard, please limit your comments. No action will be taken on public comments at this meeting.
2. Matters from Staff Members or Council Members, Roundtable (prior month)
 - Public Works/Water Monthly Summary Report
 - Electric Monthly Summary Report
 - Administrative Summary Report
 - Police Department Summary Report
 - Legal Counsel
 - Engineer Summary Report
3. Building/Demolition Permits: None
4. Executive Session: If requested.
5. Approve Consent Agenda/Additions/Deletions
6. Conduct of Business:
 - Regular meeting minutes from December 11, 2025
 - Vouchers \$410,869.01 + net payroll \$64,527.00 = GT \$475,396.01
 - Appointments
 - Basin Republican Rustler – Newspaper Designation
 - Security State Bank - Depository Designation
 - Midco
 - Sewer Project
 - Ordinance 718 Mobile/Manufactured Homes (3rd reading)
7. Public Comments: The Town Council welcomes input from the public. For everyone to be heard, please limit your comments. No action will be taken on public comments at this meeting.
8. Executive Session: If requested.

DEPARTMENT SUMMARY REPORT

01/08/2026

Department: Public Works

Prepared by: Tony Harrison

Summary Report:

- ✓ **BHB Electric changed out the thermostat and checked the electric heaters in the office at the PW Shop. Thermostat was bad and heaters are in good working order.**
- ✓ **F250 Service Truck-Oil & Filter changed. Cleaned air filter, checked fluids and belt. Tires will need to be replaced and will need an alignment. Working on that appointment.**
- ✓ **Sewer washer-Pump housing has a slight leak. Parts have been ordered and waiting on Lone Ranger to rebuild the top end of the pump. Sewer washer is still usable. When sewer washer goes in for repairs, Town of Worland will help us out if needed for a sewer washer.**
- ✓ **Cleaned drain by the Railroad east of 3rd street.**
- ✓ **Shoveled snow one time.**
- ✓ **Fire Marshal inspection-PW Shop-removed welder and oxygen/acetylene bottles in front of the breaker panels. Secured the bottles to the wall.**
- ✓ **Insulated louvers on the south side of the raw water building. West skylight on the raw water building is cracked. The crew attached a tarp over the skylight so moisture can't come in. Placed insulation board on the inside of the building so the heat can't escape through the skylight.**
- ✓ **PJ Tilt Bed Trailer-had cracked cross member-fixed by Tommerup. Crew put new pressure treated decking on the bed. Crew oiled the new lumber after installing on the deck. Cleaned up and repacked wheel bearings on trailer.**
- ✓ **Oiled the decking on the car haul trailer.**
- ✓ **Burned cattails around the perimeter of the lagoon.**
- ✓ **Leveled out areas around curb stops that were replaced earlier in the year.**
- ✓ **Continue street sweeping Streets.**
- ✓ **Crew leader has been training members on the street sweeper.**
- ✓ **Monthly water sampling.**
- ✓ **Monthly Lagoon reporting.**
- ✓ **Monthly meter reading.**
- ✓ **Crew members have been given time to study for the water distribution and lagoon tests.**
- ✓ **Christmas Lights at Turtle Park**
- ✓ **Midco Diving-Still waiting to hear back from them on what they will be doing to finish up the epoxy sealing on the tank. I have been working with Alec Horan and he emailed me back stating he has handed this matter over to his supervisor. I have not heard from the supervisor.**

SUMMARY OF EXPENSES PRIOR MONTH:

- See Vouchers

SUMMARY OF EXPENSES CURRENT MONTH:

PLANNED OR PROPOSED PROJECT(S).

- Continue sewer washing as weather allows.
- Remove weeds around old electrical building.
- Vehicle/Equipment maintenance. Will be ongoing through the winter.
- Fix pump on sewer washer.
- Start applying Wipeout (ground sterilant) around buildings, parking lots, etc.

ATTACHMENTS:

AGENDA & SUMMARY REPORT SUBMITTED TO:

Mayor/Council

01.08.2026

DEPARTMENT SUMMARY REPORT

01.08.2026

Department: Electric

Prepared By: Bill Dahlke & Ray Huggins

SUMMARY REPORT:

- 1. Two new service upgrades.**
- 2. Ran new triplex to service.**
- 3. Tore out the two small rooms on the dock.**
- 4. Shop cleanup.**
- 5. Built new security light circuit separating one circuit into two.**
- 6. Installed two new security lights.**
- 7. Retired some open secondary.**
- 8. Tearing down old substation.**
- 9. Worked with state apprentice dept.**
- 10. Worked with MEAN on customer service additions.**

SUMMARY OF EXPENSES PRIOR MONTH:

Border States - \$400.43

Big Horn Rural Electric - \$9,724.00

One-Call of Wyoming - \$113.40

Valley Hardware - \$166.59

SUMMARY OF EXPENSES CURRENT MONTH:

PLANNED OR PROPOSED PROJECT(S):

ATTACHMENTS:

AGENDA & SUMMARY REPORT SUBMITTED TO:

Mayor/Council

01.08.2026

DEPARTMENT SUMMARY REPORT

DATE: 01.08.2026

Department: Administration

Deaun Tigner – Town Administrator

Tony Harrison – Town Clerk/Public Works Manager

Josh Fischer – Deputy Clerk

SUMMARY REPORT:

Internal Service:

Office:

- o Payroll.
- o Customer service
 - o Daily deposits.
 - o Zoning & Matrix maps.
 - o Building permits.
- o Filing
- o Contractor registration licenses.
- o Animal licenses:

2026	2025	2024
o Dogs Licensed: 24	o Dogs Licensed: 187	o Dogs Licensed: 203
o Cats Licensed: 1	o Cats Licensed: 32	o Cats Licensed: 34
o Chicken Permit: 0	o Chicken Permit: 13	o Chicken Permit: 8

- o HR: Continued training of new employee, Dept of Workforce Services reporting, 941 quarterly reporting, insurance, updated forms to providers.
- o Caselle training for payroll and accounts payable year end (1099's, W-2 processing) and required reporting.
- o LIAP training
- o Discussions with Katie from RD on annual payments for the sewer loan, SRF funding with Jesse.
- o Budget
- o Work orders: 44 (963-1007)
- o Preparation for council meetings.

Court:

Current Month	Fiscal YTD
o Fines: \$556.00	o Fines: \$37,022.18
o Fees: \$40.00	o Fees: \$1,730.00
	Court Expenses:
o New Citations: 6	o Municipal Court Judge: \$750
o Bail Forfeitures: 1	o Attorney Fees: \$300.00
o Found Guilty: 1	o Caselle: \$195.66
o Amended: 0	
o Dismissed: 0	

Cemetery:

- o Deed/Plot/Burial questions.
 - o Helped customers with locating a plot at the cemetery/reviewed map/files.
 - o Printed pricing information for burials/plots.

Electric Department:

- o Service Orders

- Financial statements, payroll timecards, invoices & vouchers to the Electric Dept. Foreman.

Public Works

- *Personnel*
- *Changed new meters in Caselle and meter books.*

Police Department:

- *Personnel*

Basin Recreation District #4:

- Payroll
- Financial statements, daily deposits, monthly reconciliation.
- Vouchers
- Job descriptions for part-time Program Director/Coordinator, part-time Assistant Program Coordinator & part-time Custodian
- Prepared for meeting/agenda/packets
- Reviewed documents for part-time Program Director/Coordinator

Loans/Leases:

- Mecklam Acres: Water/Raw water line (Purified Water Fund – Capital Projects):
 - Series 2015 Water Revenue Bond (\$398,000), Department of Agriculture (09/22/2016-09/22/2045) 2.875% per annum with variable payment amount.
- *USDA Grant/Loan (Sewer Fund): Funds used to remove/modify existing diversion structures, install and underdrain on 9th & Holdredge Avenue, line and replace 9th St. Sanitary Sewer Main, upgrade Highway 20/4th Street Sanitary Sewer Main and renovate the existing anaerobic pretreatment cell in the wastewater treatment facility to function intermittently decanted extended aeration lagoon (IDEAL Process). Interim Financing through Security State Bank Loan: Original amount of \$2,712,000, with a remaining payoff of \$1,867,467.38; closed on February 3, 2025, under Emergency Ordinance 715.*
 - *Direct USDA Financing: Loan of \$1,877,000 at 2.125% interest over a 40-year term, with an annual payment of \$70,144.00. First payment due Feb 3, 2026*
 - *USDA Rural Development Grant: \$1,412,000.*
- WAM-WCCA Energy Lease Agreement (Community Center Fund) HVAC Units:
 - Received 100,000.00.
 - 0% interest loan, up to a period of 10 years (if renewed). Annual rental for leased equipment \$10,000.00, payable in quarterly installments of \$2500.00.
- Office Shop: Copier Lease (Internal Service Fund)
 - \$5675.00; pmts of \$120.82 for 48 months.

DELINQUENTS:

Sent 61 delinquent notices to active customers monthly. There were 18 delinquent notices sent to Landlords. An additional 28 notices were mailed out to final billed customers. 3 customers were shut off; two with payment agreements.

SUMMARY OF EXPENSES – CURRENT MONTH:

Quill: \$220.24 (Copy paper, time cards, rubber bands, storage box, binders)

PLANNED OR PROPOSED PROJECTS:

Quarterly Payroll Reports

AGENDA & SUMMARY REPORT SUBMITTED TO:

Mayor & Council / 01.08.2026

TOWN OF BASIN

Regular Council Meeting – Minutes
Thursday, December 11, 2025
Basin Town Hall – 7:00 PM

Call to Order Regular Session

Pledge of Allegiance

The regular meeting of the Town of Basin Council was held at the Town Hall in Basin, Wyoming, on Thursday, December 11, 2025. The meeting was called to order by Mayor CJ Duncan at 7:00 PM.

Council Members Present:

Mayor CJ Duncan; Councilmembers Charles Hopkin, Linda Weeks, Mike Dellos, and Brent Godfrey.

Also Present were Town Administrator Deaun Tigner; Police Chief Kyle McClure; Town Attorney Kent Richins; Town Clerk/Public Works Manager Tony Harrison; Town Engineer Jesse Frisbee; CPA James Reilly; Kenny Lynch; Barbara Greene.

Public Comment: No Public Comment

Matters from Staff:

Town Audit – James Reilly, CPA

Mr. Reilly presented the Town's audit and reviewed the government-wide financial statements, governmental fund financial statements, and proprietary fund financial statements. He commended the Town for its financial management.

Public Works

Tony Harrison provided an update on ongoing training for water distribution and lagoon licensing, as well as training on operation of the street sweeper. The Town remains in compliance with Wyoming DEQ Mining Division annual reporting requirements. Lagoon discharge is occurring at approximately 1.3 MGD, with the intention of ceasing discharge as of January 1, 2026.

Electric Monthly Summary Report

Mayor Duncan presented the Electric Department's monthly report. Repairs to the soffit and fascia have been completed. Staff completed several tasks, including assembling heaters for the Home for the Holiday Parade, tree trimming, repairing bike path lighting, installing Christmas lights throughout town, and upgrading light circuits to support seasonal lighting.

Administration

Town Administrator Tigner reported that routine administrative duties and preparation for

upcoming council items are ongoing. Ms. Tigner and Mr. Harrison completed Caselle year-end training in preparation for year-end reporting. Issuance of 2026 cat and dog tags has begun with license renewals. Municipal court activity included \$2,737.00 in fines, \$110.00 in fees, three new citations, two bail forfeitures, and one guilty finding.

Police Department

Chief McClure reviewed his monthly report. Homeland Security Grant reimbursement was received from the State. The Axon Body Camera contract is up for renewal at an estimated cost of approximately \$2,000 annually. The Home for the Holiday Parade was conducted without incident, with assistance from Basin Police Department, Basin Public Works, Big Horn County Sheriff's Department, Search and Rescue, and Greybull Police Department.

Legal: No Report.

Engineer: No Report.

Building Permit:

- Kenny & Denise Lynch, 815 W A Street – Installation of a 120-gallon propane tank to heat a shop.

Councilmember Hopkin moved to approve the building permit as presented. Councilmember Godfrey seconded. Motion carried unanimously.

Executive Session: None

Approve Consent Agenda/Additions/Deletions: Councilmember Godfrey moved to approve the agenda as written. Councilmember Dellos seconded. Motion carried.

Conduct of Business: Approval of Regular Meeting Minutes

Councilmember Hopkin moved to approve the minutes as presented. Councilmember Dellos seconded. Motion carried.

Vouchers/Payroll:

Councilmember Godfrey moved to approve vouchers in the amount of \$234,378.94 and net payroll in the amount of \$63,814.44, for a total of \$298,193.38. Councilmember Weeks seconded. Motion carried.

WAM Winter Conference:

The Wyoming Association of Municipalities Winter Conference will be held in Cheyenne on February 11–13, 2026. Councilmembers were encouraged to attend. Councilmember Weeks indicated availability. Staff will coordinate registration.

Sewer Project:

Jesse Frisbee reported that remaining USDA loan and grant funds may be used for rehabilitation of the sewer lagoon; remaining grant funds cannot be applied toward repayment of the existing

loan. He recommended using the Town of Greybull lagoon rehabilitation as a model. Discussion was held regarding repairs to address short-circuiting, potential installation of bar screens, separation of the lagoon into two cells, inclusion of a check valve in the discharge line to prevent river flooding, and budgeting for SCADA improvements.

Old Town Hall (204 S. 4th Street):

Discussion was held regarding disposition of the Old Town Hall property. Legal counsel advised that options include sale to another governmental entity, public bid, or sale for economic development purposes. Councilmember Hopkin moved to obtain an appraisal of the property. Councilmember Weeks seconded. Motion carried.

Ordinance No. 718 – Mobile/Manufactured Homes (Second Reading):

Proposed revisions align age restrictions for mobile and manufactured homes with HUD-based regulations referenced in Town Code Sections 8-3-9 and 11-4-4. The amendment provides that homes must be within 20 years of manufacture, and homes older than ten (10) years may be inspected by a professional inspector retained by the Town to ensure habitability and structural soundness prior to permitting. Councilmember Godfrey moved to amend Ordinance No. 718 as described. Councilmember Weeks seconded. Motion carried.

Councilmember Dellos moved to approve the second reading of Ordinance No. 718 as amended. Councilmember Weeks seconded. Motion carried.

Public Comment: Mr. Kenny Lynch inquired whether the Town of Basin purchases wind-generated power through MEAN Electric. Council responded that the Town purchases a small percentage of wind power.

ADJOURNMENT

With no further business, the meeting was adjourned at 8:05 PM.

Town of Basin Mayor/CJ Duncan

Tony Harrison-Town Clerk

**TOWN OF BASIN
2026 APPOINTMENTS**

Departments:

Public Works Foreman
Water/Wastewater Foreman
Building Inspector
Plumbing Inspector
Zoning Compliance Officer

Tony Harrison
Tony Harrison

Electric Utility Foreman (Dept. Head)

Bill Dahlke

Law Enforcement (Dept. Head)
Emergency Management Coordinator
Noxious Weed Compliance Officer

Chief Kyle McClure
Tony Harrison
Steve Gergley

Town Administrator/Treasurer (Dept. Head)
Town Clerk
Municipal Court Clerk
Deputy Clerk

Deaun Tigner
Tony Harrison
Tony Harrison
Joshua Fischer

Contracted Service Providers:

Town Attorney
Town Engineer
Municipal Judge
Mt. View Cemetery Sexton

Kent A. Richins
Eagle Engineer & Surveying
Georgia Antley Hunt
Deaun Tigner

Jesse Frisbee

Planning & Zoning Commission:

Travis Schriener
Mike Dellos
Colin Stolzer
Joshua Fischer
Carl Olson

External Boards:

Regional Joint Powers Board (Water) [1]	CJ Duncan	3rd Wednesday of each month 6:00 pm in Worland
South Big Horn County JPB (Water) [2]	Brent Godfrey Tony Harrison	3rd Thursday of each month 8:00 pm in Basin
Electric JPB-CWMEPSJPB [3]	Bill Dahlke Chuck Hopkin Deaun Tigner	
NMPP (Electric) [2]	Bill Dahlke Chuck Hopkin Deaun Tigner	
Recreation District Board [4]	Linda Weeks Deaun Tigner Chuck Hopkin	1st Wednesday of each month at 5:30 pm
Revenue Bond Board [3]	CJ Duncan Mayor Linda Weeks Deaun Tigner	
President of the Council (Mayor Pro Tem)	Brent Godfrey	
Check Signing Authority	Mayor CJ Duncan Councilman Brent Godfrey Councilman Chuck Hopkin	
Official Depository Bank Official Legal Newspaper	Security State Bank Basin Republican Rustler	

Ad-Hoc Committee Assignments:

Activities Committee

CJ Duncan
Linda Weeks
Deaun Tigner
Tony Harrison
Barbara Greene

Waste Water Master Planning Committee:

Mayor	CJ Duncan
Council Member	Chuck Hopkin
Public Works Foreman	Tony Harrison
Wastewater Operator	Tony Harrison
Town Engineer	Jesse Frisbee



**SECURITY
STATE BANK**

WYOMING

Phone (307) 568-2483 • Fax (307) 568-9398 • P.O. Box 531 • 201 So. 4th Street • Basin, WY 82410
www.ssbwyo.bank

November 17, 2025

TOWN OF BASIN
919 WEST B
PO BOX 599
BASIN, WY 82410

RE: Depository Designation

Gentlemen/Ladies:

As provided by the Wyoming Statutes, this bank hereby requests your designation as a depository for funds for the ensuing year. Such designation is required to be made on the first Monday in April of each year.

We appreciate your consideration. If favorable, please sign the form below and return it in the self-addressed postage paid envelope enclosed.

The Certified Resolution is enclosed for your records. Should you have any questions regarding this matter, please do not hesitate to contact me.

Sincerely,

Teri Thon
SSB Operations

We hereby designate Security State Bank as a depository for TOWN OF BASIN for the ensuing year.

Dated: _____

Signature

CERTIFIED COPY OF RESOLUTION OF

Security State Bank of Basin, Wyoming concerning the pledging of collateral for deposit of public funds.

“WHEREAS, it is necessary for Security State Bank of Basin, Wyoming to properly secure TOWN OF BASIN for all monies deposited in the bank by TOWN OF BASIN for, hereinafter referred to as Depositor, and

WHEREAS, no deposit will be made in said bank by Depositor unless said deposit is properly secured, and the giving of proper security is one of the considerations for receiving said deposits; and

WHEREAS, the Depositor may, when finished proper security, carry a maximum credit balance with said bank of unlimited Dollars; and

WHEREAS, Depositor is willing to receive securities designated by laws of Wyoming as legal collateral security as security for such deposit;

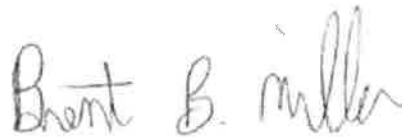
NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of said depository bank that any two of the following named persons, officers of said bank, are hereby authorized and empowered to pledge to said Depositor such securities of this bank as may be legal for collateral security for deposit of public funds, and which said Depositor is willing to accept as collateral security, and in such amounts and at such times as said Depositor and bank officers may agree upon;

Douglas M. Crouse, Chairman
Brent Miller, CEO
Steve Cady, Chief Credit Officer/Chief Lending Officer
Michael McColloch, Branch President
Carie F. Warner, Chief Financial Officer/Secretary

BE IT FURTHER RESOLVED that this authority given to said officers named herein to furnish collateral security to said Depositor shall be continuing and shall be binding upon said bank until the authority given to the bank officers named herein is revoked or superseded by another resolution of this Board of Directors, a verified copy of which shall be delivered by a representative of said bank to said Depositor or mail to said Depositor by registered mail. The right given the officers named herein to pledge security as collateral also includes the right to give additional collateral for security and to withdraw such collateral as said Depositor is willing to surrender and the right to substituted one piece or lot of collateral for another, provided the said Depositor is willing to surrender and the right to substitute one piece or lot of collateral for another, provided the said Depositor is willing to make such exchange or substitution.

BE IT FURTHER RESOLVED that the bank officers named herein are fully authorized and empowered to execute in the name of said bank such collateral pledge agreement in favor of the said Depositor as the said Depositor may require, and any collateral pledge agreement executed so executed or any act done by the bank officers named herein under the authority of this Resolution shall be as binding and effective upon this bank as though authorized by specific Resolution of the Board of Directors of this Bank.

Dated at Basin, Wyoming this 17 November 2025.



Brent Miller

CEO

(CORPORATE SEAL)



Carie Warner

CFO/SECRETARY

ORDINANCE NUMBER 718

AN ORDINANCE OF THE TOWN OF BASIN, BIG HORN COUNTY, STATE OF WYOMING, REVISING REGULATIONS PERTAINING TO THE AGE OF MOBILE AND MANUFACTURED HOMES NOT PERMITTED WITHIN THE TOWN OF BASIN BY AMENDING SECTION 8-3-9 AND SECTION 11-4-4 OF THE BASIN TOWN 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: The first sentence of Section 8-3-9 of the Basin Town Code shall be amended and a second sentence shall be added to read as follows, to-wit (Amendment in **BOLD**):

8-3-9. MOBILE AND MANUFACTURED HOMES.

Mobile and manufactured homes that are older than **twenty (20) years**, will not be permitted anywhere within the Town of Basin. **Any mobile and manufactured home older than ten (10) years of age may be inspected by a Professional Inspector retained by the Town to insure that it is habitable and structurally sound prior to being permitted within the Town.**

SECTION 2: The first sentence of Section 11-4-4 of the Basin Town Code shall be amended and a second sentence shall be added to read as follows, to-wit (Amendment in **BOLD**):

11-4-4. MOBILE AND MANUFACTURED HOMES.

Mobile and manufactured homes that are older than **twenty (20) years**, will not be permitted anywhere within the Town of Basin. **Any mobile and manufactured home older than ten (10) years of age may be inspected by a Professional Inspector retained by the Town to insure that it is habitable and structurally sound prior to being permitted within the Town.**

SECTION 3: 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 4: All ordinances or parts of ordinances of the Town of Basin in conflict herewith are hereby repealed.

SECTION 5: This ordinance shall take effect and be in full force and effect on **JANUARY 19, 2026**, after having been published in the Basin Republican Rustler.

PASSED ON FIRST READING **NOVEMBER 13, 2025.**

PASSED ON SECOND READING **DECEMBER 11, 2025.**

PASSED, APPROVED AND ADOPTED ON THE THIRD AND FINAL READING **JANUARY 8, 2026.**

TOWN OF BASIN, WYOMING
A Municipal Corporation

By: _____
CJ DUNCAN - Mayor

ATTEST:

TONY HARRISON - Town Clerk