

TOWN OF BASIN – Agenda
Thursday, April 10, 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.
 - Carmen Olson – Dog Park
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:
 - Cody Williams (516 Montana Ave): Tearing down existing mobile home, clean up property, and get ready to bring in a new mobile home.
 - Douglas Zierolf (802 S 4th): Fence
 - Big Horn County (430 Murphy Street) Demo existing structure. New slab and building.
 - Big Horn County (fairgrounds): Tear down old structure and concrete slab. New concrete slab and red iron building.
 - Gretchen Saam-Anders (355 N 4th): Solid fence between vet clinic property & neighbor to the north. Will also connect to the clinic large animal facility building.
5. Executive Session: If requested.
6. Approve Consent Agenda/Additions/Deletions
7. Conduct of Business:
 - Regular meeting minutes from March 13 2025 and March 27, 2025
 - Vouchers \$465,454.18 + net payroll \$58,921.80 = GT \$524,375.98
 - Motocross
 - WAM – Summer Convention June 11 – 13, 2025 – Voting Delegate
 - WEBT Annual Renewal
 - Child Abuse Prevention Month Proclamation
 - Town/School District/Basin Community Complex/Rec Use Agreement
 - Appointment – Town Clerk/Public Works Manager
 - AVI – Sewer
 - 3rd Street Water Project
 - Loan Resolution - Sewer
8. 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.
9. Executive Session: Personnel

DEPARTMENT SUMMARY REPORT

04.10.2025

Department: Public Works

Prepared by: Tony Harrison

Summary Report:

- Crew continued doing locates for the 3rd street water project and TCT West.
- Fixed a water line break in the alley between 9th & 10th street on a two-inch C900 pipe.
- Fixed a water line break by the Public Works Shop on 3rd street. Cleaned up around a customer's property after the water line break was fixed.
- Cleaned up weeds around the old electric shop, dug up an abandoned gas line that was confirmed by Wyoming Gas. Levelled up the dirt on the west side of this building to make a lot to park equipment.
- Pete Smet Recycling removed the scrap pile by the railroad tracks and took the old water meter brass. The town received a check for \$5344.00 for brass and scrap iron.
- The crew fixed a raw water line drain curb stop by Murphy Street and one on North 8th Street.
- Burned the branch/tree pile by the lagoon.
- Washed and maintained the vac trailer and Ford dump truck.
- Moved and lined up equipment for the public surplus auction.
- Finished installing MXU's (radio reads) on the water meters.
- Copper Creek Construction cleaned out the settling pond for the raw water.
- Routine maintenance on the main sewer line on B Street. Took video/picture footage of 400 feet of sewer line.
- Routine maintenance on a sewer line from C street to B street (alley between 6th & 7th streets). Took video/picture footage of this line.
- Routine maintenance on the sewer line on B street by the DMV south across A street over to South Street.
- Burned and cleaned up around the sewer lagoon.
- Dean Eibert will be attending the Spring Water Conference hosted by the Wyoming Association of Rural Water Systems in Casper, Wyoming.
- Replaced the speed limit sign and bike path sign by C & 9th Streets. These signs were damaged in December of 2024.

SUMMARY OF EXPENSES PRIOR MONTH:

- See Vouchers

SUMMARY OF EXPENSES CURRENT MONTH:

PLANNED OR PROPOSED PROJECT(S).

- **Work on the leaves and grass around the Town Hall, Parks, and Cemetery.**
- **Work on getting ready for raw water.**
- **In the process of getting grass seed from Wind River Seed. Will be putting the seed on areas that need sprucing up.**
- **Replacing the 6” suction hose on the vac trailer. Parts have been ordered.**

ATTACHMENTS:

AGENDA & SUMMARY REPORT SUBMITTED TO:

Mayor/Council
04.10.2025

DEPARTMENT SUMMARY REPORT

04.10.2025

Department: Electric

Prepared By: Bill Dahlke & Ray Huggins

SUMMARY REPORT:

- Changed out 6 poles
- Installed New Service
- Upgraded alley service with new transformer
- Removing split bolts and installing compression connections
- Fixed faulty light circuits
- Installed switches and OCRs for substation bypass
- Replaced open secondary in alley with triplex improving service to customers.

SUMMARY OF EXPENSES PRIOR MONTH:

Border States - \$1,193.00

Core & Main - \$450.16

Northwest Lineman College - \$751.00

SUMMARY OF EXPENSES CURRENT MONTH:

PLANNED OR PROPOSED PROJECT(S):

ATTACHMENTS:

AGENDA & SUMMARY REPORT SUBMITTED TO:

Mayor/Council

04.10.2025

DEPARTMENT SUMMARY REPORT

DATE: 04/10/2025

Department: Administration

Deaun Tigner – Town Administrator

Tracy Harper – Town Clerk

Tony Harrison

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: 154	o Dogs Licensed: 203	o Dogs Licensed: 224
o Cats Licensed: 21	o Cats Licensed: 34	o Cats Licensed: 26
o Chicken Permit: 9	o Chicken Permit: 8	o Chicken Permit: 7

- o HR: Job descriptions, employee evaluations. In the process of dividing the responsibilities currently handled by Tracy and ensuring appropriate training is provided for each area.
- o Use Agreements
- o DEQ Open Burn permit – April 18th – May 19th
- o LGLP Renewals
- o Budget
- o Budget amendment resolutions
- o Grant Reimbursement – SLIB (3rd Street)
- o Work orders: 107 (128-235)
- o Preparation for council meetings.
- o Processed 5 service transfers.

Court:

Current Month	Fiscal YTD
o Fines: \$1,164.00	o Fines: \$27,849.00
o Fees: \$60.00	o Fees: \$1,330.00
	Court Expenses:
o New Citations: 3	o Municipal Court Judge: \$750
o Bail Forfeitures: 4	o Attorney Fees: \$0.00
o Found Guilty: 3	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
- Planned power outage.
- Updated information for annual electric report:
 - EIA-861 (due April 30th)
 - Municipal Electric Companies Annual Report (due March 31st): Completed and mailed in.
- 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.*
- *Met with Water Rural GIS mapping – Trained with Ron Vanderpool January 21st.*
- *Met with Lonni from Wyoming Water Development*
- *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 issued.*
 - *Two separate incidents of poles being hit on C street: Received payment for one, waiting on the other.*

Basin Recreation District #4:

- Payroll
- Financial statements, daily deposits, monthly reconciliation.
- Vouchers
- Prepared for meeting/agenda/packets
- Budget
- 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 **64** delinquent notices to active customers monthly. There were **9** delinquent notices sent to Landlords. An additional **33** notices were mailed out to final billed customers that no longer live in the area. **6** customers were shut off.

SUMMARY OF EXPENSES – CURRENT MONTH:

VISA: \$219.00 (Stamps)

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 / 04.10.2025

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

DATE: April 10th, 2025

SUMMARY REPORT

Time Period: March 2025

Patrol Statistics (see attachment)

- 1) We answered **225** incidents for this time period.
 - a) **107** calls for service.
 - b) **118** officer-initiated incidents
- 2) We opened **4** 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)-Radios have been delivered to the vendor. They are being programed, and the installation will happen soon.
 - b. In-vehicle computers- We are putting together the order.

FACILITIES

- 1) None

VEHICLES

- 1) 2019 RAM- Decals have arrived. They will be put on, on Thursday, April 17th.

PLANNED or PROPOSED PROJECT(S)

- 1) None

OTHER

- 1) "Coffee with a cop" with other area LE.
 - a. This event went well. We had several area LE in attendance. There were several residents that came and visited with us.
- 2) "Kind Fest"
 - a. Officer VanderPloeg attended this. A community event sponsored by CRC.

ATTACHMENTS

- 1) Patrol Statistics for March 2025.

AGENDA & SUMMARY REPORT SUBMITTED TO:

- 1) Mayor and Council on April 10th, 2025.

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

04/09/2025

Statistic	Count
Total Incidents	225
Calls for Service	107
Officer Initiated Incidents	118
Traffic Stops	14
Other OIA Incidents	104
Bus/Building checks	0
Veh/Ped Check	0
Total Officer Cases	4
Accident	0
Agency Assist	0
Criminal Accident	0
Incident	0
Information	1
Juvenile Offense	0
Offense	3
Search & Rescue	0
Voided	0
Unclassified Cases	0
Total Misdemeanor & Felony Arrests	1
Misdemeanor Arrests	1
Adult	1
Juvenile	0
Felony Arrests	0
Adult	0
Juvenile	0
Citations	4
Moving Vehicle	2
Municipal Ordinance Violation	1
Unclassified	1
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: March 26th 2025

PERMIT NO: _____

JOB ADDRESS <u>516 Montana Ave</u>							
ZONING DISTRICT:							
OWNER: <u>Dan F</u>							
<u>Future owner Cody Williams</u>							
MAILING ADDRESS <u>Po box 644</u>							
POINT OF CONTACT <u>Cody Williams</u> Phone # <u>307-421-2599</u>							
BUILDING	FRONT	SIDE	SIDE	REAR	BUILDING	LENGTH	WIDTH
SET BACKS	DIMENSIONS						
BASEMENT	YES	FOUNDATION:	CONCRETE	ROOF: Comp			
	NO		BLOCK	Builtup			
CLASS OF WORK	<input type="checkbox"/> NEW	<input type="checkbox"/> ADDITION	<input checked="" type="checkbox"/> DEMOLITION	<input type="checkbox"/> REPAIR	<input type="checkbox"/> MOVE	<input type="checkbox"/> FENCE	
USE OF BUILDING							
Describe work: (plans) <u>Going to take down existing mobile home and clean up property and get ready to bring in a new mobile home</u>							
Valuation of work \$							
REMARKS AND SPECIAL CONDITIONS <u>Copy of Ordinance provided to Applicant.</u>							
<u>Applicant was reminded not to dump materials in dumpsters or burn pile by lagoon.</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: \$

[Signature]
APPLICANT

March 26, 2025
DATE

[Signature]
BUILDING OFFICIAL

4/8/2025
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


- E. Alterations may be made to a building containing nonconforming residential units when the alterations will improve the livability of such units, provided that such alterations do not increase the number of dwelling units in the building. Such alterations must be reviewed and recommended by the planning commission and with approval of the town council.
- F. Whenever a nonconforming structure or use is damaged by fire, collapse, flood, explosion, earthquake, war, riot, act of God or public enemy, or to the extent of 50% or less of its estimated assessed value as indicated in the records of the county assessor at the time of damage, it may be reconstructed. The nonconforming structure or use shall not be allowed to be reconstructed if the damage is greater than 50% of its estimated assessed value as indicated in the records of the county assessor at the time of damage and no building permit has been applied for within 180 days of when the property was damaged.
- G. When any lawful nonconforming use of any structure or land is replaced by another use or structure, the new use or structure must conform to the provisions of this title and it shall not thereafter be changed to any nonconforming use or structure.
- H. If the nonconforming use of land is discontinued for a period of 12 months, the subsequent use of the land or the structure shall be in the conformity with the provisions of this title.
- I. Nonconforming uses or structures that are declared by the town council to be public health and/or safety nuisances shall not be allowed to continue as legal nonconforming uses or structures.
- J. No repair, replacement, maintenance, improvement or expansion of a nonconforming use or structure in a flood plain area shall be allowed if such activity would jeopardize the property's continued eligibility in the National Flood Insurance Program, would increase flood damage potential, or would increase the degree of obstruction to flood flows in the floodway.

(Ord. 685, 11-12-2020)



§ 11-4-4. MOBILE AND MANUFACTURED HOMES.

- A. Mobile or manufactured homes that are older than July 13, 1994, will not be allowed anywhere into the Town of Basin. Existing mobile/manufactured homes that are older shall be considered as grandfathered as of the effective date of this title and will be allowed unless or until they are considered a health and safety nuisance/problem. At such time that a mobile/manufactured home is removed from the property, the property can no longer be occupied by a mobile/manufactured home unless it is of the appropriate age and if otherwise allowed within the area. Any and all mobile or manufactured homes located within the Town of Basin must have an affixed manufacturer's certification as outlined in the Code of Federal Regulations Title 24, Section 3280.11.
- B. All mobile/manufactured home parks shall conform to subdivision standards per Title 10 (Subdivision Code) and applicable state standards. No compliance permit shall be issued prior to DEQ approval of the plans and specifications.



(Ord. 685, 11-12-2020)

§ 11-4-5. VARIANCES.

The town council shall have the exclusive power to order the issuance of variances from the terms of this Code. All such variances shall be granted in accordance with W.S. Title 15, as amended.

- A. Application: Application for variance shall be made, in writing, to the Basin planning commission at least 10 working days before a regular planning commission meeting. The application shall explain precisely from which standard a variance is sought and the reasons a variance is needed. The non-refundable fee must be paid prior to the application being considered.
- B. Standards: No variance from the strict application of any provision of this title may be granted unless:

Title 11. Zoning Regulations

Chapter 11-4. ADDITIONAL PROVISIONS

§ 11-4-1. SEVERABILITY.

Should any portion of this title or the application of it to specific circumstances be held invalid in a court of competent jurisdiction the remainder of this title and its application to other circumstances shall remain unaffected.

(Ord. 685, 11-12-2020)

§ 11-4-2. CONCURRENT APPLICATION.

Where other ordinances of the town or standards of state or federal law apply to building or construction regulated by this title, the more restrictive shall govern.

(Ord. 685, 11-12-2020)

§ 11-4-3. NONCONFORMITIES.

Any use or structure lawfully existing upon the effective date of this title may be continued at the size and in the manner of operation existing upon such date, subject to the following conditions:

- A. A nonconforming use of land or structure shall in no way be expanded, enlarged or extended either on the same property or onto an adjoining lot of record if it will increase the area of nonconformity or create another nonconformity on the parcel.
- B. Prohibited expansion, enlargement or extension shall include anything that increases the intensity of the use, including, but not limited to, a change to a more intense nonconforming use or a physical expansion of the existing use that increases the height, volume and/or area dimensions of the nonconforming use.
- C. Nonconforming principal and accessory structures may be expanded or enlarged upon issuance of the appropriate permits provided that the use of the property conforms to zoning district regulations, that the expansion or enlargements meets current zoning district regulations and all applicable statutes and rules are complied with, and no other nonconformities are created. Such expansion or enlargement of a nonconforming principal or accessory structure may be approved along with a development plan in conjunction with a building or land use permit application provided the area of the new improvements does not add to the existing nonconformity nor does it create another nonconformity. All additions or alterations which expand or enlarge the total existing structure area on the parcel which cannot meet all other current zoning district regulations may only be authorized by a variance.
- D. Routine maintenance of a structure containing or relating to a lawful nonconforming use is allowed, including any necessary nonstructural repairs and incidental alterations that do not extend or intensify the nonconforming use. Nothing in this section will prevent the placing of a structure into a safe condition after it has been declared unsafe by a building official.

variance.

- H. The planning commission and town council must make an affirmative finding on three of the 3/5 criteria listed in Section 11-4-5(B)(3)(a) in order to grant a variance. The applicant for a variance has the burden of proof to show that the majority of the criteria listed above have been satisfied. A variance shall not be granted for a use that is not allowed under the terms of this Code.
 - I. The written report to be included with any action by the town council shall outline the reasons for approval or denial.
- (Ord. 685, 11-12-2020)

§ 11-4-6. ZONE CHANGES AND OTHER AMENDMENTS.

- A. **Application:** Application for a zone change shall be made, in writing, to the planning commission at least 10 working days in advance of a regular planning commission meeting. The application shall contain an accurate description of the area for which the change is requested and a description of the proposed use if the change is granted. A non-refundable fee shall be paid prior to any consideration of the zone change.
 - B. **Initial Consideration:** At its initial consideration of the application for a zone change, the planning commission shall set a date for a hearing on the zone change.
 - C. **Notice:** A hearing on a zone change shall be preceded by at least 20 days notice in the town's official newspaper and by notice to all adjacent landowners by certified mail. Notice shall be at the expense of the applicant.
 - D. **Action:** After the hearing on the proposed zone change, the planning commission shall within 60 days:
 - 1. Certify the change to the town council for inclusion on the official zoning map of the town; or
 - 2. Recommend to the town council that the change be rejected.
 - E. **Hearing by Town Council:** Upon receiving a certification or recommendation concerning a zone change, the town council shall set the date for a public hearing on the proposed zone changes. Such a hearing shall be preceded by at least 15 days' notice in the town's official newspaper.
 - F. **Action by Town Council:** After holding its hearing on a proposed zone change, the town council shall within 32 days:
 - 1. Accept the change by majority vote; or
 - 2. Accept the change with additional conditions; or
 - 3. Reject the change by majority vote.
 - G. **Exceptions to Majority Vote Rule:** Where the owners of 20% or more of the adjacent lots file a written protest to the change, at least 75% of the members of the Town Council must vote in favor of the change to secure its adoption.
 - H. **Official Zoning Map:** Upon town council final acceptance of a zoning change, the town clerk shall cause the change to be shown on the official zoning map, with said change to be endorsed with the signature of the mayor.
 - I. **Other Amendments:** All other amendments to the zoning ordinance, including any amendment to the text of the ordinance, comprehensive revision of the ordinance, and comprehensive revision of the zoning map, shall be processed in accordance with requirements of subsections **A** through **H** of this section except that the notice to all adjacent landowners of subsection **C** is not required.
- (Ord. 685, 11-12-2020)

1. There are special circumstances or conditions, fully described in written findings, which are peculiar to the land or building for which the adjustment is sought and do not apply generally to land or buildings in the neighborhood, and have not resulted from any act of the applicant subsequent to the adoption of the title;
 2. For reasons fully set forth in the written findings, the circumstances or conditions are such that the strict application of the provisions of the title would deprive the applicant of the reasonable use of the land or building, the granting of the adjustment is necessary for the reasonable use thereof and the adjustment as granted is the minimum adjustment that will accomplish this purpose; and
 3. A practical difficulty with compliance of the standard is established. Practical difficulties, as used in connection with the criteria for granting of a variance, means:
 - a. The property owner proposes to use the property in a reasonable manner not allowed by the Zoning and Subdivision Ordinance,
 - b. The plight of the landowner is due to circumstances unique to the property not created by the landowner,
 - c. The variance, if granted, will not alter the essential character of the locality,
 - d. Economic considerations alone do not constitute practical difficulties,
 - e. Practical difficulties include, but are not limited to, inadequate access to direct sunlight for solar energy systems;
 4. The granting of the adjustment is in harmony with the general purposes and intent of this title and will not be injurious to the neighborhood or otherwise detrimental to the public welfare.
- C. Action: The planning commission shall review each application for a variance and shall within 60 days:
1. Recommend to the town council that the variance be granted;
 2. Recommend to the town council that the variance be granted with stipulations;
 3. Recommend to the town council that the variance be rejected; or
 4. Call for public comments on the variance.
- Amending or altering a variance request will start a new 60 day review.
- D. Approval by Town Council: The town council shall, at the first regular meeting following any recommendation from the planning commission, approve, disapprove, or request further information of any actions taken by the planning commission, with the exception that the planning commission may call for public comment without approval of the town council.
- E. Public Comment: In the event that public comment is called, the applicant shall pay for notice fees and the town shall publish notice of said hearing at least twice in the town's official newspaper. The notice shall contain the location of the proposed variance and a description of it.
- F. Action After Hearing: After a public hearing on an application for a variance the planning commission shall within 30 days:
1. Recommend to the town council that the variance be granted;
 2. Recommend to the town council that the variance be granted with conditions;
 3. Recommend to the town council that the variance be rejected.
- G. Stipulations: The governing body may impose stipulations in the granting of variances. A stipulation must be directly related to and must bear a rough proportionality to the impact created by the

§ 8-3-6. DETRIMENTAL TO ADJACENT BUILDINGS.

No building or erection shall be permitted and no permit shall be issued by the town council for any building or erection which shall, in the opinion of the town council, be a detriment to adjacent buildings already erected on adjoining premises.

(Ord. 254, 6-5-1939; Ord. 632, 12-8-2014)

§ 8-3-7. SETBACK IN RESIDENTIAL AREAS.

No building or erection shall be permitted by the mayor or town council in the residential part of the town within at least twenty feet (20') from the front property line and abutting upon the streets of the town and in no case nearer to the streets than the residences already constructed upon adjoining property.

(Ord. 254, 6-5-1939; Ord. 632, 12-8-2014)

§ 8-3-8. MOVING STRUCTURES.

The moving or placing of any building or structure or improvement from outside of the town into and upon property in the town and also the removal of any such improvement or structure upon one part of the town to another part of the town to be placed upon any lot or lots outside the town shall be governed by the same rules and regulations as to permit and as to all other permission contained in Section 8-3-7 of this chapter.

(Ord. 254, 6-5-1939; 2003 Code)

§ 8-3-9. MOBILE/MANUFACTURED HOME.

Mobile/manufactured homes that are older than June 15, 1976, will not be permitted anywhere within the Town of Basin. Existing mobile/manufactured homes shall be considered as grandfathered and will be allowed unless or until they are considered a health and safety problem. Once a mobile/manufactured home is removed from the property, the property can no longer be occupied by a mobile/manufactured home unless it is of the appropriate age and if otherwise permitted within the area. Any and all mobile/manufactured homes located within the Town of Basin must have an affixed manufacturer's certification as outlined in the Code of Federal Regulations Title 24, Section 3280.11 indicating that they comply with the United States Department of Housing and Urban Development's manufactured home construction and safety standards.

(Ord. 581, 2-1-2010)

§ 8-3-10. NUISANCE OR HAZARD.

No permit shall be granted for any such removal, erection, construction, or improvement if, in the opinion of the town council, the proposed erection shall be constructed in such a manner as to create a nuisance or increase the hazard of fire in the same or in the vicinity of such improvement.

(Ord. 254, 6-5-1939; Ord. 581, 2-1-2010)

§ 8-3-11. PENALTY.

If any person, firm or corporation, or officer or employee of any company, firm, or corporation shall violate any of the provisions of this chapter, such person shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be subject to penalty as provided in Section 1-4-1 of this code.

(Ord. 254, 6-5-1939; Ord. 421, 8-4-1980; 2003 Code; Ord. 581, 2-1-2010)

Title 8. Building Regulations

Chapter 8-3. BUILDING INSPECTOR—PERMITS

§ 8-3-1. BUILDING INSPECTOR.

There is hereby established the municipal office of building inspector. The crew supervisor of the town shall be the building inspector at all times.
(Ord. 254, 6-5-1939; 2003 Code)

§ 8-3-2. PERMIT REQUIRED—EXCEPTION.

Before proceeding with the erection, enlargement, alteration, or removal of any building which lies within the corporate limits of the town and which lies outside the town as hereinafter established, a permit for such work shall first be obtained by the owner or his/her agent from the town council. It shall be unlawful to proceed with such work unless such permit shall first have been obtained.
(Ord. 254, 6-5-1939; 2003 Code; Ord. 632, 12-8-2014)

§ 8-3-3. APPLICATION.

Application for such permit shall be made by the owner or his or her agent, in writing, upon blanks to be furnished by the building inspector. Such application shall show the number of rooms, description, size, and cost of the building to be erected, enlarged, altered, or removed, and shall give the description of the lots or plots of ground upon which such building is to be erected and the distance of the erection or improvement from both front and side streets.
(Ord. 254, 6-5-1939; Ord. 632, 12-8-2014)

§ 8-3-4. FEE.

The owner or his or her agent shall, upon making application for a permit for any construction, erection, or removal, tender to the town clerk-treasurer the sum of \$25 with each application. Each permit fee paid shall be retained by the town and is non-refundable regardless of the permit being granted or not.
(Ord. 254, 6-5-1939; 2003 Code; Ord. 611, 5-8-2012; Ord. 632, 12-8-2014; Ord. 664, 10-11-2018)

§ 8-3-5. RECORDS—REPORTS.

The crew supervisor, as such building inspector, shall at all times keep a correct record of all buildings and erections hereafter installed, removed, or moved in or upon all of the territory included within the town outside of the fire limits as established. It shall be his or her duty to enforce this chapter and to report to the town council any and all violations thereof.
(Ord. 254, 6-5-1939; 2003 Code; Ord. 632, 12-8-2014)

So #238



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: 4/8/2025

PERMIT NO: _____

JOB ADDRESS		<u>802 S. 4th ST.</u>					
ZONING DISTRICT:							
OWNER:							
MAILING ADDRESS		<u>861 Highway 20 S</u> <u>BASIN WY 82410</u>					
POINT OF CONTACT		<u>Doug Zerkow</u>				Phone # <u>272-8669</u>	
		<u>North West</u>					
BUILDING	FRONT	SIDE	SIDE	REAR	BUILDING	LENGTH	WIDTH
SET BACKS	<u>N/A</u>	<u>N/A</u>	<u>15 ft.</u>	<u>30 ft</u>	DIMENSIONS		
BASEMENT	YES	FOUNDATION:		CONCRETE	ROOF: Comp		
	NO			BLOCK	Builtup		
CLASS OF WORK		<input type="checkbox"/> NEW <input type="checkbox"/> ADDITION <input type="checkbox"/> DEMOLITION <input type="checkbox"/> REPAIR <input type="checkbox"/> MOVE <input checked="" type="checkbox"/> FENCE					
USE OF BUILDING							
Describe work: (plans)		<u>4 ft. CHAIN LINK Fence for the back yard</u> <u>PRIVACY fence on the west side of property</u> <u>ELECTRICAL PEDESTALS for CAMP SPOTS as well a H₂O</u>					
Valuation of work \$		<u>2000⁰⁰</u>					
REMARKS AND SPECIAL CONDITIONS		<u>No visibility issues. Fence sets back inside</u> <u>of property lines.</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: \$ _____

[Signature]
APPLICANT
[Signature]
BUILDING OFFICIAL

4/2/2025
DATE
4/8/2025
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

CHAIN LINK N ↑

HOLDREGE AVE

802

4" Chain Link Fence

20'

PRIVACY 6' Tall FENCE

20'

SOUTHIST

- 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

6' Wood or Vinyl Fence



Big Horn County Wyoming MapServer

Big Horn County provides this map for illustrative purposes only and assumes no liability for actions taken by users based on information shown. printed 4/4/2025

Title 8. Building Regulations

Chapter 8-4. FENCING CODE

§ 8-4-1. APPLICABILITY.

All fences constructed within the Town of Basin shall be constructed pursuant to the rules and regulations hereinafter set forth.

(Ord. 647, 6-8-2017)

§ 8-4-2. VISIBILITY.

Regardless of other provisions in this chapter, no fence, wall of hedge shall be erected or maintained in any yard which materially impedes vision of vehicles entering an abutting egress.

(Ord. 647, 6-8-2017)

§ 8-4-3. PROHIBITED FENCES.

No fences shall be permitted in any central business zoning district. Barbed wire fencing materials may be used as a portion of a fence in a commercial or industrial zoning district when such material is located not less than eight feet (8') above grade.

(Ord. 647, 6-8-2017)

§ 8-4-4. PROHIBITED LOCATION.

No fence, wall or hedge shall be erected or maintained in a public right-of-way.

(Ord. 647, 6-8-2017)

§ 8-4-5. PROHIBITED MATERIALS.

All fences and walls shall be constructed from approved materials and shall not be constructed from railroad ties, rubble, or pallets.

(Ord. 647, 6-8-2017)

§ 8-4-6. PERMIT REQUIRED.

Before any fences and walls over 30 inches in height above all established grade are erected in any zoning district along any required yard, the property owner shall first obtain a permit from the town council. The permit fee shall be the sum of \$25 with each application. Each permit fee paid shall be retained by the town and is non-refundable regardless of the permit being granted or not.

(Ord. 647, 6-8-2017; Ord. 664, 10-11-2018)

§ 8-4-7. VISIBILITY AT INTERSECTION.

All fencing that is constructed at intersections shall adhere to the following provisions:

- A. On corner lots at the intersection of all streets, no solid fence, wall, hedge, shrub or structure over thirty-six inches (36") in height above established grade or a nonsolid see-through fence over forty-two inches (42") in height above the established grade shall be located within the triangular area formed by the intersecting street centerline as points one hundred ten feet (110') distant from the point of intersection measured along the centerlines of the streets.
- B. Approved advertising signs, public-use controls and systems, and trees with a maximum trunk diameter of one foot (1') measured four feet (4') above ground line and trimmed up to eight feet (8') may be permitted in these above defined triangular areas.

(Ord. 647, 6-8-2017)

SO # 261



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: 4-2-25

PERMIT NO: _____

JOB ADDRESS		<u>Road & Bridge Ononset</u>		<u>430 Murphy Street</u>	
ZONING DISTRICT:		<u>Commercial</u>			
OWNER:		<u>Big Horn County</u>			
MAILING ADDRESS		<u>PO Box 31</u> <u>Basin WY 82410</u>			
POINT OF CONTACT		<u>Jeremy Povska</u>		Phone # <u>272-0125</u>	
BUILDING SET BACKS	FRONT	SIDE	SIDE	REAR	BUILDING LENGTH WIDTH DIMENSIONS
					<u>80'</u> <u>60'</u>
BASEMENT	YES	FOUNDATION:	<u>CONCRETE BLOCK</u>	ROOF:	Comp Builtup
	<u>NO</u>				
CLASS OF WORK	<input checked="" type="checkbox"/> NEW	<input type="checkbox"/> ADDITION	<input checked="" type="checkbox"/> DEMOLITION	<input type="checkbox"/> REPAIR	<input type="checkbox"/> MOVE <input type="checkbox"/> FENCE
USE OF BUILDING	<u>Truck Storage</u>				
Describe work: (plans)	<u>Demo the existing structure. New slab and building</u>				
Valuation of work \$					
REMARKS AND SPECIAL CONDITIONS	<u>Demolition of old building. Erection of new building.</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: \$

[Signature]
APPLICANT

4/2/25
DATE

[Signature]
BUILDING OFFICIAL

4/8/25
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'

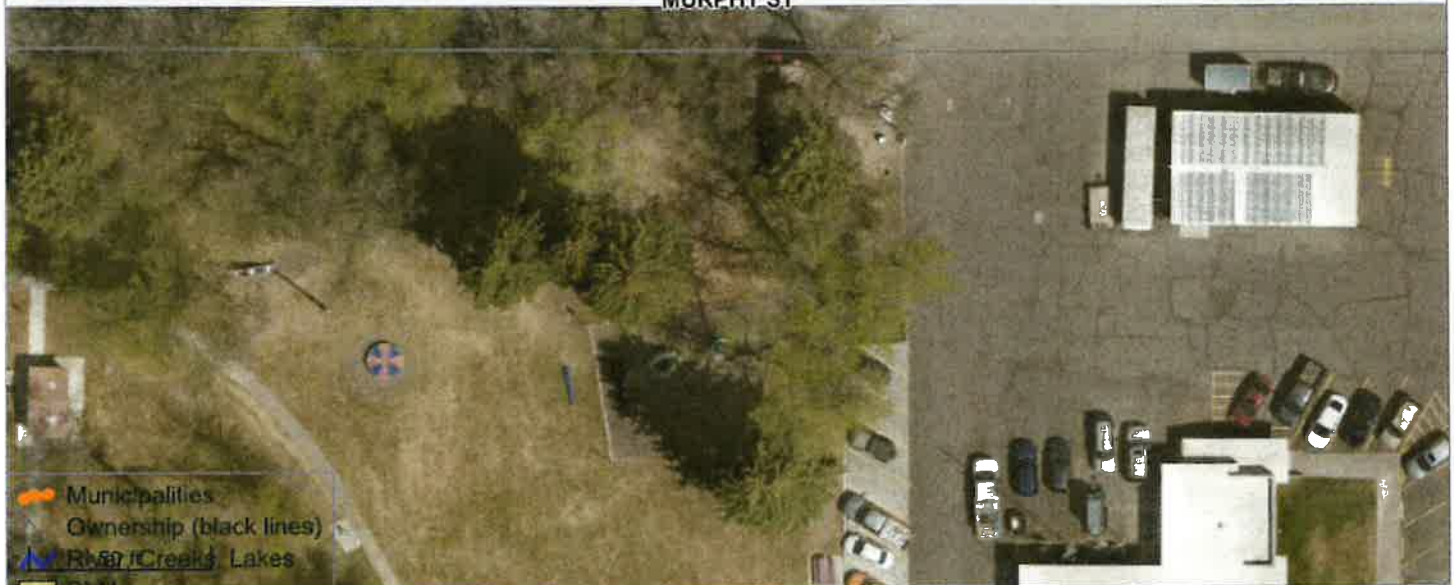
11-2-1 ZONING DISTRICTS.













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



MURPHY ST



-  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

 NORTH

Big Horn County Wyoming MapServer

Big Horn County provides this map for illustrative purposes only and assumes no liability for actions taken by users based on information shown. printed 4/8/2025

50th 260



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: 4/2/25

PERMIT NO: _____

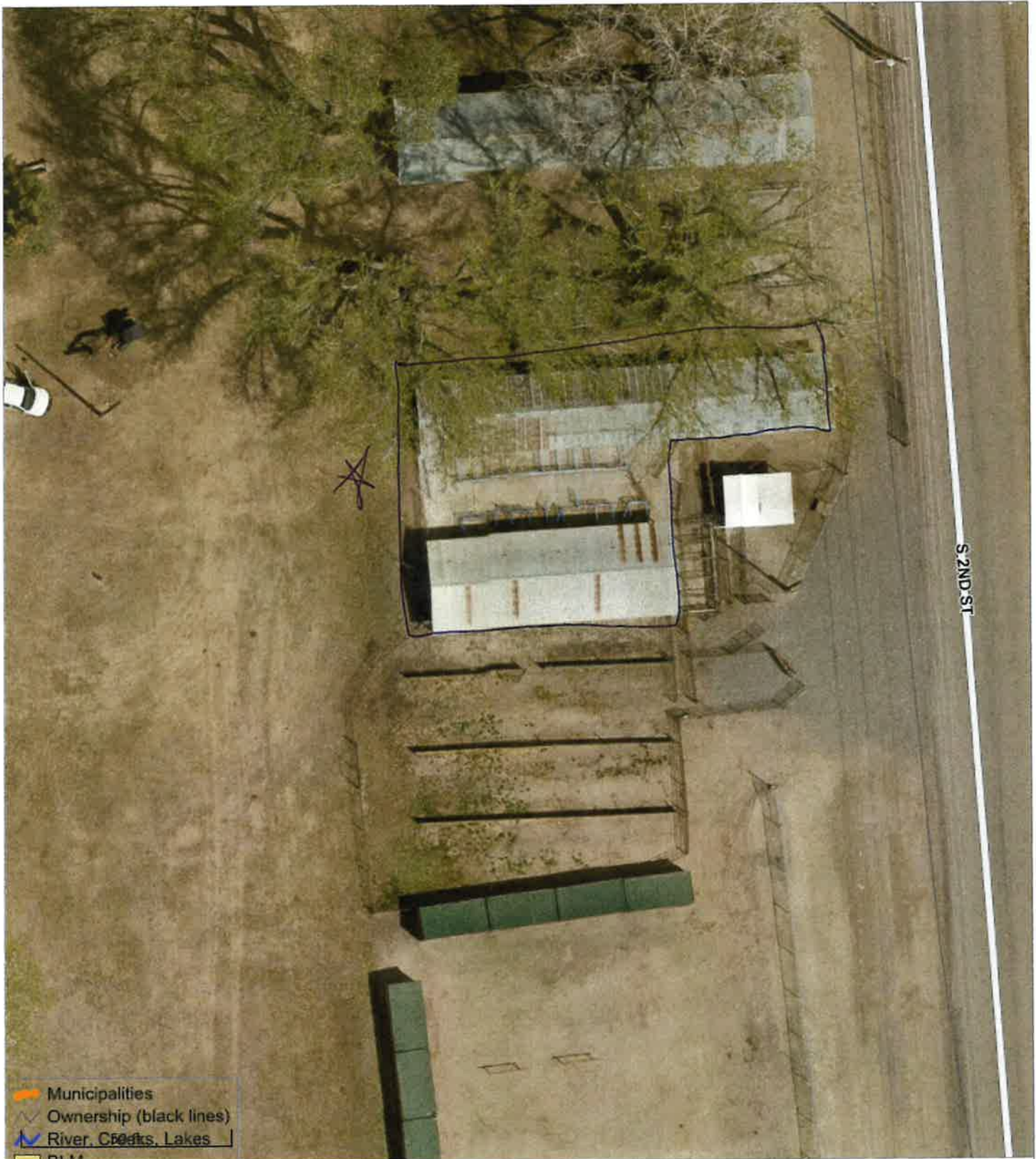
JOB ADDRESS		<u>Fair Grounds</u>	
ZONING DISTRICT:		<u>Commercial</u>	
OWNER:		<u>Big Horn County</u>	
MAILING ADDRESS		<u>P.O. Box 31</u> <u>Basin WY 82410</u>	
POINT OF CONTACT		<u>Jeremy Pouska</u>	
		Phone # <u>272-0125</u>	
BUILDING SET BACKS	FRONT	SIDE	REAR
BUILDING DIMENSIONS	LENGTH	WIDTH	
	<u>120</u>	<u>60</u>	
BASEMENT	YES	FOUNDATION:	ROOF: Comp
	<u>NO</u>	<u>CONCRETE BLOCK</u>	Builtup
CLASS OF WORK	<input checked="" type="checkbox"/> NEW	<input type="checkbox"/> ADDITION	<input checked="" type="checkbox"/> DEMOLITION
		<input type="checkbox"/> REPAIR	<input type="checkbox"/> MOVE
		<input type="checkbox"/> FENCE	
USE OF BUILDING	<u>Pig Barn / Shelter</u>		
Describe work: (plans)	<u>Tear down old structure and concrete slab. New concrete slab and red iron Building</u>		
Valuation of work \$			
REMARKS AND SPECIAL CONDITIONS	<u>Demolition on old Building. Erector of new building.</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: \$
	<u>4/2/25</u>
APPLICANT	DATE
	<u>4/8/2025</u>
BUILDING OFFICIAL	DATE



-  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

NORTH

Big Horn County Wyoming MapServer

Big Horn County provides this map for illustrative purposes only and assumes no liability for actions taken by users based on information shown. printed 4/8/2025

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

BUILDING PERMIT APPLICATION

So # - 259

209 SOUTH
PO BOX 599
BASIN, WYOMING 82410

4th STREET

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

DATE: 03/31/2025

PERMIT NO: _____

JOB ADDRESS <u>314 WEST E STREET</u> <u>355 N 4th</u>						
ZONING DISTRICT: <u>MIXED</u>						
OWNER: <u>GRETCHEN SAAM-ANDERS</u>						
MAILING ADDRESS <u>PO BOX 1024</u> <u>BASIN</u>						
POINT OF CONTACT <u>GRETCHEN</u>					Phone # <u>568.9305</u>	
BUILDING SET BACKS	FRONT	SIDE	SIDE	REAR	BUILDING DIMENSIONS	LENGTH WIDTH
BASEMENT	YES NO	FOUNDATION:	CONCRETE BLOCK	ROOF: Comp Builtup		
CLASS OF WORK	<input type="checkbox"/> NEW	<input type="checkbox"/> ADDITION	<input type="checkbox"/> DEMOLITION	<input type="checkbox"/> REPAIR	<input type="checkbox"/> MOVE	<input checked="" type="checkbox"/> FENCE
USE OF BUILDING						
Describe work: (plans) <u>SOLID FENCE BETWEEN VET CLINIC PROPERTY + NEIGHBOR TO THE NORTH. WILL ALSO CONNECT TO THE CLINIC LARGE ANIMAL FACILITY BUILDING (SET BACK FROM HWY)</u>						
Valuation of work \$						
REMARKS AND SPECIAL CONDITIONS <u>Installing metal fence. See Attached pictures.</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.

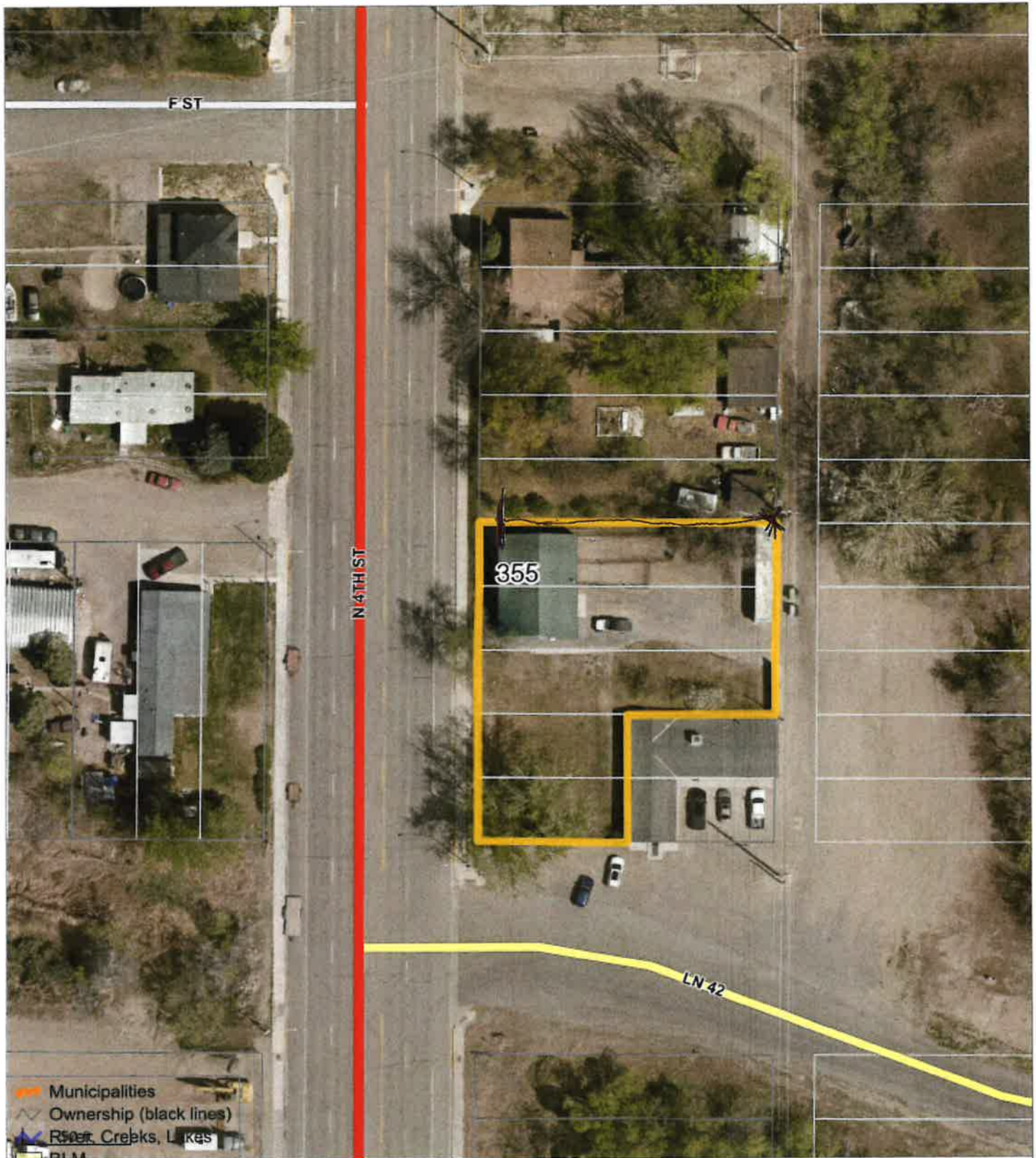
PLANS CHECK BY: _____ PERMIT FEE: \$ _____













GRETCHEN SAAM-ANDERS
APPLICANT

03/31/2025
DATE

Tony Harris
BUILDING OFFICIAL

4/8/2025
DATE



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

NORTH

Big Horn County Wyoming MapServer

Big Horn County provides this map for illustrative purposes only and assumes no liability for actions taken by users based on information shown, printed 3/31/2025

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



Style of Fence.



North Side of Property.

TOWN OF BASIN

Regular Council Meeting - Minutes

Thursday, March 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, March 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, and Linda Weeks. Absent: Mike Dellos.

Also present were Town Administrator Deaun Tigner, Tracy Harper, Kent Richins, Jesse Frisbee, Chief Kyle McClure, Tony Harrison, Ray Huggins, MaryAnn Huggins, and Barbara Greene.

Public Comment: Mayor Duncan took a moment at the start of the meeting to congratulate Josh Huggins on completing the book portion of his apprenticeship, Bill Everhart for completing his water licensing test, and Dean Eibert for completing his wastewater licensing test.

Matters from Staff Members or Council Members, Roundtable (prior month):

Public Works/Water: Tony Harrison reviewed his submitted Department Summary Report. He also discussed the quote for a new SCADA system at the water tank building and there are questions on who owns the components that are currently in the building. Mayor Duncan indicated that a conversation with Big Horn Regional would need to take place about a use agreement and tasked Jesse Frisbee with looking into records on the ownership of the equipment. In regard to Harrison's report in his DSR of a leaking roof at the old town hall office, Councilmember Hopkin asked if there were still records being kept in the old town hall building. Harrison answered that there were, and Mayor Duncan stated that one of the projects that needs done is to clear area in the basement of the Community Complex building and move those old records. Hopkin also inquired about the grant application for the AMI system to do radio reads, and Harrison indicated it was due at the end of March. Hopkin also asked about whether TCT contacted the Town about the work they were doing in advance of doing it. Harrison replied that they had not, but that he has addressed the need for them to do that in the future. There was a discussion about the franchise agreements, as well as the pole attachment agreements. Mayor Duncan directed Administrator Tigner to gather some information on the franchise agreements and when their renewals are up for the first meeting in April.

Electric Department: Ray Huggins was asked to review the Electric Department DSR with the council. There was a discussion about the status of the poles and whether they were TCT's or the Town of Basin's. He also reported that there was an issue with a customer's electric service that their electrician claimed was on the Town's side of the meter. Huggins stated that he tested everything, and it appeared that it was on the customer's side. Councilmember Hopkin asked about the reimbursement for the two light poles that were hit by vehicles. Administrator Tigner replied that the costs to repair them had just been received and the insurance companies had been billed.

Administration: Town Administrator Deaun Tigner gave a report on her DSR. There had been some training on the GIS mapping system and the electric department attended also, as it was similar to their system. She also reviewed the municipal court activity.

Police Department: Chief Kyle McClure reviewed his DSR and patrol statistics with the council. He also went over some grants that are available that might assist with paying for the upgraded computers and new server in the PD office. The grant from HSHP has been approved for the radios and we should be moving forward. Chief McClure also informed the council that it was Basin PD's turn to host Coffee with a Cop which would take place on April 5th from 9-11 am at the Copper Corner. The public is encouraged to attend.

Legal Counsel: Attorney Richins stated that he had nothing other than what was already on the agenda.

Town Engineer: Jesse Frisbee said he had nothing to add.

Committees/Commissions/Departments:

Planning & Zoning: Nothing at this time.

Recreation District: Councilmember Hopkin gave an update on the Rec District. The use agreement with the school and the town is still being looked at by the school, so there are no updates at this time. The Rec District is planning on doing some work at the ball fields so that they can combine their efforts with Greybull and are also looking at doing a fundraiser this summer to help with the Rec District's finances.

Activities Committee: Councilmember Weeks reported that the Town Clean-up was set for April 26th from 9 to noon. There will be vouchers available at Town Hall for residents to use one free landfill dump during a two-week period. The vouchers and clean-up day event is for town residents only.

Town Beautification: Councilmember Weeks stated that there were six townspeople who had joined the committee, and they were starting to create a list of items they would like to tackle. Some of the items they had come up with were fixing up the welcome signs at the entrances to town, a mural, walking path renovations, and flowerpots on main street.

South Big Horn County Joint Powers Board: Tony Harrison stated that there was not much to update from the meeting last month as the agreements had already been taken care of at a prior meeting.

Big Horn Regional Joint Powers Board: Mayor Duncan reported that a new tank was going to be going up above Lucerne for some more pressure. Burlington was also going to be getting a new tank soon.

Building/Demolition Permits:

Justin Powell (1368 Antelope St) – Enclose a porch:

Bret & Haley Klopp (618 Montana) – Fence:

Tony Harrison presented the information for the two requested permits and stated he had no issues. Councilmember Godfrey made a motion to accept the building permits as presented, Councilmember Hopkin seconded, and the motion carried.

Chicken Permits:

Carrie Devine (957 N 8th St):

Monica Porras (410 S 3rd St):

Tony Harrison discussed the site plans for the two chicken permits and stated that both parties had a copy of the ordinance. Councilmember Hopkin made a motion to accept the chicken permits and Councilmember Weeks seconded. Mayor Duncan noted that the expiration date of the chicken permits is now the same as the other animal licenses – March 1st. Upon a vote, the motion carried.

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

Approve Consent Agenda/Addition/Deletions: Councilmember Godfrey made a motion to approve the conduct of business with no changes, Councilmember Hopkin seconded, and the motion carried.

Conduct of Business:

Meeting Minutes: Regular Meeting minutes from February 13, 2025 and February 27, 2025 and Special Meeting minutes from February 13, 2025 were reviewed. Councilmember Hopkin made a motion to accept all of the minutes as written, Councilmember Godfrey seconded, and the motion carried.

Vouchers: Vouchers were presented for \$2,077,412.31 plus net payroll of \$59,120.18 = GT \$2,136,532.49. Councilmember Godfrey made a motion to pay the bills, Councilmember Weeks seconded, and the motion carried.

Budget amendment 2025-1 discussion: Mayor Duncan stated that this is currently just a discussion about possible projects that could be funded by the sale of the Eagles Annex building. Chief McClure presented a plan to purchase computers for their PD vehicles. His goal was to improve their productivity so they could be working on reports while they were monitoring traffic. The approximate cost was just below \$25,000 and he would be able to pull \$10,000 from his current budget so would only need funding for the excess \$15,000. The council had questions regarding the details, which Chief McClure answered. Next, Tony Harrison presented some quotes for a new SCADA system that was for approximately \$16,000. He also had a budgeted amount of \$10,000 and would possibly only need \$6,000. Harrison also gave some estimated costs for maintenance to the raw water system that would need done before the water comes in, so will need done in the current year budget. The council recommended using the Raw Water Reserve fund to cover those costs and to go ahead and get it done. Councilmember Hopkin asked about the AMI system for radio-reading meters, and Harrison replied that they would be re-applying for a \$248,000 grant by the end of March.

WAM – Summer Convention June 11 – 13, 2025: The WAM summer convention is coming up in June and will be held in Cheyenne. Any of the council is invited to attend. Councilmember Hopkin stated that he intended to go.

WAM Voting Delegates – 2025 WAM Summer Convention: The town will nominate one voting delegate to represent them at the WAM Convention. That person will vote on resolutions that WAM puts forward to legislators. The town can also submit any resolutions they would like to see. The information presented was just for the council to be thinking about.

Budget workshop dates: A budget workshop session is scheduled for April 3rd at 7:00 p.m.

Town/School District/Basin Community Complex/Rec Use Agreement: As reported earlier in the meeting, there has been no movement from the school on the agreement.

Open burn: Councilmember Hopkin made a motion to request dates for an open burn. Councilmember Godfrey seconded, and the motion carried. Administrator Tigner was asked to complete the DEQ open burn request for the dates of April 18 – May 19. If approval is received, the Town will advertise the dates when open burning is allowed. Councilmember Godfrey reminded everyone that planned burns need to be called in to dispatch.

AVI – Sewer: Jesse Frisbee had no updates from AVI at this time. The first advertisement for the bid should happen on March 20th.

3rd Street Water Project: Jesse Frisbee and Tony Harrison gave updates on the project. Mayor Duncan asked Frisbee to explore costs of boring under the gully and under E street for future raw water development. Frisbee stated that conduit was already in place under the street from when they repaved a couple of years ago. Regarding the 3rd Street Project, Harrison added that Wilson Brothers had contracted with Jason Coble to provide temporary water services to the customers affected. There is a meter that was borrowed from Greybull on the hydrant at 4th & C Street for the temporary water supply. The water comes out of the hydrant and is treated before going on to the customers. When asked where the Town's meter for the hydrant testing went, Harrison indicated that he did not know. A discussion was had regarding the ownership of equipment that went to another entity and that a request should be made for proof of purchase. Mayor Duncan stated he would follow up on it.

Public Comments: None at this time

Executive Session: Councilmember Hopkin made a motion at 8:55 p.m. to go into executive session for personnel after a five-minute break, Councilmember Godfrey seconded, and the motion carried.

Councilmember Hopkin made a motion at 10:03 p.m. to adjourn executive session, Councilmember Godfrey seconded, and the motion carried.

With no further business to be discussed, the meeting was adjourned at 10:04 p.m.

Town of Basin Mayor / CJ Duncan

Town of Basin Clerk / Tracy Harper

TOWN OF BASIN
Regular Council Meeting - Minutes
Thursday, March 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, March 27, 2025. The meeting was called to order by Mayor CJ Duncan at 7:00 p.m.

Council Members Present: CJ Duncan, Brent Godfrey, Mike Dellos and Linda Weeks. Absent: Chuck Hopkin.

Also present were Town Administrator Deaun Tigner, Tracy Harper, Kent Richins, Jesse Frisbee, Chief Kyle McClure Tony Harrison, Barbara Greene, Loren Alberts, and Peggy Danna.

Public Comment: None at this time.

Building/Demolition Permits:

Ben Gomez (403 Crescent): Fence

Cooper Brady (916 South 6th): Underground sprinklers, potential fence, deck and shed.

Councilmember Godfrey made a motion to accept Ben Gomez's permit, Councilmember Weeks seconded, and the motion carried. After some discussion with Tony Harrison and Kent Richins, Councilmember Godfrey made a motion to approve Cooper Brady's application contingent on a survey and property lines being located prior to work being done. Councilmember Dellos seconded, and the motion carried.

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

Approve Consent Agenda/Addition/Deletions: Councilmember Weeks made a motion to approve the agenda as presented, Councilmember Godfrey seconded, and the motion carried.

Conduct of Business:

Public Surplus – Equipment: Tony Harrison presented a list of items he would like to put up for public surplus. Councilmember Godfrey made a motion to approve Harrison's request. Councilmember Weeks seconded, and the motion carried.

TCT Construction: Councilmember Weeks had some questions regarding the construction that TCT had been doing. Attorney Richins reviewed the current franchise agreements, the Town's existing ordinance about utility construction, and discussed whether the pole attachments were included in the franchise fee payments. It was the recommendation of Attorney Richins that the franchise agreement with TCT be addressed for clarification. Councilmember Weeks stated that she was more concerned with the lack of communication for the projects that were being done. Tony Harrison reviewed the conversations that had taken place between himself and their project manager. There was more discussion about the franchise agreements and the need for pre-construction procedures. Councilmember Dellos asked if Wyoming Gas and Charter would also need to follow those procedures. Mayor Duncan stated that all three should be held to the same standards.

AVI – Sewer: Jesse Frisbee reported that AVI had sent everything for approval from RUS to go to bid and were expecting to have that back soon. This would put them a couple of weeks behind the schedule that Frisbee had provided the council at a prior meeting.

3rd Street Water Project: Jesse Frisbee had a discussion with the council about the use of road base for the project that was not crushed and was just outside of the specifications, but that he did not have any concerns about the use of that road base. He asked Wilson Brothers for a revised bid using that particular road base. It would change the price per yard from \$70 to \$58. Frisbee would do a change order to include that revised price. Councilmember Godfrey made a motion to approve the backfill material change order. Councilmember Weeks seconded, and the motion carried. Councilmember Godfrey thanked Tony and the town crew for keeping the fire department notified about everything with the project.

Budget Amendment 2025-2: Councilmember Godfrey made a motion to approve Budget Amendment 2025-2, Councilmember Dellos seconded, and the motion carried.

Budget Amendment 2025-3: Councilmember Godfrey made a motion to approve Budget Amendment 2025-3, Councilmember Weeks seconded, and the motion carried.

Public Comments: Councilmember Dellos addressed the council regarding the March 13, 2025 meeting that he had listened to on recording. He stated that he was accused of giving the town meter away, and he wanted to clear up that it was the district's meter. Mayor Duncan added that the only reason they asked was that the Town of Basin had one for years and now they don't. Councilmember Godfrey asked Barbara Greene if the public is entitled to listen to the recordings from the newspaper. She replied affirmatively.

Executive Session: Councilmember Godfrey made a motion to go into executive session for personnel at 7:20 p.m., Councilmember Dellos seconded, and the motion carried.

Councilmember Godfrey made a motion to adjourn executive session at 7:50 p.m., Councilmember Weeks seconded, and the motion carried.

With no further business to be discussed, the meeting was adjourned at 7:51 p.m.

Town of Basin Mayor / CJ Duncan

Town of Basin Clerk / Tracy Harper



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

CHILD ABUSE PREVENTION MONTH PROCLAMATION

April 1, 2025 WHEREAS, Prevention is possible. With the right policies and investments, families and children can thrive and avoid contact with child welfare and other costly systems; and **WHEREAS**, the early experiences of a child impact them throughout life – both positively and negatively; and **WHEREAS**, every family and child is filled with tremendous promise, and we all have a collective responsibility to prevent Adverse Childhood Experiences, foster the potential of every child, and promote positive childhood experiences; and **WHEREAS**, positive childhood experiences (PCEs)—such as loving caregivers and safe, stable, and nurturing relationships—play a vital role in helping children thrive by mitigating trauma and the negative impact of adverse childhood experiences (ACEs); and **WHEREAS**, families who receive the support they need before a crisis occurs are better equipped to provide safe, healthy, and nurturing environments, leading to children who are safer, healthier, and more hopeful about their futures; and **WHEREAS**, childhood trauma, including abuse and neglect, can have long-term psychological, emotional, and physical effects throughout an individual’s lifetime and impact future generations; and **WHEREAS**, primary prevention of child abuse and neglect can reduce the lifetime economic burden associated with child maltreatment; and **WHEREAS**, strengthening families through access to concrete economic, social, and community-based supports reduces the likelihood of abuse and neglect and ensures children have the foundation for lifelong well-being; and **WHEREAS**, effective child abuse prevention activities succeed because of the partnerships created between child welfare professionals, education, health, community- and faith-based organizations, businesses, law enforcement agencies, and families; and **WHEREAS**, communities must make every effort to promote programs and activities that create strong and thriving children and families; and **WHEREAS**, we acknowledge that we must work together as a community to increase awareness about child abuse and contribute to promoting the social and emotional well-being of children and families in a safe, stable, and nurturing environment; and **WHEREAS**, investments in prevention initiatives—such as home visiting programs, family-strengthening policies, economic supports, and community-based child abuse prevention efforts—are essential to building safer, healthier communities for children and families; and **WHEREAS**, prevention remains the best defense for our children and families.

NOW, THEREFORE, I, _____, [Title and Jurisdiction], do hereby proclaim April 2025 as **CHILD ABUSE PREVENTION MONTH in [State or Jurisdiction] and urge all citizens to recognize this month by dedicating ourselves to the task of improving the quality of life for all children and families.**

Together, we can create a state where every child can grow up happy, healthy, and safe with hope for their future.

TOWN OF BASIN

AND

BIG HORN COUNTY SCHOOL DISTRICT #4

AND

BASIN RECREATION DISTRICT #4

* * * * *

BASIN COMMUNITY COMPLEX

USE AGREEMENT

Priority

Prioritize

*School has priority
Schedule Events @ beginning of year*

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.

*NO For a monetary amount \$
wants to pay 10,000 in Contract*

one year signed contract or change every 3 to 6 months agreement
Length of Term

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. *Yearly Fee One year agreement Review annually*

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 *Share Payment on maintenance & utilities*

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

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). *Amount*

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

BIG HORN COUNTY SCHOOL DISTRICT #4 DATE

BASIN RECREATION DISTRICT #4 DATE

TOWN OF BASIN DATE

*Special Events will be billed separately.
Special Events will be billed separately.*

*Pay Donations of what we can afford.
+ Pay for Special Events.*

*Rec Adm'd 4/2/2025
Need to schedule All activities beginning of year.*

~~_____~~

CHANGE ORDER

Change Order No. 2

Date: 4/08/25

Agreement Date: 10/17/24

PROJECT: 3RD STREET WATER MAIN REPLACEMENT PROJECT - PHASE 1

OWNER: TOWN OF BASIN

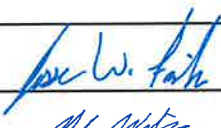
CONTRACTOR: WILSON BROS. CONSTRUCTION, INC.

The following changes are hereby made to the CONTRACT DOCUMENTS.

Changes to CONTRACT DOCUMENTS:	8" Watermain extension West along C. St to 4 th St. See attached cost estimate.		
Justification for changes:	Replacing an old 4" cast iron pipe and provide looping in the system, to prevent dead end lines.		
Original CONTRACT TIME	April 30, 2025	Original CONTRACT PRICE	\$735,720.00
Current CONTRACT TIME	April 30, 2025	Current CONTRACT PRICE	\$730,002.00
Change to CONTRACT TIME	14 days	Change to CONTRACT PRICE	\$ 43,482.00
New CONTRACT TIME	May 14, 2025	New CONTRACT PRICE	\$773,484.00
New date for completion of work	May 14, 2025 Substantial +30 days for Final		

Approval Required:

OWNER: _____

ENGINEER: 

CONTRACTOR: 

THIRD STREET WATER - SEWER - STREET				
CHANGE Order #2 - WATER MAIN EXTENSION TO 4TH ST.				
ITEM	QUANTITY	UNITS	UNIT PRICE	TOTAL COST
WATER REPLACEMENT				
INSTALL 8" DR-18 C900 PVC WATER MAIN	170	LF	\$ 105.00	\$ 17,850.00
INSTALL 8" - 90° MJ BEND	1	EA	\$ 2,000.00	\$ 2,000.00
INSTALL 8" - MJ GATE VALVE W/ VALVE BOX	1	EA	\$ 5,000.00	\$ 5,000.00
CONNECT TO EXISTING 8" OR 4" PVC WATER MAIN	1	EA	\$ 2,500.00	\$ 2,500.00
12FT MAX. WIDE TRENCH ASPHALT REMOVAL	227	SY	\$ 4.00	\$ 908.00
12FT MAX. WIDE TRENCH ASPHALT PATCH	38	TON	\$ 190.00	\$ 7,220.00
6" THICK ROADBASE	38	CY	\$ 58.00	\$ 2,204.00
TRAFFIC CONTROL (REQ. WYDOT TRAFFIC PLAN)	1	LS	\$ 5,800.00	\$ 5,800.00
SUBTOTAL WATER:				\$ 43,482.00

LOAN RESOLUTION
(Public Bodies)

A RESOLUTION OF THE Town Council

OF THE Town of Basin

AUTHORIZING AND PROVIDING FOR THE INCURRENCE OF INDEBTEDNESS FOR THE PURPOSE OF PROVIDING A PORTION OF THE COST OF ACQUIRING, CONSTRUCTING, ENLARGING, IMPROVING, AND/OR EXTENDING ITS

Sewer

FACILITY TO SERVE AN AREA LAWFULLY WITHIN ITS JURISDICTION TO SERVE.

WHEREAS, it is necessary for the Town of Basin

(Public Body)

(herein after called Association) to raise a portion of the cost of such undertaking by issuance of its bonds in the principal amount of

one million, eight hundred seventy-seven thousand dollars

pursuant to the provisions of 15-1-103; and

WHEREAS, the Association intends to obtain assistance from the United States Department of Agriculture, (herein called the Government) acting under the provisions of the Consolidated Farm and Rural Development Act (7 U.S.C. 1921 et seq.) in the planning, financing, and supervision of such undertaking and the purchasing of bonds lawfully issued, in the event that no other acceptable purchaser for such bonds is found by the Association:

NOW THEREFORE, in consideration of the premises the Association hereby resolves:

1. To have prepared on its behalf and to adopt an ordinance or resolution for the issuance of its bonds containing such items and in such forms as are required by State statutes and as are agreeable and acceptable to the Government.
2. To refinance the unpaid balance, in whole or in part, of its bonds upon the request of the Government if at any time it shall appear to the Government that the Association is able to refinance its bonds by obtaining a loan for such purposes from responsible cooperative or private sources at reasonable rates and terms for loans for similar purposes and periods of time as required by section 333(c) of said Consolidated Farm and Rural Development Act (7 U.S.C. 1983(c)).
3. To provide for, execute, and comply with Form RD 400-4, "Assurance Agreement," and Form RD 400-1, "Equal Opportunity Agreement," including an "Equal Opportunity Clause," which clause is to be incorporated in, or attached as a rider to, each construction contract and subcontract involving in excess of \$10,000.
4. To indemnify the Government for any payments made or losses suffered by the Government on behalf of the Association. Such indemnification shall be payable from the same source of funds pledged to pay the bonds or any other legal ly permissible source.
5. That upon default in the payments of any principal and accrued interest on the bonds or in the performance of any covenant or agreement contained herein or in the instruments incident to making or insuring the loan, the Government at its option may (a) declare the entire principal amount then outstanding and accrued interest immediately due and payable, (b) for the account of the Association (payable from the source of funds pledged to pay the bonds or any other legally permissible source), incur and pay reasonable expenses for repair, maintenance, and operation of the facility and such other reasonable expenses as may be necessary to cure the cause of default, and/or (c) take possession of the facility, repair, maintain, and operate or rent it. Default under the provisions of this resolution or any instrument incident to the making or insuring of the loan may be construed by the Government to constitute default under any other instrument held by the Government and executed or assumed by the Association, and default under any such instrument may be construed by the Government to constitute default hereunder.
6. Not to sell, transfer, lease, or otherwise encumber the facility or any portion thereof, or interest therein, or permit others to do so, without the prior written consent of the Government.
7. Not to defease the bonds, or to borrow money, enter into any contractor agreement, or otherwise incur any liabilities for any purpose in connection with the facility (exclusive of normal maintenance) without the prior written consent of the Government if such undertaking would involve the source of funds pledged to pay the bonds.
8. To place the proceeds of the bonds on deposit in an account and in a manner approved by the Government. Funds may be deposited in institutions insured by the State or Federal Government or invested in readily marketable securities backed by the full faith and credit of the United States. Any income from these accounts will be considered as revenues of the system.
9. To comply with all applicable State and Federal laws and regulations and to continually operate and maintain the facility in good condition.
10. To provide for the receipt of adequate revenues to meet the requirements of debt service, operation and maintenance, and the establishment of adequate reserves. Revenue accumulated over and above that needed to pay operating and maintenance, debt service and reserves may only be retained or used to make prepayments on the loan. Revenue cannot be used to pay any expenses which are not directly incurred for the facility financed by USDA. No free service or use of the facility will be permitted.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0572-0121. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

CERTIFICATION TO BE EXECUTED AT LOAN CLOSING

I, the undersigned, as _____ of the _____
hereby certify that the _____ of such Association is composed of
_____ members, of whom , _____ constituting a quorum, were present at a meeting thereof duly called and
held on the _____ day of _____ ; and that the foregoing resolution was adopted at such meeting
by the vote shown above, I further certify that as of _____ ,
the date of closing of the loan from the United States Department of Agriculture, said resolution remains in effect and has not been
rescinded or amended in any way.

Dated, this _____ day of _____

Title _____

This document entitled "**LOAN RESOLUTION**" was duly voted upon during the April 10, 2025, regularly scheduled Basin Town Council Meeting after being received on April 7, 2025. This Loan Resolution supports the terms and conditions contained within Emergency Ordinance No. 715, passed and approved on January 29, 2025, authorizing the issuance and sale by the Town of Basin of its Sewerage Revenue Bond, Series 2025, Dated February 3, 2025, in the principal amount of \$1,877,000. **This Loan Resolution shall be effective, retroactively, on January 29, 2025.**

TOWN OF BASIN, WYOMING
A Municipal Corporation

By: _____
CJ DUNCAN - Mayor

ATTEST:

TRACY HARPER
Town Clerk

