

TOWN OF BASIN – Draft Agenda
Thursday, May 8, 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:
 - South Big Horn County Water District: 311 West C St: Entryway Way Covering
5. Executive Session: If requested.
6. Approve Consent Agenda/Additions/Deletions
7. Conduct of Business:
 - Regular meeting minutes from April 10, 2025 and April 24, 2025
 - Vouchers \$226,414.41 + net payroll \$60,806.46 = GT \$287,220.87
 - Town/School District/Basin Community Complex/Rec Use Agreement
 - Rec Advertising Brackets on Town Building
 - Motocross Lease Agreement
 - Special Events Permit – Car Show
 - AVI
 - Rate adjustment approval
 - 3rd Street Water Project
 - Ordinance 716 – Budget 2025-2026 (1st Reading)
 - Ordinance 717 – Sewer Utility Rate Increase (1st Reading)
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: If requested.

Department: Public Works

Prepared by: Tony Harrison

Summary Report:

- **The crew continued doing locates for the third street water project.**
- **Worked on the raw water system. Had to fix four service lines on Holdredge Avenue that TCT bored through.**
- **Fixed a four inch C900 pipe on East B Street on the raw water. Replaced a joint of pipe and added a drain in that area. This is a low spot in the water line.**
- **Gravity fed the raw water system prior to turning on the pumps.**
- **Data Line for the SCADA on the raw water tank level system is bad. Replacing the wire. Will trench the line in at 24" deep from the top of the hill by the water tanks to the Electric Pole on the west side of the chain link fence by the raw water pond.**
- **Imperial Pumps & Solutions ordered the SCADA system. As soon as the system arrives Joe McVey will schedule the installation. Planning on having the system installed by the end of May 2025.**
- **The SHOP ordered the turbo for the Garbage Truck. As soon as the part is in, the truck will go to the mechanic shop.**
- **Dean Eibert attended the Spring Water Conference in April 2025.**
- **Routine maintenance on sewer lines from Holdredge to Matteson Avenue in the alley between 5th & 6th Streets.**
- **The crew has been working in the cemetery cleaning up pinecones.**
- **Crew has been exercising potable water valves in fourth street.**
- **Crew worked with Wilson Brothers on turning off valves as needed for the 3rd Street water line project.**
- **Organized equipment across the tracks by the Cleary Building/Old Electric Shop.**
- **Public Surplus Auction will end May 8, 2025.**
- **Started reseeding areas in the cemetery with grass seed.**
- **The crew worked on sprinkler systems in the parks and are operational.**
- **Cleaned the gutters on the town hall and picked up leaves around the area.**
- **Spread granular ground sterilant around the south side of the town hall on the bare dirt.**
- **Took the mosquito foggers to Worland, WY and had Van Diest Calibrate the sprayers for the season.**
- **Completing work orders—seen an increase in work orders as raw water was turned on.**

SUMMARY OF EXPENSES PRIOR MONTH:

- See Vouchers

SUMMARY OF EXPENSES CURRENT MONTH:

PLANNED OR PROPOSED PROJECT(S).

- **Street sweeping 4th & C Streets**
- **Start mowing the lawns.**
- **Continue with routine sewer line washing.**

ATTACHMENTS:

AGENDA & SUMMARY REPORT SUBMITTED TO:

Mayor/Council
05.08.2025

DEPARTMENT SUMMARY REPORT

05.08.2025

Department: Electric

Prepared By: Bill Dahlke & Ray Huggins

SUMMARY REPORT:

- Changed out 3 poles
- System has ground trip problems so we are trying to even out the load
- Trimmed trees: Had our first outage, haven't had one for a year and a half. Had some trees in the line from a wet snow
- Replaced 4 security lights
- Prepped to replace and move an underground transformer on 9th street. Transformer is really close to a tree and it is getting ready to tip the transformer over. Due to recent rain we haven't been able to move it.
- Ready to complete underground loop on the north side of town. Haven't been able to get in there yet with recent rain.
- Replaced triplex feeding someone's house that was undersized
- Found uncovered primary bushings that were in cabinets that we put pro caps on.
- Security light patrol at night
- Various works orders
- Changed out more split bolts
- Labeled all secondary on North side of town

SUMMARY OF EXPENSES PRIOR MONTH:

Border States - \$5,161.93

SUMMARY OF EXPENSES CURRENT MONTH:

PLANNED OR PROPOSED PROJECT(S):

ATTACHMENTS:

AGENDA & SUMMARY REPORT SUBMITTED TO:

Mayor/Council

05.08.2025

DEPARTMENT SUMMARY REPORT

DATE: 05/08/2025

Department: Administration

Deaun Tigner – Town Administrator

Tracy Harper

Tony Harrison – Town Clerk/Public Works Manager

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: 166	o Dogs Licensed: 203	o Dogs Licensed: 224
o Cats Licensed: 25	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 Returned documents back to USDA-RD for Katie for reporting. Have an annual report coming up that isn't due until after the budget is completed.
- o Use Agreements
- o Budget
- o Grant Reimbursement – SLIB (3rd Street)
- o Work orders: 218 (236-325)
- o Preparation for council meetings.
- o Processed 10 service transfers.

Court:

Current Month	Fiscal YTD
o Fines: \$947.00	o Fines: \$28,796.00
o Fees: \$40.00	o Fees: \$1,370.00
	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

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.
- 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.*
- *LGLP claims filed.*
- *Public Surplus*
- *Weather station moved to Town Hall.*

Police Department:

- *Personnel*
- *Budget discussions.*

Basin Recreation District #4:

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

Loans/Leases:

- **Mecklam Acres: Water/Raw water line (Purified Water Fund – Capital Projects):**
 - Series 2015 Water Revenue Bond (\$398,000), Department of Agriculture (09/22/2016-09/22/2045) 2.875% per annum with variable payment amount.
- **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 / 05.08.2025

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

DATE: May 8th, 2025

SUMMARY REPORT

Time Period: April 2025

Patrol Statistics (see attachment)

- 1) We answered **241** incidents for this time period.
 - a) **114** calls for service.
 - b) **127** officer-initiated incidents
- 2) We opened **6** case files.
- 3) We made **2** 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)-Last update I received was that we are waiting on some programming from the State. (Wyolink)
 - b. Vehicle Computers- Computers and docs are ordered. In the process of purchasing sim cards and vehicle mounts.

FACILITIES

- 1) None

VEHICLES

- 1) 2019 RAM is back in service. 2014 RAM is parked as a spare.

PLANNED or PROPOSED PROJECT(S)

- 1) Watching for upcoming Grants for cyber security.

OTHER

- 1) Community Events- Officer VanderPloeg attended an Easter egg hunt at WRC.
- 2) Training- Chief took a class on Ethics in leadership, and Case law studies from Diagle Law Group. SGT Drewry and OFC. VanderPloeg are signed up for continued online training from DLG. 1 hour per month for 12 months.

ATTACHMENTS

- 1) Patrol Statistics for April 2025.

AGENDA & SUMMARY REPORT SUBMITTED TO:

- 1) Mayor and Council on May 8th, 2025.

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

05/05/2025

Statistic	Count
Total Incidents	241
Calls for Service	114
Officer Initiated Incidents	127
Traffic Stops	10
Other OIA Incidents	117
Bus/Building checks	0
Veh/Ped Check	0
Total Officer Cases	6
Accident	0
Agency Assist	0
Criminal Accident	0
Incident	1
Information	0
Juvenile Offense	0
Offense	4
Search & Rescue	0
Voided	0
Unclassified Cases	1
Total Misdemeanor & Felony Arrests	2
Misdemeanor Arrests	2
Adult	2
Juvenile	0
Felony Arrests	0
Adult	0
Juvenile	0
Citations	7
Misdemeanor	3
Moving Vehicle	4
FIs	1



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: 4/29/2025

PERMIT NO: _____

JOB ADDRESS		<u>311 west C Street</u>	
ZONING DISTRICT:			
OWNER:		<u>South Big Horn County Water District</u>	
MAILING ADDRESS		<u>PO Box 684</u> <u>Basin WY</u>	
POINT OF CONTACT		<u>John Joyce</u>	Phone # <u>307-568-2514</u>
BUILDING SET BACKS	FRONT	SIDE	SIDE REAR
			BUILDING LENGTH WIDTH DIMENSIONS <u>16' x 16''</u>
BASEMENT	YES	FOUNDATION:	CONCRETE BLOCK
	<u>(NO)</u>	<u>Concrete Slab</u>	ROOF: Comp <u>Steel</u> Builtup
CLASS OF WORK	<input checked="" 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>Entry way covering</u>		
Describe work: (plans)	<u>Summer of 2025</u>		
Valuation of work \$	<u>\$15,000</u>		
REMARKS AND SPECIAL CONDITIONS	<u>John will have Contractor come to office to get contractors license.</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>John Joyce</u>	<u>4/29/25</u>
APPLICANT	DATE
<u>Tom Hawis</u>	<u>5/2/2025</u>
BUILDING OFFICIAL	DATE

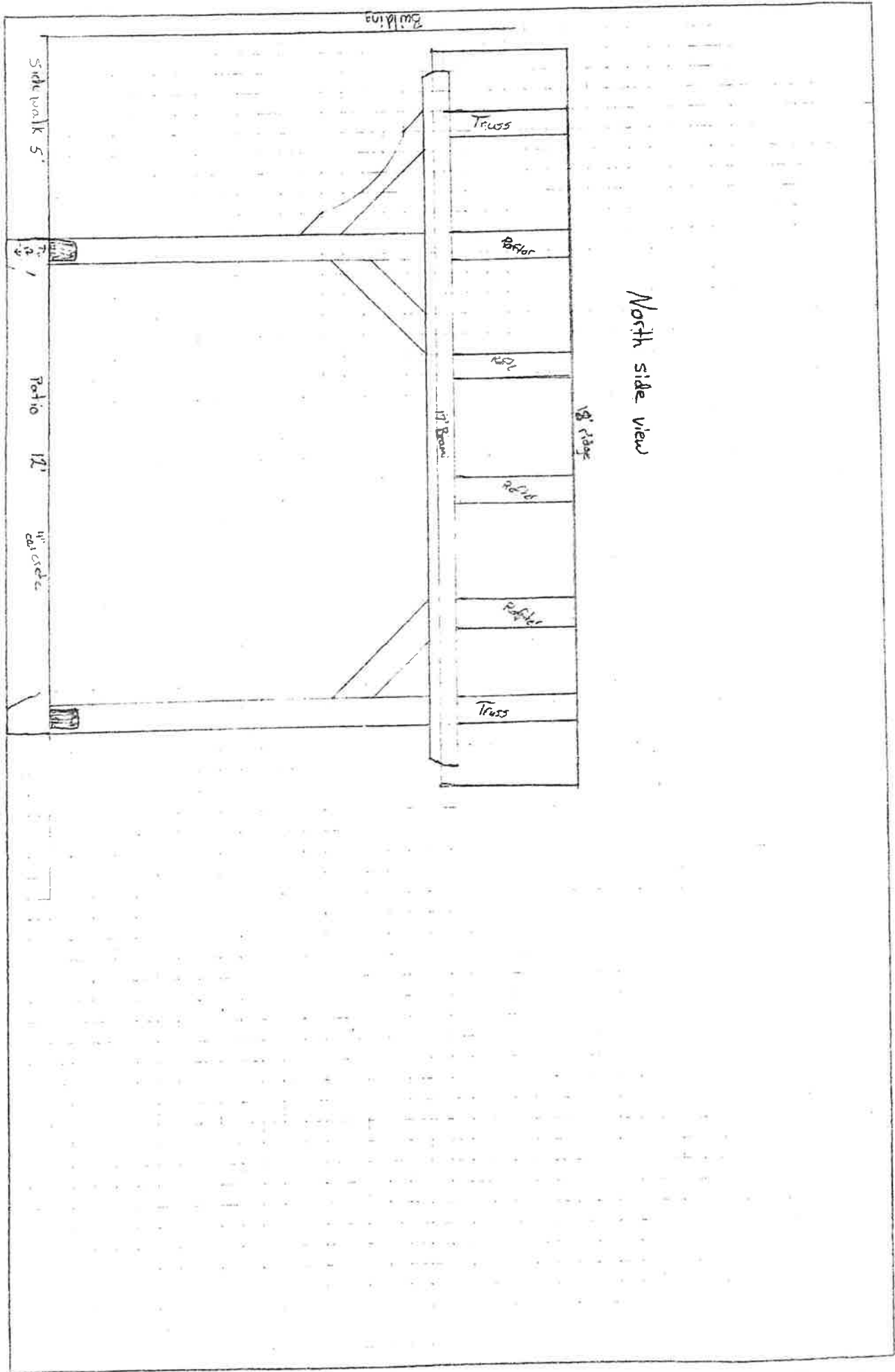
11-2-4-11 BULK REGULATIONS BY ZONING DISTRICTS.

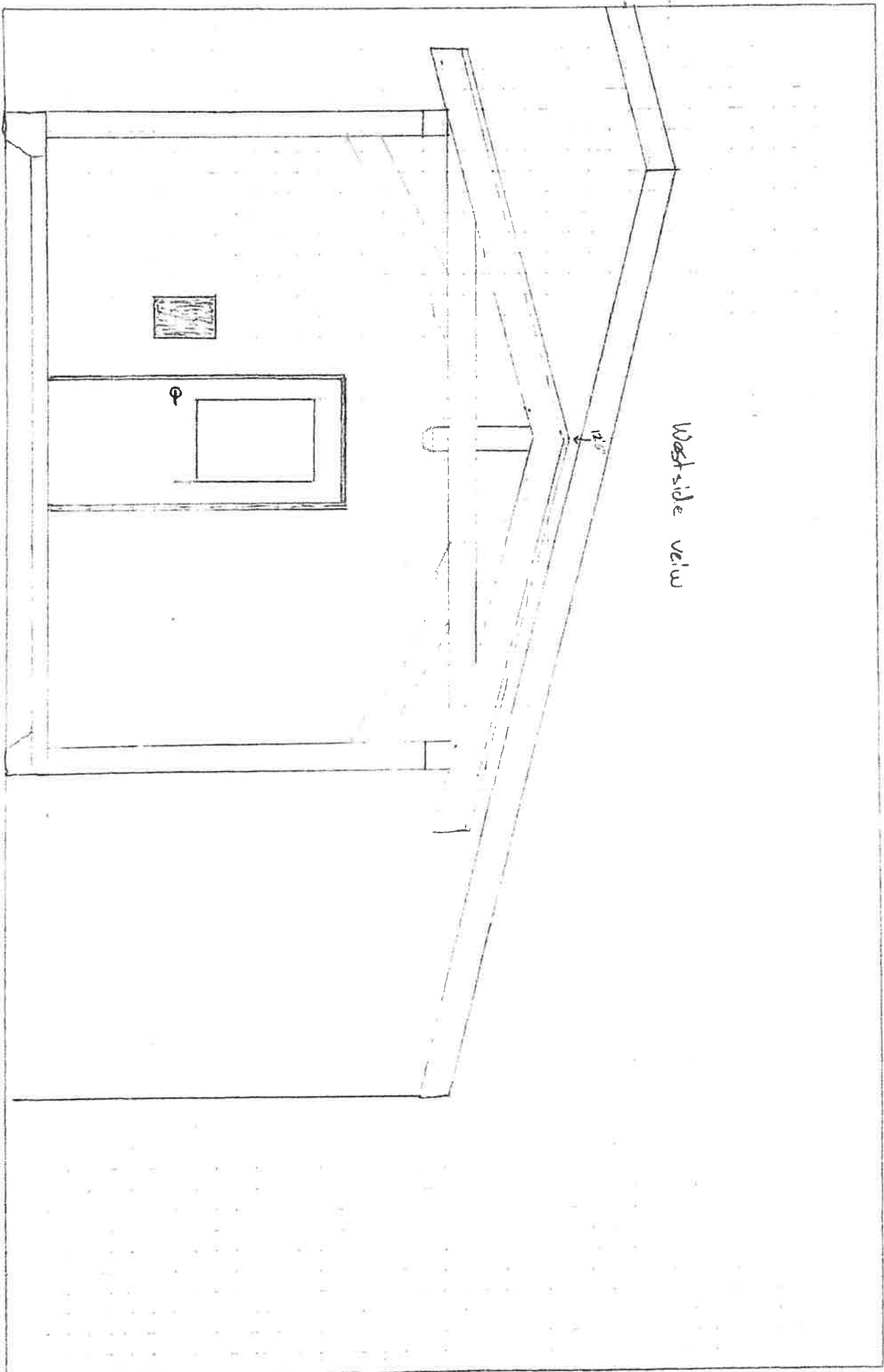
Zone	Street Setback	Alley Setback	Other Lot Line Setbacks	Maximum Building Height
Residential	15'	5'	5'	35'
Mixed Residential	15'	5'	5'	35'
Rural Residential	10'	5'	5'	35'
Mixed Use	10'	5'	5'	35'
Downtown	0'	5'	0'	35'
Commercial	0'	5'	0'	35'
Railroad Commercial	0'	5'	0'	35'
Institutional	None	None	None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





West side view

TOWN OF BASIN
Regular Council Meeting-Minutes
Thursday, April 10, 2025
Basin Town Hall-7:00 PM

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, April 10, 2025. The meeting was called to order by Mayor CJ Duncan at 7:00 PM.

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

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

Public Comment: Carmen Olson inquired about the dog park and where the town was at with this. Mayor Duncan stated that there was an estimate on the chain link fence, and volunteers were needed to help install the fence. Mayor Duncan said the Town hasn't forgot about the project.

Carl Olson with Big Horn Redi Mix talked to the council about the parking lot at town hall. Redi Mix will start moving equipment around April 15, 2025. The parking lot will need to be closed until the end of May 2025 so the concrete can be cured. Carl stated that the town will get the road base material back. The town will provide a dump truck and Redi Mix can load the trucks as the material is moved.

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

Public Works/Water: Tony Harrison reviewed his submitted Department Summary Report with the council. There were no questions.

Electric Department: Ray Huggins was asked to review the Electric Department DSR with the council. Ray had presented some old split bolts that could cause issues with electrical services and had pictures of some of the poles that were changed out in town for the council to look at. Councilman Hopkin asked Ray Huggins if the contractors helped change out the poles. Ray stated without the help of the contractors it would have taken longer to change out the poles.

Police Department: Chief Kyle McClure reviewed his DSR and patrol statistics with the council. He told the council that the radios have been delivered to the vendor and that the radios are being programmed. Comtech will come to Basin and install the new radios. Councilman Godfrey asked Kyle if he would contact Comtech and have them share mileage with the Fire Department as the Fire Department needed work on their radios. Kyle stated that he will be ordering the new computers through the Sheriff's Department and will help with shipping costs.

Legal Council: Attorney Richins gave an update on the Gene Gross litigation.

Town Engineer: Jesse Frisbee said he had nothing to add, and his items were on the agenda.

Committees/Commissions/Departments:

Planning & Zoning: Nothing currently.

Recreation District: Report given by Chuck Hopkin. The recreation department would like electricity in the grey building by the swimming pool and would like the town to help.

Activities Committee: The Activities committee will be featuring yards of the month starting in June of 2025 and ending October 2025. The Activities committee will be featuring a house decorating contest from October through December 2025. Will be planting flowers in flowerpots on April 23, 2025. Weeks stated that there are two local artists that can paint a mural. Grants have been requested to cover costs. The Activity committee will be working with local businesses and getting sponsorships to put together a map that promotes businesses in Basin.

Town Beautification: Councilmember Linda Weekes spoke about the April 26 Town wide cleanup day and is asking for volunteers to help in the morning. Vouchers are available to town residents for a free dump at the South Big Horn County Landfill.

South Big Horn County Joint Powers Board: Tony Harrison stated that there was not much to update on from the previous meeting.

Big Horn Regional Point Powers Board: Mayor Duncan stated the Big Horn Regional Joint Powers Board is working on obtaining funding for the water tank in Lucerne.

Building/Demolition Permits:

Cody Williams (516 Montana Avenue)—Remove Trailer House

Gretchen Saam-Anders (355 N 4th) –Fence

Big Horn County (Fairgrounds)-Demolition of hog barns
Big Horn County (430 Murphy Street) -Demolition of Quonset Building
Doug Zierolf (802 S 4th)-Fence

Councilmember Godfrey made a motion to approve the building permits, Councilmember Hopkin seconded, motion carried.

Executive Session: Executive session was not requested at this time.

Approve Consent Agenda/Addition/Deletions: Councilman Hopkin mad a motion to approve the conduct of business with an addition of budget workshop, Councilman Godfrey seconded, motion carried.

Conduct of Business:

Meeting Minutes: Regular Meeting minutes from March 13, 2025, and March 27, 2025, have been reviewed. Councilmember Godfrey mad a motion to accept all of the minutes as written, Councilmember Weekes seconded, and the motion carried.

Vouchers:

Vouchers were presented for \$465,454.18 plus net payroll \$58,921.80=GT \$524,375.98. Councilmember Hopkin made a motion to pay the bills, Councilmember Weekes seconded, and the motion carried.

Motocross: Josh Huggins presented to the council that the Recreation Department will be collaborating with him on the motocross. Recreation board voted to form a subcommittee. Josh is working on the bylaws. Josh asked the council to form a lease with the recreation department. Legal counsel asked Josh if he was able to obtain a lease from other motocross that could be used as a template for the lease agreement. Legal counsel would like Eagle Engineering to survey the town property lines.

WAM: Mayor Duncan presented that the Summer WAM Conference will be June 11 to June 13, 2025. Mayor Duncan told the council members that they could go to this conference. Councilmember Hopkin will be attending the summer WAM conference.

WAM Voting Delegates: The town has one voting delegate position. Motion for Councilmember Hopkin to be the voting delegate for the town at WAM Conference was made by Councilmember Godfrey, Councilmember Dellos seconded, motion carried.

WEBT Annual Renewal (Health Insurance): The annual renewal of Health Insurance will increase by 4 percent. Councilmember Hopkin made a motion to renew the annual insurance, Councilmember Weekes seconded, motion carried.

Child Abuse Prevention Month Proclamation: Mayor Duncan read the proposed proclamation for Child Abuse Prevention Month and asked the town to make April the Proclamation month. Councilmember Godfrey made a motion to make April the Child Abuse Prevention Month, Councilmember Dellos seconded, and the motion passed unanimously. Mayor Duncan signed the Proclamation.

Community Complex User Agreement: There was a discussion about the use agreement between the school recreation and town. The council directed Attorney Richins to start drawing up the agreement based on recommendations.

Appointment: Councilmember Godfrey made a motion to appoint Tony Harrison as the Town Clerk/Public Works Manager, Councilmember Weekes seconded, motion carried.

AVI-Sewer: Town Engineer Jesse Frisbee stated that the bid process is not moving along because RUS needs to respond to AVI. Councilmember Hopkin asked Frisbee if there is any way to help move this process along. Frisbee state no.

3rd Street Water Project: Change Order was presented to the council by Jesse Frisbee. The change order is to add an 8-inch C900 water line from the intersection of 3rd and C street (by the overland carwash) and replace that line to 4th street and add in a new valve. The change order was for \$43,482.00. Councilmember Godfrey made a motion to accept the change order, Councilmember Dellos seconded, motion carried.

Loan Resolution-Sewer: A sewer upgrade loan resolution was presented to the Council. The resolution is retroactive to January 29, 2025, and needed to be submitted with the Emergency Ordinance Sewer Bond. Councilmember Godfrey made a motion to pass the loan resolution, Councilmember Hopkin seconded, and the motion carried.

Budget Workshop: April 18 2025, at 5:30 PM.

Executive Session: Council Member Hopkin made a motion for the executive session for personnel and contract negotiations at 8:30 p.m., Councilmember Godfrey seconded, and the motion carried. Councilman Godfrey made a motion to come out of executive session

and return to the regular meeting at 10:35 p.m., Councilman Hopkin seconded, and the motion passed unanimously.

Councilman Godfrey made amotion to adjourn the regular meeting at 10:36 p.m. Councilman Hopkin seconded, and the motion passed unanimously.

Town of Basin Mayor/CJ Duncan

Tony Harrison – Town Clerk

TOWN OF BASIN
Regular Council Meeting-Minutes
Thursday, April 24, 2025
Basin Town Hall-7:00 PM

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, April 24, 2025. The meeting was called to order by Mayor CJ Duncan at 7:00 PM.

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

Also present were Kent Richins, Jesse Frisbee, Chief Kyle McClure, Tony Harrison, Barbara Greene, Travis Schriener, and Mary Russell.

Public Comment: Travis Schriener with Midway Golf Course asked the Town if there would be interest in spraying mosquitoes. Councilmember Hopkin stated that the golf course had purchased a mosquito sprayer from the Town of Greybull. Hopkin asked Schriener where that piece of equipment was. Schriener stated that he didn't know anything about having a mosquito sprayer. No action taken.

Building/Demolition Permits:

Beverly Flitcroft (706 S 7th): Fence

Stepen/Doris Crane (717 Hart Ave): 16X40' Addition & 150' Fence

Councilmember Godfrey made a motion to approve the permits, Councilmember Hopkin seconded, and the motion carried.

Executive Session: Executive session was not requested at this time.

Approve Consent Agenda/Addition/Deletions: Councilmember Hopkin made a motion to amend the agenda for the Crane Sewer Service Line and the Mosquito Fee to the equipment schedule. Councilmember Weekes seconded the motion, motion carried.

Conduct of Business:

Stephen Crane Sewer Service Line was damaged approximately 11 years ago according to Council Member Hopkin. Councilmember Hopkin stopped by the Crane residence and took pictures of the damaged sewer service line and while doing so noticed an electrical conduit was

lying over the top of the line. Councilmember Hopkin states that the town has damaged this line and needs to reimburse the Crane's to fix this line. Kent Richins said there is no legal obligation to fix the line. Councilmember Hopkin made a motion to reimburse or provide the Crane's with the pipe to fix the line and labor would not be included. Councilmember Godfrey seconded the motion, motion carried.

Mosquito Fogger/Truck Fee Schedule: Motion was made by Councilmember Hopkin to approve a fee schedule at \$135.00 plus the cost of chemical. Councilmember Weekes seconded the motion, motion carried. This fee needs to be added to the current fee schedule for equipment for the town.

Town/School District/Recreation District Use Agreement: Councilmember Godfrey made a motion to accept the use agreement that was prepared by legal counsel. Councilmember Weekes seconded the motion, motion carried. Councilmember Hopkin will take the use agreement and present it to the Recreation District meeting in May 2025.

Donation of Police Department Desk: Chief McClure asked the council if he could donate a desk to the Greybull Police Department. Legal counsel states that the transfer can be done between agencies. Councilmember Godfrey made a motion to let Chief McClure donate the desk to the Greybull Police Department. Councilmember Hopkin seconded the motion, motion carried.

Sewer Rate Increase: There was a discussion on raising sewer rates in town. The Sewer Fund in the budget has a shortfall of approximately \$40,000. This fund needs to be able to be solvent and function on its own. Current projections for the next fiscal year state that the fund cannot break even, and the rates will need to be increased. Mayor Duncan stated that the sewer fund would need to transfer \$46,000 to reserves. Proposed rate increase would be \$5.74 for small water users (<3/4" tap), \$10.12 for large users (>3/4" tap), and \$10.21 for nonresident users. Discussion took place to see if small users could pay \$4 to \$4.50 more per month on base fee and have the large users absorb the rest. Motion was made by Councilmember Hopkin to increase rates to the \$5.74 small user, \$10.12 large user, \$10.21 for nonresident users and to have legal counsel draw up paperwork for rate increase and have it available for the first reading in May council meeting. Weekes seconded the motion, motion carried. Councilmember Godfrey stated that he wants lower rates, as did Councilmember Dellos.

AVI/Sewer: Jesse Frisbee said RUS approved for the bidding process on the new lagoon. AVI is working on a schedule for bidding to advertise the project. Frisbee advised AVI to schedule the bid opening at a council meeting so recommendations can be made to the council. Frisbee stated that the bids can be opened whenever, but RUS would need to approve if there is additional funding within 60 days. Frisbee will put in the contract that the bid award contract will have to hold the bid for 60 days while additional funding is sought.

3rd Street Project: Wilson Brothers had an issue with pressure testing on the new water line by the draw. Faulty valve-rock in the valve- was the issue for the pressure test fail. New valve was installed in the manhole by WYDOT on 3rd Street. Frisbee said there will be asphalt coming soon. Wilson Brothers will fix Mainstreet after the 3rd Street project is completed.

Public Comments: Mary Russell expressed her concerns about the motorcycle track. Doesn't like the location of the track. Mayor Duncan stated that an agreement has been reached to lease the location to the recreation district. Russell is worried about the traffic coming up A & B Streets. Russell was advised to go to the recreation district meeting in May and express her concerns.

Executive Session: None requested at this meeting.

Councilmember Hopkin made a motion to adjourn the meeting at 8:00 PM. Meeting adjourned.

Town of Basin Mayor/CJ Duncan

Tony Harrison – Town Clerk

TOWN OF BASIN

AND

BIG HORN COUNTY SCHOOL DISTRICT #4

AND

BASIN RECREATION DISTRICT #4

* * * * *

BASIN COMMUNITY COMPLEX USE AGREEMENT

The **BIG HORN COUNTY SCHOOL DISTRICT #4 (SCHOOL DISTRICT)**, of the Town of Basin, Wyoming, desires to use the **BASIN COMMUNITY COMPLEX** for various activities pursuant to the terms and conditions contained herein.

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. Basin encourages the School District to work with the Recreation District with respect to the scheduling of events.

1. **USE OF COMPLEX:** School District shall have the use of the 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 after payment of the appropriate donation as determined by the Recreation District current fee schedule. School District events shall be scheduled by on or before September 30 of the upcoming school year. Otherwise, the School District shall pay, to the Recreation District, the current fee rate, for special unscheduled events.

2. **TERM:** The term of use shall be for a period of one (1) year and will be renewed annually as mutually agreed between the Recreation District and School District.

3. **USE FEE:** School District shall make a donation for use of the Complex in order to have priority use for scheduled events. Unscheduled events will be subject to the current fee rate, for special events.

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 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). The Recreation District has full authority to work with the School District with respect to the use of the Complex.

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

MOTOCROSS - DIRT BIKE TRACK

LEASE AGREEMENT

(TOWN OF BASIN - BASIN RECREATION DISTRICT #4)

WHEREAS, BASIN RECREATION DISTRICT #4 (DISTRICT) desires to use vacant real property owned by the **TOWN OF BASIN (TOWN)** for the construction and operation of a Motocross/Dirt Bike Track and other associated activities, and

WHEREAS, the Town of Basin desires to lease the vacant real property to the District pursuant to the terms and conditions contained herein.

NOW THEREFORE, in consideration of good and valuable consideration and as mutually agreed to between the parties hereto, the Town does hereby lease the hereinafter described real property to the District upon the following terms and conditions, to-wit:

1. **LEASED PREMISES:** District shall have the use of the following described real property for the construction and operation of a Motocross/Dirt Bike Track and other associated appropriate activities:

See **EXHIBIT 'A'** attached hereto and made a part hereof for a Plat and Legal Description of the real property being leased herein.

2. **PURPOSE:** The purpose of this Lease Agreement is to allow the District to construct, maintain and operate a Motocross/Dirt Bike Track along with other appropriate activities associated with such operation. This use of the leased premises is for "Public Use" and is not considered exclusive; however, only individuals authorized by the District are able to enter upon and use the leased premises subject to the rules and regulations established by the District. Use as a motocross and dirt bike track is considered a dangerous activity and therefore the District shall only allow entrance and use by authorized individuals.

It is anticipated that the District will work with an official Board or Committee representing the Motocross/Dirt Bike group in establishing the physical parameters of the track; safety features; public access control; weed, dust and sanitation control; hours of operation; rules, regulations, a fee schedule and membership eligibility. The District shall determine who is authorized to be on the premises and when. The District will insure compliance with all Basin Town Ordinances and will be considerate towards neighboring residents with respect to noise, traffic, dust and other matters that may tend to unreasonably intrude on the quiet and peaceful enjoyment of Town Residents. The District shall provide the Town with a schedule of events in advance of such events and will make arrangements for any needs the District may have that the Town can provide.

3. **TERM**: The term of this Lease Agreement shall be for **TEN (10) YEARS**, commencing on **JUNE 1, 2025**, and ending on **MAY 31, 2035**, unless otherwise mutually agreed between the parties.

4. **USE FEE**: District shall pay a Use Fee in the amount of **TWO HUNDRED AND NO/100 DOLLARS (\$200.00)** each year payable in advance.

5. **PUBLIC ACCESS**: Access to the leased premises shall be off of **WYOMING STATE HIGHWAY 30** _____.

Road maintenance?

6. **IMPROVEMENTS**: The District, at its expense, is authorized to make any necessary and appropriate improvements on the premises but shall obtain the consent of the Town in advance with a formal written plan and plat of the improvements. The District shall construct a fence around the parameter of the leased premises within three (3) years of execution of this Agreement. The District shall not allow any encumbrances or liens to be attached to the premises. The Town shall be entitled, but not required, to retain ownership of all improvements at the expiration of this Agreement and any extensions thereto. The Town does not intend on allowing the use of Town Equipment and Personnel for purposes of constructing and maintaining the premises. If the Town does decide to assist there will be a scheduled charge.

7. **MAINTENANCE**: The District shall be responsible for the maintenance of the leased premises and any and all improvements thereto and to maintain it in accordance with the provisions contained within the Basin Town Code. The District agrees to keep the leased premises free of garbage and items not associated with the purpose of the Lease.

8. **UTILITIES**: The District shall be responsible for paying and arranging for any and all utilities associated with the leased premises, including, electricity, sewer, water and raw water.

9. **DAMAGES, INJURIES AND INDEMNIFICATION**: District shall maintain its status as a public agency with respect to the potential for liability for damage and injuries. Otherwise, the District shall operate the premises in such a way as to prevent damage and injury, as much as foreseeably possible, with the understanding that it will be used with dangerous activities. The District shall keep the Town advised of any damage or injury that occurs on the premises. District further agrees to **INDEMNIFY AND HOLD HARMLESS** the Town, its Officers and Employees, with respect to any and all damages and injuries or any other liabilities that arise out of the use and occupancy of the Town property. The Town agrees that the individual(s) who execute this Agreement on behalf of the 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). The Town encourages the District to properly educate individuals who will be using the premises and to consider the execution of Releases of Claims against the District by such individuals. Further, the District should consider options for insurance coverage for personal injury and property damage, if necessary.

10. **BINDING**: This Agreement is binding upon and inures to the benefit of the respective parties hereto, their heirs, successors, representatives and assigns.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals and have mutually executed these presents on the _____ day of _____, 2025.

TOWN OF BASIN:

By: _____
C.J. DUNCAN - MAYOR

ATTEST:

TONY S. HARRISON - TOWN CLERK

BASIN RECREATION DISTRICT #4:

By: _____

By: _____



Town of Basin Special Events Permit Application

The completed special events application must be submitted to the Town Clerk's Office at least fourteen (14) business days prior to the event.

Applicant Information

Responsible party's name: JOHN BUBLA

Organization: CAR SHOW

Address: _____

Contact Phone: 307-272-9341 E-mail: _____

Event Information

Name of event: CAR SHOW ON LILAC DAY

Purpose of event (e.g. fund raiser): MURPHY STREET

Event location: "

Description of event: CLOSE OF ROAD

Event date(s): JUNE 7TH

Event time(s): Start: 10 AM End: 2 PM

Set up begins: Date: ~~9 AM~~ JUNE 7TH Time: 9 AM

Estimated number of attendees: ? CAR SHOW

Estimated number of vehicles: 50 MAYBE

Estimated number of floats, animals and structures which will be used: NONE

Description of any sound equipment to be used: NONE

Will vendors be present: No () Yes

Will the event be supervised: () No Yes

Will the Police Department need to be present: No () Yes

Street Closures, Park Closures, Sidewalk Closures or No Parking Signs

Please complete if streets will be closed four (4) hours or more. Include detailed map of street and areas where "no parking" signs will be placed.

Streets, sidewalks or parks to be closed:

Murphy Street 3-4 HR P

Traffic cones or barricades needed: () No Yes

Will any items be placed on the sidewalk: () No () Yes

Food Service and /or Temporary Structures

Will food be served: No () Yes Will a canopy, tent, or inflated device be utilized at the event? () No () Yes

Clean Up Procedures

Person or business responsible for clean up: _____

Address: JOHN BUBLA

Phone: 307-272-9341 E-mail: _____

Date and time clean up will be completed: Right away

Alcohol

If alcohol will be present at the event, you are required to obtain the appropriate liquor permit from the Town Clerk.

Insurance

I understand I will need to possess or obtain public liability insurance to protect against loss from liability imposed by law for damages on account of bodily injury and property damage arising from the specified event. Insurance coverage is required as a condition of an event on Town property with a minimum limit of \$300,000 per occurrence. Such insurance shall name on the policy or by endorsement as additional insureds, the Town of Basin, including its officers, employees and agents.

Agreement

I understand and will comply with the conditions of this permit. If I fail to answer all questions completely and accurately, this permit will not be approved. I understand that an approved permit may be cancelled at the discretion of the Town, the Police Department, or the Fire Department for failure to obey the terms of the permit.

Applicant Signature: 

Date: 4-29-2005

City Official Signature: _____

Approved: Denied: Date: _____



Town of Basin
721 Big Horn Ave.
Worland, WY 82401

May 5th, 2025

Subject: 2025 Rate Adjustment

Dear Town of Basin,

We hope this letter finds you well. As part of our annual review process, we have updated our rates for 2025 to reflect changes in market conditions and operational costs.

Please refer to the table below for specific rate changes. We kindly request your acknowledgment and acceptance of the new rates,

	2024	2025	% Change
Senior Principal	\$184.00	\$190.00	3.3%
Senior Registered Engineer	\$148.00	\$153.00	3.4%
Registered Engineer	\$129.00	\$133.52	3.5%
Bookkeeping	\$74.00	\$76.00	2.7%
Clerical	\$74.00	\$76.00	2.7%

Should you have any questions or wish to discuss these changes, please feel free to contact us. If these rates are deemed acceptable, we will adjust any past invoices for the year that do not reflect the above rate table. We appreciate your continued partnership and look forward to working with you in the year ahead.

Sincerely,

Bruce Perryman

Senior Principal

ORDINANCE NO 715

AN ORDINANCE PROVIDING FOR THE ANNUAL APPROPRIATIONS FOR THE TOWN OF BASIN, WYOMING, FOR THE FISCAL YEAR OF JULY 1, 2025, TO JUNE 30, 2026.
 BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF BASIN, WYOMING:

Section 1. That the following sums of money are hereby appropriated to defray the expense of the Town of Basin, Wyoming for the 12-month period beginning July 1, 2025, and ending June 30, 2026, to be funded by anticipated revenues and retained capital of the enterprise funds, capital projects fund, general fund, and street projects fund.

<u>FUND</u>	<u>RETAINED CAPITAL</u>	<u>ESTIMATED REVENUE</u>	<u>APPROPRIATIONS</u>
General Fund	1,311,598.00	899,540.00	930,462.00
Internal Service Fund	130,083.00	454,840.00	454,840.00
Capital Projects Fund	721,569.00	1,116,637.00	1,120,105.00
Street Projects Fund	947,045.00	260,541.00	217,414.00
Electric Fund	1,000,127.00	1,844,615.00	1,844,523.00
Purified Water Fund	288,477.00	553,500.00	535,046.00
Sewer Fund	462,930.00	2,563,614.00	2,563,530.00
Health & Sanitation Fund	370,480.00	280,300.00	267,176.00
Mosquito Control	78,091.00	33,000.00	32,146.00
Raw Water Fund	6,260.00	107,650.00	101,719.00
Electric Replacement Fund	281,222.00	21,924.00	
Water Replacement Fund	159,249.00	4,840.00	
Sewer Replacement Fund	184,062.00	10,900.00	
Garbage Replacement Fund	163,846.00	19,675.00	
Sewer Lagoon Replacement	495,273.00	42,830.00	
Water Tank Replacement Fund	355,083.00	22,005.00	
Raw Water Replacement Fund	226,921.00	8,890.00	
Total Funds	7,182,316.00	8,245,301.00	8,066,961.00

Section 2. That the sum of \$ 95,000.00 in property taxes for operation and maintenance costs of the Town of Basin, Wyoming is deemed necessary and just.

Section 3. That the estimated revenues and cash on hand of the Capital Projects Fund of Basin, Wyoming for the fiscal year ending June 30, 2026, are in the amount of \$1,838,206.00 and there is hereby appropriated out of said sums, not otherwise appropriated the following sum of money for the fiscal year beginning July 1, 2025 and ending June 30, 2026.

Capital Projects Fund \$1,120,105.00

Surplus funds in the amount of \$30,922.00 are hereby appropriated for use in the General Fund and may be transferred as deemed necessary by the Town Clerk/Treasurer.

FIRST READING:
 SECOND READING:
 THIRD READING:
 APPROVED, PASSED AND ADOPTED THIS:

ATTEST:

 Clerk/Treasurer

 MAYOR

ORDINANCE NUMBER 716

AN ORDINANCE OF THE TOWN OF BASIN, BIG HORN COUNTY, STATE OF WYOMING, INCREASING SEWER UTILITY CHARGES BY AMENDING PORTIONS OF CHAPTER 9-2-5 OF THE BASIN TOWN CODE. ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HERewith ARE HEREBY REPEALED.

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

WHEREAS, Sewer Reserve Funds must be properly budgeted to maintain financial sustainability and to fund unanticipated emergencies. In addition, a Debt Service Reserve Fund as well as a Short-Lived Asset Fund must be established when USDA Loans are involved. Currently, and in view of the USDA Loan, the Town of Basin is required to deposit at least \$46,260.00 into the Short-Lived Asset Reserve Fund annually for the life of the loan to pay for repairs and replacement of major system assets; and

WHEREAS, the Governing Body of the Town of Basin, with no other option, is making the following necessary adjustments to the Sewer Rates for 2025-2026 fiscal year in order to be in compliance with funding requirements and to adjust to increasing inflation, with the understanding that this will negatively impact Town of Basin Residents.

NOW THEREFORE, the Town of Basin does hereby enact the following Ordinance, to-wit:

SECTION 1: Section 9-2-5 of the Basin Town Code shall be and is hereby amended by increasing the sewer utility rates as follows, to-wit (Amendments in **Bold**):

9-2-5: SEWER UTILITIES.

Effective with the bills sent which coincide with the meter readings occurring on or about July 16, 2025, the sewer service rates shall be set as follows:

- A. Resident:
 - General Service **\$37.90** per month for up to a 3/4 inch water tap
 - \$0.55** per month for each 1,000 gal. purified water
 - Large User **\$55.75** per month for all water meters over 3/4 inch
 - \$0.55** per month for each 1,000 gal. purified water
- B. Nonresident:
 - General Service **\$47.50** per month for up to a 3/4 inch water meter
 - \$0.55** per month for each 1,000 gal. purified water

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

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

SECTION 4: This ordinance shall take effect and be in full force and effect on **JULY 1, 2025**, after having been published in the Basin Republican Rustler.

PASSED ON FIRST READING **MAY 8, 2025.**

PASSED ON SECOND READING **MAY 22, 2025.**

PASSED, APPROVED AND ADOPTED ON THE THIRD AND FINAL READING **JUNE 12, 2025.**

TOWN OF BASIN, WYOMING
A Municipal Corporation

By: _____
C. J. DUNCAN - Mayor

ATTEST:

TONY S. HARRISON - Town Clerk