

TOWN OF BASIN – Agenda

Thursday, July 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.
 - Jessica Williams – Sewer Issues
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:
 - Chris Weber: 516 West E Street: Build 12 x 16 deck off back of house.
5. Executive Session: If requested.
6. Approve Consent Agenda/Additions/Deletions
7. Conduct of Business:
 - Budget hearing and regular meeting minutes from June 16, 2025
 - Vouchers \$456,614.03 + net payroll \$68,185.52 = GT \$524,799.55
 - Letter of Interest - Williamson
 - 24 HR Alcoholic Beverage Sales Permit Application: Lisa's Western Cuisine (Big Horn County Fair).
 - Motocross Lease
 - Town/School District/Basin Community Complex/Rec Use Agreement
 - Audit
 - Engagement Letter
 - Cash Confirmations
 - Attorney's Letter
 - AVI
 - 3rd Street Water Project
 - Change Order
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 SUMMARY REPORT

07.10.2025

Department: Public Works

Prepared by: Tony Harrison

Summary Report:

- Crew members prepared several areas around town for pavement patching. Pavement preparation and patching was completed by June 27, 2025. Wild Bill Construction did the paving patches. I appreciate the hard work and dedication the Public Works Department did for this project.
- Street Sweeping on 4th & C Streets.
- Cleaned out drain on Holdredge Avenue. Plugged with root matter.
- Cleaned up branches around town after major wind events.
- Cyclone rake was ordered and delivered. Will attach to the zero turn John Deere Mower. This will allow the crew to bag the grass from the parks and clean up leaves in a timely manner.
- John Deere zero turn mower is at the mechanic's shop. Should have back by the middle of July 2025. Has hydraulic oil leak.
- Crew helped with 17 nonpayment utility shut offs.
- Sprayed weeds around raw water pond, town buildings and other town owned property.
- Performed maintenance on both Ferris Lawn Mowers. Ordered and installed new tires on the older Ferris mower.
- Ordered a new John Deere mower from C&B Operations in Powell, Wyoming. Expected delivery date is October 2025.
- Scheduled in the rood repair/replacement for the old town hall-4E will be here around the end of July 2025 to replace the roof.
- Street sweeping on 3rd Street (water project area). Getting the street prepped for the chip seal project.
- Having some issues with the grinder pump at the lagoon. Roberta has been working with BHB Electric.
- Crew has been cleaning up the dirt/muck from the raw water pond. This is the dirt that was cleaned out of the first settling ponds.
- Imperial Pump & Solutions has been working on the SCADA System. Currently the SCADA is installed for the raw water pump station and potable

water system. Joe McVey will be working on the actuator/solenoid for pump 2 in the raw water station.

- Public Works has been completing work orders.
- Lawn fertilizer has been purchased and the crew started applying the fertilizer at the cemetery.
- Replaced approximately 75 sprinkler heads between the parks and the cemetery.
- Electrical department installed an electrical service into the building at the potable water tank location. This service will be for the Town Owned SCADA System in the building.
- Wanted to extend my appreciation to the Public Works Crew and the hard work they have done in the past month. Would also like to thank the PD and the Electrical Department for the work they help the Public Works Department with.
- 2008 F150 went to the mechanic shop for a new power steering pump.

SUMMARY OF EXPENSES PRIOR MONTH:

- See Vouchers

SUMMARY OF EXPENSES CURRENT MONTH

PLANNED OR PROPOSED PROJECT(S).

- Clean up shop and tools.
- Put together the Cyclone Rake and attach to the JD Zero Turn Mower.
- Start fire hydrant testing.
- Start washing sewers and camera the sewers. Will be an ongoing project for several months.

ATTACHMENTS:

AGENDA & SUMMARY REPORT SUBMITTED TO:

Mayor/Council
07.10.2025

DEPARTMENT SUMMARY REPORT

07.10.2025

Department: Electric

Prepared By: Bill Dahlke & Ray Huggins

SUMMARY REPORT:

- **Changed out two poles**
- **Retro fitted 14 transformers with lightning arrestors**
- **Security light patrol / repair and maint**
- **Installed one new service**
- **Installed 6 new transformer basements (leveling the transformer requiring the splicing and termination of the primary and secondary cables)**
- **Trimmed trees in primary and secondary wires**
- **Fixed up 3 Phase bank**
- **Fixed transformer in alley with melting under sized wire/ required service**
- **Installed flags and continue with repair and maint**

SUMMARY OF EXPENSES PRIOR MONTH:

Border States - \$9,156.53

The Locators - \$474.00

SUMMARY OF EXPENSES CURRENT MONTH:

PLANNED OR PROPOSED PROJECT(S):

ATTACHMENTS:

AGENDA & SUMMARY REPORT SUBMITTED TO:

Mayor/Council

07.10.2025

DEPARTMENT SUMMARY REPORT

DATE: 07.10.2025

Department: Administration

Deaun Tigner – Town Administrator

Tony Harrison – Town Clerk/Public Works Manager

SUMMARY REPORT:

Internal Service:

Office:

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

2025	2024	2023
○ Dogs Licensed: 172	○ Dogs Licensed: 203	○ Dogs Licensed: 224
○ Cats Licensed: 28	○ Cats Licensed: 34	○ Cats Licensed: 26
○ Chicken Permit: 11	○ Chicken Permit: 8	○ Chicken Permit: 7

- HR: New year changes, allocations, retirement, workers comp, pay rates, etc. Job descriptions. New hire employee packets.
- Use Agreements
- Budget
- Grant Reimbursement – SLIB (3rd Street): Current reimbursement \$283,595.06
- Work orders: 113 (432-545)
- Preparation for council meetings.
- Processed 13 service transfers.

Court:

Current Month	Fiscal YTD
○ Fines: \$3,093.82	○ Fines: \$31,889.82
○ Fees: \$130.00	○ Fees: \$1,500.00
	Court Expenses:
○ New Citations: 33	○ Municipal Court Judge: \$750
○ Bail Forfeitures: 14	○ Attorney Fees: \$0.00
○ Found Guilty: 0	○ Caselle: \$195.66
○ Amended: 0	
○ Dismissed: 2	

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

Public Works

- *Personnel, job descriptions*
- *Changed new meters in Caselle and meter books.*
- *Public Surplus*
- *New hire*

Police Department:

- *Personnel, job descriptions*
- *Open container/special events permit policy*

Basin Recreation District #4:

- Payroll
- Financial statements, daily deposits, monthly reconciliation.
- Vouchers
- Prepared for meeting/agenda/packets
- Budget; approval, notice of hearing
- Budget amendment
- 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, final payment \$20,438.82.

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*
 - *YTD Reimbursed: \$283,595.06*
 - *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 67 delinquent notices to active customers monthly. There were 12 delinquent notices sent to Landlords. An additional 33 notices were mailed out to final billed customers that no longer live in the area. 8 customers were shut off.

SUMMARY OF EXPENSES – CURRENT MONTH:

VISA: \$49.01 (Notary stamp - Harrison)

Quill: \$91.16 (paper, highlighters, time cards)

ONGOING PROJECTS:

Town Hall

PLANNED OR PROPOSED PROJECTS:

Quarterly Payroll Reports

AGENDA & SUMMARY REPORT SUBMITTED TO:

Mayor & Council / 07.10.2025

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

DATE: July 10th, 2025

SUMMARY REPORT

Time Period: June 2025

Patrol Statistics (see attachment)

- 1) We answered **386** incidents for this time period.
 - a) **138** calls for service.
 - b) **248** officer-initiated incidents
 - a. 88 traffic stops.
- 2) We opened **9** case files.
- 3) We made **0** arrest(s) in this time period.

SUMMARY OF UNEXPECTED EXPENSES PRIOR MONTH

- 1) See vouchers.

FISCAL IMPACT TO BUDGET

- 1) Operating within the overall budget.

ONGOING PROJECT(S)

- 1) Grants
 - a. Vehicle radios-Still waiting for delivery and installation by comtech

FACILITIES

- 1) None

VEHICLES

- 1) 2018 RAM A/C issues

PLANNED or PROPOSED PROJECT(S)

- 1) Over the next several months as time allows, I will be looking at "E-citation" system and remote card payment options.

OTHER

- 1) Training- MDT use, reviews and meetings over the repeal of "gun free zones" act.

ATTACHMENTS

- 1) Patrol Statistics for June 2025.

AGENDA & SUMMARY REPORT SUBMITTED TO:

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

**BASIN POLICE DEPARTMENT**

Page 1

**PATROL STATISTICS
REPORTING PERIOD: JUNE 2025**

07/09/2025

Statistic	Count
Total Incidents	386
Calls for Service	138
Officer Initiated Incidents	248
Traffic Stops	88
Other OIA Incidents	160
Bus/Building checks	0
Veh/Ped Check	10
Total Officer Cases	9
Accident	2
Agency Assist	0
Criminal Accident	0
Incident	0
Information	2
Juvenile Offense	0
Offense	4
Search & Rescue	0
Voided	0
Unclassified Cases	1
Total Misdemeanor & Felony Arrests	1
Misdemeanor Arrests	1
Adult	1
Juvenile	0
Felony Arrests	0
Adult	0
Juvenile	0
Citations	47
Misdemeanor	2
Moving Vehicle	45
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: 7/2/25

PERMIT NO: _____

JOB ADDRESS		<u>516 West E Street</u>	
ZONING DISTRICT:			
OWNER: <u>Chris, Brenda Weber</u>			
MAILING ADDRESS			
<u>P.O. Box 910</u>			
POINT OF CONTACT		Phone #	
BUILDING SET BACKS		FRONT SIDE SIDE	<u>REAR</u> BUILDING LENGTH WIDTH DIMENSIONS <u>12' 16'</u>
BASEMENT	YES <u>NO</u>	FOUNDATION:	<u>CONCRETE</u> BLOCK ROOF: <u>Comp</u> 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 type="checkbox"/> FENCE			
<u>Deck</u>			
USE OF BUILDING <u>Home</u>			
Describe work: (plans) <u>Build 12x16 Deck off Back of House</u>			
Valuation of work \$ <u>2,000</u>			
REMARKS AND SPECIAL CONDITIONS			

AGREEMENT

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

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

PLANS CHECK BY: _____ PERMIT FEE: \$ _____

7/2/25
DATE

APPLICANT













Tom Hanson

7/3/2025
DATE

BUILDING OFFICIAL



E 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 7/2/2025

TOWN OF BASIN

Budget Meeting

Monday, June 16, 2025

Basin Town Hall-6:55 PM

Call to order budget meeting.

A budget meeting of the Town of Basin Council was held at the Town Hall in Basin, Wyoming on Monday, June 16, 2025. The meeting was called to order by Mayor Duncan at 6:55 PM.

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

Mayor Duncan asked the public if there were any questions about the budget presented. Mayor Duncan asked Don Russell if he was satisfied with the budget. Russell stated he was. No questions from the public or the council.

Budget hearing was closed at 6:58 PM.

Town of Basin Mayor/CJ Duncan

Tony Harrison – Town Clerk

TOWN OF BASIN

Regular Council Meeting-Minutes

Monday, June 16, 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 Monday, June 16, 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, Attorney Kent Richins, Chief Kyle McClure, Town Clerk/Public Works Manager Tony Harrison, Town Engineer Jesse Frisbee, Don Russell, Barbara Greene, Brianna Williamson, Tyler Williamson, Electrical Supervisor Bill Dahlke, Mary Russell, and Catherine Foss

Public Comment: No Public Comment.

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

Tony Harrison reviewed the department summary with the council. Public Works crew has been working on street sweeping, mosquito spraying, prepping areas in certain streets that need pavement patching. Harrison told the council that a street crack filling machine has been ordered along with the pavement patch material. The crew will begin filling cracks in on the bike path in September of 2025. The Public Works crew has been replacing sprinkler heads in the cemetery and in the parks. As budget allows, fertilizer will be purchased and placed on the grass in the parks.

Bill Dahlke reviewed the electrical department summary. The crew has been fixing leaking electrical transformers, security light patrol and finished the electrical loop on the north end of town. Dahlke presented a certificate for Josh Huggins as he has finished the apprenticeship program. Huggins was not present at the meeting.

Deaun Tigner reviewed the administrative department summary. She told the council that Harrison is receiving more training for the Town Clerk Position. The town has posted job ads on the website and in the newspaper for the Public Works Department. Caselle has increased the fees for the utility billing for the software program. Tigner provided the data for the Municipal Court.

Chief McClure reviewed the Police Departments summary. The radios that were ordered with the grant money are in. McClure is exploring options to be able to take bonds on the road with credit card payments for citations. McClure reviewed patrol statistics with the council. McClure explained the citation discrepancy between the Municipal Court Reporting and the Police Departments reporting. The reason for the discrepancy is that the municipal court dismissed two citations. The Police Department issued 35 citations and the municipal court reported 33 citations.

Planning & Zoning:

Mike Dellos did not have any information to present for the planning and zoning committee.

Recreation Department:

Two council members serve on the recreation board. Charles Hopkin and Linda Weeks stated that the recreation department needs to have more activities which will increase revenues and help with budget concerns. The proposed use agreement between the town/recreation district and the school was discussed. The school does not want to sign the proposed agreement and would like to keep the original agreement.

Activities Committee:

Activities Committee did not have any business to report.

Town Beautification:

Linda Weeks reported that the billboard located on the north end of Basin on the East side of 4th Street has been completed. This billboard has a list of businesses within our community. Alan & Pati McKim was awarded the yard of the month in May. The McKim's were excited about this program. Weeks stated that the chamber had donated two lilac trees, and these trees were planted by the Town of Basin welcome signs. The beautification committee attended a meeting with the South Big Horn County Water District and discussed the mural on the wall.

South Big Horn County Joint Powers Board

Tony Harrison reported that there would be a fundraiser to help raise funds for the empty lot west of the building.

Big Horn Regional Joint Powers Board:

Mayor Duncan reported that this organization is being financially responsible. Regional has two projects that they are looking for funding from the state.

Building/Demolition Permits:

Mike Dellos-5 Willow Drive-Construct a garage.

Liberty Ranch Holdings-415 W C Street-Pig tank for propane & a crash barrier

Charles Hopkin-617 S 4th-Move power, build a house, replace fencing, move sewer/water

Tyler Williamson-356 N 8th-Build a deck around the house and replace fence

Arthur Dahlke-406 S 3rd-Remove two sheds and install two sheds on skids

Councilmember Godfrey made a motion to approve the building permits at presented, Councilmember Dellos seconded the motion. Motion carried.

Executive Session:

No executive session requested.

Approve Consent Agenda/Addition/Deletions:

Mayor Duncan wants to add discussion on the second council meeting in June. Councilmember Godfrey made a motion to add the discussion of the second council meeting after the vouchers. Councilmember Weeks seconded the motion, motion carried.

Conduct of Business:

Councilmember Weeks made a motion to accept regular meeting minutes from May 8, 2025, and May 22, 2025. Councilmember Dellos seconded the motion, motion carried.

Vouchers:

\$709,414.97 + Net Payroll \$94,712.72=GT \$804,127.69. Councilmember Godfrey made a motion to pay the vouchers. Councilmember Weeks seconded the motion, motion carried.

Addition of Second Council Meeting June 2025:

Discussion about canceling the second meeting in June by the council. Councilmember Godfrey made a motion to cancel the second meeting in June 2025. Councilmember Dellos seconded the motion, motion carried.

Williamson Letter of Interest:

The Williamson's presented a letter to the council to purchase the Town's property north of their property at 356 N 8th Street. The Williamson's state that their fence is on the town property. The town has an electric pole in the center of this undeveloped street and the Williamson's wanting to know if the town could sell that portion to them. Attorney Richins told the Williamson's and the council that there are two options. Option 1 is that the town go through the bid process and the highest bidder would be able to purchase the property. Option 2 is that the town could vacate the undeveloped street and one half of the property would go to one adjacent property owner and the other half of the street would go to the other adjacent property owner. The council needs to have

this discussion at a later date. Councilmember Godfrey made a motion to start a discussion about this property at the next meeting. Councilmember Dellos seconded the motion, motion carried.

Councilmember Hopkin showed up to the meeting at 7:33 PM.

24 Hour Alcohol Permit:

Chief McClure doesn't see any issues with the dates presented on the application. 24 hour permit would be for July 29, 2025 to August 3, 2025. McClure recommends the council approve the permit but would like to see opening and closing times in writing and have maps of where the alcohol would be served. It was discussed that Lisa's would like to add a day into this permit. Lisa's will need to submit another application and pay \$50.00 to add July 28, 2025 for the 24 hour permit. Councilmember Weeks made a motion to submit another application and the council will confer at the next meeting. Councilmember Godfrey seconded the motion, motion carried.

Big Horn County Fair Banner:

Catherine Foss, Big Horn County Fair Manager stated to the council that she has reached out to Wyoming Department of Transportation for approval to hang a banner from the East side of 4th street to the West side of 4th street. She asked if she could utilize the Town's Lineman to help hang the banner. She would also like the dimensions from the east side of the road to the west side of the road. Electrical supervisor Dahlke will look to see if there is a way to hang the banner on the Town's electric poles on 4th street. This will be tabled until next meeting so research can be done to see if this is viable for the Town to help with.

Special Events Permit:

This permit is for the parade during the Big Horn County Fair. Parade date is August 2, 2025. Chief McClure will have the traffic control map ready and present to WYDOT. Councilmember Hopkin made a motion to approve the permit. Councilmember Godfrey seconded the motion, motion carried.

Motorcross:

The recreation district accepted the first agreement presented. Attorney Richins added into another document that the Recreation District Subcommittee cannot sublease the land for any reason. Also added was a 60-day prior notice if the Town wants to terminate the contract, and a 30 day prior notice is the Recreation District wants to terminate the contract. The Town of Basin has not signed the first agreement. The new verbiage will be added and presented to the Recreation District. Mary Russell asked the town of the plat map for the property being leased to the Recreation District could include the cemetery pond and canal. Councilmember Dellos made

a motion to add the verbiage and plat map and present the new agreement to the Recreation District. Councilmember Godfrey seconded the motion, motion carried.

Contract Agreement for Emergency Dispatch Services:

Attorney Richins recommends approving the contract with the Big Horn County Sheriff's Department. Chief McClure added that the contract spells out what the Town will receive from the Sheriff's Department. Councilmember Godfrey made a motion to approve and sign the agreement. Councilmember Hopkin seconded the motion, motion carried.

Town/School/Recreation Use Agreement:

Big Horn County School District #4 does not want to sign the new agreement presented by the town. The school district wants to continue with the old agreement. Attorney Richins stated that the town can terminate the old agreement if the school district doesn't want to sign the new agreement. It was discussed that the old agreement was different than the new agreement. Attorney Richins told the council that he does not want the town involved as a third party in this agreement. Councilmember Godfrey made a motion to terminate the old agreement as of September 1, 2025. Councilmember Weeks seconded the motion, motion carried.

AVI: Jesse Frisbee advised the council that there was a Prebid meeting on June 9, 2025. The bid opening will be June 24, 2025, at 3:00 PM at the council room at the town hall.

4th Street Project:

4th street project was completed and that there needs to be \$10,000.00 advanced to Wilson Brothers Construction. WYDOT provided the traffic control for Wilson Brothers and the Town and will be doing the paving on 4th street. Town of Basin provided the pit run for the project.

3rd Street Water Project:

Jesse Frisbee advised the council that Wild Bill Construction will finish the paving for the 3rd street project on June 20, 2025. Frisbee stated that the town will need to sign substantial completion certificate for the project. Councilmember Hopkin made a motion to sign the substantial completion certificate. Councilmember Godfrey seconded the motion, motion carried.

Fireworks:

Chief McClure stated that the Police Department get a few complaints every year. The main complaint is how late the fireworks go. Chief asks that the resident's clean up after themselves. The time frame is from noon to midnight on July 4, 2025. Fireworks can only be discharged on private property, not the streets. If the County Fire Warden puts out a red flag warning, then the fireworks will have to be cancelled. Councilmember Hopkin made a motion to allow the

residents to discharge fireworks on July 4, 2025, from noon until midnight. Councilmember Godfrey seconded the motion, motion carried.

Ordinance 716- 3rd Reading-Budget 2025/2026.

Don Russel told the council he was pleased with this ordinance. Councilmember Godfrey made a motion to approve Ordinance 716 on the 3rd reading. Councilmember Weeks seconded the motion, motion carried.

Ordinance 717-3rd Reading-Sewer Utility Rate

Attorney Richins stated that he added a preamble in the second and third paragraph of the document. The new rate increase for small users is \$37.90, \$55.75 for large users, and \$47.50 for non-resident users and usage calculation at \$.55 per 1000 gallons of potable water consumed. Councilmember Godfrey made a motion to pass this ordinance on the third reading. Councilmember Dellos seconded the motion, motion carried.

Public Comment:

Mary Russell asked the town about the School/Recreation and why the money for the use of the Basin Community Complex must be donation.

Executive Session:

Councilmember Godfrey made a motion to go into executive session for personnel matters and contract negotiation at 8:47 PM, Councilmember Hopkin seconded. Motion carried.

Councilmember Godfrey made a motion to adjourn executive session at 8:58 PM, Councilmember Hopkin seconded. Motion carried. There being no further discussion, the meeting was adjourned at 9:00 PM.

Town of Basin Mayor/CJ Duncan

Tony Harrison – Town Clerk

Tyler and Brianna Williamson
356 North 8th Street
P.O. Box 293
Basin, WY 82410
(307) 250-6333

June 11, 2025

Town of Basin
Town Council Members
919 West B St., Suite 1A
P.O. Box 599
Basin, WY 82410
(307) 568-3331

Dear respected Council members,

This letter should serve for purposes of a *letter of interest* regarding the Town's property adjacent to our property.

To come before you during the next Council meeting, scheduled for June 16, 2025 is a permit for a fence to be built around our property line. Prior to submission of the permit to the Town, we asked the Town Foreman to come look at our property to see if what we are asking for is even feasible. Upon information that our requested materials are not on the prohibited list of materials, and that fences like this are routinely before the Council, we persisted in our endeavor.

Further, the Town Foreman cautioned us to be sure and aware of our property lines. We sought a survey in the interim to ensure we do not encroach on the Town's property. Upon information received from a previous survey, we came to the conclusion that we are going to lose a portion of land that we have been taking care of for almost seven (7) years. We live beside a power pole and have always mowed and maintained the property right up to that pole, and up to the sidewalk at the front of the property. We discovered via an older survey that the property line is much closer to our house, butting up to the end of our shelter (previously constructed prior to our buying the house). We are seeking a new survey just to confirm the old survey's findings. This *letter of interest* is being submitted in the intertrim to try to recoup our loss of property.

This *letter of interest* should serve as two-fold in this project. We are interested in receiving from the Town the property we already thought belonged to us. In our opinion, there is not enough room in between the two properties, from the powerpole to our property for a road, a street, etc. There is a well established apple tree that we have maintained that would have to be

torn out should the Town identify a use for such a small sliver of land, as well as the sidewalk that borders the front area that would need to be torn out. We have maintained that sliver of land along with the rest of our yard to the best of our abilities. We are interested in maintaining that as part of our property. Further, it would add for the Town to take care of. By allowing us the property we already thought was ours, and that we have already been maintaining, the Town would not be prejudiced. We are open to negotiations regarding the matter.

The second fold of this project and *letter of interest* is our interest in the property on the other side of the powerpole. For the last seven (7) years, there has been nothing in that "street". There is a large brush pile beside the powerpole that has grown since we have lived here. To the best of our knowledge, the Town has not used that property for any purpose since we have lived here. It is generally a toss-up between our neighbor Rene and us, who will call to have someone cut the weeds because they are getting too tall. Should the Town be willing to part with that area, an equitable solution would be to divide that property in half; half to us, half to Rene. Should Rene show no interest in maintaining that property, we would take full responsibility of maintaining that area.

As we are constructing a fence, we are willing to negotiate all gate points with the Town to allow for the regular maintenance of the powerpole, should our property need to be used for that.

We are submitting this letter to the Town Council for the purposes of obtaining 1.) the sliver of land between the powerpole and our property that we have held out as our own, maintained, and enjoyed for the last seven (7) years and 2.) the property on the opposite side of the powerpole.

Thank you for your time and consideration in our *letter of interest*.

Sincerely,

Handwritten signatures of Tyler and Brianna Williamson and Bin Williams. The signatures are written in black ink over a horizontal line.

Tyler and Brianna Williamson

Enclosures:

CC: picture of property prior to new survey





Pictures taken June 10, 2025

townofbasinclerk@gmail.com

From: Brianna Williamson <briannaamos7@gmail.com>
Sent: Wednesday, June 18, 2025 3:47 PM
To: krichins@rtconnect.net; townofbasinclerk@gmail.com
Cc: Half Parakeet And Hotdog
Subject: Williamson Survey -Plat markup.pdf
Attachments: Williamson Survey -Plat markup.pdf

Flag Status: Flagged

Good afternoon,

Attached is the document we received from the surveyor. If this is not sufficient, please let me know as soon as possible and I will reach back out the surveyor.

Respectfully,

- Brianna Williamson

Estimated number of attendees: 100 Estimated number of vehicles: _____

Will minors be allowed at the Event Location? YES NO

If yes, describe how you will ensure that alcoholic beverages will be consumed only by those age 21 and older:

All drinkers will have a wristband

If No, describe how will minors be kept out of the Event Location:

Will you be checking I.D.'s prior to dispensing alcohol? YES NO

If No, please explain how minors will be identified: _____

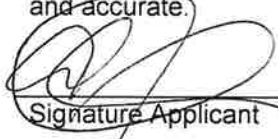
Description of the area where alcohol will be distributed: (Please include a building or site diagram with measurements including where the alcohol will be distributed and how the area will be secured against minors entering that area.)

Fairground beer garden

By filing this application, the Applicant and the Applicant's representatives agree to sell alcoholic beverages and operate in Wyoming under the requirements of all applicable Wyoming state laws and rules, local laws and rules, and to file required sales tax reporting documents and applicable sales taxes.

By signing this application, I acknowledge for the Applicant, that all of the information provided is true and correct. This application must be signed by an Owner, Partner, or a Corporate Officer, an LLC / LLP member, or an individual authorized by the Applicant to act on behalf of the Applicant.

Under penalty of perjury, and the possible revocation or cancellation of the license, I swear the above stated facts, are true and accurate.


Signature Applicant

Erik Good

6.18.25

Printed Name

Date

Signature of Licensing Authority Official

Title

Date



24 HR ALCOHOLIC BEVERAGE SALES PERMIT APPLICATION

To be completed by City/County Clerk

Date filed with clerk: 5 122 125 Local Permit #: _____

Permit Fee Per Day: \$ 250.00 (\$50.00 maximum fee per day)

Number of Days: 5

Total Permit Fee: \$ 250.00 (Permit Fee Per Day X Number of Days)

If a permit is being used on Town of Basin Property, there shall be an additional \$100 deposit fee which shall be refundable if the venue is cleaned adequately. If the venue is not cleaned per the requirement, the Town of Basin shall retain the entire \$100 deposit fee to pay for the cleaning.

Deposit Required? YES NO Deposit Amount Paid \$ _____

Applicant: Lisa's Western Cuisine Phone: 307, 765-4765

Address: 200 Gray Level Ave City: Greybull State: WY Zip: 82426

Name of Event: Big Horn County Fair

Event Location: BoHC Fairgrounds

Event Date(s): ~~7/29/25~~ 7/29/25 Time: 6 am → 8/4/25 Time: 2:00am km
~~7/29/25~~ 7/29/25 Time: 12 (am/pm) Through 8/13/25 Time: 12 (am/pm)
~~7/29/25~~ 7/29/25 NOT 8/25 7/30/25 8/3/25

NOTE: EACH PERMIT IS FOR ONLY THE ON-PREMISE SALES AND CONSUMPTION OF ALCOHOL AND ONLY AT THE PERMITTED EVENT

FILING TYPE (CHOOSE ONLY ONE)	FILING AS (CHOOSE ONLY ONE)
<input checked="" type="checkbox"/> Malt Beverage Permit (W.S. 12-4-502(a) / W.S. 12-2-201(b))	<input type="checkbox"/> INDIVIDUAL
<input type="checkbox"/> Catering Permit (W.S. 12-4-502(b)) *Applicant must have RETAIL liquor license	<input type="checkbox"/> CORPORATION
	<input type="checkbox"/> PARTNERSHIP
	<input checked="" type="checkbox"/> LLC
	<input type="checkbox"/> ORGANIZATION
	<input type="checkbox"/> OTHER _____

24 HOUR MALT BEVERAGE PERMIT:

Allows a responsible individual or organization to sell malt beverages at a picnic, fair, rodeo, special holiday or similar public gathering. No person or organization holding the special permit shall sell any alcoholic liquor other than malt beverages on the premises described on the permit, nor shall any malt beverage be sold or consumed off the premises authorized by the permit. Issuance is limited to no more than 12 times per calendar year per individual or organization at any one location. W.S. 12-4-502(a) / W.S. 12-2-201(b)

24 HOUR CATERING PERMIT:

Allows a RETAIL licensee to sell alcoholic liquor and malt beverages for on-premise consumption at another location for meetings, conventions, private parties and dinners or other similar gatherings not capable of being held within the licensee's licensed premises. No licensee holding a catering permit shall sell or permit consumption of any alcoholic or malt beverage off the premises described in the permit. Issuance is limited to no more than 36 times per license term year in any one location. W.S. 12-4-502(b)

Estimated number of attendees: _____ Estimated number of vehicles: _____

Will minors be allowed at the Event Location? YES NO

If yes, describe how you will ensure that alcoholic beverages will be consumed only by those age 21 and older:

will have wristbands for each day for those over 21

If No, describe how will minors be kept out of the Event Location:

Will you be checking I.D.'s prior to dispensing alcohol? YES NO

If No, please explain how minors will be identified: _____

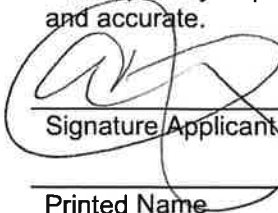
Description of the area where alcohol will be distributed: (Please include a building or site diagram with measurements including where the alcohol will be distributed and how the area will be secured against minors entering that area.)

beer garden at fairgrounds - south of grandstand

By filing this application, the Applicant and the Applicant's representatives agree to sell alcoholic beverages and operate in Wyoming under the requirements of all applicable Wyoming state laws and rules, local laws and rules, and to file required sales tax reporting documents and applicable sales taxes.

By signing this application, I acknowledge for the Applicant, that all of the information provided is true and correct. This application must be signed by an Owner, Partner, or a Corporate Officer, an LLC / LLP member, or an individual authorized by the Applicant to act on behalf of the Applicant.

Under penalty of perjury, and the possible revocation or cancellation of the license, I swear the above stated facts, are true and accurate.



Signature Applicant
Erik Good
Printed Name

5, 22, 2019

Date

Signature of Licensing Authority Official

Title

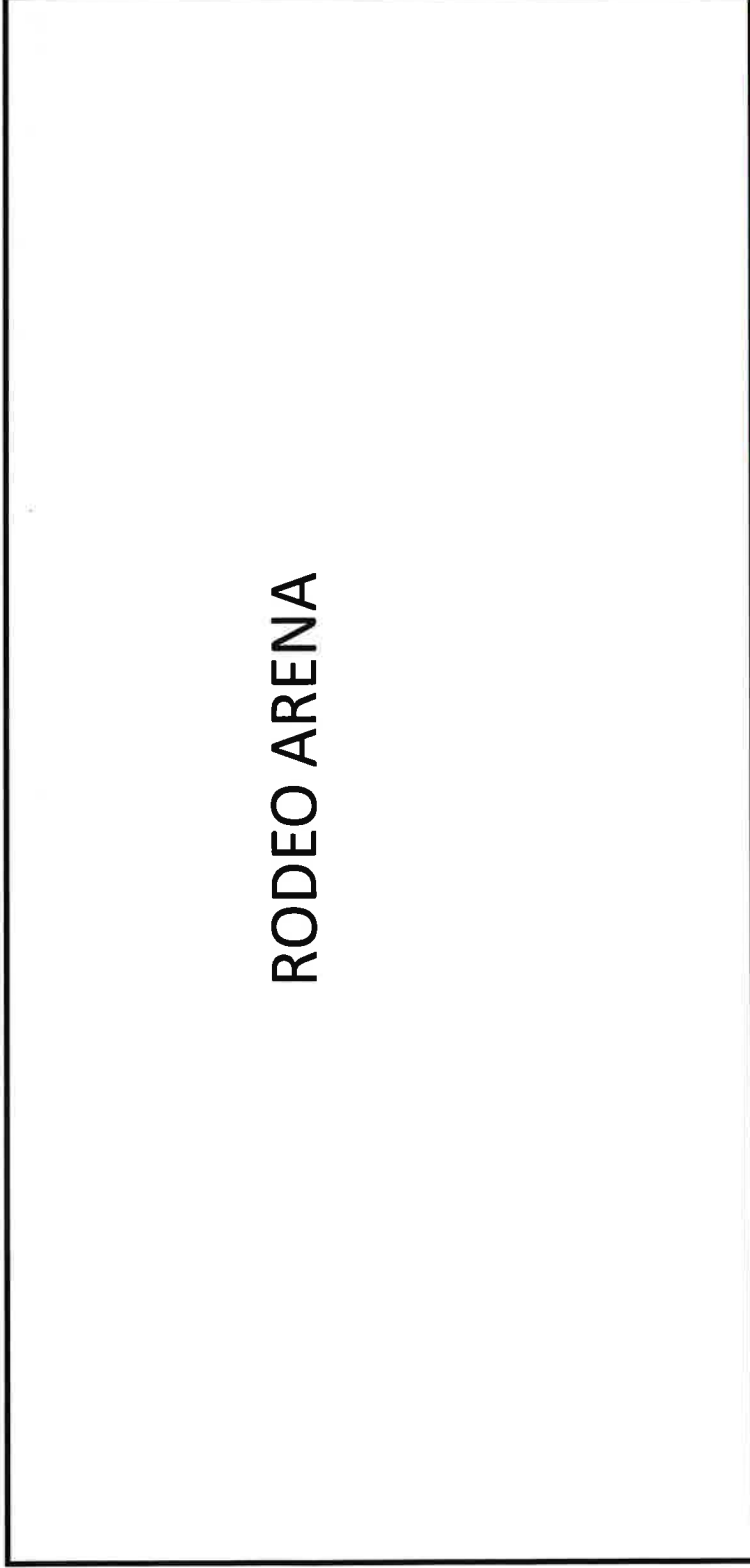
/ /

Date

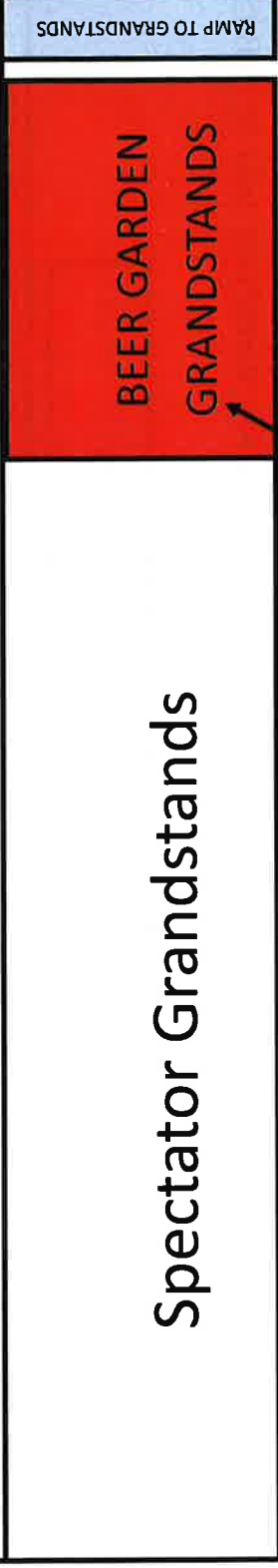
Rodeo Grounds (not to scale)

Proposal Diagram for Beer Garden DURING Cowboy Polo, Goat Roping: July 28 & 29, 2025

CHUTES AND CROWS NEST



RODEO ARENA



Spectator Grandstands

BEER GARDEN GRANDSTANDS

RAMP TO GRANDSTANDS



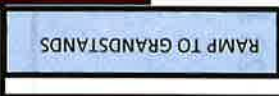
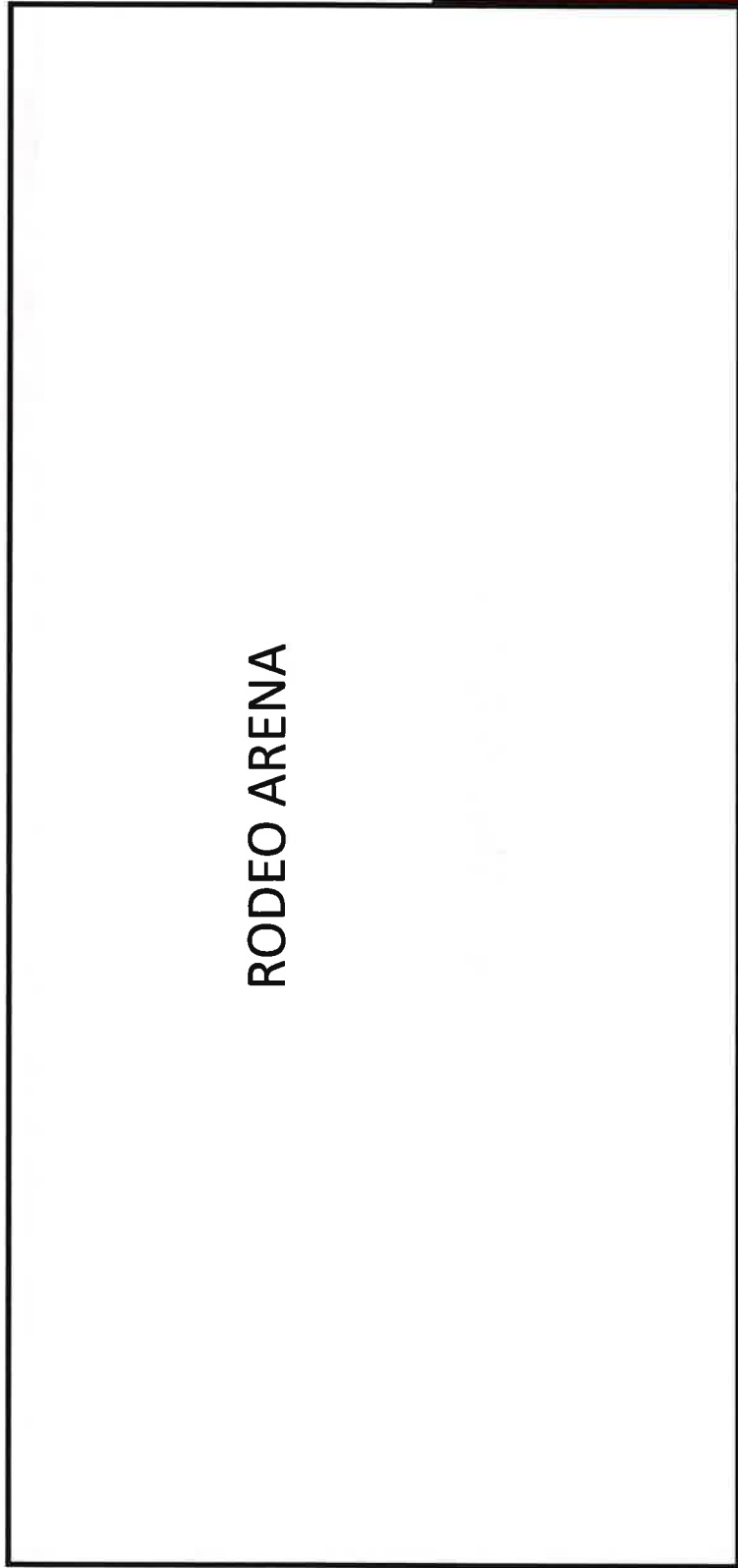
BEER GARDEN FENCED IN AREA

ONLY ENTRANCE TO BEER GARDEN. EMPLOYEES WILL BE CARDING AND HANDING OUT WRIST-BANDS

1 SECTION OF GRANDSTANDS ROPED OFF FOR BEER CONSUMPTION

Rodeo Grounds (not to scale)
Proposal Diagram for Beer Garden DURING Pig Wrestling July 31, 2025

CHUTES AND CROWS NEST

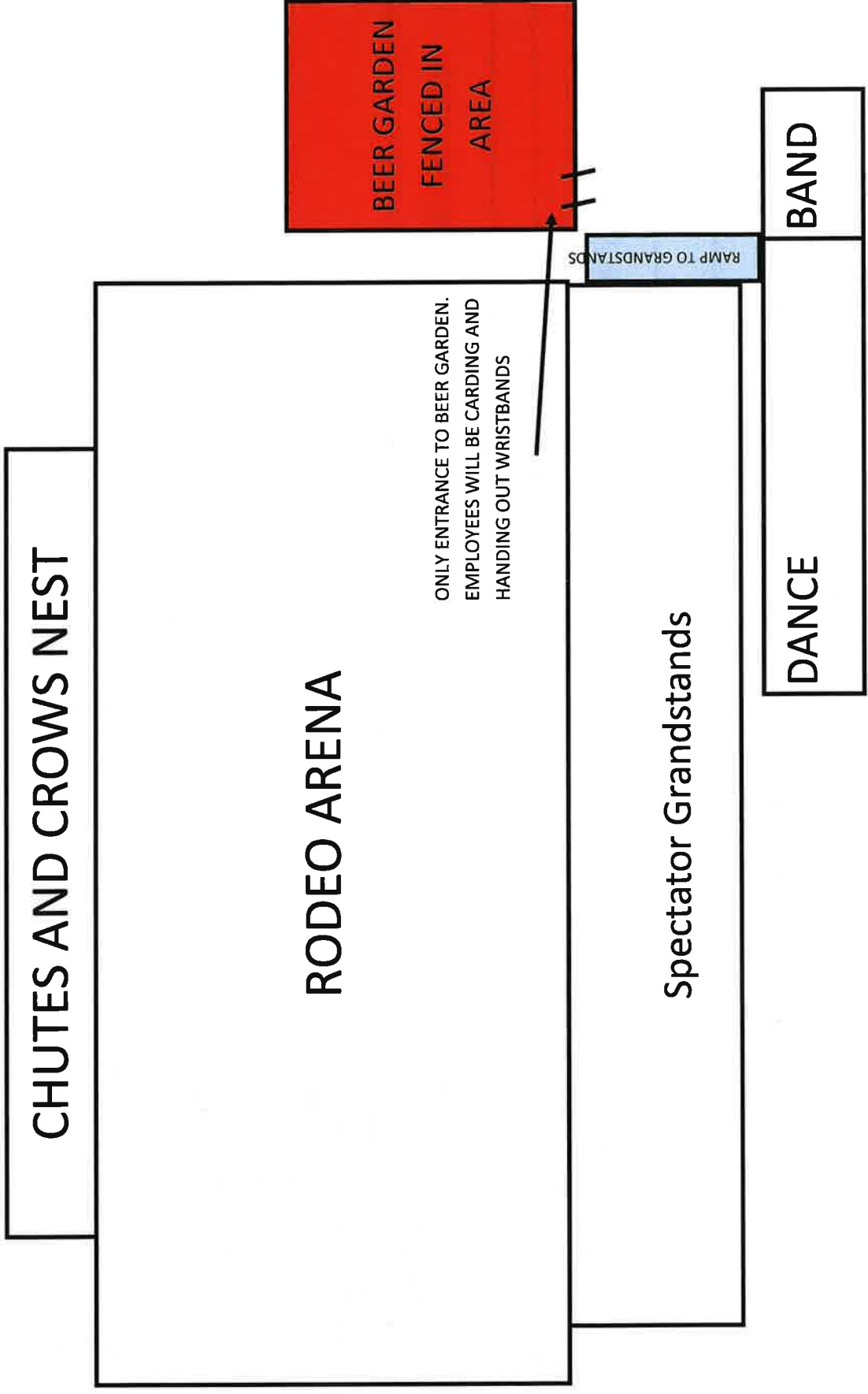


ONLY ENTRANCE TO BEER GARDEN. EMPLOYEES WILL BE CARDING AND HANDING OUT WRIST-BANDS

1 SECTION OF GRANDSTANDS ROPED OFF FOR BEER CONSUMPTION

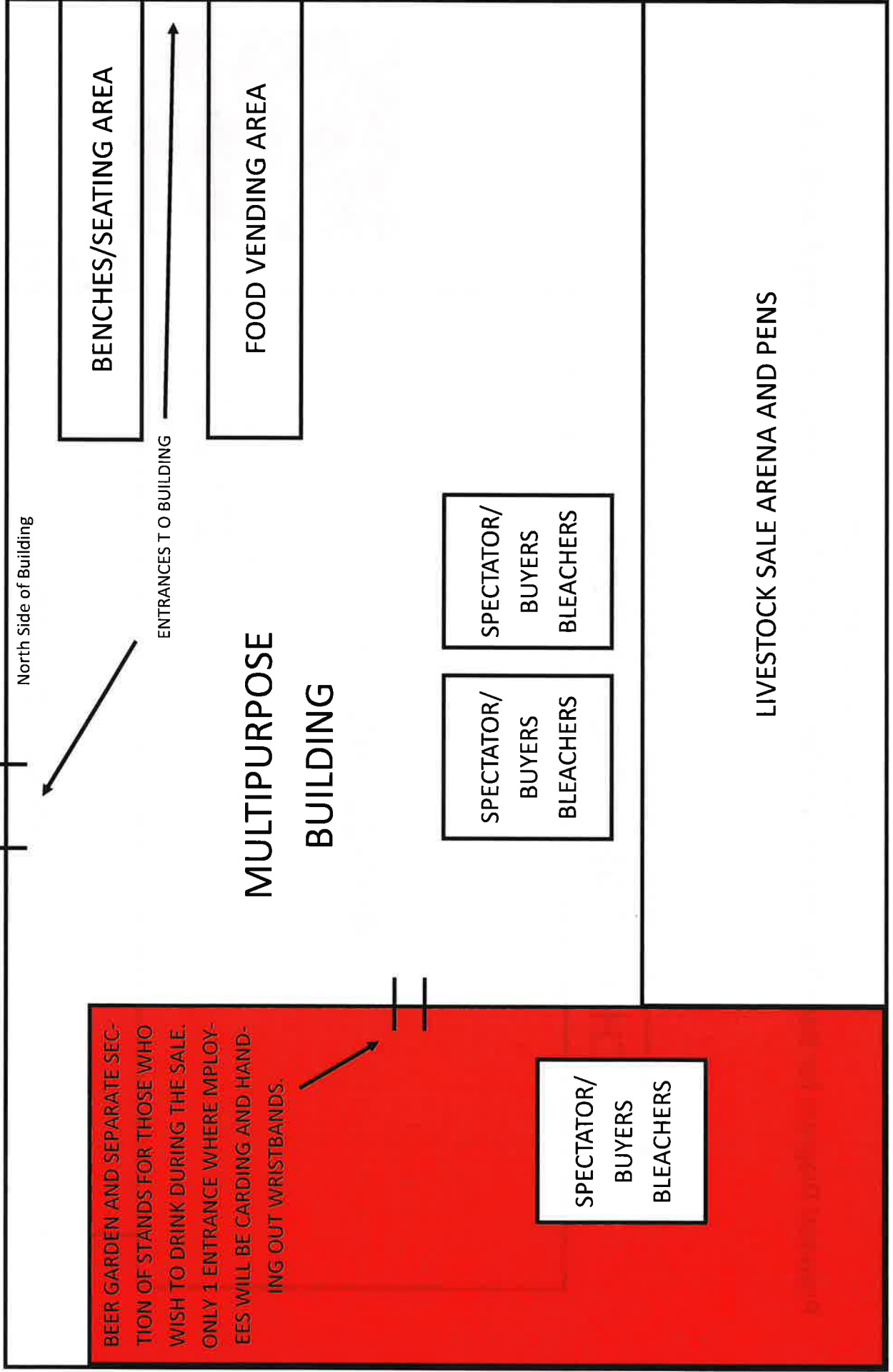
Rodeo Grounds (not to scale)

Proposal Diagram for Beer Garden Rodeo, Laser Show & after the dance Friday August 1, 2025.



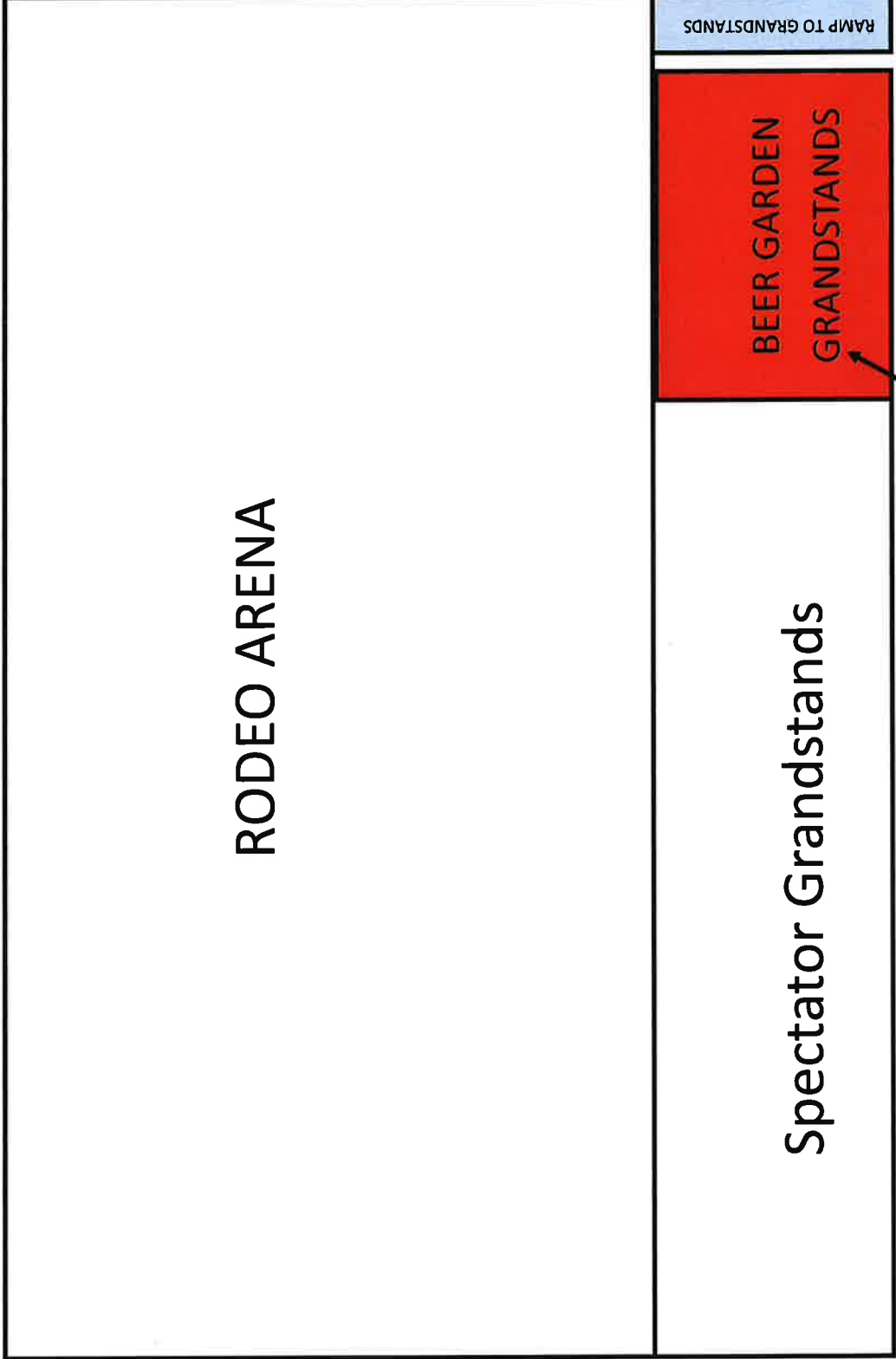
Multi-Purpose Building (Not to Scale)

Proposal Diagram for Beer Garden DURING Jr. Livestock Sale Saturday August 2nd, 2025



Rodeo Grounds (not to scale)
Proposal Diagram for Beer Garden DURING Rodeo Saturday August 2, 2025.

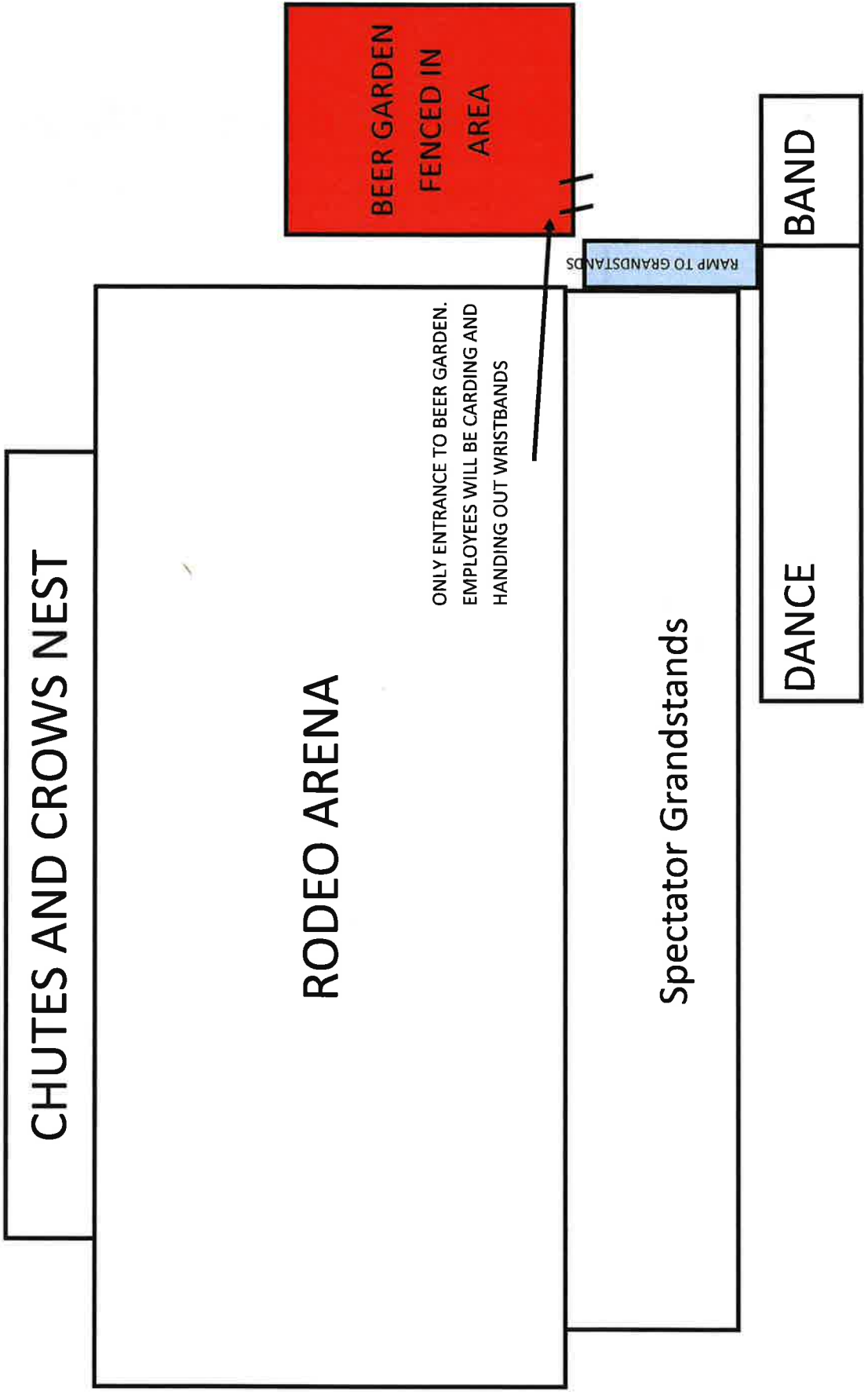
CHUTES AND CROWS NEST



1 SECTION OF GRANDSTANDS ROPED OFF FOR BEER CONSUMPTION

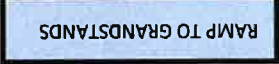
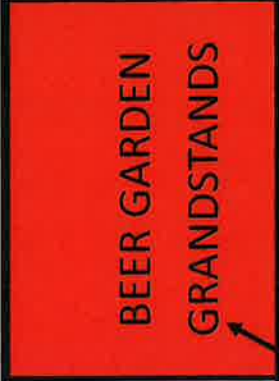
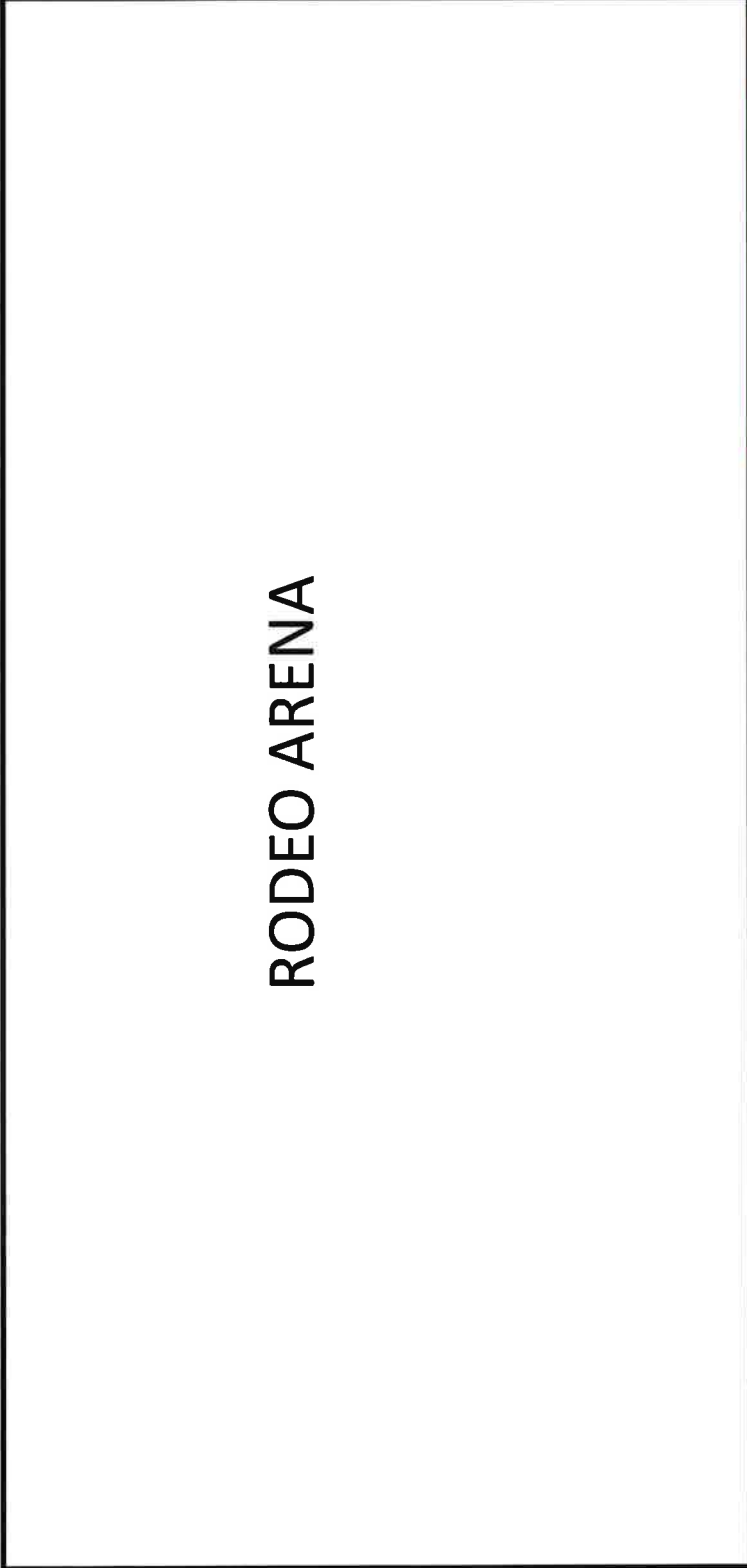
Rodeo Grounds (not to scale)

Proposal Diagram for Beer Garden AFTER Rodeo (For the dance) Saturday August 2, 2025.

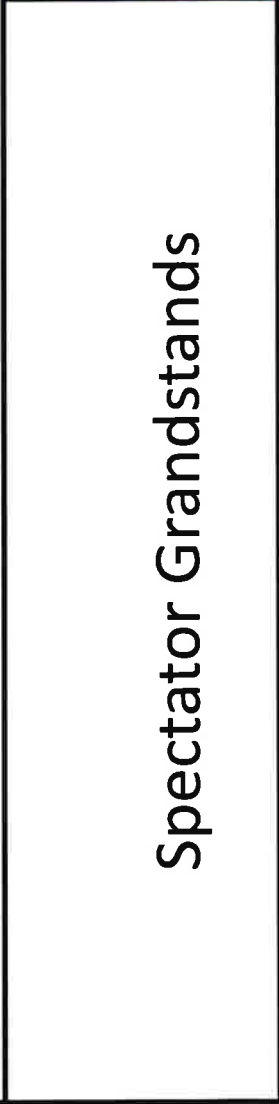


Rodeo Grounds (not to scale)
Proposal Diagram for Beer Garden DURING Demolition Derby Sunday August 2, 2025

CHUTES AND CROWS NEST



ONLY ENTRANCE TO BEER GARDEN. EMPLOYEES WILL BE CARDING AND HANDING OUT WRIST-BANDS



1 SECTION OF GRANDSTANDS ROPED OFF FOR BEER CONSUMPTION

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.

The District shall not be allowed to sublease the real property without prior written consent of the Town.

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 initial term of this Lease Agreement shall be for **FIVE (5) YEARS**, commencing on **JUNE 1, 2025**, and ending on **MAY 31, 2030**. Thereafter, the parties will review the status of the Lease Agreement and consider an extension as 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 - MAINTENANCE**: Access to the leased premises shall be off of **WYOMING STATE HIGHWAY 30**. The District shall be required to maintain the access road.

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. Otherwise, any improvements the Town does not desire to own will be removed by the District and the premises will be placed back in the original the condition.

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. **TERMINATION OF LEASE**: The Town shall be entitled to terminate the lease in the event the District fails to abide by the terms of the Lease. The Town shall give sixty (60) days prior written notice of termination and give the District the opportunity to address the issue unless in an emergency situation.

Likewise, the District shall be able to terminate the lease, with thirty (30) days prior written notice, should it be determined that the Motocross/Dirt Bike Track is no longer a viable venture on the leased property.

11. 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:

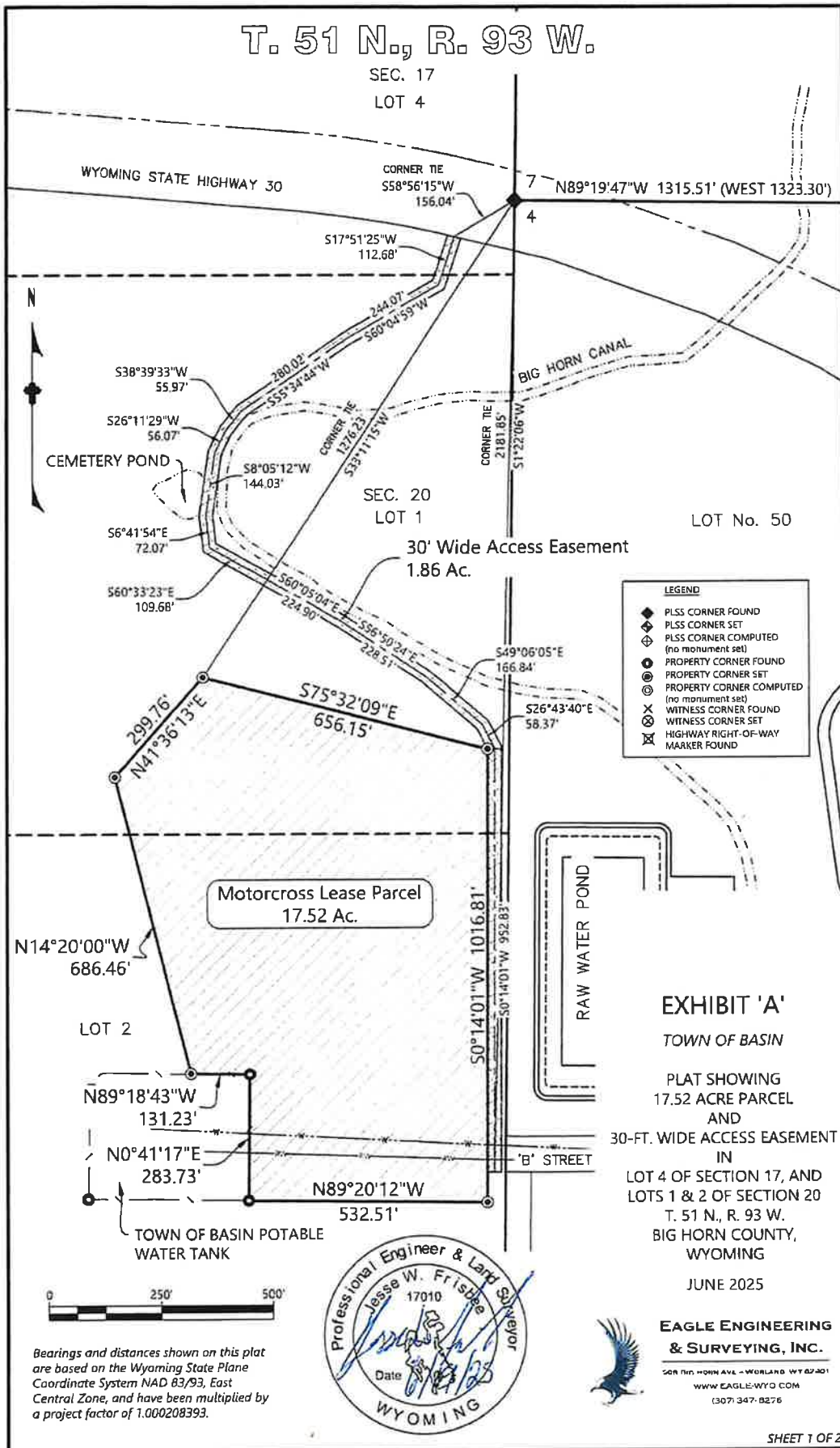
TONY S. HARRISON - TOWN CLERK

BASIN RECREATION DISTRICT #4:

By: Charles E. Haskin
By: _____

T. 51 N., R. 93 W.

SEC. 17
LOT 4



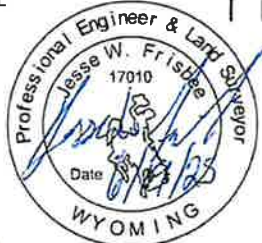
LEGEND

- ◆ PLSS CORNER FOUND
- ◇ PLSS CORNER SET
- ⊕ PLSS CORNER COMPUTED (no monument set)
- ⊙ PROPERTY CORNER FOUND
- ⊙ PROPERTY CORNER SET
- ⊙ PROPERTY CORNER COMPUTED (no monument set)
- ⊗ WITNESS CORNER FOUND
- ⊗ WITNESS CORNER SET
- ⊗ HIGHWAY RIGHT-OF-WAY MARKER FOUND

EXHIBIT 'A'
TOWN OF BASIN
PLAT SHOWING
17.52 ACRE PARCEL
AND
30-FT. WIDE ACCESS EASEMENT
IN
LOT 4 OF SECTION 17, AND
LOTS 1 & 2 OF SECTION 20
T. 51 N., R. 93 W.
BIG HORN COUNTY,
WYOMING
JUNE 2025

EAGLE ENGINEERING & SURVEYING, INC.
508 N.W. HORN AVE. - WORLAND, WY 82401
WWW.EAGLE-WYO.COM
(307) 347-8276

Bearings and distances shown on this plat are based on the Wyoming State Plane Coordinate System NAD 83/93, East Central Zone, and have been multiplied by a project factor of 1.000208393.



LEGAL DESCRIPTION FOR MOTORCROSS LEASE PARCEL:

A parcel of land in Lots 1 & 2 of Section 20, T. 51 N., R. 93 W. of the Sixth Principal Meridian, Big Horn County, Wyoming, being part of a parcel of land described in a Warranty Deed filed for record in the Big Horn County Clerk's office in Book 129, Scanned Documents, on Pages 397-398, and being more particularly described as follows: Beginning at a point located $S33^{\circ}11'15''W$, 1276.23 feet from corner No. 4 of Lot No. 50, T. 51 N., R. 93 W.; thence $S75^{\circ}32'09''E$, 656.15 feet; thence $S0^{\circ}14'01''W$, 1016.81 feet; thence $N89^{\circ}20'12''W$, 532.51 feet; thence $N0^{\circ}41'17''E$, 283.73 feet; thence $N89^{\circ}18'43''W$, 131.23 feet; thence $N14^{\circ}20'00''W$, 686.46 feet; thence $N41^{\circ}36'13''E$, 299.76 feet to the Point of Beginning, containing 17.52 acres of land, more or less.

LEGAL DESCRIPTION FOR 30-FOOT WIDE ACCESS EASEMENT:

A strip of land for an access easement along the approximate centerline of an existing two-track road in Lots 1 & 2 of Section 20, T. 51 N., R. 93 W. of the Sixth Principal Meridian, Big Horn County, Wyoming, said strip of land being part of a parcel of land described in a Warranty Deed filed for record in the Big Horn County Clerk's office in Book 129, Scanned Documents, on Pages 397-398, said easement being 30 feet in width, being 15 feet each side of, when measured at right angles to the following described centerline: Beginning at a point on the southerly right-of-way line of Wyoming State Highway 30, said point being located $S58^{\circ}56'15''W$, 156.04 feet from corner No. 4 of Lot No. 50, T. 51 N., R. 93 W.; thence along said approximate two-track road centerline as follows: $S17^{\circ}51'25''W$, 112.68 feet; $S60^{\circ}04'59''W$, 244.07 feet; $S55^{\circ}34'44''W$, 280.02 feet; $S38^{\circ}39'33''W$, 55.97 feet; $S26^{\circ}11'29''W$, 56.07 feet; $S8^{\circ}05'12''W$, 144.03 feet; $S6^{\circ}41'54''E$, 72.07 feet; $S60^{\circ}33'23''E$, 109.68 feet; $S60^{\circ}05'04''E$, 224.90 feet; $S56^{\circ}50'24''E$, 228.51 feet; $S49^{\circ}06'05''E$, 166.84 feet; $S26^{\circ}43'40''E$, 58.37 feet; and $S0^{\circ}14'01''W$, 952.83 feet to a point located $S1^{\circ}22'06''W$, 2181.85 feet from said corner No. 4 of Lot No. 50, said easement being 2706.04 feet in length, and containing 1.86 acres of land, more or less.

Bearings and distances shown on this plat are based on the Wyoming State Plane Coordinate System NAD 83/93, East Central Zone, and have been multiplied by a project factor of 1.000208393.

EXHIBIT 'A'

TOWN OF BASIN

PLAT SHOWING
17.52 ACRE PARCEL
AND
30-FT. WIDE ACCESS EASEMENT
IN

LOT 4 OF SECTION 17, AND
LOTS 1 & 2 OF SECTION 20,
T. 51 N., R. 93 W.,
BIG HORN COUNTY,
WYOMING

JUNE 2025



**EAGLE ENGINEERING
& SURVEYING, INC.**

908 BIG HORN AVE - WOHNI AND WY 02/01
WWW.EAGLE.WYO.COM
(307) 347-8276

SHEET 2 OF 2

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 DATE
DISTRICT #4

BASIN RECREATION DISTRICT #4 DATE

TOWN OF BASIN DATE

JAMES REILLY, P.C.
CERTIFIED PUBLIC ACCOUNTANT

James W. Reilly, CPA

July 1, 2025

To the Town Council and CJ Duncan

Town of Basin
PO Box 599
Basin, WY 82410

I am pleased to confirm my understanding of the services I am to provide Town of Basin for the year ended June 30, 2025. I will audit the financial statements of the governmental activities, business activities and major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of Town of Basin as of and for the year ended June 30, 2025. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Town of Basin's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of my engagement, I will apply certain limited procedures to Town of Basin's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I will not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited.

1. Management's Discussion and Analysis.
2. Budgetary Comparison Schedules

Audit Objective

The objective of my audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. My audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the Town of Basin and other procedures I consider necessary to enable me to express such opinions. I will issue a written report upon completion of my audit of the Town of Basin's financial statements. My report will be addressed to the Council of the Town of Basin. I cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for me to modify my opinions or add emphasis-of-matter or other-matter paragraphs. If my opinions are other than unmodified, I will discuss the reasons with you in advance. If, for any reason, I am unable to complete the audit or are unable to form or have not formed opinions, I may decline to express opinions or issue reports, or may withdraw from this engagement.

I will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose.

If during my audit I become aware that the Town of Basin is subject to an audit requirement that is not encompassed in the terms of this engagement, I will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, my audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, and as evaluating the overall presentation of the financial statements. I will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because I will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by me, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, I will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to my attention. I will also inform the appropriate level of management of any violations of laws or governmental regulations that come to my attention, unless clearly inconsequential, and of any material abuse that comes to my attention. My responsibility as auditor is limited to the period covered by my audit and does not extend to later periods for which I am not engaged as auditor.

My procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. I will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of my audit, I will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

My audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the

effectiveness of certain controls that I consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. My tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in my report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, I will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, I will perform tests of the Town of Basin's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of my audit will not be to provide an opinion on overall compliance and I will not express such an opinion in my report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

I will also assist in preparing the financial statements and related notes of the Town of Basin in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. I will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. I, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to me and for the accuracy and completeness of that information. You are also responsible for providing me with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that I may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom I determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to me in the written representation letter that the effects of any uncorrected misstatements aggregated by me during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing me about all known or suspected fraud affecting the government involving (1)

management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing me of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that I report.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include my report on the supplementary information in any document that contains and indicates that I have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes my report thereon. Your responsibilities include acknowledging to me in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for me previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to me corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on my current findings, conclusions, and recommendations, and your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services I provide. You will be required to acknowledge in the management representation letter my assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them

Engagement Administration, Fees, and Other Matters

I understand that your employees will prepare or assist us in preparing all cash or other confirmations I request and will locate any documents selected by us for testing.

I will provide copies of my reports to the Council; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of my reports are to be made available for public inspection.

The audit documentation for this engagement is the property of James Reilly, CPA PC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to granting agencies or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. I will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of James Reilly, CPA PC personnel. Furthermore, upon request, I may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

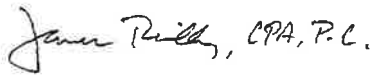
The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the granting agencies. If I am aware that a federal awarding agency or auditee is contesting an audit finding, I will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin my audit on approximately August 4th, 2025 and to issue my reports no later than December 31, 2025. James W. Reilly is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

My fee for these services will be our agreed upon amount of \$14,500.

I appreciate the opportunity to be of service to Town of Basin and believe this letter accurately summarizes the significant terms of my engagement. If you have any questions, please let me know. If you agree with the terms of my engagement as described in this letter, please sign the enclosed copy and return it to me.

Very truly yours,



James Reilly, CPA, P.C.

RESPONSE:

This letter correctly sets forth the understanding of Town of Basin

MANAGEMENT

By: _____

Title: _____

Date: _____

GOVERNANCE

By: _____

Title: _____

Date: _____

**STANDARD FORM TO CONFIRM ACCOUNT
BALANCE INFORMATION WITH FINANCIAL INSTITUTIONS**

Town of Basin
NAME OF ORGANIZATION

Financial institutions Name and Address:

Security State Bank
P.O. Box 531
Basin, WY 82410

We have provided to our accountants the following information as of the close

of business on **June 30, 2025**, regarding our deposit and loan balances. Please confirm the accuracy of the information, noting any exceptions to the information provided. If the balances have been left blank, please complete this form by furnishing the balance in the appropriate space below.* Although we do not request nor expect you to conduct a comprehensive, detailed search of your records, if during the process of completing this confirmation additional information about other deposit and loan accounts we may have with you comes to your attention, please include such information below. Please use the enclosed envelope to return the form directly to our accountants.

1. At the close of business on the date listed above, our records indicated the following deposit balance(s):

ACCOUNT NAME	ACCOUNT NO.	INTEREST RATE	BALANCE*
Checking Combined	00 1409		
Petty Cash	00 1425		
General CD	10153		
Credit Card	365017		
Money Market	368873		
Basin Municipal Court	4247		

2. We were directly liable to the financial institution for loans at the close of business on the date listed above as follows:

ACCOUNT NO. / DESCRIPTION	BALANCE *	DATE DUE	INTEREST RATE	DATE THROUGH WHICH INTEREST IS PAID	DESCRIPTION OF COLLATERAL

(Customer's Authorized Signature)

(Date)

The information presented above by the customer is in agreement with our records. Although we have not conducted a comprehensive, detailed search of our records, no other deposit or loan accounts have come to our attention except as noted below.

(Financial Institution Authorized Signature)

(Date)

(Title)

EXCEPTIONS AND OR COMMENTS

Please return this form directly to our accountants:

James Reilly, CPA, P.C.
P.O. Box 2528
Cody, WY 82415

* Ordinarily, balances are intentionally left blank if they are not available at the time the form is prepared.

**STANDARD FORM TO CONFIRM ACCOUNT
BALANCE INFORMATION WITH FINANCIAL INSTITUTIONS**

Town of Basin

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of business on **June 30, 2025**, regarding our deposit and loan balances. Please confirm the accuracy of the information, noting any exceptions to the information provided. If the balances have been left blank, please complete this form by furnishing the balance in the appropriate space below.* Although we do not request nor expect you to conduct a comprehensive, detailed search of your records, if during the process of completing this confirmation additional information about other deposit and loan accounts we may have with you comes to your attention, please include such information below. Please use the enclosed envelope to return the form directly to our accountants.

1. At the close of business on the date listed above, our records indicated the following deposit balance(s):

ACCOUNT NAME	ACCOUNT NO.	INTEREST RATE	BALANCE*
Bond Account	1417		
CD-Garbage Replacement	50152		
CD-Water Replacement	10154		
CD-Electric Replacement	10155		
CD-Water Replacement	50156		
CD-Sewer Replacement	50157		
CD-Street Improvement	10158		
CD-Water Tank Replacement	50159		
CD-Lagoon Reserve Replacement	10160		
CD-Mecklem	156183		
CD-Residential Relending	10037		
CD-DEQ Permit	50304		

2. We were directly liable to the financial institution for loans at the close of business on the date listed above as follows:

ACCOUNT NO. / DESCRIPTION	BALANCE *	DATE DUE	INTEREST RATE	DATE THROUGH WHICH INTEREST IS PAID	DESCRIPTION OF COLLATERAL

(Customer's Authorized Signature)

(Date)

The information presented above by the customer is in agreement with our records. Although we have not conducted a comprehensive, detailed search of our records, no other deposit or loan accounts have come to our attention except as noted below.

(Financial Institution Authorized Signature)

(Date)

(Title)

EXCEPTIONS AND OR COMMENTS

Please return this form directly to our accountants:

James Reilly, CPA, P.C.
P.O. Box 2528
Cody, WY 82415

* Ordinarily, balances are intentionally left blank if they are not available at the time the form is prepared.

TOWN OF BASIN

INCORPORATED AUGUST 6, 1902
BASIN, WYOMING 82410

209 SOUTH 4TH STREET
P.O. BOX 599

TEL. 307-568-3331
FAX. 307-568-9352

July 1, 2025

Kent Richins
Attorney at Law
PO Box 1858
Worland, WY 82401

Our auditor, James Reilly, CPA, PC, PO Box 2528, Cody, WY 82415, is conducting an audit of our financial statements at June 30, 2025 and for the year then ended. Please furnish to him the information requested below involving matters as to which you have been engaged and to which you have devoted substantive attention on behalf of The Town of Basin in the form of legal consultation or representation

Pending or Threatened Litigation, Claims, and Assessments (excluding unasserted claims and assessments)

Please furnish our auditor a description of all material pending or threatened litigation, claims, and assessments (excluding unasserted claims and assessments). Materiality for purposes of this letter includes items involving amounts exceeding \$5,000.00 individually or in the aggregate. The description of each case should include:

1. the nature of the litigation
2. the progress of the case to date;
3. how management of The Town of Basin is responding or intends to respond to the litigation; e.g., to contest the case vigorously or to seek an out-of-court settlement; and
4. an evaluation of the likelihood of an unfavorable outcome and an estimate, if one can be made, of the amount or range of potential loss.

Also, please identify any pending or threatened litigation, claims, and assessments with respect to which you have been engaged but as to which you have not devoted substantive attention

Unasserted Claims and Assessments

We understand that, whenever, in the course of performing legal services for us with respect to a matter recognized to involve an unasserted possible claim or assessment that may call for financial statement disclosure, if you have formed a professional conclusion that we should disclose or consider disclosure concerning such possible claim or assessment, as a matter of professional responsibility to us, you will so advise us and will consult with us concerning the question of such disclosure and the applicable requirements of Statement of Financial Accounting Standards No. 5 (excerpts of which can be found in the ABA's *Auditor's Letter Handbook*) Please specifically confirm to our auditors that our understanding is correct.

We have represented to our auditor that there are no unasserted possible claims or assessments that you have advised us are probable of assertion and must be disclosed in accordance with Statement of Financial Accounting Standards No. 5

Response

Your response should include matters that existed as of June 30, 2025 and during the period from that date to the effective date of your response. Please specify the date of your response if it is other than the date of reply.

Please specifically identify the nature of, and reasons for, any limitations on your response

Our auditor expects to have the audit completed on October 15, 2025 and would appreciate receiving your reply by that date with a specified effective date no earlier than October 3, 2025.

Other Matter

Please also indicate the amount we were indebted to you for service and expenses (billed and unbilled) on June 30, 2025.

Very truly yours,

CJ Duncan
Mayor

Town of Basin



Mayor CJ Duncan
Town of Basin
209 S. 4th Street
PO Box 599
Basin, WY 82410

June 27, 2025
2-4813.24

RE: Town of Basin Phase II Wastewater Treatment Facility Improvement – Request for Bids Recommendation to Award

Dear Mr. Mayor,

The above referenced project was publicly solicited for competitive bids on May 7, 2025 in accordance with Section III of the USDA-RUS grant and loan requirements. Bids were opened on June 24, 2025 with four (4) responsive bidders to the solicitation. Below is a summary of the submitted bids, also attached with this letter is the full tabulation of bids the low bidder's submitted bid:

<u>Contractor</u>	<u>Bid Amount</u>
Mountain View Building, Inc. (Sheridan, WY)	\$4,641,241.00
Prospect Construction, Inc. (Sheridan, WY)	\$4,741,671.00
Western Municipal Construction of Wyoming, Inc. (Meeteetse, WY)	\$4,998,781.00
Wilson Bros. Construction, Inc. (Cowley, WY)	\$3,907,647.00
<i>Engineer's Estimate</i>	<i>\$4,096,610.00</i>

As shown in the above summary, Wilson Bros. out of Cowley, WY was the low bidder. Wilson's bid and associated bid submittal package has been thoroughly reviewed and is considered complete and accepted in accordance with the request for bid documents in the solicitation. AVI recommends the contract to construct be awarded to Wilson Bros. Construction, Inc. for a total of \$3,907,647.00. Including engineering and construction management budgeted costs (\$483,625.00), the total project cost using this bid amount is \$4,391,272.00. This total project exceeds the ~\$2.5 million that is currently budgeted for the project. Before bidding the project, the USDA and the Town were aware of this funding shortfall and th USDA would pursue additional funding once a hard bid was submitted for the project. It is recommended that the Town submittal a formal request for additional funding through the USDA for a total project cost of \$4,391,272.00 which is an additional \$1,897,272.00 of additional funds required to construct the project.

Because it was known there was going to be a funding shortfall before bidding, the USDA requested up to 8 weeks of time after bidding before contract award to acquire additional funding for the Town. Per the bid solicitation, all bidding contractors are required to hold their bid prices up to 90 days from bid opening. This being said, time is of the essence and additional funding should be requested of the the

Basin Phase II Wastewater Treatment Facility Improvements

June 27, 2025

Page 2 of 2

4813.24



USDA to ensure the Town is able to acquire additional funds and award the bid before the 90 day timeframe from bid opening.

If you have any additional questions or require additional information, please do not hesitate to contact me directly at your earliest convenience.

Respectfully Submitted

AVI PROFESSIONAL CORPORATION

A handwritten signature in blue ink that reads 'Jacob Wilson'.

Jake Wilson, P.E.

Civil Engineer/Project Manager

1103 Old Town Lane | Cheyenne, Wyoming 82009 | 307.637.6017

avi@avipc.com | www.avipc.com

Cc: Bruce Perryman perryman@avipc.com

Deaun Tigner townofbasinclerk@gmail.com

Jesse Frisbee jf@eagle-wyo.com

Attachments: Bid Tabulation

Wilson Bros. Construction, Inc. Bid Submittal

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CHANGE ORDER

Change Order No. 3

Date: 6/20/25

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:	120 SF of sidewalk @ \$10/SF		\$1200.00
	12.5 LF of Curb & Gutter @ \$50/LF,		\$625.00
	3 Concrete Manhole Diamonds @ \$1100/EA		\$3300.00
	Total		\$5125.00
Justification for changes:	Concrete Items not included in original bid schedule that need replaced.		
Original CONTRACT TIME	April 30, 2025	Original CONTRACT PRICE	\$735,720.00
Current CONTRACT TIME	May 14, 2025	Current CONTRACT PRICE	\$773,484.00
Change to CONTRACT TIME	23 days (over)	Change to CONTRACT PRICE	\$ 5125.00
New CONTRACT TIME	June 6, 2025 (Substantial Issued)	New CONTRACT PRICE	\$778,609.00
New date for completion of work	June 6, 2025 Substantial +30 days for Final (July 6, 2025)		

Approval Required:

OWNER: _____

ENGINEER: 

CONTRACTOR: 

