

TOWN OF BASIN
Special Council Meeting
Thursday, February 13, 2025
Town Hall 6:50 p.m.

Call to Order Regular Session
Pledge of Allegiance

Approval of Liquor Licenses:

- Homax Oil Sales Inc, dba Overland Express Mart, 155 N 4th
- Lost Boyz LLC, dba Stockmans, 105 S 4th
- Basin Grub LLC, dba Wheelers Basin's Market, 114 S. 4th
- Big Horn Co-operative Marketing Association, 205 Montana Ave

TOWN OF BASIN –Agenda

Thursday, February 13, 2025

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. Committees/Commissions/Departments:
 - Planning & Zoning
 - Recreation District
 - Motocross
 - Activities Committee
 - South Big Horn County Joint Powers Board
 - Big Horn Regional Joint Powers Board
 - WAM
4. Building/Demolition Permits:
 - Sarah Swanstrom: 302 South 3rd Street: Fence, back porch, front porch, tree removal, siding, electric line across the alley, roof, windows.
5. Chicken Permit Applications: None at this time.
6. Executive Session: If requested.
7. Approve Consent Agenda/Additions/Deletions
8. Conduct of Business:
 - Regular meeting minutes from January 9, 2025 and Special meeting January 29, 2025
 - Vouchers \$251,847.55 + net payroll \$85317.02 = GT \$337,164.57
 - Security State Bank - Authorized signers
 - Special Meeting – Emergency Ordinance 715
 - Town Beautification
 - Town/School District/Basin Community Complex/Rec Use Agreement
 - AVI – Sewer
 - 3rd Street Water Project
 - Grose Legal Action
 - Resolution 2025-1: WWDC Application – Reconnaissance Study
9. 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.
10. Executive Session: If requested.

Department: Public Works

Prepared by: Tony Harrison

Summary Report

- Snow Removal—Russel Park, Chamber Office, Shop, Town Hall and bike path.
- Sanded street intersections on A Street, B Street, and intersections coming onto C & 4th streets.
- The crew started cleaning up around the old electric shop. Cleaning up weeds, scrap metal and trash. Moved equipment around and organized the yard around the electric shop.
- Core & Main trained the crew on January 29, 2025, on how to install radio reads on the water meters. This was a one-day training session.
- Crew continues to trim trees and bushes in the alleys.
- Bill continues to study for his water distribution test. He is scheduled to take the water distribution test on February 27, 2025.
- Dean continues to study for the lagoon test. He is scheduled to take the lagoon test on February 27, 2025.
- The garbage truck has four new tires on the drive axle.
- Had the brakes looked at on the garbage truck. Will need new brake shoes, drums, and slack adjusters. Parts have been ordered.
- The crew serviced the garbage truck. Changed the oil, filters, checked all fluids, and greased the truck.
- The crew assisted the Police Department in cleaning and taking off decals on another patrol car.
- The crew has been installing radio reads on water meters.
- Repaired a water leak in the 200 Block of South 3rd street. Copper Creek Construction did the digging for that project.
- The crew serviced the Vac Trailer. Changed oil, checked hydraulic fluid levels, thoroughly cleaned the inside of the trailer, and pulled and washed the filters.
- 2017 F 150 was taken to the mechanic shop for a new ignition and a new water pump.
- Reading and recording the weather at the weather station.
- Cleaning and organizing the loft at the main shop.

SUMMARY OF EXPENSES PRIOR MONTH:

- See Vouchers

Planned or Proposed Project(s):

- Continue working on the radio reads for the water meters.
- Continue working on cleaning up around the old electric shop.
- Continue working on servicing equipment.
- GIS Mapping training with Midwest Assistance Program on February 21, 2025. (Ron Vanderpool & Lee Allen)

ATTACHMENTS:

AGENDA & SUMMARY REPORT SUBMITTED TO:

Mayor/Council

02/13/2025

DEPARTMENT SUMMARY REPORT

02.13.2025

Department: Electric

Prepared By: Bill Dahlke & Ray Huggins

SUMMARY REPORT:

1. Labeled OCR's
2. Pulled more weeds behind shop
3. Turned in Locates to change out Pole by the shop
4. Removed pole instead because of lack of man power
5. Gathered Material to install OCR's
6. Line Maintenance
7. Worked on Line Trailer
8. Worked on Digger
9. Built a new Contacter Box for Security lights on 4th street and installed
10. Took Down Xmas lights
11. Cleaned Trucks
12. Josh finished his apprentice books
13. Patrolled Line
14. Continuing to clean up the shop
15. Moved a Compressor for the grocery Store
16. Trimmed Trees
17. Fixed and repaired all the overhead lights in shop
18. Built a meter Base Bench
19. Scrubbing floors and walls in Shop
20. Built a meter Base

SUMMARY OF EXPENSES PRIOR MONTH:

Border States - \$5,108.99
Double R Lock - \$2,275.00
Terex - \$3782.86

SUMMARY OF EXPENSES CURRENT MONTH:

PLANNED OR PROPOSED PROJECT(S):

ATTACHMENTS:

AGENDA & SUMMARY REPORT SUBMITTED TO:

Mayor/Council
02.13.2025

Department: Administration

Deaun Tigner – Town Administrator

Tracy Harper – Town 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:

| 2025 | 2024 | 2023 |
|---------------------|----------------------|----------------------|
| o Dogs Licensed: 51 | o Dogs Licensed: 203 | o Dogs Licensed: 224 |
| o Cats Licensed: 10 | o Cats Licensed: 34 | o Cats Licensed: 26 |
| o Chicken Permit: 0 | o Chicken Permit: 8 | o Chicken Permit: 7 |

- o HR: Updated employee contact list, added new council to payroll, updated credit card information.
- o Website administrator updated.
- o Updated Equal Pay (budget billing).
- o Use Agreements
- o Updated check signers; still have one to update.
- o January 6th and 27th: Meeting with USDA representatives Katie Culver, Lillian, and Barbara Bonds over the phone regarding interim financing, bonds, and the emergency ordinance. A meeting was scheduled for January 29th for Emergency Ordinance 715, sewerage revenue bond, series 2025. (all documents sent certified to Barbara Bonds on the 31st).
- o Work orders: 52 (42-93)
- o Attended WAM classes in Cheyenne.
- o Received a phone call from the representative of the Ayres program who I met with last fall. She mentioned that they are requesting sampling, removal of the transformer in the basement, and paint in the locker rooms. She needs to submit the application for approval first and will provide more information afterward.
- o Financials/board/certificate information sent to RD for annual reporting requirements
- o Preparation for council meetings.
- o Processed 8 service transfers.

Court:

| Current Month | Fiscal YTD |
|-----------------------|--------------------------------|
| o Fines: \$760.00 | o Fines: \$26,083.00 |
| o Fees: \$40.00 | o Fees: \$1,240.00 |
| | Court Expenses: |
| o New Citations: 6 | o Municipal Court Judge: \$750 |
| o Bail Forfeitures: 4 | o Attorney Fees: \$0.00 |
| o Found Guilty: 0 | o Caselle: \$160 |

- Amended: 0
- Dismissed: 0

Community Complex:

- Discussed/showed rooms to rent.

Cemetery:

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

Electric Department:

- Inventory list.
- Service Orders.
- Updated information for annual electric report:
 - EIA-861 (due April 30th)
 - Municipal Electric Companies Annual Report (due April 30th).
- Budget discussions.
- Emailed: Financial statements, payroll timecards, invoices & vouchers to the Electric Dept. Foreman.

Public Works

- *Personnel*
- *Budget discussions.*
- *Changed new meters in Caselle and meter books.*
- *Tap fees: Research, ordinances, discussions. Requested list of abandoned taps.*
- *Applied for grant for the tower for the water and electric meters; received an email back that we would be moving onto the scoring portion of the grant and would know by the beginning of February if we have received it.*
- *Core & Main was here during the week of January 27th to install software and radio-read training. On the 29th both Public Works and Electric Department participated in training for the new meters.*
- *GIS mapping – We have access to the mapping currently, will be training with Ron Vanderpool January 21st at 10. We have one subscription with access/editing \$400 annually.*
- *Met with Kathy Weinsaft and Sunny Schell with Wyoming Rural Water for Security, Water Loss, and Asset Management on Jan 7th and February 4th. Working on the WWCDCA application.*
- *Submitted an IUP to SRF for a potholing project. This ensures the IUP is in place if we choose to pursue funding.*
- *WyDot fuel access; keys will be shipped out this week, first fuel billing will be sent over the first week of March 2025.*
- *LGLP Claim*

Police Department:

- *Personnel*
- *Budget discussions.*
- *SRO contract/salary budget.*
- *Insurance claim follow up*

Basin Recreation District #4:

- Payroll
- Financial statements, daily deposits, monthly reconciliation.
- Vouchers
- Prepared for meeting/agenda/packets
- Budget amendment prepared for next meeting
- Reviewed documents for Program Coordinator, website information.

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.
- ARPA Funding: *Used for infrastructure upgrades; water meters*
 - Revenue: \$222,621.00, expenses: \$260,984.66, difference: -\$38,363.66
- 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.*
 - 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.
- 2019 Freightliner Solid Waste Truck: (Garbage Fund – Capital Projects)
 - Security State Bank Loan: \$174,781.00 at 3.5% interest; \$38,275.56 principal & interest due 07/01/2017 through 07/01/2024.
- 2023 1500 SSV Crew Cab Dodge Truck: (Capital Equipment)
 - Security State Bank Loan: \$57,424.29, 4% interest, 3 annual payments beginning 06/15/2023 through 06/15/2025; pmts of \$20,419.56.

Grant(s)

- Office of State Lands & Investments Board: (Capital Projects Fund)
 - 3rd Street Water/Sewer Project:
 - Original award: \$768,432
 - Town match: \$120,736
 - Award Increase: \$58,796
 - Total Current Award: \$827,228
 - Grant funds encumbered by October 31, 2024 and expended by December 31, 2026.
- Department of Workforce Services State Apprenticeship Expansion Funding (SAEF)
 - Awarded \$5000.00
 -

DELINQUENTS:

Sent 50 delinquent notices to active customers monthly. There were 10 delinquent notices sent to Landlords. An additional 32 notices were mailed out to final billed customers that no longer live in the area. Customers shut-off 0.

SUMMARY OF EXPENSES – CURRENT MONTH:

VISA: \$68.67 (Postage, WAM Conference)

QUILL: \$68.67 (Ink Cartridges)

ONGOING PROJECTS:

Town Hall

Applied for a \$250,000 grant for the AMI system tower and new electric meters

PLANNED OR PROPOSED PROJECTS:

Quarterly Payroll Reports

AGENDA & SUMMARY REPORT SUBMITTED TO:

Mayor & Council / 02.13.2025

DEPARTMENT SUMMARY REPORT
Department: POLICE
Prepared By: Chief Kyle McClure

DATE: February 13, 2025

SUMMARY REPORT

Time Period: January 2025

Patrol Statistics (see attachment)

- 1) We answered 193 incidents for this time period.
 - a) **100** calls for service.
 - b) **93** officer-initiated incidents
- 2) We opened 11 case files.
- 3) We made 1 arrest(s) in this time period.

SUMMARY OF UNEXPECTED EXPENSES PRIOR MONTH

- 1) See vouchers.

FISCAL IMPACT TO BUDGET

- 1) Operating within the overall budget.

ONGOING PROJECT(S)

- 1) Grants
 - a. Vehicle radios (\$25,000)-Fully executed award letter received. Order for radios will be placed.
- 2) PD camera project done for now. Cameras added and wired. The system seems to be working.

FACILITIES

- 1) None

VEHICLES

- 1) 2019 RAM is back from the body shop. It just needs decals.

PLANNED or PROPOSED PROJECT(S)

- 1) None

OTHER

- 1) Chiefs meetings, Background checks, report and call reviews, body camera audits, report writing, security camera wiring and installation, information requests (review, redact, print), grants, legislative updates and review, case law studies, Daigle Law Group E-learning (Path of the Guardian), DLG and WASCOP Policy review (WASCOP member Sample Policy/Procedure), department pay scale comparison, SRO time verification, scheduling, completed vouchers, time cards, budget prep, DSR.
- 2) SRO time, traffic enforcement, community patrols, business checks (open and closed), town property checks, call response, community relations events, report writing/filing, call reviews, body camera organization, VIN checks, AOA's

as requested, ordinance enforcement.

ATTACHMENTS

- 1) Patrol Statistics for January 2025.

AGENDA & SUMMARY REPORT SUBMITTED TO:

- 1) Mayor and Council on February 13th, 2025.

**BASIN POLICE DEPARTMENT****PATROL STATISTICS
REPORTING PERIOD: JANUARY 2025**

02/11/2025

| Statistic | Count |
|------------------------------------|--------------|
| Total Incidents | 193 |
| Calls for Service | 100 |
| Officer Initiated Incidents | 93 |
| Traffic Stops | 24 |
| Other OIA Incidents | 69 |
| Bus/Building checks | 0 |
| Veh/Ped Check | 0 |
| | |
| Total Officer Cases | 11 |
| Accident | 1 |
| Agency Assist | 0 |
| Criminal Accident | 0 |
| Incident | 3 |
| Information | 2 |
| Juvenile Offense | 0 |
| Offense | 5 |
| Search & Rescue | 0 |
| Voided | 0 |
| Unclassified Cases | 0 |
| | |
| Total Misdemeanor & Felony Arrests | 1 |
| Misdemeanor Arrests | 1 |
| Adult | 0 |
| Juvenile | 1 |
| Felony Arrests | 0 |
| Adult | 0 |
| Juvenile | 0 |
| | |
| Citations | 11 |
| Misdemeanor | 3 |
| Moving Vehicle | 4 |
| Municipal Ordinance Violation | 4 |
| | |
| FIs | 0 |



TOWN OF BASIN

BUILDING PERMIT APPLICATION

209 SOUTH
PO BOX 599
BASIN, WYOMING 82410

4th STREET

TEL 307-568-3331
FAX 307-568-9352
www.thetownofbasin.com

DATE: 2/4/25

PERMIT NO: _____

| | | | |
|--------------------------------|---|---|-------------------------------------|
| JOB ADDRESS | | <u>302 SOUTH 3rd STREET</u> | |
| ZONING DISTRICT: | | <u>MU</u> | |
| OWNER: | | <u>SARAH SWANSTROM</u> | |
| MAILING ADDRESS | | <u>945 13TH AVE ^N E</u> <u>ST JOSEPH MO 66374</u> | |
| POINT OF CONTACT | | <u>Roger Brewer</u> | Phone # <u>307 272-6483</u> |
| BUILDING SET BACKS | FRONT <u>23</u> | SIDE <u>47</u> | REAR <u>23</u> |
| | BUILDING DIMENSIONS | | LENGTH <u>47'</u> WIDTH <u>23'</u> |
| BASEMENT | YES <input type="checkbox"/> | FOUNDATION: | <u>CONCRETE</u> BLOCK |
| | NO <input checked="" type="checkbox"/> | | ROOF: <u>Comp</u> <u>Builtup</u> |
| CLASS OF WORK | <input type="checkbox"/> NEW <input type="checkbox"/> ADDITION <input type="checkbox"/> DEMOLITION <input checked="" type="checkbox"/> REPAIR <input type="checkbox"/> MOVE <input checked="" type="checkbox"/> FENCE | | |
| USE OF BUILDING | <u>AIR BED & BREAKFAST</u> | | |
| Describe work: (plans) | <u>Tin Siding, CHAIN LINK FENCE, ELECTRIC LINE ACROSS ALLEY</u> <u>BACK PORCH, TIN ROOF, NEW WINDOWS, FRONT PORCH, TREE</u> <u>Removal</u> | | |
| Valuation of work \$ | <u>30,000⁰⁰</u> | | |
| REMARKS AND SPECIAL CONDITIONS | <u>NO INCREASE OF SQUARE FOOTING</u> | | |

AGREEMENT

This permit becomes null and void if work or construction authorized is not commenced within 120 days, or if construction or work is suspended or abandoned for a period of 365 days at any time after work is commenced.

The undersigned hereby agrees that the proposed work shall be done in accordance with the plans and specifications and statement herewith submitted and in conformity with the provisions of the town ordinances pertaining to the erection of buildings in the Town of Basin, Wyoming. Demolition work to be completed in 30 days unless otherwise noted under remarks.

PLANS CHECK BY: _____ PERMIT FEE: \$ 25⁰⁰

Roger Brewer
APPLICANT
Tony Harrison
BUILDING OFFICIAL

2/4/25
DATE
2/6/2025
DATE

11-2-4-11 BULK REGULATIONS BY ZONING DISTRICTS.

| Zone | Street Setback | Alley Setback | Other Lot Line Setbacks | Maximum Building Height |
|---------------------|----------------|---------------|-------------------------|-------------------------|
| Residential | 15' | 5' | 5' | 35' |
| Mixed Residential | 15' | 5' | 5' | 35' |
| Rural Residential | 10' | 5' | 5' | 35' |
| Mixed Use | 10' | 5' | 5' | 35' |
| Downtown | 0' | 5' | 0' | 35' |
| Commercial | 0' | 5' | 0' | 35' |
| Railroad Commercial | 0' | 5' | 0' | 56' |
| Institutional | None | None | None | 56' |
| Industrial | 20' | 5' | 0' | 56' |

11-2-1 ZONING DISTRICTS.

The Town of Basin is hereby divided into the following zoning districts as shown below. These zoning districts are created in order to promote the orderly development of land within the Town of Basin.

| District | District Intent | Reference |
|--------------------------|--|-----------|
| Residential (R) | Provides an area for residential development and compatible uses at a density designed to promote efficiency in the delivery of essential services. | 11-2-4-2 |
| Mixed Residential (MR) | Provides an area for residential, multiple-family residential and manufactured housing development and compatible uses designed to promote efficiency in the delivery of essential services. | 11-2-4-3 |
| Rural Residential (RR) | Provides areas of low-density development and low-density uses to preserve a predominantly rural residential and agricultural character. | 11-2-4-4 |
| Mixed Use (MU) | Provides an area that provides a transitional use between commercial and established residential uses. | 11-2-4-5 |
| Downtown (D) | Provides an area of commercial, public and residential that would retain much of its present physical character, which are predominantly older and historic buildings arranged in a traditional pattern. | 11-2-4-6 |
| Commercial (C) | Provides placement of retail, service and wholesale providers and similar businesses in the areas where central services are available. | 11-2-4-7 |
| Railroad Commercial (RC) | Provides an area for the placement of commercial establishments along the railroad corridor. | 11-2-4-8 |
| Institutional (IL) | Provides areas for the placement of educational, health and governmental operations in a manner designed to accommodate their unique physical development needs. | 11-2-4-9 |
| Industrial (I) | Provides areas for wholesale activities warehouses and industrial operations such as manufacturing, assembly and fabrication activities whose external physical effects will be felt by some degree of surrounding properties. | 11-2-4-10 |

Town of Basin
SERVICE ORDER

Service Order No: 96

Created By: tharper

Created Date: 02/05/2025

Service Information:

Service Address: 302 S 3

Due Date: 02/05/2025

Comments: Building Permit Request

Customer Information:

Customer No: 3.0560.31

Customer Name: SWANSTROM, SARAH S.

Phone Number: 970-690-3388

Completed Comments:

I spoke with Mr. Brewer about his building permit request. He will be trenching an electrical line in from the alley side (West of the House). The alley is paved, so Mr. Brewer will have to cut the asphalt and then trench. He was advised that he would have to properly backfill the trench and then repair the asphalt with a patch mix. I told him he could get the asphalt patch mix from the Town and he will be charged for the cost of the product. Mr. Brewer agreed to that. Mr. Brewer was also given a copy of the town ordinance that addresses fences. Work performed by Tony Harrison.

Completed By:

Completed Date:

TOWN OF BASIN
Regular Council Meeting - Minutes
Thursday, January 9, 2025
Basin Town Hall - 7:00 p.m.

Call to Order Regular Session
Pledge of Allegiance

A Regular Meeting of the Town of Basin Council was held at the Town Hall in Basin, Wyoming on Thursday, January 9, 2025. The meeting was called to order by Mayor CJ Duncan at 7:00 p.m.

Council Members Present: CJ Duncan, Brent Godfrey, Chuck Hopkin, Mike Dellos and Linda Weeks.
Absent: None.

Also present were Town Administrator Deaun Tigner, Chief Kyle McClure, Tony Harrison, Tracy Harper, Kent Richins, Jesse Frisbee, Barbara Greene, Stuart DesRosier, Carl Olson, Carmen Olson, Pam Dellos, Charlie Weeks, Steve VanderPloeg, Bob Brewer, RoxAnne Brewer, Dean Eibert, Roberta Nelson, Bill Everhart, Ray Huggins, Mary Ann Huggins, and Josh Huggins.

Oath of Office – New Council Members: Mayor Duncan administered the oath of office for the two new Council members, Mike Dellos and Linda Weeks.

Public Comment: Mayor Duncan thanked outgoing councilmembers Carl Olson and Stuart DesRosier for their years of public service.

Matters from the Staff:

Public Works: Tony Harrison reviewed his printed Department Summary Report with the council. The council had no additional questions.

Electric Department: Ray Huggins was in the audience and was asked to give the report for the electric department. He reviewed the printed DSR that had been provided to the council. The council had no additional questions.

Administration: Deaun Tigner was feeling under the weather, so gave a very brief review of her DSR. The council had no additional questions.

Police Department: Chief McClure went over his DSR, including the patrol statistics as well as some of the administration duties that are not reflected in those numbers. Councilmember Hopkin asked about the radio grant and Chief McClure stated they were still waiting on signatures from the State.

Legal Counsel: Attorney Richins stated he did not have anything other than what was on the agenda but did want to welcome the new council members. He also asked for an executive session at the end of the meeting for litigation.

Town Engineer: Jesse Frisbee of Eagle Engineering stated he had nothing to add.

Committees/Commissions/Departments:

Planning & Zoning: Nothing at this time.

Recreation District: Mayor Duncan reported on the well-attended alumni game that had been held by the Rec District. He then went on to discuss a matter that had come up at the Rec District meeting about the public restroom in the lobby that needed some toilet repairs done. The Rec District had agreed at their meeting to fix two toilets that needed repair, but that there would be a price break if all the toilets were repaired at the same time. The Rec District wanted to approach the town about a possible cost-share plan to get the work done at a lower price. It was suggested that the item be added to the agenda.

Activities Committee: Meetings would start in late February or March for the Town Clean-up Day.

Building/Demolition Permits: None

Chicken Permits: None

Executive Session: No Executive Session was requested at this time.

Approve Consent Agenda/Addition/Deletions: Councilmember Godfrey made a motion to add the toilet issue to the agenda after the Town/School District/Basin Community Complex/Rec Use Agreement. Councilmember Hopkin seconded, and the motion carried.

Conduct of Business:

Vouchers: Vouchers were presented for \$266,727.40 plus net payroll of \$64,020.85 = GT \$330,748.25. Councilmember Hopkin made a motion to pay the vouchers. Councilmember Godfrey seconded, and the motion carried.

Meeting Minutes: Councilmember Hopkin made a motion to accept the minutes as presented for the regular meeting from December 12, 2024. Councilmember Godfrey seconded, and the motion carried.

Appointments: Mayor Duncan provided a list of appointments to be reviewed. Councilmember Godfrey made a motion to accept the appointments, Councilmember Hopkin seconded, and the motion carried.

Security State Bank – Depository Designation: Councilmember Hopkin made a motion to approve and sign the depository agreement with Security State Bank. Councilmember Weeks seconded, and the motion carried.

Town/School District/Basin Community Complex/Rec Use Agreement: Prior to the Rec District operating year-round, there was an agreement in place between the School District and the Town for use of the Community Complex. A couple of months ago it was suggested that the School should enter into an agreement with the Rec District instead of the Town because that is who operates that part of the building. The School Board and their legal counsel would rather do an agreement with the property holder, so it was discussed that an agreement be drafted between the Town and the School, but that it recognizes that the Rec District is the operator of the facility. Charlie Weeks inquired about whether the School chipped in for any of the maintenance. Duncan answered that the school pays a flat fee – it was \$10,000 the last few years. Charlie Weeks then asked about the possibility of a fundraiser for the toilet repairs. Duncan suggested that idea be brought up with the Rec District program director. Councilmember Dellos asked for clarification on the agreement with the Rec District as far as who is

responsible for insurance, liability issues, etc. Mayor Duncan stated that there is a separate agreement between the Town and the Rec District that covers whose responsibility the maintenance is. Carl Olson added that the Town has the same type of use agreement with the Basin City Arts Center. Councilmember Godfrey made a motion to instruct Attorney Richins to draw up an agreement between the Town of Basin, the Rec District, and BHC School Dist #4 for use of the Community Complex. Councilmember Hopkin seconded, and the motion carried.

Rec District Toilet Repair: As discussed earlier in the meeting, the toilet repairs would be less money if all the toilets were repaired at the same time. The Rec District had already voted to repair two of the toilets. Charlie Weeks asked what the life expectancy was for those toilets. Mayor Duncan replied that it was ten to fifteen years, but that there was an issue with these type of toilets to where parts were not readily available anymore. Mayor Duncan reiterated that the request by the Rec District was whether they wanted to do a cost share for all the toilets. Councilmember Godfrey stated that the Community Complex was used for rentals for funerals also, and Councilmember Hopkin stated that those toilets had the most use of any in that area. Councilmember Weeks stated that she thought the facility should be in good working order. Councilmember Hopkin made a motion to split the cost in half to replace all the toilets. Councilmember Weeks seconded. Councilmember Dellos asked how much the Rec District had in their budget for the maintenance. Mayor Duncan stated that as of the financials from the meeting the evening before, the budget for Operating and Maintenance was over, but that the overall budget was good. Upon a vote, the motion carried.

WyDot Fuel Agreement: A contract had been received by WyDot to use their fueling stations. Attorney Richins had read through the agreement and did not see any issues. Councilmember Godfrey made a motion to enter into an agreement with WyDot to buy fuel from their dispensing station, Councilmember Weeks seconded, and the motion carried.

WWDC Application – Reconnaissance Study: Councilmember Hopkin had attended a meeting earlier in the week with Wyoming Rural Water Systems, and they suggested that the town needed a reconnaissance study due to intermingling of the Town's lines with the Water District's lines. The study was available through the Wyoming Water Development Commission and would cover things like a water system inventory, rate analysis, and mapping. Councilmember Hopkin added that it would enable the Town to do water loss reports. Tony Harrison stated that much of the funding that is available to the Town has requirements for water loss reporting, and that we need to try and apply for as much money as is available to keep rates from going up. Councilmember Hopkin made a motion to direct Attorney Richins to write up a resolution to go with the reconnaissance study and give them the money to get it completed. Councilmember Godfrey seconded, and the motion carried.

Letter of Support – Tri County Telephone: TCT requested a letter of support from the Town for a grant they were applying for. A draft letter was presented in the council packet and Councilmember Hopkin made a motion to send the letter to TCT, Councilmember Dellos seconded, and the motion carried.

Weather Station: The Town has provided data to the National Weather Service for many years. Tony Harrison was concerned that there might be times when they would not be able to do it faithfully. The system only stores data for three days, so they don't have to read it on the weekend. Otherwise, they try to read it every day. Mayor Duncan stated that the question was whether the Town still wanted to provide that information. Chief McClure asked if there was any cost to the Town, but there is not a cost other than the little bit of electricity to run the equipment. Councilmember Hopkin made a motion to keep it and support it, Councilmember Godfrey seconded. Councilmember Dellos stated that he was

glad the Town was supporting it because the historical data was beneficial. He would like to see the Town make a commitment to continue providing that information. Upon a vote, the motion carried.

Surplus Equipment: Tony Harrison stated that he was making a list of surplus equipment that he would present to the council so that it could be put out for bid.

Water Service Separation: Tony Harrison talked about a few properties who have their water lines linked together after the curb stop and went over possible issues that could cause should one person have a leak and need shut off as the other property would also be without water. He stated that those lines needed separated no matter what, but the question was who would pay for the cost of the separation. Harrison's recommendation was that the Town needed to add the funds into the budget to get those resolved. Mayor Duncan requested a comprehensive list of all the ones he had identified, and Councilmember Weeks requested some estimated costs. Harrison also brought up that in December the Town had provided two curb stops to a rental property on B Street. There had been a leak at the original curb stop so the Town had dug it up for a repair, and then the customer completed a line split to a garage as per an agreement made with the Town Council back in October of 2022. There were two additional curb stops past the original one and Harrison wanted to know how the council wanted him to proceed for charging the customer for materials. After discussion between the council and the town crew who were in attendance about how many curb stops were in place for the property, it was decided there were three in total. Councilmember Godfrey made a motion to bill the customer for both additional curb stops. Councilmember Weeks seconded, and the motion carried.

Letters to Customers for properties that have not replaced their water meters: Tony Harrison wanted some direction from the council on the next steps to take for those customers who had not scheduled their water meter replacements. Attorney Richins suggested that a reminder letter with a deadline should go out and if they still had not responded, a certified letter would be sent stating that the water utility would be shut off if the meter was not replaced. Harrison stated that he would draft a letter and have Attorney Richins review it.

2nd Meeting of the month/January: Due to the second meeting of January falling the same week as the WAM Conference in Cheyenne, Councilmember Godfrey made a motion to cancel the second meeting on January 23rd. Councilmember Hopkin seconded, and the motion carried.

AVI – Sewer: Jesse Frisbee stated that we did get the permit to construct, and it is good for two years. Mayor Duncan stated that the Town is currently working with RD to try and find the additional funding that is needed due to inflation. Frisbee said he was also working on the Intended Use Plan for SRF Funding could be submitted that had 75% forgiveness and the Town just needed to get on the list. He would get with Administrator Tigner to get that done.

3rd Street Water Project: Jesse Frisbee said there was nothing new to report. Mayor Duncan asked if Wilson Brothers would be repairing the turn lane on 4th Street at the same time they were here for the 3rd Street Project. Frisbee stated that they would.

Public Comments: Carl Olson stated that he appreciated Tony for keeping track of private work we do for customers after the curb stop and in their yards. That it's good to help out with labor but that materials are expensive, and we should keep track of parts to get back some of the cost.

Executive Session: Councilmember Hopkin made a motion to go into executive session for litigation and personnel at 8:20 p.m. with a five-minute break beforehand. Councilmember Godfrey seconded, and the motion carried.

Councilmember Hopkin made a motion to adjourn executive session at 8:45 p.m., Councilmember Godfrey seconded, and the motion passed unanimously.

With no further business to be discussed, the meeting ended at 8:46 p.m.

Town of Basin Mayor / CJ Duncan

Town of Basin Clerk / Tracy Harper

TOWN OF BASIN
Special Council Meeting - Minutes
Wednesday, January 29, 2025
Basin Town Hall - 4:00 p.m.

Call to Order Special Meeting Session

A Special Meeting of the Town of Basin Council was held at the Town Hall in Basin, Wyoming on Wednesday, January 29, 2025. The meeting was called to order by Mayor CJ Duncan at 4:00 p.m.

Council Members Present: CJ Duncan, Brent Godfrey, Chuck Hopkin, Mike Dellos and Linda Weeks.
Absent: None.

Also present were Town Administrator Deaun Tigner, Kent Richins and Tracy Harper.

Emergency Ordinance 715: Sewerage Revenue Bond, Series 2025

Mayor Duncan explained that there is an interim-financed loan through Security State Bank that was started in 2022 and can only be open by federal law for three years. So, even though the project is taking longer, we have to close that loan with Security State. Town Administrator Deaun Tigner has been working with Barbara Bonds to obtain a loan with USDA to pay off the interim financing. The purpose of the special meeting is to authorize the new loan through USDA to pay off Security State Bank. The amount of the new loan would be \$1,877,000 to pay off the \$1,867,467.38 loan through Security State plus some fees. After some discussion by the council about the possibilities for other funding as well as the stipulations in the new USDA loan, Councilmember Hopkin made a motion to suspend the rules that require three readings for an ordinance. Councilmember Godfrey seconded the motion. Councilmember Weeks then asked for additional information on the sewer project since she was new to the council so that she knew more about it. She also questioned whether this would require an increase in sewer rates, which Mayor Duncan explained had already been done at the beginning of the project. If sewer rates needed to increase due to inflation, it would not be directly related to this loan. Councilmember Dellos asked the reasoning why the ordinance was an emergency, and it was explained that the original loan documents with Security State Bank showed a term of five years, so it was not until earlier in January that it was realized the loan was ending in February. Upon a vote, the motion carried.

Councilmember Godfrey made a motion to accept Emergency Ordinance 715 Sewer Revenue Bond with USDA and that Kent, CJ, Tracy and Deaun can all sign the necessary documents to keep the town in compliance. Councilmember Hopkin seconded, and the motion carried.

With no further business to be discussed, Councilmember Hopkin made a motion to adjourn the special meeting at 4:17 p.m. Councilmember Godfrey seconded, and the motion carried.

Town of Basin Mayor / CJ Duncan

Town of Basin Clerk / Tracy Harper

ORDINANCE NO. 715

AN ORDINANCE AUTHORIZING THE ISSUANCE AND SALE BY THE TOWN OF BASIN, WYOMING, OF ITS SEWERAGE REVENUE BOND, SERIES 2025, DATED FEBRUARY 3, 2025, IN THE PRINCIPAL AMOUNT OF \$1,877,000, FOR THE PURPOSE (I) REFINANCING THE TOWN'S SEWERAGE REVENUE BOND ANTICIPATION NOTE, SERIES 2022, DATED MARCH 23, 2022, AND (II) PAYING CERTAIN INCIDENTAL COSTS INCURRED IN CONNECTION WITH THE FOREGOING; APPROVING THE FORM, TERMS AND PROVISIONS OF THE BOND, AN INVESTMENT LETTER AND ALL OTHER DOCUMENTS RELATED TO THE ISSUANCE THEREOF; AUTHORIZING THE MEMBERS OF THE GOVERNING BODY AND EMPLOYEES OF THE TOWN TO TAKE ANY AND ALL ACTIONS NECESSARY TO EFFECTUATE THE ISSUANCE AND SALE OF SAID BOND AND THE CONSUMMATION OF SAID TRANSACTIONS; AND DECLARING AN EMERGENCY.

WHEREAS, the Town of Basin, Wyoming (the "Town") is an incorporated municipality duly organized and existing as a town under and by virtue of the Constitution and laws of the State of Wyoming; and

WHEREAS, the Town owns and operates a revenue-producing sewerage treatment facility (the "Sewerage Facility" or the "Facility"); and

WHEREAS, the governing body of the Town (the "Governing Body") determined that it was necessary to extend and improve the Facility (the "Sewerage Project"), the estimated cost of which, along with payment of outstanding loans relating to the Sewerage Facility, was approximately \$4,124,000, and it was anticipated that said cost would be paid by a Rural Utilities Service ("RUS") loan in the aggregate amount of \$2,712,000 (the "Loan") and a grant from RUS in the aggregate amount of \$1,412,000; and

WHEREAS, in anticipation of the permanent Loan from RUS, the Town sold and delivered, at private sale, to Security State Bank in Basin, Wyoming, its "Sewerage Revenue Bond Anticipation Note, Series 2022," dated March 23, 2022, in the maximum principal amount of \$2,712,000, maturing on February 1, 2025 (the "Series 2022 Anticipation Note," the "Note" or the "Interim Financing"); and

WHEREAS, the Sewerage Project has not proceeded as anticipated and the Town has only drawn \$1,877,000 from the Interim Financing, and has not drawn any of the grant moneys; and

WHEREAS, the Series 2022 Anticipation Note matures on February 1, 2025 and the Governing Body must (i) refinance the outstanding amount of the Interim Financing, and (ii) pay certain incidental costs incurred in connection with the foregoing (collectively, the "Refinancing Project"). The estimated cost of such Refinancing Project is \$1,877,000, and it is anticipated that said cost will be paid by the issuance of the Town's "Sewerage Revenue Bond, Series 2025," dated February 3, 2025, in the principal amount of \$1,877,000 (the "Series 2025 Bond" or the "Bond"); and

WHEREAS, the Bond is in a principal amount that does not exceed the greater of (i) \$5,000,000 or (ii) an amount calculated by multiplying the number of individuals to be served by the Sewerage Facility times \$1,200, and will be payable solely from revenues generated by the Sewerage Facility and the security for the Loan will be restricted to a claim on said revenues, and no approval of the electors of the Town is required; and

WHEREAS, the Bond will be sold at private sale to RUS, as purchaser (the "Purchaser"), in accordance with its "sophisticated investor" letter dated February 3, 2025 (the "Investment Letter"), a copy which is attached hereto as EXHIBIT A to ATTACHMENT I of this Authorizing Ordinance and by this specific reference is made a part hereof; and

WHEREAS, the balance of the funds for the Sewerage Project will be drawn by the Town directly from RUS (Loan - \$855,000; Grant \$1,412,000); and

WHEREAS, the Governing Body hereby determines that it is necessary at this time to provide for the form of the Bond and other details concerning its issuance, confirm the sale of the Bond and to further authorize the delivery thereof;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE TOWN OF BASIN, WYOMING:

Section 1. Authorization. The Town shall deliver its Series 2025 Bond and the same is hereby sold to the Purchaser, subject only to review and approval of bond counsel. The firm of Freudenthal & Bonds, P.C., of Cheyenne,

Wyoming, is hereby designated to act as bond counsel for said Bond.

Section 2. Approval and Execution of Documents. The Bond shall be sold to the RUS pursuant to the provisions of the Investment Letter. The members of the Governing Body are hereby authorized to take such actions and execute and deliver such documents as may be necessary to give effect to this Authorizing Ordinance and deliver the Bond.

Section 3. Ratification and Approval of Prior Action. All actions heretofore taken by the officers and members of the Governing Body and administrative officials of the Town not inconsistent with the provisions of this Authorizing Ordinance, relating to the authorization, sale, issuance and delivery of said Bond are hereby ratified, approved and confirmed.

Section 4. Designation of Bond. The Town has not issued or effected the issuance of, and reasonably anticipates that the Town and all subordinate entities thereof have not and will not issue or effect the issuance of, more than Ten Million Dollars (\$10,000,000) aggregate face amount of tax-exempt obligations during the 2025 calendar year, and hereby designates the Series 2025 Bond as a "qualified tax-exempt obligation" as defined by Section 265(b)(3) of the Code.

Section 5. S.E.C. Rule 15c2-12. The Town has not prepared and will not disseminate any official statement, prospectus, offering circular or other comprehensive offering statement containing material information with respect to the Town, the Sewerage Project or the Bond in connection with the sale of the Bond, and will not undertake any commitment under SEC Rule 15c2-12 to provide continuing disclosure of material information with respect to the Town, the Sewerage Project or the Bond. The purchase of the Bond falls within the exceptions to SEC Rule 15c2-12 (the "Rule") in that none of the Rule requirements apply to municipal securities in authorized denominations of \$100,000 or more which are sold to not more than 35 knowledgeable and experienced investors who are not purchasing with a view to distributing the securities.

Section 6. Parties Interested Herein. Nothing in this Authorizing Ordinance expressed or implied is intended or shall be construed to confer upon, or to give or grant to, any person or entity, other than the Town, the Paying Agent and the Registered Owner of the Bond, any right, remedy or claim under or by reason of this Authorizing Ordinance or any covenant, condition or stipulation hereof, and all covenants, stipulations, promises and agreements in this Authorizing Ordinance contained by and on behalf of the Town shall be for the sole and exclusive benefit of the Town, the Paying Agent and the Registered Owner of the Bond.

Section 7. Authorizing Ordinance Irrepealable. After said Bond has been delivered, this Authorizing Ordinance shall be irrepealable until both the principal of and the interest on said Bond shall be fully paid, satisfied and discharged.

Section 8. Repealer. All orders, bylaws, resolutions and ordinances, or parts thereof in conflict with this Authorizing Ordinance are hereby repealed to the extent that they conflict with this Authorizing Ordinance.

Section 9. Severability. Should any part or provision of this Authorizing Ordinance ever be judicially determined to be invalid or unenforceable, such determination shall not affect the remaining parts and provisions hereof, the intention being that each part or provision of this Authorizing Ordinance is severable.

Section 10. Declaration of Emergency and Effective Date. By reason of the fact that the Town currently needs the proceeds from the sale of Bond to refinance the Interim Financing, it is necessary to immediately authorize the issuance of the Bond at a time prior to the time an ordinance could be publicly read three (3) times and adopted as provided by law, and it is hereby declared that an emergency exists, that this Authorizing Ordinance is necessary for the immediate preservation of the public peace, health, safety and welfare, and that it shall be in full force and effect from and after its passage and approval.

Section 11. Suspension of Readings. The rule requiring ordinances, except emergency ordinances, to have public readings on three (3) different days unless three-fourths (3/4) of the Governing Body vote to suspend the rules as provided by Wyo. Stat. 15-1-115, is hereby suspended for the purpose of permitting the adoption of this Ordinance at this meeting.

Section 12. Effective Date and Recording. This Authorizing Ordinance shall be effective upon proclamation of the Mayor, and as soon thereafter as is practicable it shall be published as required by law.

ADOPTED AND APPROVED this 29th day of January, 2025.

TOWN OF BASIN, WYOMING

/s/ CJ Duncan
Mayor

ATTESTED:

/s/ Tracy Harper
Town Clerk

PROCLAMATION

The foregoing Ordinance, adopted and approved this 29th day of January, 2025, which operates for the immediate preservation of the public peace, health, safety, and welfare, shall become effective immediately upon the date of this proclamation and as soon thereafter as practical it shall be published as required by law.

TOWN OF BASIN, WYOMING

/s/ CJ Duncan
Mayor

ATTESTED:

/s/ Tracy Harper
Town Clerk

TOWN OF BASIN

AND

BIG HORN COUNTY SCHOOL DISTRICT #4

AND

BASIN RECREATION DISTRICT #4

* * * * *

BASIN COMMUNITY COMPLEX

USE AGREEMENT

The **BIG HORN COUNTY SCHOOL DISTRICT #4 (SCHOOL DISTRICT)**, of the Town of Basin, Wyoming, desires to use the **BASIN COMMUNITY COMPLEX** for various activities from the execution of this Use Agreement until otherwise agreed between the parties hereto.

The **TOWN OF BASIN (TOWN)** is the owner of the Basin Community Complex and presently has a Use Agreement with the **BASIN RECREATION DISTRICT #4 (RECREATION DISTRICT)** wherein the Recreation District has primary use of the areas of the Complex for scheduled events. The Town does desire to allow the nonexclusive use of the Complex by the School District upon the following terms and conditions, to-wit:

1. **USE OF COMPLEX:** School District shall have the use of Complex for various activities and for any other purpose appropriate for said School District and the Complex, upon scheduling such activities, in advance, with the Manager of the Recreation District. This use is not exclusive to other responsible individuals or groups that may desire to use the same and have likewise scheduled their events with the Manager of the Recreation District. The School District shall, however, have primary use of the scheduled areas during scheduled events.

RESOLUTION OF THE GOVERNING BODY OF THE TOWN OF BASIN,
BIG HORN COUNTY, STATE OF WYOMING, PASSED, APPROVED AND ADOPTED
THIS 13TH DAY OF FEBRUARY, 2025.

RESOLUTION

2025-1

SUPPORTING THE WATER DEVELOPMENT PROGRAM APPLICATION
TO THE WATER DEVELOPMENT COMMISSION
BY THE TOWN OF BASIN, WYOMING

BE IT RESOLVED by the Governing Body of the Town of Basin,
Big Horn County, Wyoming:

WHEREAS, the Town of Basin, Big Horn County, State of Wyoming,
is interested in making application for the funding of certain
projects to the State of Wyoming Water Development Commission with
respect to the Water Development Program; and

WHEREAS, this Resolution provides authorization supporting
the Application to the Water Development Commission with respect
to the Water Development Program.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the
Town of Basin that the Town of Basin, Big Horn County, State of
Wyoming, supports the application to the Water Development
Commission for the funding of certain projects with respect to the
Water Development Program.

IT IS FURTHER RESOLVED that the following individuals are
authorized to execute the Application to the Water Development
Commission and any other documents pertaining hereto, to-wit:

CJ DUNCAN - MAYOR
DEAUN TIGNER - TOWN ADMINISTRATOR
TRACY HARPER - TOWN CLERK

IT IS HEREBY DECLARED that this Resolution is in the best
interests of the Town of Basin.

PASSED, APPROVED AND ADOPTED this 13TH day of FEBRUARY, 2025.

TOWN OF BASIN, WYOMING
A Municipal Corporation

By: _____
CJ DUNCAN - Mayor

ATTEST:

DEAUN TIGNER
Town Administrator

STATE OF WYOMING)
) ss.
COUNTY OF BIG HORN)

On this _____ day of _____, 2025, before me personally appeared **CJ DUNCAN**, to me personally known, who being by me duly sworn did say that he is the Mayor of the Town of Basin, Wyoming, a Municipal Corporation, and that this instrument was signed and sealed on behalf of the Corporation by authority of its Town Council, and that **CJ DUNCAN** acknowledged this instrument to be the free act and deed of the Town of Basin.

WITNESS my hand and official seal.

Notary Public

My Commission Expires: _____