

TOWN OF BASIN – Agenda
Thursday, March 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
 - Activities Committee
 - Town Beautification
 - South Big Horn County Joint Powers Board
 - Big Horn Regional Joint Powers Board
4. Building/Demolition Permits:
 - Justin Powell (1368 Antelope St): Enclose a porch
 - Bret & Haley Klopp (618 Montana): Fence
5. Chicken Permit Applications:
 - Carrie Devine (957 N 8th St)
 - Monica Porras (410 S 3rd St)
6. Executive Session: If requested.
7. Approve Consent Agenda/Additions/Deletions
8. Conduct of Business:
 - Regular meeting minutes from February 13, 2025 and February 27, 2025, and Special meeting minutes from February 13, 2025.
 - Vouchers \$2,077,412.31 + net payroll \$59,120.18 = GT \$2,136,532.49
 - Budget amendment 2025-1 discussion
 - WAM – Summer Convention June 11 – 13, 2025
 - WAM Voting Delegates – 2025 WAM Summer Convention
 - Budget workshop dates
 - Town/School District/Basin Community Complex/Rec Use Agreement
 - Open burn
 - AVI – Sewer
 - 3rd Street Water Project
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: Personnel.

Department: Public Works

Prepared by: Tony Harrison

Summary Report:

- ✓ **PW Crew has been diligently working on the Radio Reads for the water meters. The crew has completed the north end of town and around 12th Street, Willow Drive, Big Horn Avenue to Holdredge Avenue. The estimated completion date of the radio reads is April 15, 2025.**
- ✓ **Snow Removal**
- ✓ **Sanded multiple streets during the month of February.**
- ✓ **Dean has passed the Lagoon test. Dean still needs training hours prior to issue of the lagoon license.**
- ✓ **Bill passed the distribution test. The license should be issued soon.**
- ✓ **Crew has been working on redecking the smaller bumper pull trailer.**
- ✓ **TCT has a project on Holdredge Avenue. The crew has been doing many locates from 9th street to 4th street along Holdredge Avenue.**
- ✓ **Crew has been doing locates for the 3rd street water project.**
- ✓ **Midwest Assistance Program (MAP) held a training on February 27, 2025, and March 6, 2025 for orientation and use on the GIS Mapping Program.**
- ✓ **Lee Allen with MAP held a field training for the Public Works Crew on the GIS Mapping Program on March 6, 2025. These training hours go towards the renewal of the Public Works Crew lagoon and distribution licenses.**
- ✓ **The garbage truck has had the rear brakes replaced.**
- ✓ **The garbage truck had a transmission service completed.**
- ✓ **The crew trimmed trees around the bike path.**
- ✓ **The crew cleaned the leaves and made sure the drains on the flat roof of the gymnasium were open as the temperatures warmed up.**
- ✓ **4 Elements patched two areas on the roof of the Old Town Hall at 209 S 4th Street. Did not see any water leaking from that roof after the repairs were completed.**
- ✓ **The crew washed a sewer line from Matteson & 6th Street to a manhole on the south end of South Park.**
- ✓ **The raw water settling pond needs to be cleaned out. There is silt and cattails that need to be removed. There are two 36-inch pipes that are full of silt because the first settling pond needs to be cleaned out. After the settling pond is cleaned out then the Public Works Crew can take the sewer washer and clean out the pipes that feed the first settling pond. There is an estimate of \$4000 to \$5000 to clean out the pond. This item is not in the budget.**

SUMMARY OF EXPENSES PRIOR MONTH:

- See Vouchers

SUMMARY OF EXPENSES CURRENT MONTH:

PLANNED OR PROPOSED PROJECT(S).

- **Continue working on the radio reads for the water meters.**
- **Start cleaning up weeds and leaves and applying a granular ground sterilant where appropriate.**
- **Pete Smet Recycling has been contacted to come and remove the items from the metal scrap pile.**

ATTACHMENTS:

AGENDA & SUMMARY REPORT SUBMITTED TO:

Mayor/Council
03.13.2025

DEPARTMENT SUMMARY REPORT

03.13.2025

Department: Electric

Prepared By: Bill Dahlke & Ray Huggins

SUMMARY REPORT:

- Repaired Light pole that was hit by a vehicle
- Second light pole Hit by vehicle (Contracted getting a base built)
- Tree Trimming and hauling branches
- Removed faulty connections
- Installed Compression Connections
- Cleaned and organized above the office in the line Shop
- Vehicle maintenance (Changed oil, Coolant)
- Line Patrol
- Security Light patrol
- Contacted and are working with a contractor to change out 2 Electrical poles
- Disconnected a service for electricians so they could do a service upgrade
- Energized a couple new services
- Had to delay some pole change outs do to weather and not being able to get equipment started

SUMMARY OF EXPENSES PRIOR MONTH:

Border States - \$4,362.95

Weldco Fabrication LLC - \$2,671.58

SUMMARY OF EXPENSES CURRENT MONTH:

PLANNED OR PROPOSED PROJECT(S):

ATTACHMENTS:

AGENDA & SUMMARY REPORT SUBMITTED TO:

Mayor/Council

03.13.2025

DEPARTMENT SUMMARY REPORT

DATE: 03.13.2025

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: 130	o Dogs Licensed: 203	o Dogs Licensed: 224
o Cats Licensed: 21	o Cats Licensed: 34	o Cats Licensed: 26
o Chicken Permit: 0	o Chicken Permit: 8	o Chicken Permit: 7

- o HR: Job descriptions, employee evaluations.
- o Use Agreements
- o Met with representatives from the Ayres program, and we have been approved for \$72,232 to: Develop and conduct an Economic Assessment and Financial Analysis. Create and present Building Programming Sketches. Conduct Phase II testing for Asbestos-Containing Materials (ACM) and/or Lead-Based Paint (LBP).
- o Reapply for the grant I applied for in December. Reopened on March 10th and ends on March 31st.
- o Budget; shared job descriptions and pay scales with other towns to support each other and ensure our employees receive competitive wages. This helps with the budget planning process that we are currently working on.
- o Grant Reimbursement – SLIB (3rd Street)
- o Work orders: 34 (94-127)
- o Preparation for council meetings.
- o Processed 6 service transfers.

Court:

Current Month	Fiscal YTD
o Fines: \$602.00	o Fines: \$26,685.00
o Fees: \$30.00	o Fees: \$1,2470.00
	Court Expenses:
o New Citations: 5	o Municipal Court Judge: \$750
o Bail Forfeitures: 3	o Attorney Fees: \$0.00
o Found Guilty: 0	o Caselle: \$160
o Amended: 0	
o Dismissed: 0	

Community Complex:

- Use Agreement – March 24, 2025 from 4:30 – 9:00 p.m.

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
- *GIS mapping – Trained with Ron Vanderpool January 21st.*
- Updated information for annual electric report:
 - EIA-861 (due April 30th)
 - Municipal Electric Companies Annual Report (due April 30th).
- I accompanied the Electric Department to assess poles in need of replacement. The replacements are scheduled for March 25th. Notifications have been sent, including a notice to the newspaper, letters to affected areas, and a scheduled Facebook post. Power will be out for the day, including at Town Hall, which will be closed on March 25th as well.
- 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.*
- *GIS mapping – Trained with Ron Vanderpool January 21st.*
- *Met with Kathy Weinsaft with Wyoming Rural Water for Security, Water Loss, and Asset Management. Have submitted the application and a meeting scheduled for March 27th.*
- *WyDot fuel access; received keys and have distributed them to all of the departments.*

Police Department:

- *Personnel*
- *Budget discussions.*
- *SRO contract/salary budget.*
- *Insurance Claim:*
 - *PD vehicle. Check is being issued.*
 - *Two separate incidents of poles being hit on C street: Waiting for the cost of the base for the poles to include in the report, which will then be submitted to insurance.*

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 61 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.

SUMMARY OF EXPENSES – CURRENT MONTH:

VISA: \$363.38 (Certified mail, barcode scanner, website)

QUILL: \$126.95 (paper, time cards, deposit slips)

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 / 03.13.2025

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

DATE: March 13, 2025

SUMMARY REPORT

Time Period: February 2025

Patrol Statistics (see attachment)

- 1) We answered **182** incidents for this time period.
 - a) **80** calls for service.
 - b) **102** officer-initiated incidents
- 2) We opened **12** case files.
- 3) We made **0** 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)-Radios are ordered

FACILITIES

- 1) None

VEHICLES

- 1) 2019 RAM- Waiting on mock-up for decals

PLANNED or PROPOSED PROJECT(S)

- 1) None

OTHER

- 1) "Coffee with a cop" with other area LE.
 - a. April 5th at Copper Corner from 9am-11am.
- 2) Admin duties- Area chief's meetings, background checks, FFL approvals, report and call reviews, body camera audits, report writing, information requests (review, redact, print), grant order, case law studies, Daigle Law Group E-learning (Path of the Guardian), budget prep, SRO time verification, scheduling, completed vouchers, timecards, DSR.
- 3) 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, AOAs as requested, ordinance enforcement

ATTACHMENTS

- 1) Patrol Statistics for February 2025.

AGENDA & SUMMARY REPORT SUBMITTED TO:

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

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

03/11/2025

Statistic	Count
Total Incidents	182
Calls for Service	80
Officer Initiated Incidents	102
Traffic Stops	8
Other OIA Incidents	94
Bus/Building checks	0
Veh/Ped Check	0
Total Officer Cases	12
Accident	2
Agency Assist	0
Criminal Accident	0
Incident	1
Information	3
Juvenile Offense	1
Offense	3
Search & Rescue	0
Voided	0
Unclassified Cases	2
Total Misdemeanor & Felony Arrests	1
Misdemeanor Arrests	1
Adult	0
Juvenile	1
Felony Arrests	0
Adult	0
Juvenile	0
Citations	6
Misdemeanor	1
Moving Vehicle	3
Municipal Ordinance Violation	2
FIs	0



TOWN OF BASIN BUILDING PERMIT APPLICATION

209 SOUTH 4th STREET
PO BOX 599
BASIN, WYOMING 82410

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

DATE: 3/6/2025

PERMIT NO: _____

JOB ADDRESS		<u>1368 Antelope St Basin, WY 82410</u>	
ZONING DISTRICT:		<u>11-2-4-2</u>	
OWNER:		<u>Justin Powell</u>	
MAILING ADDRESS		<u>1368 Antelope St Basin WY 82410</u>	
POINT OF CONTACT		<u>Juan Rios</u>	
		Phone # 307-271-1270 <u>307 4314862</u>	
BUILDING SET BACKS	<u>FRONT</u> SIDE SIDE REAR	BUILDING DIMENSIONS	LENGTH WIDTH <u>12' x 6'</u>
BASEMENT	YES <input checked="" type="checkbox"/>	FOUNDATION:	<u>CONCRETE</u> BLOCK
		ROOF:	Comp Builtup
CLASS OF WORK <input type="checkbox"/> NEW <input checked="" type="checkbox"/> ADDITION <input type="checkbox"/> DEMOLITION <input type="checkbox"/> REPAIR <input type="checkbox"/> MOVE <input type="checkbox"/> FENCE			
USE OF BUILDING		<u>Residential</u>	
Describe work: (plans) <u>Enclose a porch</u>			
Valuation of work \$		<u>6159.56</u>	
REMARKS AND SPECIAL CONDITIONS			

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: \$ _____

Juan Rios
APPLICANT

3/6/2025
DATE

Tony Ham
BUILDING OFFICIAL

3/16/25
DATE



TOWN OF BASIN

BUILDING PERMIT APPLICATION

209 SOUTH 4th STREET
PO BOX 599
BASIN, WYOMING 82410

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

DATE: 3-11-2026

PERMIT NO: _____

JOB ADDRESS		<u>618 Montana Ave. Basin</u>					
ZONING DISTRICT:							
OWNER:		<u>Bret Klopp</u>					
MAILING ADDRESS		<u>PO Box 303 Basin WY</u>					
POINT OF CONTACT		<u>Bret Klopp "Owner"</u>				Phone # <u>218-478-4168</u>	
BUILDING SET BACKS	FRONT	SIDE	SIDE	REAR	BUILDING DIMENSIONS	LENGTH	WIDTH
BASEMENT		FOUNDATION:		CONCRETE		ROOF: Comp	
NO				BLOCK		Builtup	
CLASS OF WORK		<input checked="" 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							
Describe work: (plans)		<u>Install Privacy fence around back yard</u>					
		<u>Installing air conditioning units</u>					
		<u>Installing new exterior doors</u>					
Valuation of work \$							
REMARKS AND SPECIAL CONDITIONS							

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: \$ _____

Bret Klopp
APPLICANT

Tony Harris
BUILDING OFFICIAL

DATE
3/12/2025
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

Big Horn County Wyoming



- Municipalities
- Ownership (black lines)
- River, Creeks, Lakes
- BLM
- National Park Service
- Bureau of Reclamation
- Dept of Defense
- Forest Service
- State of WY
- Highways
- County Roads
- Other Roads



Big Horn County provides this map for illustrative purposes only and assumes no liability for actions taken by users based on information shown.
printed 3/12/2025



TOWN OF BASIN CHICKEN PERMIT APPLICATION

209 South 4th Street . Basin, WY 82410
Phone 307.568.3331 Fax 307.568.9352

NAME OF APPLICANT Carrie R. Devine
 ADDRESS 957 N. 8th St ZONING Mixed Residential S
 PHONE NUMBER 541-992-1022 EMAIL: CarrieWigmore@gmail.com
 NUMBER OF CHICKENS 5 (CANNOT EXCEED 8 CHICKENS TOTAL)
 SIZE OF COOP/CAGE 10' x 10' 8' x 4' scratch pen 10x10

APPLICATION MUST INCLUDE SITE PLAN INDICATING LOCATION OF COOP/CAGE, SIZE AND SETBACKS.

***Within thirty (30) days of submission of the completed chicken permit form, the appointed Town Official shall issue a written determination approving or disapproving the request. A conditional approval may be issued subject to reasonable conditions agreed upon by the applicant.**

PROPERTY OWNER ACKNOWLEDGEMENT IF DIFFERENT THAN APPLICANT

NAME OF PROPERTY OWNER SAME AS Applicant
 MAILING ADDRESS P.O. Box 994 PHONE NUMBER 541-992-1022
 SIGNATURE OF PROPERTY OWNER [Signature] DATE 2/28/2025

I acknowledge that I have read section 4-2-12 (E) of the Basin Town Code regarding raising of chickens; and am aware of the guidelines that I must follow in raising chickens. I am aware that if I do not follow the ordinance that I will be subject to enforcement action as found in 4-2-12 (D) Animal Control, Farm Animals.

SIGNATURE OF APPLICANT [Signature] DATE 2/28/2025

APPROVAL GRANTED BY Tom Ham DATE 3/4/25

STAFF COMMENTS: Has a 8'x4' Chicken Coop inside of a 10x10' Enclosed chain link fence that is 6' Tall. Has a roof over the chicken Coop and scratch Area. EXPIRATION DATE

For Office Use Only			
Date Received	<u>2-28-2025</u>	Received Initial	<u>TH</u>
Fee Attached	<u>Y or N</u>	Amount Fee Paid	<u>\$15.00</u>
Reviewed By		Date	
Received Signature of Applicant	<u>Y or N</u>	Received Site Plan	<u>Y or N</u>



Carrie Devine



TOWN OF BASIN CHICKEN PERMIT APPLICATION

209 South 4th Street . Basin, WY 82410
Phone 307.568.3331 Fax 307.568.9352

NAME OF APPLICANT Monica Porras
 ADDRESS 710 South 3rd St. ZONING _____
 PHONE NUMBER 307-431-4290 EMAIL: 5porras.mp@gmail.com
 NUMBER OF CHICKENS 6 (CANNOT EXCEED 8 CHICKENS TOTAL)
 SIZE OF COOP/CAGE 8x4x5

APPLICATION MUST INCLUDE SITE PLAN INDICATING LOCATION OF COOP/CAGE, SIZE AND SETBACKS.

***Within thirty (30) days of submission of the completed chicken permit form, the appointed Town Official shall issue a written determination approving or disapproving the request. A conditional approval may be issued subject to reasonable conditions agreed upon by the applicant.**

PROPERTY OWNER ACKNOWLEDGEMENT IF DIFFERENT THAN APPLICANT

NAME OF PROPERTY OWNER Don Miller
 MAILING ADDRESS 3938 Rd 10 Burlington WY PHONE NUMBER 307-272-1612
 SIGNATURE OF PROPERTY OWNER Don Miller DATE 2-25-25

I acknowledge that I have read section 4-2-12 (E) of the Basin Town Code regarding raising of chickens; and am aware of the guidelines that I must follow in raising chickens. I am aware that if I do not follow the ordinance that I will be subject to enforcement action as found in 4-2-12 (D) Animal Control, Farm Animals.

SIGNATURE OF APPLICANT Monica Porras DATE 2-25-25

APPROVAL GRANTED BY Tony Han DATE 3/7/25

STAFF COMMENTS: Coop will be 8x4x5. Copy of ordinance was given to Monica. EXPIRATION DATE

For Office Use Only			
Date Received		Received Initial	
Fee Attached	Y or N	Amount Fee Paid	\$15.00
Reviewed By		Date	
Received Signature of Applicant	Y or N	Received Site Plan	Y or N



Monica Povras

TOWN OF BASIN
Regular Council Meeting - Minutes
Thursday, February 13, 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, February 13, 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, Tracy Harper, Kent Richins, Jesse Frisbee, Sergeant Scott Drewry, Barbara Greene, Ray Huggins, Mary Ann Huggins, Josh Huggins, Nicole Lindgren and Ken Lynch.

Mayor Duncan started the meeting with a couple of public announcements. He reviewed the special meeting held on January 29th to pass an emergency ordinance to fix some confusion with the sewer project funding. The original documentation stated the loan was for five years, and in the process of completing the loan it was changed to three years. The emergency ordinance that was passed allowed the town to enter into a lending agreement to replace the loan. Duncan stated that all of the documentation for that loan is available to be reviewed at Town Hall. The mayor also stated that the town has entered into some litigation for a liability claim from Gene Grose. Attorney Richins gave an update on a motion for dismissal that has been made by an attorney on the Town's behalf.

Public Comment: Barbara Greene mentioned that the country's semi-quincentennial celebration is next year and suggested that perhaps the Activities Committee could get involved in coming up with some ideas for the town to celebrate.

Matters from the Staff:

Public Works/Water: Tony Harrison was not in attendance. The council reviewed his submitted Department Summary Report and had no additional questions.

Electric Department: Ray Huggins was asked to give the report for the electric department. He reviewed the printed DSR that had been provided to the council. Councilmember Hopkin asked about the substation project and Huggins replied that it is ready, but they are waiting for some parts and that MEAN will need to be here for it.

Administration: Deaun Tigner reviewed her DSR and stated that there are two electric reports due that they have started on. Core and Main has been here to do training for the new radio reads on the meters. Tigner wanted the public to be aware that customers might see a slight increase in usage as old meters tend to run slower, but the new meters will be more accurate. The GIS mapping has been received and training will be coming for that on the 21st. The WyDOT fuel cards will be in next week.

Police Department: Chief McClure was not in attendance. Sgt. Scott Drewry reviewed the DSR and patrol statistics that had been prepared by Chief McClure. The council had no additional questions.

Legal Counsel: Attorney Richins stated he did not have anything other than what was on the agenda.

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

Committees/Commissions/Departments:

Planning & Zoning: Nothing at this time.

Recreation District: Councilmember Hopkin gave an update from the Recreation District board meeting that had been held the prior week. They are working on a system for the floor covering from the REA so that it could be rolled out easier. The Rec director is getting some quotes for the toilet repairs. There are also some improvements coming for the pool area. Mayor Duncan stated that he did want to discuss the motocross but wanted to add it as an agenda item.

Activities Committee: Councilmember Weeks said that they would be getting together soon for the clean-up day. Councilmember Godfrey wants the activities committee to get with Barbara Greene for the semi-quincentennial as well.

South Big Horn County Joint Powers Board: This section has been added to the agenda as the Town holds two seats on the board. Tony Harrison will provide monthly reports from those meetings.

Big Horn Regional Joint Powers Board: Mayor Duncan will provide updates from the board meetings for Big Horn Regional, which supplies the Town's water.

WAM: Councilmember Weeks gave a report on the information from the WAM Conference that she, Mayor Duncan, and Town Administrator Tigner attended.

Building/Demolition Permits:

Sarah Swanstrom: 302 South 3rd Street: Fence, back porch, front porch, tree removal, siding, electric line across the alley, roof, windows. Councilmember Godfrey made a motion to approve the building permit. Councilmember Weeks seconded, and the motion carried.

Chicken Permits: None

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

Approve Consent Agenda/Addition/Deletions: Councilmember Hopkin made a motion to add the Motocross Track before Town Beautification, and to remove the Special Meeting – Emergency Ordinance 715 and Grose Legal Action as they had already been discussed. Councilmember Godfrey seconded, and the motion carried.

Conduct of Business:

Meeting Minutes: Regular Meeting minutes from January 9, 2025 and the Special Meeting minutes from January 29, 2025 were reviewed. Councilmember Hopkin made a motion to approve the minutes as presented, Councilmember Godfrey seconded, and the motion carried.

Vouchers: Vouchers were presented for \$251,847.55 plus net payroll of \$85,317.02 = GT \$337,164.57. Councilmember Godfrey made a motion to pay the vouchers, Councilmember Weeks seconded, and the motion carried.

Security State Bank – Authorized Signers: Mayor Duncan stated that Charlene Anderson was still on one account – the petty cash account. Administration Tigner said that the account could be closed as it is not used. Councilmember Godfrey made a motion to close the petty cash account in the amount of \$400 and transfer the funds to the general checking account. Councilmember Hopkin seconded, and the motion carried.

Motocross Track: Mayor Duncan apologized for skipping over the agenda item in January. He reiterated that the Town of Basin is not building a motocross track. They were approached by another individual that a club wanted to lease some property for a track. He asked the council if they were still in support of the motocross, and all council members were in favor but there needed to be more discussion about the location. It was suggested to hold a work session with the Town, the Rec District, and the public to get input from all parties. Councilmember Godfrey made a motion to have a work session before the next Regular Meeting, February 27th at 6:00 p.m. Councilmember Hopkin seconded, and the motion carried. The meeting will be advertised in the paper and also put on the Facebook page.

Town Beautification: Councilmember Weeks had some ideas from the WAM Conference about ways to encourage beautification of the town. She went over some of her ideas with the council, and it was decided that a committee could be formed to plan some projects. Councilmember Weeks made a motion to advertise for forming a town beautification committee, Councilmember Godfrey seconded, and the motion carried.

Town/School District/Basin Community Complex/Rec Use Agreement: Councilmember Hopkin went over the process for creating the use agreement, stating that the Rec District had given the agreement to the school for them to discuss at their board meeting. Attorney Richins went over some of the issues he had with the agreement, including the maintenance of the building. Mayor Duncan had issues with the fact that the town was paying for the utilities and maintenance, but the school did not want to set a fee amount for the use. Hopkin stated that this was just a starting point for the discussion and the school would look at it at their February meeting, and then the Rec District and the Town would move forward from there. Some of the biggest items of concern for the mayor was that the fee amount and term of the agreement should be set and that way with the school paying the Rec District for the use of the building, then eventually the Rec District will be able to cover a portion of the utilities so that they can stand on their own feet. Councilmember Dellos also had concerns about how the use of the building would be prioritized and it was suggested that scheduling needed to be a part of the agreement as well.

AVI – Sewer: Jesse Frisbee did not have any updates.

3rd Street Water Project: Jesse Frisbee had the pre-construction meeting on Tuesday, and everybody is on board to get started. He also added that Wilson Brothers will address the humps in 4th Street at the end of the project. Wilson Brothers will coordinate with WyDOT for those repairs.

Resolution 2025-1: WWDC Application – Reconnaissance Study: Councilmember Hopkin made a motion to approve Resolution 2025-1, Councilmember Godfrey seconded, and the motion carried.

Public Comments: Councilmember Dellos recognized that Nicole Lindgren was in attendance and gave her the opportunity to address the council regarding the water lines on their property that had been discussed in a prior meeting. She stated that they had read the minutes, and everything had been taken care of with it. She did have a question about maintenance of trees that are in electric lines. Mayor Duncan addressed the question of tree trimming and stated that the town code put the cost on the property owners, but sometimes the town did take care of ones that had been neglected and needed trimmed to prevent power outages. He also added that the town used to budget for tree trimming but that it had been quite a few years since that had been done. That line item is usually now used mostly for trees that are on town property.

Executive Session: Councilmember Hopkin made a motion to go into executive session for contract negotiations and litigation at 7:58 p.m. Councilmember Godfrey seconded, and the motion carried.

Councilmember Godfrey made a motion to adjourn executive session at 8:35 p.m., Councilmember Hopkin seconded, and the motion passed unanimously.

Councilmember Hopkin made a motion to have AVI put the sewer project out to bid, specifying a 6 to 8-week timeframe as recommended by USDA. Councilman Godfrey seconded the motion. The motion passed unanimously.

Jesse Frisbee informed the council that Mr. Bertagnole needs to install the water, raw water, and sewer services before the road extension can proceed. These costs will be Mr. Bertagnole's responsibility.

With no further business to be discussed, the meeting was adjourned at 8:38 p.m.

Town of Basin Mayor / CJ Duncan

Town of Basin Clerk / Tracy Harper

TOWN OF BASIN
Special Council Meeting - Minutes
Thursday, February 13, 2025
Basin Town Hall - 6:50 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 Thursday, February 13, 2025. The meeting was called to order by Mayor CJ Duncan at 6:50 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, Sgt. Scott Drewry, Kent Richins, Tracy Harper, and Barbara Greene.

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

Councilmember Hopkin made a motion to approve Homax Oil Sales, Lost Boyz LLC, and Basin Grub LLC for their renewal term. Councilmember Godfrey asked Sgt Drewry if the police department had any issues with the license renewals. With no objections from the police department, Godfrey seconded the motion and upon a vote, the motion carried.

Town Attorney Kent Richins reviewed the special case of the Big Horn Co-op renewal license as they have requested a non-operational license. He informed the council of the statute information and the timeframe for having a non-operational license. After some discussion regarding the license ownership, Councilmember Godfrey made a motion to approve the Big Horn Co-op license renewal with a non-operational designation starting retroactively on January 1st, 2025. Councilmember Weeks seconded, and the motion carried. Big Horn Co-op will need to either become operational again or transfer the liquor license prior to January 1st, 2026.

With no further business to be discussed, Mayor Duncan adjourned the meeting at 6:54 p.m.

Town of Basin Mayor / CJ Duncan

Town of Basin Clerk / Tracy Harper

TOWN OF BASIN
Regular Council Meeting - Minutes
Thursday, February 27, 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, February 27, 2025. The meeting was called to order by Mayor CJ Duncan at 6:55 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, Tracy Harper, Kent Richins, Jesse Frisbee, Sergeant Scott Drewry, Tony Harrison, Josh Huggins and RoxAnne Brewer.

Public Comment: None at this time.

Building/Demolition Permits:

Kathleen Oates-Doyle (503 S 6th St): Councilmember Godfrey made a motion to accept the building permit, Councilmember Hopkin seconded, and the motion carried.

Chicken Permits: Derik Henderson (451 N 5th St): Tony Harrison presented the plans for the chicken permit. Councilmember Hopkin made a motion to approve the chicken permit. Councilmember Weeks seconded, and the motion carried with Councilmember Godfrey voting against.

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

Approve Consent Agenda/Addition/Deletions: Councilmember Godfrey made a motion to add Land Lease for Motocross before the 24-Hour Alcoholic Beverage Sales Permit. Councilmember Hopkin seconded, and the motion carried.

Conduct of Business:

Land Lease for Motocross: Councilmember Dellos had some concerns about the proposed location due to the depth of the raw water line and possibility for it to be damaged. Councilmember Hopkin inquired about the depth of the raw water lines in the alleys in town and the weight of the garbage truck. It was his opinion that if the heavier garbage truck did not disturb the lines, it likely would not hurt anything. Councilmembers Hopkin and Weeks shared that they had received feedback from the public before the meeting with some against, but most were in support. Mayor Duncan asked Jesse Frisbee if he saw any issues with the proposed location, and he did not. Councilmember Godfrey made a motion to support a land lease agreement when the motocross club is officially formed as a 501(c), and Councilmember Weeks seconded. Councilmember Dellos asked about the lease amount, and it was suggested the amount would be addressed at a later time once there was more information on what the plans would be, and this was just in support of moving forward towards developing a lease. Upon a vote for the motion, the motion carried with Councilmember Dellos voting against.

24-Hour Alcoholic Sales Permit Application – Wild Turkey Foundation Banquet: Councilmember Godfrey made a motion to grant the Silver Spur Saloon a 24-Hour Alcoholic Beverage Sales Permit for the Wild Turkey Foundation Banquet. Councilmember Hopkin seconded, and the motion carried.

MOU South Big Horn County Water Supply Joint Powers Board/MOU South Big Horn County Water District: After some discussion regarding whether all the invoicing and payments had been completed, and whether January 1st was the appropriate date to have on the agreement, Councilmember Godfrey made a motion to have Mayor Duncan sign the MOU's for both entities. Councilmember Hopkin seconded, and the motion carried.

AVI – Sewer: Jesse Frisbee stated that a tentative schedule for the next phase was included in the packet. Per the council's decision at the prior meeting, they would be moving forward with a bid for the project with an eight-week holding period after the bids were received prior to the decision to award, so that RUS would know the exact amount the project was over the original grant amount. Frisbee also stated that he had sent an IUP and SRF had reserved some funding for a loan for the additional if RUS cannot come up with the funds. The loan would have a 40.9% forgiveness, so would be a good backup option. The acceptance would need to be sent by February 28th but did not obligate the town – it just let SRF know that the town wanted to keep that option in reserve. The actual application for those funds wouldn't happen until around October. Councilmember Hopkin asked Frisbee to explain the cost from AVI for the bidding process, and Frisbee reviewed an email he had sent to the council.

Water Tank – Midco Diving and Marine Services Agreement: Tony Harrison reviewed a report that he had received from Midco Diving regarding an inspection they did of the water tank in 2022 during the process of the cleaning they do every five years. The original report noted some repairs that needed to be made. The council expressed some concern that this was the first they were hearing of it, and Harrison reported that he became aware of the problem in January when Midco contacted him about doing the repairs. Upon learning of the issues, Harrison had Midco send a proposal to do another cleaning of the tank as well as the repairs. The total amount was around \$20,000 and would be budgeted in the next fiscal year. However, the agreement needed to be signed to lock in the quoted rates and to get on Midco's calendar for completing the work. Councilmember Hopkin made a motion to have the work done on the water tank by Midco Diving. Councilmember Godfrey seconded, and the motion carried.

Line Separations: Tony Harrison provided the council with cost estimates for the line separations he had discussed with them at the January 9th meeting. In several locations, property owners had lines tied together past the curb stop, which could cause issues if one house or the other needed to be shut off. The council discussed who they thought should be responsible for the cost on each of the locations. One was done recently, and it was suggested that the property owner should have to pay. On another, it was suggested that the prior property owner should have to work out the cost with the current owner as the line should have been split prior to selling the property to two different entities. Mayor Duncan stated that the water lines that were part of the North 8th Street project were notified at the time of the project, and that it was his opinion the property owners should pay for the split as they were requested to do in the letter. The property in question on Rue Avenue was never officially separated into two lots, so the wording in the ordinance needed to be reviewed as it might be possible for the property owner to have two lines connected to only one shut-off valve as long as the tenants were aware that if one needed their water turned off, the other one would be without water as well. The council requested for Harrison to do some more research on the properties and then bring it back to them for the cost issue to be resolved.

3rd Street Water Project: Jesse Frisbee stated that the project will be starting on March 3rd. Councilmember Godfrey asked about the repairs to 4th Street, which Frisbee stated would be done at the end of the project. Frisbee also added that Wilson Brothers would be doing the public notices and working with WYDOT for any traffic issues.

Public Comments: Councilmember Weeks gave an update on the Activities Committee, stating that there would be a meeting on Monday, March 3rd at 5:30 p.m. to talk about the Clean Up Day in April, as well as starting to schedule out other projects for the year. She has also had some interest in the Beatification Committee but hopes to have more. Councilmember Godfrey also wanted to thank Tony Harrison for all the hard work he is doing.

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

With no further business to be discussed, the meeting was adjourned at 7:57 p.m.

Town of Basin Mayor / CJ Duncan

Town of Basin Clerk / Tracy Harper

TOWN OF BASIN

INCORPORATED AUGUST 6, 1902

BASIN, WYOMING 82410

919 WEST B STREET
PO BOX 599
BASIN, WYOMING 82410

TEL 307-568-3331

FAX 307-568-9352

www.thetownofbasin.com

BUDGET AMENDMENT RESOLUTION 2025-1

A RESOLUTION AMENDING THE ANNUAL BUDGET OF THE TOWN OF BASIN, WYOMING, FOR FISCAL YEAR 2024-2025.

Whereas, the Town of Basin, Wyoming has received unanticipated revenue from the sale of the Eagles Annex Building in the amount of \$104,280; and

Whereas, it is necessary to amend the budget to properly allocate these funds to various departments and projects;

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Town of Basin, Wyoming, that the following budget amendments are hereby made:

- 1. Revenues:
 - a. Increase: General Fund – Misc Revenue (10-36-991) by \$104,280

- 2. Expenses:
 - a. \$60,000 to Capital Projects Fund TOWN HALL PARKING (31-40-150)
 - b. \$6,000 to Raw Water Fund CAPITAL PROJECTS (73-65-020)
 - c. \$6,000 to the Purified Water Fund Capital Projects SYSTEM UPGRADES (72-65-040)

- 3. Remaining Funds:
 - a. Any remaining funds shall be allocated to the General Fund Reserve for future capital needs.

Whereas, the Governing Body for the Town of Basin, recognizes the need for the transfers of the budget funds for the fiscal year 2024-2025.

The Town of Basin will hold a hearing at 7:00 p.m. on _____, 2025 at Town Hall in Basin, Wyoming, at which time any and all persons interested may appear and be heard regarding such transfer of funds.

Be it further resolved, that CJ Duncan, Mayor, is hereby designated as the authorized representative of the Town of Basin, to act on behalf of the Governing Body on all matters relating to this transfer.

Passed, Approved and adopted this _____th day of _____ 2025.

CJ Duncan, Mayor

Attest:

Tracy Harper – Town Clerk



Wyoming
Association of
Municipalities

Building Strong Communities

TO: **All Mayors/Clerk-Treasurers/Administrators-Managers**

FROM: Earla Checchi, Finance Manager

SUBJECT: **Voting Delegates for the 2025 WAM Summer Convention**

DATE: March 3, 2025

We are requesting that your municipality's governing body appoint its **Official Voting Delegate** and **alternate** to WAM's Summer Convention Business Meeting, held Thursday, June 12, 2025, in Cheyenne. Items that your Voting Delegate will be voting on may include WAM Presidential Election, Resolutions, and Membership Dues. **Any** individual member of the association is entitled to speak during the June business meeting. However, when a vote is taken on any action the official voting delegate, or the alternate, is the **only one allowed to vote** for the city or town. Any elected or appointed official/staff may be designated by the city/town as its official voting delegate.

Please complete the attached form and email, mail, or fax it to WAM by Friday, May 23, 2025. We appreciate your cooperation and prompt action on this matter to ensure that each municipality is represented by a person who has been duly authorized by your governing body to take an active role in the business meeting.

If you find your official delegate is not able to attend the conference at the last moment, you may re-appoint someone else. For this change to be accepted we do need the change **in writing**. You may send/fax it to the WAM office by **Friday, May 23** or your voting delegate may bring the written change/authorization to the convention and submit it to the WAM registration desk **by Wednesday, June 11 before 12:00pm**. After that time, changes will not be accepted.

Please contact us with any questions.

Ensure YOUR community has a VOICE and a VOTE at the June business meeting!

**WYOMING ASSOCIATION OF MUNICIPALITIES
2025 WAM SUMMER CONVENTION
OFFICIAL VOTING DELEGATE FORM**

The following person has been selected as the ***Official Voting Delegate*** for the 2025 WAM Summer Convention Business Meeting in Cheyenne, Thursday, June 12, 2025.

City/Town: _____

Name: _____

Title: _____

Alternate Delegate will be: _____

Title: _____

Date Approved by the City/Town Council: _____

Attest: _____ (City/Town Clerk)

PLEASE EMAIL, MAIL OR FAX TO WAM NO LATER THAN May 23, 2025.

315 West 27 Street, Cheyenne, WY 82001

Phone (307) 275-8376, Fax (307) 632-1942 or

Email to Earla Checchi at: checchi@wyomuni.org



Wyoming
Association of
Municipalities

Building Strong Communities

TO: All Mayors, Council Members, and Department Heads
(Clerks, please copy and distribute the above)

FROM: Ashley Harpstreith, Executive Director

DATE: March 3, 2025

SUBJECT: **2025 Resolutions for the Cheyenne WAM Summer Convention -
Deadline for Submission – Monday, April 28, 2025**

To give each municipality the opportunity to participate in creating Legislative policies, you are encouraged to submit proposed resolutions for the 2025 WAM Summer Convention which will be held in Cheyenne, June 11-13, 2025. The WAM Board of Directors use resolutions passed by the WAM membership as a basis to set Legislative priorities for the coming year.

The Wyoming Association of Municipalities mission is to advocate for cities and towns' **common interest** and provide educational opportunities for our members.

Resolutions must be submitted to the WAM Office **on or before Monday, April 28, 2025**, for review by the Resolutions Committee at the Cheyenne Summer Convention in June. Email submissions are accepted at hecchi@wyomuni.org, but please follow up with an original through the mail.

Each resolution submitted by the deadline date of April 28th will be re-circulated to all member cities and towns by the beginning of May, giving all cities and towns the opportunity to review the resolutions at their May Council Meetings for any actions they may choose to make about the resolutions received. A copy of the Resolution Adoption Procedures is attached for your review.

WAM Resolution Hints

- Keep it short. No more than four or five “WHEREAS” clauses, and only one “RESOLVED” clause, if possible.
- Keep it simple. Stick to the issue and keep the numbers to a minimum.

Note: All resolutions for consideration at the WAM Convention must have been approved by the governing body of a member municipality.

**PROCEDURES TO BE FOLLOWED FOR CONSIDERATION OF RESOLUTIONS
AT THE WAM ANNUAL BUSINESS MEETING**

1. No resolution shall be submitted for debate or for vote at the Resolutions Committee or Annual Business Meeting unless it is germane to the functions and purposes of the Wyoming Association of Municipalities.
2. No resolution shall be considered at the Annual Business Meeting of the Wyoming Association of Municipalities unless it is received in the Association's Cheyenne office on or before April 28, 2025, preceding the Annual Convention and Business Meeting of the Wyoming Association of Municipalities.
3. All resolutions must be in resolution form, voted on and approved by the City Council or Town Council of a member city/town.
4. All resolutions received on or before April 28, 2025, will be reproduced and circulated to all member municipalities by the beginning of May. This gives municipalities the chance to review the resolutions at their May Council Meeting and take any action they feel necessary.
5. All resolutions received on or before April 28 will be considered by the Resolutions Committee of the Wyoming Association of Municipalities which will then make a recommendation of "do pass" or "do not pass" and will present the resolutions at the Annual Business Meeting.
6. Any member city or town can attend the Resolutions Committee Meeting and take part in the discussion of the resolutions. However, only members of the Resolutions Committee may make motions and vote on matters before the Committee.
7. The membership of the Resolutions Committee shall have a Chairman, and six members made up of Council Members, Mayors, Administrators, or Attorneys from member cities and towns appointed by the WAM President.
8. Notwithstanding the above provisions, a resolution may be considered upon three-fourths vote of the members of the Resolutions Committee, if exceptional circumstances prevent submission of the proposal as regularly provided.

SAMPLE RESOLUTION ONLY

RESOLUTION No. 2024-2

A RESOLUTION TO CREATE UTILITY AND OTHER MUNICIPAL SERVICES LIEN AUTHORITY FOR MUNICIPALITIES AND JOINT POWERS BOARDS

WHEREAS, municipalities in Wyoming have become aware of problems relating to the ability of the municipalities and joint powers boards to collect past due utility and other municipal service bills; and

WHEREAS, the current law of the State of Wyoming allows irrigation districts, water and other improvement districts to create liens under the right circumstances or have statutorily been granted automatic and perpetual liens under certain circumstances; and

WHEREAS, there is nothing similar to the creation of a lien found in zoning regulations or any other powers granted to a municipality or joint powers board in current state laws of the State of Wyoming;

NOW, THEREFORE, BE IT RESOLVED that the Town/City of _____ supports such legislation as may be necessary to provide authority to a municipality or joint powers board to create a lien arising from past due bills for public utilities and other municipal services necessary to correct hazardous conditions.

Approved on this (date) _____

Mayor

Clerk



Wyoming
Association of
Municipalities

Building Strong Communities

TO: Wyoming Mayors/Administrators/Managers/Clerks
FROM: Earla Checchi
DATE: March 3, 2025
SUBJECT: Honorary Member Nominations

According to the rules adopted by the WAM Board regarding WAM Honorary Membership, an awards Committee has been appointed by the WAM President to review applications and recommend to the WAM Board any persons deserving the distinction of Honorary Member.

If you would like to recommend an individual for consideration by the Awards Committee, please mail/fax/email your **written** recommendation **to the WAM Office by Monday, March 24, 2025**. If you have any questions, please feel free to contact the WAM office. The list of previous recipients is included with this letter.

The Awards Committee, in making a recommendation to the WAM Board, will be guided by the nominees:

- ✓ *length of time in municipal service,*
- ✓ *his/her accomplishments towards improving city/town government,*
- ✓ *evidence of statewide leadership on behalf of municipal government through WAM*
- ✓ *is not currently an elected official or staff member of a municipal government*

An Honorary Member shall be recommended to the WAM Board by at least **five** individual members from a WAM member city or town **or** by the WAM Board. Honorary Members will be chosen at the April WAM Board meeting where no less than two-thirds of the Board is in attendance. Nominees must receive a two-thirds majority vote of the WAM Board members present to be elected.

Please complete the following application, along with a separate sheet explaining why you are recommending this person to become a WAM Honorary Member and return the documents to the WAM office by the deadline of **Monday, March 24, 2025**. *Late applications will not be reviewed.*

HONORARY MEMBER APPLICATION

WAM SUMMER CONVENTION 2025 CHEYENNE, WY

Nominee: _____

Previous position in local government: _____

Where? _____

Contact information of the person being nominated:

Address: _____

City/State/Zip: _____

Telephone number: _____

Email address: _____

Nominated by: _____

Information of the **contact person** who is nominating the honorary member:

Address: _____

City/State/Zip: _____

Telephone number: _____

Email address: _____

Other four signatures and city/town positions:

1. _____

2. _____

3. _____

4. _____

Submit a separate piece of paper describing why you are nominating this individual, keeping in mind the guidelines (on the previous page) the Awards Committee will look at when making their recommendation to the WAM Board.

The application for Honorary Member is due in the WAM office by **Monday, March 24, 2025**. You can return the application any of the following ways: fax to 307.632.1942; or mail to WAM, 315 West 27th Street, Cheyenne, WY 82001; or e-mail to hecchi@wyomuni.org.

Wyoming Association of Municipalities Honorary Members

Revised 7/24/2023

1967	None in Minutes			
1968	Desmond L. Phillips	Lyman	Mayor	WAM VP
1968	Josephine Fay	Laramie	Clerk-Treasurer, Council, Mayor	WAM VP; Sec-Treas. of WAM; Deceased
1968	Jack Wallick	Douglas	Mayor	WAM VP, 1980 Book Deceased
1968	Jim Morgan	Kemmerer	Mayor	WAM VP
1968	Herb Kingham	Cheyenne	Mayor, Council	WAM VP, Asst.Exec.Dir-WAM
1968	Cal Taggart	Lovell	Mayor	WAM President
1969	Floyd Holland	Cheyenne	Mayor	WAM VP
1970	Laurence Swallow	Wheatland	Mayor	WAM VP
1970	George Dubois	Cheyenne	Commissioner	WAM VP-At-Large
1971	Sam Morvee	Douglas	Council	WAM President; Deceased Awarded Posthumously
1972	Clinton Dunning	Lander	Mayor	WAM VP-At-Large
1972	Alvah Good	Riverton	Mayor	WAM VP; Deceased
1972	Milton Coffman, Jr.	Casper	Council	WAM VP-At-Large; Deceased
1972	Sam Rosenthal	Buffalo	Mayor	WAM VP
1973	Richard Heasler	Powell	Council	WAM VP, Deceased 2002
1974	Harold Livingston	Jackson	Mayor	WAM VP
1974	John Nickle	Lovell	Manager & Planner Mayor	WAM President
1975	Bob Burns	Evanston	Mayor	WAM VP, later WAM President
1975	Virginia Purdy	Buffalo	Mayor	WAM VP
1976	F. C. Calhoun	Torrington	Mayor	WAM VP; 1 st VP; Treasurer when WAM organized; Deceased
1976	L.Red Applegate	Torrington	Administrator	WAM VP; DiPW; Deceased
1977	Bill Nation	Cheyenne	Mayor	WAM VP
1977	Pearl McLagan	Glenrock	Mayor	WAM VP; Deceased
1977	A. W. Hamilton	Torrington	Mayor	WAM VP; Deceased
1978	Archie Neil	Kemmerer	Clerk	WAM Committees; Deceased
1978	Robert Sweedler	Pinedale	Mayor	WAM Committees

1979	George Blevins	Dubois	Mayor	WAM VP; Deceased
1979	Duane Wroe	Jackson	Administrator	WAM VP-At-Large; Returned to Active Service
1979	Ralph Updike	Newcastle	Mayor	WAM VP
1979	Robert W. Sievers	Pinedale	Attorney	WAM VP; WAM President
1979	Bob Forbis	Glenrock	Administrator	WAM VP-At-Large
1979	Norm Cable	Cheyenne	Council	WAM Committees
1980	Walt Kingham	Casper	Mayor	1967 –1 st WAM Exec. Director
1981	Gerald Heckart	Lander	Council	WAM Committees; Later Elected Mayor
1981	Gerald Moll	Moorcroft	Mayor	WAM VP
1981	Jim Griffith	Cheyenne	Council	WAM VP-At-Large
1981	Jerry DeLano	Casper	Council	WAM VP; WAM President
1981	Jack Hopkins	Casper	Council	WAM VP-At-Large; Deceased
1981	Dwight Jones	Rock Springs	Council	WAM VP; Deceased
1981	Lynn Coleman	Riverton	Council	WAM VP
1981	Frank Hoadley	Laramie	City Manager	WAM VP
1982	Bill Galletly	Douglas	Administrator	WAM Committees
1982	Betty Franzen	Jackson	Council	WAM VP
1983	Jim Sandison	Casper	Council	WAM VP-At-Large; WAM 1 st VP
1983	Dick Waggener	Green River	Mayor	WAM VP; WAM President; became WAM Asst. Director
1983	Mike Enzi	Gillette	Mayor	WAM VP; WAM President
1984	Art Badgett	Dayton	Mayor	WAM VP; Reelected Mayor
1984	John Harrison	Pine Bluffs	Mayor	WAM VP
1985	Ken Erickson	Casper	City Manager	WAM VP
1985	Russell Staats	Chugwater	Mayor	<i>Received Special R.S.Award not officially an Honorary Member</i>
1986	None Chosen By Board			
1987	Bonnie Pendleton	Green River	Mayor	WAM VP
1987	Bill Peterson	Riverton	Administrator	WAM Committees
1988	Del McOmie	Lander	Mayor	WAM VP; WAM 1 st VP
1989	Joe Glode	Saratoga	Mayor	WAM VP
1990	Dick George	Douglas	Mayor	WAM VP; WAM 1 st VP; Deceased

1991	Herb Carter	Gillette	Mayor	WAM 1 st VP
1992	Cindy Bartlett	Bairoil	Mayor	WAM VP
1993	Max DeBolt	Sheridan	Mayor	WAM Committee Chairman; WAM 1 st VP; WAM President
1993	Maxine Peterson	Edgerton	Mayor	WAM Committee Chairman; WAM VP; WAM President
1993	Pete Martinez	Hartville	Mayor	WAM Committee Member; WAM VP; Deceased 1994
1993	Dorse Miller	Cody	Mayor	WAM Committee Chairman; WAM VP
1994	Jane Adamson	Shoshoni	Mayor	WAM Committee Chairman; WAM VP
1994	Clifford Stickney	Pavillion	Mayor	Received Special Recognition for Years of Service to Pavillion
1995	Robert R. Cantine	WAM	Executive Director	WAM Exec. Dir. For 13 years
1995	Edd Collins	Gillette	Mayor	WAM VP
1995	Alex Semryck	Rawlins	Council	WAM VP; Deceased 1995, Awarded Posthumously
1996	None Chosen By Board			
1997	Jack Kelly	Casper	Mayor	WAM VP; WAM President
1997	Flip McConnaughey	Laramie	City Manager	WAM VP
1997	LaVonne Tlustos	Hanna	Mayor	WAM VP
1997	Amber Travsky	Laramie	Council	WAM Committees
1997	Don Whiteaker	Lusk	Mayor	WAM VP
1998	None Chosen By Board			
1999	Craig Nelson	Council	Evanston	WAM VP
1999	Val Brandenburg	Mayor	Pine Haven	WAM VP
1999	Ed Jolvoich	Mayor	Torrington	WAM VP
2000	None Chosen By Board			
2001	Jane Chapman	Lander	Council Member	WAM Committees
2001	Jack Skates	Cody	Mayor	WAM Committees
2001	Jerrilyn Wall	Evanston	Council Member	WAM VP, WAM President
2002	George Jost	Green River	Council Member	WAM Committees
2003	Trudy McCracken	Laramie	Council Member	WAM Committees, WAM
2003	Marta Gunter	Kemmerer	Council Member	WAM Committees
2004	Kenneth Taylor	Douglas	Mayor	WAM Committees
2005	Barbara Jeffres	Moorcroft	Mayor	WAM Board, WAM

2005	Gerald Cook	Medicine Bow	Mayor	Committees, WAM-JPIC WAM Board & Committees
2006	Jim Milburn	Powell	Mayor	WAM Board & Committees
2007	Rose Skinner	Pinedale	Mayor	WAM Board & Committees
2007	Lee Wittler	Gillette	Council Member	WAM Board & Committees
2007	Jim Carroll	Kemmerer	Mayor	WAM Board & Committees
2008	Sherri Mullinnix	Douglas	Mayor	WAM Committees
2008	Jim Dunham	Wheatland	Clerk	WAM Board & Committees
2009	None Chosen by Board			
2010	None chosen by Board			
2011	Duane Evenson	Gillette	Mayor	WAM Board & Committee
2012	Tom Forslund	Casper	Manager	WAM Committees
2013	Bobbe Fitzhugh	Douglas	Administrator	WAM Board & Committees
2013	Randy Vickers	Laramie	Fire Chief	Laramie Fire Department
2014	None chosen by the board			
2015	Paul Bertoglio	Casper	Council Member/Mayor	WAM Board & Committee
	Bob Wood	Dayton	Mayor	WAM Board & Committee
	Dave Johnson	Cody/Cheyenne	Council Member/WAM	Deputy Director WAM Board, Committees, Staff WAM Board, NEWY, Senator
2016	Dave Kinskey	Sheridan	Mayor	
2017	None Chosen			
2018	Nylla Kunard	Pinedale	Council Member	Pinedale Council
2019	Rick Kaysen	Cheyenne	Mayor	Cheyenne, WAM Exec. Director
	Rick Vonburg	Torrington	Council Member	Torrington Council, WAM President
	Mike Varney	Torrington	Mayor	Torrington Council
	Bruce Jones	Douglas	Mayor	WAM Board Member
	Klaus Hanson	Laramie	Mayor/Council Member	WAM Board Member & Committee
2020	No Convention Held COVID 19			
2021	None			
2022	Bob Lenz	Jackson	Council Member	Jackson Council
2023	Debari Martinez	Rawlins	Council Member	Rawlins Council, WAM Board
2023	Kathy Lenz	Clerk	Clerk/Treasurer	Sundance Clerk/Treasurer, WAMCAT, WAM Board
2024	Randy Adams	Torrington	Mayor	WAM Board, LTS Board, NLC Committees
2024	Mark Harris	Evanston	Attorney	WAM Legal Counsel, WAM Legislative Manager



Wyoming
Association of
Municipalities

Building Strong Communities

TO: WAM Members
FROM: Earla Checchi
DATE: March 3, 2025
SUBJECT: Bartley Skinner Award Application

Bartley Skinner was married to former Pinedale Mayor Rose Skinner and was a constant source of support for her as she served her community. In honor of both Bartley and Rose, the WAM Board established the **Bartley Skinner Award** to honor a deserving spouse or partner whose support and actions have allowed a Wyoming municipal official to give their time and effort to improve their community. We realize elected officials sacrifice their personal time for their city or town, and with the support from their family they find more success.

The WAM Board will approve all applications at their Spring Board Meeting tentatively scheduled for April. They will be considering the following:

Nominee who has gone the “extra mile” in allowing their municipal official to attend to their duties in their community, as well as participating in WAM events.

Nominees’ length of time in this “supporting role.”

Any special challenges the nominee has encountered.

Any special accomplishments that have been made, while supporting their spouse or partner in their community endeavors

WAM will cover the expense for the nominee’s registration to the 2025 WAM Summer Convention as a WAM Guest. If you have any questions, please call the WAM Office at 307-632-0398.

Please complete the follow form and submit all materials to Earla at checchi@wyomuni.org by Monday, March 24, 2025.

Person making Nomination: _____

Contact Information: _____

Municipality: _____

Name of Nominee: _____

In 500 words or less, please share why you are nominating the above person considering the following:

Nominee who has gone the “extra mile” in allowing their municipal official to attend to their duties in their community, as well as participating in WAM events.

Nominees’ length of time in this “supporting role.”

Any special challenges the nominee has encountered.

Any special accomplishments that have been made, while supporting their spouse or partner in their community endeavors

Submit your application no later than Monday, March 24, 2025, to Earla at

hecchi@wyomuni.org.



Wyoming
Association of
Municipalities

Building Strong Communities

TO: WAM Members

FROM: Earla Checchi

DATE: March 3, 2025

SUBJECT: Leadership Training Services (LTS) Scholarship Application

The LTS Committee is offering a scholarship for the 2025 WAM Summer Convention in Cheyenne to be held **June 11-13, 2025**, for municipal elected officials and staff that attended the WAM Newly Elected Bootcamp at WAM Winter Workshop this past January.

The Leadership Training Services Scholarship will cover WAM Attendee registration and lodging for two nights (Wednesday and Thursday). Travel and incidental expenses are NOT included.

Your submission should be completed and returned by **Monday, March 24, 2025**. Please contact the WAM office with any questions.

Please note that the successful applicant will be asked to submit a written report after attending the convention. The Committee will make its selection at their April Committee meeting.

All interested candidates should send their answers to the following questions to Earla at checchi@wyomuni.org.

What are your goals for your community and for your personal leadership development?

How long have you served or worked for your Municipality?

Have you ever had an opportunity to attend one of WAM's annual events?



Wyoming
Association of
Municipalities

Building Strong Communities

TO: WAM Members

FROM: Earla Checchi

DATE: March 3, 2025

SUBJECT: COMMUNITY HERO AWARD

Successful communities often show places of care, attention, history, and heritage. They simply show evidence of community pride. We invite our members to celebrate with the people who help make their community stronger.

The Community Hero Award will allow you to honor the people in your community who support **community enhancement projects**, including, but not limited to, beautification, historic preservation, downtown revitalization, community recreation programs, and/or events that benefit the entire community. This award is an opportunity for you to recognize individuals or groups who give back to your community. Though many elected officials and staff support this cause, we encourage you to recognize people, groups and other organizations that do the same.

WAM is happy to host up to four individuals from your nomination at the 2025 WAM Summer Convention Membership Banquet Dinner. Traditionally, the city or town nominating the winners has paid for their travel and lodging expenses.

The WAM Board of Directors will select a winner from each region at the Spring Board Meeting in April. **Nominations should be submitted no later than Monday, March 24, 2025. The award may be given for a new or existing project; however, the same project can only receive an award once.**

Winners will be recognized at the 2025 WAM Summer Convention, June 11-13, 2025.

Municipality: _____

Municipal Representative: _____

Person/Group/Organization
for Nomination: _____

Project Title: _____

Project Contact Person: _____

Phone Number: _____ Email: _____

In 500 words or less, please share why you are nominating the above person, group, or organization for this award.

Please send this application, written nomination and images of the people and the project you are nominating by Monday, March 24, 2025, to Earla at hecchi@wyomuni.org.



Wyoming
Association of
Municipalities

Building Strong Communities

TO: WAM Members

FROM: Earla Checchi

DATE: March 3, 2025

SUBJECT: 2025 WAM Summer Convention Scholarship Application

The WAM Board of Directors is offering a scholarship for the 2024 WAM Summer Convention in Cheyenne to be held **June 11-13, 2025**, for municipal elected officials and staff.

The WAM Summer Convention Scholarship will cover **WAM Attendee registration** and lodging for **two nights** (Wednesday and Thursday). Travel and incidental expenses are NOT included.

Your submission should be completed and returned by **Monday, March 24, 2025**. Please contact the WAM office with any questions.

Please note that the successful applicant will be asked to submit a written report after attending the convention. The Board will make its selection during the Springboard Meeting in April.

All interested candidates should send their answers to the following questions to Earla at checchi@wyomuni.org.

Why do you want to attend the WAM Convention?

How long have you served or worked for your Municipality?

Have you ever had an opportunity to attend one of WAM's annual events?

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.

2. **TERM:** The term of use shall be from the date of this Use Agreement until otherwise mutually agreed between the parties.

3. **USE FEE:** School District shall not have a fee for the use of the Complex.

4. **MAINTENANCE:** The Recreation District shall be responsible for the day-to-day maintenance of the Complex, however, the School District is responsible for cleaning the used areas after each event. If the Recreation District is required to conduct any unnecessary cleaning, the School District may be assessed the cost thereof. The Town shall be responsible for major maintenance associated with the premises, defined as _____.

5. **UTILITIES:** The Town shall be responsible for paying for all utilities associated with the Complex.

The Town agrees that the individual(s) who execute this Agreement on behalf of the School District shall not be held personally liable for any damage or injury unless the damage or injury is as a result of the intentional misconduct of said individual(s).

THIS AGREEMENT is entered into this _____ day of _____, 2025.

BIG HORN COUNTY SCHOOL DATE
DISTRICT #4

BASIN RECREATION DISTRICT #4 DATE

TOWN OF BASIN DATE