

TOWN OF BASIN – Agenda

Thursday, August 14, 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
4. Building/Demolition Permits:
  - Carrie Devine: 957 N 8<sup>th</sup> St: Wire fence on her property
  - Sam Brown: 611 & 613 S 4<sup>th</sup> St: Privacy Fence
  - Bill Dahlke: 706 S 3<sup>rd</sup>: Shed on skids
5. Executive Session: If requested.
6. Approve Consent Agenda/Additions/Deletions
7. Conduct of Business:
  - Regular meeting minutes from July 10, 2025 and July 24, 2025
  - Vouchers \$350,574.26 + net payroll \$65,045.15 = GT \$415,619.41
  - WAM Region Meeting: August 29, 2025 at 5 p.m. (Thermopolis)
  - Possible variance request: 220 S 4<sup>th</sup>
  - 24 HR Alcoholic Beverage Sales Permit Application: Lisa's Western Cuisine (Recreation District Sip & Craft Show).
  - Special Events Permit: Riverside High School Homecoming Parade
  - AVI
  - Planned Power Outage – September 2
  - Resolution 2025-4 – Vacating a Portion of F Street
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:**

- **Fixed actuator on pump 2 in the raw water pump station. All three pumps are operating normally.**
- **Monthly water testing.**
- **Monthly lagoon reporting.**
- **Street sweeping on C & 4<sup>th</sup> Streets.**
- **Assisted the Police Department with the Big Horn County Fair Parade with traffic control.**
- **Placed traffic control devices for the Big Horn County Fair Parade.**
- **LGLP gave recommendations on playground equipment. Crew is adding pea gravel under the slides at Henderson & South Park and checking the “S” clamps on the swings. LGLP recommends the town to get rid of the merry go round. LGLP recommends that pea gravel or mulch is placed under the swing sets. Will have to devise a plan on how to contain the pea gravel.**
- **Crew prepared for burials at the cemetery.**
- **Crew replaced potable water curb stop.**
- **JD Zero Turn mower is fixed and in operation. Replaced the clutch and installed a new switch to engage the mower.**
- **Crew assembled the Cyclone Rake and attached it to the JD Zero Turn Mower. The Cyclone Rake is an external bagging system that allows the crew to bag grass on the parks and will help with leaf cleanup in the fall.**
- **Crew replaced the 25 MPH sign by Family Dollar.**
- **Installed a handicap sign at the parking lot at Town Hall.**
- **Striped Solutions from Worland, WY striped the parking lot and painted the handicap symbol at the Town Hall.**
- **Tree Limb and leaf cleanup after the major windstorms. Crew used the woodchipper to clean up the limbs.**
- **Received an invoice for the raw water intake pond cleaning. Tried getting this invoice earlier in the year so it would be paid on 2024-2025 fiscal budget. Raw water fund will look off this fiscal year.**
- **Public Works Crew fertilized the lawn at the cemetery.**
- **Received a certified letter from the DEQ—Mining Division. There were no annual reports filed for 2022-23 & 2023-24. I am working with the DEQ to file the annual reports correctly for those years. I have attached a copy of the letter behind this document.**

**SUMMARY OF EXPENSES PRIOR MONTH:**

- See Vouchers

**SUMMARY OF EXPENSES CURRENT MONTH:**

**PLANNED OR PROPOSED PROJECT(S).**

- Sewer washing and cleaning
- Fire Hydrant Testing

**ATTACHMENTS:**

**AGENDA & SUMMARY REPORT SUBMITTED TO:**

Mayor/Council

08.14.2025



# Department of Environmental Quality

To protect, conserve and enhance the quality of Wyoming's environment for the benefit of current and future generations



Mark Gordon, Governor



Todd Parfitt, Director

**CERTIFIED MAIL RETURN RECEIPT REQUESTED # 7021 0350 0001 8811 1660**

Steve VanderPloeg  
Town of Basin  
P.O. Box 599  
Basin, WY 82410

**RE: Notification of Late Annual Report, Land Quality Division, Town of Basin, Stoelk, SP0680**

Dear Mr. VanderPloeg:

Based on W.S. §35-11-411(a), an Annual Report for the above referenced permit is required to be submitted to the Department of Environmental Quality, Land Quality Division (LQD) on or before January 20<sup>th</sup> of each year. As of the date of this letter, while the LQD has received the 2024-2025 Annual Report on December 24<sup>th</sup>, 2024, the LQD has not received the required **2022-2023** and **2023-2024** Annual Reports.

Filing an Annual Report is the responsibility of the mine operator. As of the date of this letter, the LQD considers Town of Basin to be out of compliance with the Wyoming Environmental Quality Act. Please submit the required Annual Report within thirty (30) days of receipt of this letter. Failure to submit the required Annual Report will result in enforcement action.

Sincerely,

Nancy Williams  
Supervisor, District 2

Date: 7/25/2025

Enclosure: Annual Report Form

cc: [deq-lqd.upload@wyo.gov](mailto:deq-lqd.upload@wyo.gov)



**DEPARTMENT SUMMARY REPORT**

**08.14.2025**

**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 maintenance**
- **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 maintenance**

**SUMMARY OF EXPENSES PRIOR MONTH:**

Border States - \$5154.52

The Locators - \$434.50

Hasco - \$73.00

**SUMMARY OF EXPENSES CURRENT MONTH:**

**PLANNED OR PROPOSED PROJECT(S):**

**ATTACHMENTS:**

**AGENDA & SUMMARY REPORT SUBMITTED TO:**

Mayor/Council

08.14.2025



DEPARTMENT SUMMARY REPORT

DATE: 08.14.2025

Department: Administration

Deaun Tigner – Town Administrator

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: 176	o Dogs Licensed: 203	o Dogs Licensed: 224
o Cats Licensed: 32	o Cats Licensed: 34	o Cats Licensed: 26
o Chicken Permit: 11	o Chicken Permit: 8	o Chicken Permit: 7

- o HR: New hire employee packets, Dept of Workforce Services information, insurance.
- o Audit – 08/04 – 08/06
- o Use Agreements
- o Budget
- o F-66 – Waiting for some additional information from auditor so I can complete this. Due September 30<sup>th</sup>.
- o Worked with RD to get information they needed and helped explain some of the information. Received application for signatures to apply for the grant.
- o Work orders: 132 (546-678)
- o Preparation for council meetings.

Court:

Current Month	Fiscal YTD
o Fines: \$11,161.00	o Fines: \$17,189.00
o Fees: \$560.00	o Fees: \$840.00
	Court Expenses:
o New Citations: 72	o Municipal Court Judge: \$750
o Bail Forfeitures: 53	o Attorney Fees: \$0.00
o Found Guilty: 3	o Caselle: \$195.66
o Amended: 0	
o Dismissed: 0	

Community Complex:

- Use Agreement

Cemetery:

- o 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 – September 2, 2025
- 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*
- *LGLP had done some site visits and had some areas in our parks that needed attention. We are planning for a defensive driving course this winter.*

**Police Department:**

- *Personnel, job descriptions*

**Basin Recreation District #4:**

- Payroll
- Financial statements, daily deposits, monthly reconciliation.
- Vouchers
- Prepared for meeting/agenda/packets
- Budget; approval, notice of hearing
- Budget amendment
- Sip & Shop Craft Show – September 6, 2025
- Reviewed documents for Program Coordinator
- F-32 – Due September 30<sup>th</sup>.

**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 9<sup>th</sup> & Holdredge Avenue, line and replace 9<sup>th</sup> St. Sanitary Sewer Main, upgrade Highway 20/4<sup>th</sup> 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.

**Grant(s)**

- *Office of State Lands & Investments Board: (Capital Projects Fund)*
  - *3<sup>rd</sup> 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.*

**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:**

Quill: \$141.45 (Envelopes, copy paper, USB 5 pk, staples)

**ONGOING PROJECTS:**

Town Hall

**PLANNED OR PROPOSED PROJECTS:**

Quarterly Payroll Reports

**AGENDA & SUMMARY REPORT SUBMITTED TO:**

Mayor & Council / 08.14.2025



**DEPARTMENT SUMMARY REPORT**  
**Department: POLICE**  
**Prepared By: Chief Kyle McClure**  
**Presented by: Sergeant Drewry**

**DATE: August 14<sup>th</sup>, 2025**

**SUMMARY REPORT**

**Time Period: July 2025**

**Patrol Statistics** (see attachment)

- 1) We answered **460** incidents for this time period.
  - a) **154** calls for service.
  - b) **306** officer-initiated incidents
    - a. **94** Traffic stops
    - b. **214** Other
- 2) We opened **11** 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)-Set to be installed Aug 12th

**FACILITIES**

- 1) None

**VEHICLES**

- 1) No issues

**PLANNED or PROPOSED PROJECT(S)**

- 1) None

**OTHER**

- 1) BHC Fair, Parade, Street dance. All went well.
- 2) Officers worked on continued education training.

**ATTACHMENTS**

- 1) Patrol Statistics for July 2025.

**AGENDA & SUMMARY REPORT SUBMITTED TO:**

- 1) Mayor and Council on August 14<sup>th</sup>, 2025.

**BASIN POLICE DEPARTMENT**

Page 1

**PATROL STATISTICS  
REPORTING PERIOD: JULY 2025**

08/11/2025

<b>Statistic</b>	<b>Count</b>
Total Incidents	460
Calls for Service	154
Officer Initiated Incidents	306
Traffic Stops	92
Other OIA Incidents	214
Bus/Building checks	0
Veh/Ped Check	2
Total Officer Cases	11
Accident	2
Agency Assist	0
Criminal Accident	0
Incident	1
Information	2
Juvenile Offense	0
Offense	2
Search & Rescue	0
Voided	0
Unclassified Cases	4
Total Misdemeanor & Felony Arrests	2
Misdemeanor Arrests	2
Adult	2
Juvenile	0
Felony Arrests	0
Adult	0
Juvenile	0
Citations	54
Misdemeanor	2
Moving Vehicle	50
Municipal Ordinance Violation	2
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](http://www.thetownofbasin.com)

DATE: 8-8-2025

PERMIT NO: \_\_\_\_\_

JOB ADDRESS						
<u>957 N. 8th St.</u>						
ZONING DISTRICT: <u>11-2-4-3</u>						
OWNER: <u>ARRIE R. Devine</u>						
MAILING ADDRESS <u>P.O. Box 994</u>						
<u>Basin WY 82410</u>						
POINT OF CONTACT <u>Carrie R. Devine</u>					Phone # <u>541-990-1022</u>	
BUILDING SET BACKS	FRONT	SIDE	<u>SIDE</u>	REAR	BUILDING DIMENSIONS	LENGTH WIDTH
						<u>NA</u>
BASEMENT	YES	FOUNDATION:	CONCRETE	ROOF: Comp		
	<u>NO</u>		BLOCK	Builtup		
CLASS OF WORK	<input type="checkbox"/> NEW	<input type="checkbox"/> ADDITION	<input type="checkbox"/> DEMOLITION	<input type="checkbox"/> REPAIR	<input type="checkbox"/> MOVE	<input checked="" type="checkbox"/> FENCE
USE OF BUILDING						
Describe work: (plans) <u>Put up a fence wire fence on my side property because previous owner didn't put on property line</u>						
Valuation of work \$ <u>1 + posts + wire fence</u>						
REMARKS AND SPECIAL CONDITIONS <u>Copy of the fence Ordinance was left of the customer. Don't see any issues. Tom A</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: \$ 25<sup>00</sup>

Devine  
APPLICANT

8-8-2025  
DATE

Tom A  
BUILDING OFFICIAL













8/12/2025  
DATE





N 8TH ST

957

-  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 8/12/2025





# TOWN OF BASIN

## BUILDING PERMIT APPLICATION

209 SOUTH  
PO BOX 599  
BASIN, WYOMING 82410

4th STREET

TEL 307-568-3331  
FAX 307-568-9352  
[www.thetownofbasin.com](http://www.thetownofbasin.com)

DATE: ~~8/12/25~~ 8/12/25

PERMIT NO: \_\_\_\_\_

JOB ADDRESS		611 & 613 south 4th street Basin WY	
ZONING DISTRICT:			
OWNER:		Sam Blount	
MAILING ADDRESS		P.O. Box 791 Basin WY 82410	
POINT OF CONTACT		Phone # 970 319 1918	
BUILDING SET BACKS	<input checked="" type="checkbox"/> FRONT SIDE	<input type="checkbox"/> SIDE	<input type="checkbox"/> REAR
	BUILDING LENGTH WIDTH DIMENSIONS		
BASEMENT	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	FOUNDATION:	CONCRETE BLOCK
			ROOF: Comp Builtup
CLASS OF WORK	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> ADDITION <input type="checkbox"/> DEMOLITION <input type="checkbox"/> REPAIR <input type="checkbox"/> MOVE <input checked="" type="checkbox"/> FENCE		
USE OF BUILDING			
Describe work: (plans)	putting up privacy fence between south corner of my house to north corner of shop		
Valuation of work \$			
REMARKS AND SPECIAL CONDITIONS	Customer was given a copy of the fence ordinance.		

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PLANS CHECK BY:	PERMIT FEE: \$ 725 <sup>00</sup>
<u>Sam Blount</u>	8/12/25
APPLICANT	DATE
<u>Joel Harris</u>	8/13/2025
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'	56'
Institutional	None	None	None	56'
Industrial	20'	5'	0'	56'

## 11-2-1 ZONING DISTRICTS.

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













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

W WYOMING AVE

S 4TH ST

613

MONTANA AVE

-  Municipalities
-  Ownership (Black lines)
-  Rivers, Creeks, Lakes
-  BLM
-  National Park Service
-  Bureau of Reclamation
-  Dept of Defense
-  Forest Service
-  State of WY
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# TOWN OF BASIN

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PO BOX 599  
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4th STREET

TEL 307-568-3331  
FAX 307-568-9352  
[www.thetownofbasin.com](http://www.thetownofbasin.com)

DATE: 8/13/2025

PERMIT NO: \_\_\_\_\_

JOB ADDRESS		<u>706 S. 3RD ST.</u>					
ZONING DISTRICT:							
OWNER:		<u>Bill Dahlke</u>					
MAILING ADDRESS		<u>P.O. Box 211</u> <u>Basin WY 82410</u>					
POINT OF CONTACT		<u>Bill Dahlke</u>			Phone # <u>307 321-6923</u>		
BUILDING SET BACKS	FRONT	SIDE	SIDE	REAR	BUILDING DIMENSIONS	LENGTH	WIDTH
	<u>16'</u>				<u>12 X 28</u>		
BASEMENT	YES	FOUNDATION:		CONCRETE	ROOF: Comp		
	<u>NO</u>			BLOCK	Builtup		
CLASS OF WORK	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> ADDITION <input type="checkbox"/> DEMOLITION <input type="checkbox"/> REPAIR <input type="checkbox"/> MOVE <input type="checkbox"/> FENCE						
USE OF BUILDING	<u>Storage</u>						
Describe work: (plans)	<u>ADD A 12 X 28 FT SKID Type Structure</u> <u>For Storage</u>						
Valuation of work \$	<u>6,000</u>						
REMARKS AND SPECIAL CONDITIONS							

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PLANS CHECK BY:	PERMIT FEE: \$
<u>[Signature]</u>	<u>8/13/2025</u>
APPLICANT	DATE
<u>[Signature]</u>	<u>8/13/2025</u>
BUILDING OFFICIAL	DATE

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

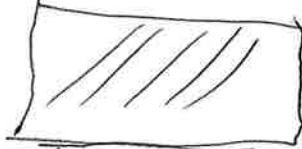
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Industrial (I)	Provides areas for wholesale activities warehouses and industrial operations such as manufacturing, assembly and fabrication activities whose external physical effects will be felt by some degree of surrounding properties.	11-2-4-10

Skid Type Structure  
New Building.

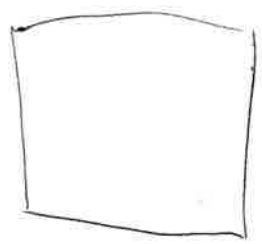


Cement Drive

706

708

3RD St



Hillside



## TOWN OF BASIN

### Regular Council Meeting-Minutes

Thursday, July 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 July 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, 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, Barbara Greene, Brianna Williamson, Electrical Supervisor Bill Dahlke, Jessica Williams, and Catherine Foss, and Jackie Fales.

### Public Comment:

Jessica William, 411 W C Street Basin, Wyoming was heard in public comment. Williams stated there was an electric pole placed in the ground near her property in October 2024. She now has a broke sewer service line. Her plumber has scoped the service line and can see a broken white pipe in the ground. Williams wonders if the pole caused the damage. Williams stated that it will cost approximately \$5000.00 for her plumber to fix the sewer line. Electrical Supervisor Dahlke commented that the pole the department set is 3.5 to 4 feet onto adjacent property owned by Olmstead's. Dahlke stated that the lineman inspected the hole prior to pole placement and did not observe any damaged sewer lines. It was brought to the attention of the town that Olmstead's tied in their sewer service line into William's sewer. If this is the case, then Olmstead's will need to dig a new sewer line from their property to the town's main line. Mayor Duncan told Williams if it is the pole that caused the damage then the town will rectify the situation .

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

Tony Harrison reviewed the department summary with the council. Public Works crew has been pavement patching prep and helped Wild West Construction with pavement patching. The crew continues to sweep streets, pick up tree limbs and branches after severe windstorms. The crew maintained the two Ferris lawn mowers, sprayed weeds around the town. The raw water and potable water SCADA system was installed. A new John Deere mower was ordered and there is an expected delivery date in October 2025. The crew cleaned up dirt piles around the raw water pond and removed weeds. Harrison stated that he is proud of the crew and gave thanks to the Police Department and the Electrical Department for all of their efforts within town.

Bill Dahlke reviewed the electrical department summary. The department changed lightning arrestors, installed one new service, installed 6 transformers and have been leveling transformers. The Department is making new flag holders to attach to the poles for the placement of flags on 4<sup>th</sup> street. Attorney Richins asked Dahlke how many pole attachments there were in town and when they were attached. Mayor Duncan stated that fire siren maintenance needs to be done by the Electrical Department.

Deaun Tigner reviewed the administrative department summary. There were software updates with Caselle. Reviewed with the council about the new hire for the public works division. Administrative will put job ads out for the full-time deputy clerk position in the office. Tigner reviewed the municipal court statistics.

Chief McClure reviewed the Police Departments summary. The chief stated there were 386 incidents, 138 Calls for Service, 88 traffic stops, and 9 new case files. The chief will be reaching out to Comtech to install the new radios that were bought through a grant. One patrol vehicle is having A/C issues and will go to the mechanic shop to be repaired. The department is looking into an E-Citation program so the officers can take payments remotely. Training is being done with the new computers. Chief McClure has been in meeting with the school about appealing the Gun Safe School Zones.

#### Planning & Zoning:

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

#### Recreation Department:

Councilman Hopkin represents the Recreation Department. Hopkin stated the contract was discussed in a meeting with the recreation board. The school doesn't have any reservations about the use agreement. The school has hired an attorney to confer with Town Council Richins.

#### Activities Committee:

The Activities Committee purchased patio heaters to use during the Home for Holidays Parade in November.

#### Town Beautification:

Barb Green stated that there will be a volunteer day on Saturday July 12, 2025, to clean up bushes around Russell Park. The committee ordered a Town of Basin Flag that will be displayed on the flagpole at Russell Park.

#### South Big Horn County Joint Powers Board

Tony Harrison reported that the JPB worked on the final budget and the budget would be reported to the State of Wyoming in July 2025. JPB is in great financial shape currently.

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:

Chris Weber-516 W E Street-Build a new deck on the north side of the home. Drawing was included with the building permit.

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

Executive Session:

No executive session requested.

Approve Consent Agenda/Addition/Deletions:

Mayor Duncan wants to strike the Town/School/Recreation/Community Center agreement from the agenda. Councilmember Hopkin made a motion to strike the agreement from the agenda. Councilmember Godfrey seconded the motion, motion carried.

Conduct of Business:

Councilmember Hopkin made a motion to accept regular meeting minutes from June 16, 2025, and budget meeting minutes from June 16, 2025. Councilmember Dellos seconded the motion, motion carried.

Vouchers:

\$456,614.03 +net payroll \$68,185.52=GT \$524,799.55. Councilmember Godfrey made a motion to approve the vouchers, Councilmember Dellos seconded the motion, motion carried.

Williamson Letter of Interest:

Attorney Richins told the council that the town could maintain the street, put the street property out to bid, or vacate the street property and do a Quit Claim Deed and give one half of the property the Williamson's and the other one half of the property to Kussro. Councilmember Godfrey made a motion to vacate the street property between 356 N 8<sup>th</sup> & 454 N 8<sup>th</sup> Streets and maintain a utility easement on the property and that the town will continue to service the alley west of the street property. Attorney Richins said the town will need a legal description by Jesse Frisbee. Councilmember Dellos seconded the motion, motion carried. Councilmember Hopkin opposed the motion.

24 Hour Alcohol Permit:

There are two applications from Lisa's Western Cuisine for Monday July 28, 2025, to Sunday August 3, 2025, from 6:00 AM to 2:00 AM. Chief McClure recommends the council approve

the permit. Councilmember Godfrey made a motion to approve the 24-hour alcohol permit. Councilmember Hopkin seconded the motion, motion carried.

Motorcross:

The recreation district has signed the lease agreement for the motorcross track. Councilmember Godfrey made a motion to accept the agreement, Councilmember Hopkin seconded the motion, motion carried.

Audit:

Councilmember Hopkin made a motion to accept and sign the engagement letter and cash confirmations so the auditor can speak with Security State Bank. Councilmember Dellos seconded the motion, motion carried. Mayor Duncan signed the documents needed for the audit.

4<sup>th</sup> Street Project:

4<sup>th</sup> street project was completed and 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 4<sup>th</sup> street. Town of Basin provided the pit run for the project.

AVI:

Frisbee stated low bid for the sewer project was Wilson Brothers at \$3,907,647.00. The town still needs approximately \$2.6 million. An email needs to be sent to RUS to request additional funding. RUS has been seeking additional funding already. Bids must be held for 90 days. If funding isn't available within the 90 days, then the town can still seek funding, but the project would have to be re bid. It is possible to negotiate with Wilson Brothers to extend their bid while seeking funding. It is also possible to obtain funding from the SRF.

3<sup>rd</sup> Street Water Project:

Chip seal on 3<sup>rd</sup> street. Chips stockpiled on the school lot by 9<sup>th</sup> and B Street. The road base will be placed at the end of the pavement by WYDOT by the gulch and make the pavement abutment level. There is a change order for \$5125.00 for sidewalks that were pulled out by the fire hydrant and curb. Money is still available and will be within the budget. Councilmember Godfrey made a motion to approve the change order for \$5125.00 to Wilson Brothers. Councilmember Dellos seconded the motion, motion carried.

Public Comment:

Brianna Williamson asked the town council if she could clean up the brush and tree on the street property. Mayor Duncan said go ahead and clean up the street.

Executive Session:

No Executive session requested.

Mayor Duncan adjourned the meeting at 8:10 PM.

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Town of Basin Mayor/CJ Duncan

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Tony Harrison-Town Clerk



## TOWN OF BASIN

### Regular Council Meeting

Thursday, July 24, 2025

Basin Town Hall - 7:00 p.m.

### Call to Order Regular Session

### Pledge of Allegiance

A regular meeting of the Town of Basin Council was held at the Town Hall in Basin, Wyoming, on Thursday, June 24, 2025. The meeting was called to order by Mayor CJ Duncan at 7:00 p.m.

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

Also present were Town Administrator Deaun Tigner, Attorney Kent Richins, Chief Kyle McClure, Electric Dept. Foreman Bill Dahlke, Town Engineer Jesse Frisbee, Lynn Davies, Kaycee Rundell, Barbara Greene, Judy Jordan, Bill Everhart, Peggy Dana, Val Roady, Charlie Weeks, Nicole Lindgren, Curtis Lindgren, Tom Olmstead, and Jennifer Olmstead.

Public Comments: Peggy Dana expressed dissatisfaction with the current situation in the Public Works Department. She noted that the public works foreman was originally hired as a working foreman but is now spending time in the office, while a crew member has been elevated to lead, resulting in neither the foreman nor the lead always being out in the field. She then read the job description aloud. Peggy pointed out that although more staff have been hired, two long-standing employees were lost—one was terminated, and one resigned. She also mentioned seeing in the newspaper that the new foreman had earned \$7,000 in overtime, the second-highest amount reported. According to her, he was mowing lawns and working on sprinkler systems by the tennis courts—tasks she believes should be completed during regular working hours. She further stated that she disapproves of the Town Administrator's salary. While she understands that utility costs are increasing, she feels her own bills continue to rise and does not agree with the pay level, though she does not object to the job itself. Peggy also said she confirmed that an employee, a 17-year-old high school student, was digging a grave for an urn at the cemetery while both the foreman and his lead crew member stood by watching. She questioned why this occurred and why the new foreman is not performing more field work. Mayor Duncan responded, noting the

contradiction of paying overtime while also receiving complaints that the foreman is not working. Councilperson Linda Weeks added that she has spent the past six months observing employee work and acknowledged it can be difficult to understand what is involved without direct involvement. She invited Peggy to visit while the office is open if she doubts the work being done. Weeks emphasized that, from her perspective, the staff work hard, divide their time across various areas, avoid waste, and look for ways to save money.

Building permits: None at this time.

Executive Session: None at this time.

Approve Consent Agenda/Additions/Deletions: Councilman Hopkin made a motion to approve the agenda as presented, Councilman Godfrey seconded, the motion passed unanimously.

Conduct of Business:

415 W C St – Sewer Issues: Tom Olmstead read aloud a letter he had received regarding some sewer issues. He stated that he believes the letter is incorrect, explaining that the connection was made to a cleanout located on his property. He felt the other property owner might have been acting prematurely. Tom noted that he used the same plumber as the neighboring property owner who was experiencing sewer problems and emphasized that he had not done any work on their property. The neighbor asked Tom whether his fence could have caused the issue and also suggested that a new utility pole installed by the Town might have contributed. The other property owner said all work on their end had been completed and that their cleanout was on property owned by Olmstead. She asked both Tom and the plumber whether the Town could have caused the problem, and they replied that it would be impossible to know without inspecting it. Tom explained that the delay in resolving the matter was due to a shortage of plumbers in town. The work is planned for either next week or the following week. He added that he understands the Town's ordinance, but in this case, the properties involved are two businesses with opposite operating hours and estimated water usage of about one-quarter that of a typical residence. He does not believe this situation would have caused any damage to the sewer system but said they will know more after the inspection. Tom had Jesse conduct a survey to determine the location of the sewer line. Mayor Duncan reminded everyone that each property owner must have separate utility services, including sewer, water, and electricity. Tom stated that if the pipe is found to be on the other property, he would like the Town to show flexibility in resolving the issue. If it remains where it is currently located, his business could not afford the cost to fix it, which could force Mad Jacks to close. He asked the

council to consider this in their decision. Mayor Duncan noted that Tom is facing consequences from an issue that should have been addressed years ago when the property was divided. This is not a new ordinance, he explained, but rather a principle that has been in place for many years. The Town could assist with locating the line to determine ownership. Charlie Weeks asked what happens when a preexisting condition goes unnoticed until someone connects to the line. He was told that when both lots were owned by the same person, it was not a problem; the issue arose after the lots were separated. Mayor Duncan added that there are other properties in town facing similar situations, particularly regarding water lines, and that the Town is working with them to get these corrected. It does not have to be fixed immediately, but property owners must take steps to address it over time. Mr. Olmstead also requested that the Town send the same letter he received to the other property owner before he speaks with them about the matter.

24-Hour Alcoholic Beverage Sales Permit/Special Events Permit - Lost Boyz, LLC: Chief McClure said they did not have any problems last year. He said she did do the roping thing which was awesome. He did have questions on the timing of the event as last year it was from 8 p.m. until 1 a.m. He said the timing from last year wasn't bad. He does not recommend it as listed currently from 4 p.m. until 2 a.m. He said he would feel more comfortable to push it back to around 6 p.m. Councilman Godfrey said it was also their number one access for the fire department, so the later the better. The council also discussed that it needs to be off the Water District property and she should probably let them know or clarify it. Chief McClure did not have a problem going until 2 a.m. as the permit states. Kaycee said she was okay to move the time to six and we will make that adjustment on the application. Councilman Godfrey asked how far they were going to block it down and Chief McClure said to the alley. Councilman Hopkin said he would like to see some port-a-pottys for kids or for people to use outside.

24-hour Alcoholic Beverage Sales Permit: Councilman Godfrey made a motion to approve the 24-hour alcoholic beverage sales permit as amended from 6 p.m. to 2 p.m., Councilperson Linda Weeks seconded, and the motion passed unanimously.

Special Events Permit Application: Mayor Duncan said he would like to just see a hand drawn updated map so we had it on file. Councilman Godfrey made a motion to approve the application with an updated map as well as the change of time to start at 6 p.m., seconded by Councilperson Weeks, motion passed unanimously.

Permission letter: Councilman Hopkin made a motion to approve this letter to allow Lost Boyz, LLC, to use their liquor license to sell at an event in Powell, Councilman Godfrey seconded, and the motion passed unanimously.

GIS: Big Horn Regional JPB's engineer from DOWL would like to interface our GIS into theirs so they would be aware of any tie-ins that may or may not affect some of the piping for our system, water or sewer. Jesse can make those files as he has all DOWLS stuff as well, so he does not have a problem with it. Jesse said he would figure out who to contact with DOWL as he thinks he has a contact. Councilman Godfrey made a motion to allow our GIS to integrate with DOWLS GIS program and Jesse do the footwork, Councilman Weeks seconded, and the motion passed unanimously.

AVI: Jesse has requested an update from Rural Development for funding we are applying for.

3<sup>rd</sup> Street: Jesse said this has been completed. The town will have to sweep it as we usually use it for alleys, etc. He said it was ready to be swept.

Public Comments: None.

Executive Session: Councilman Godfrey made a motion to go into executive session for contract negotiations and personnel at 7:45 p.m, Councilman Hopkins seconded, and the motion passed unanimously. Chief McClure asked to go into executive session to discuss an active investigation. Councilman Hopkin made a motion to come out of executive session and return to regular session at 8:32 p.m., Councilman Godfrey seconded, and the motion passed unanimously.

Councilman Godfrey moved to have the town attorney prepare letters to Williamson and Kusro, advising them that they will be responsible for the cost of surveys and deeds related to the work performed by the town attorney and engineer. Kent estimated the cost to be approximately \$1,100. Councilman Hopkin seconded the motion, which passed unanimously.

Councilman Hopkin made a motion to adjourn at 8:34 p.m., Councilman Godfrey seconded, and the motion passed unanimously.

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Town of Basin Mayor/CJ Duncan

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Tony Harrison – Town Clerk





# 24 HR ALCOHOLIC BEVERAGE SALES PERMIT APPLICATION

### To be completed by City/County Clerk

Date filed with clerk: 7 / 26 / 2025 Local Permit #: \_\_\_\_\_

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

Number of Days: 1

Total Permit Fee: \$ 50.00 (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 \$ 50.00  
9.000001378

Applicant: L + B Inc. 200 Greybull Ave Greybull Phone: (307) 705-4765

Address: 911 B Street | Basin Rec Center City: Basin State: Wy Zip: 82410

Name of Event: September sip and Craft

Event Location: Basin Rec Center - Gymnasium / Lobby

Event Date(s): 9 / 6 / 25 Time: 2pm am/pm Through 9 / 6 / 25 Time: 8 am/pm

## 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)

- Malt Beverage Permit (W.S. 12-4-502(a) / W.S. 12-2-201(b))
- Catering Permit (W.S. 12-4-502(b))  
\*Applicant must have RETAIL liquor license

### FILING AS (CHOOSE ONLY ONE)

- INDIVIDUAL
- CORPORATION
- PARTNERSHIP
- ORGANIZATION
- LLC
- 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: 200+ at day / 20-30 @ 1 time Estimated number of vehicles: 50 inconsistently

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:

ID's pulled + checked upon entry, only 21+ can purchase ticket and get marked to purchase from table

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.)

Please see map. Note the stars and dotted lines.

Map provided to applicant by Basin Recreation and not created alone by the applicant.

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

A Erik Goed

7~~0~~ / 23 / 20

Printed Name

Date

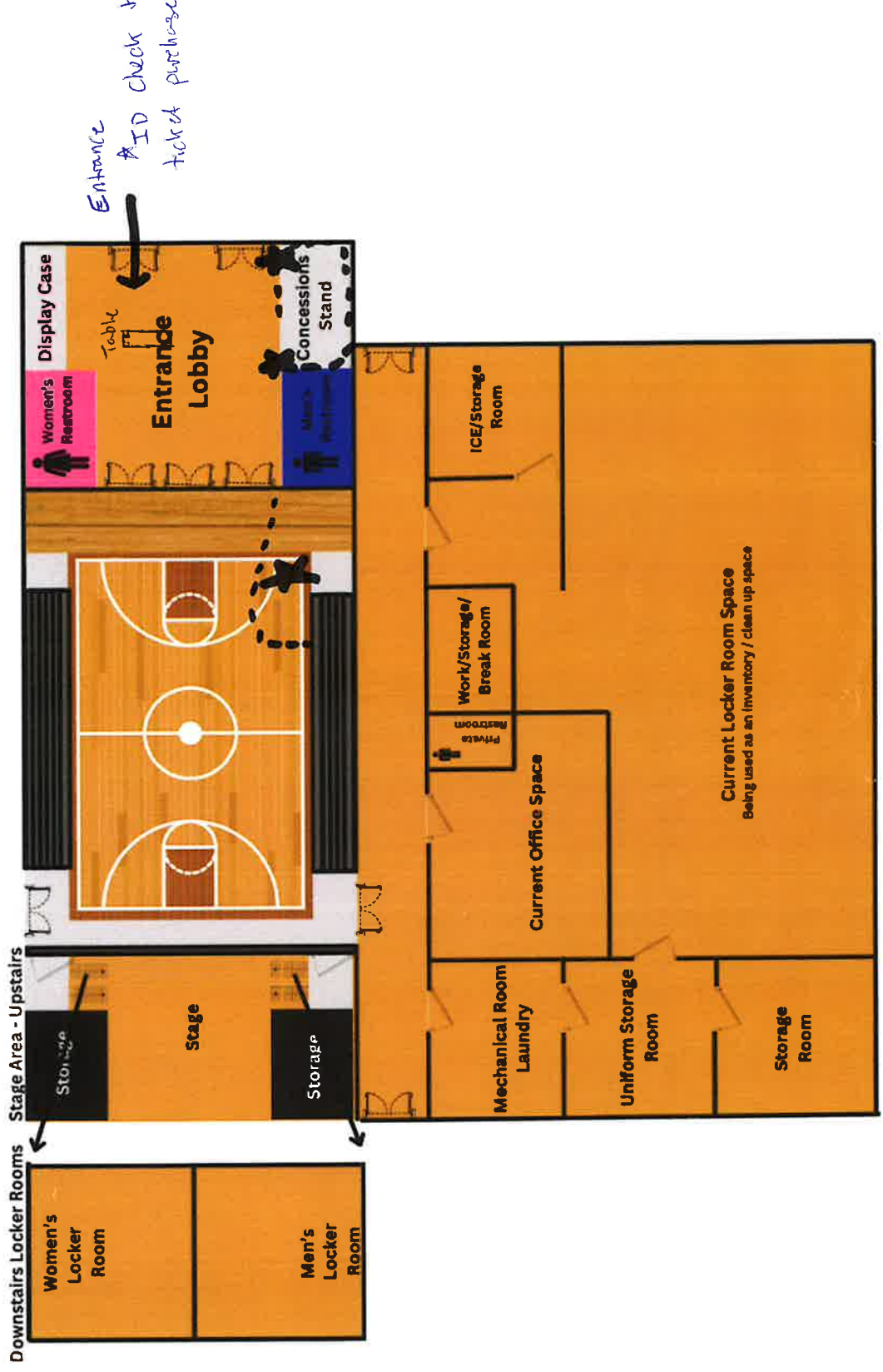
Signature of Licensing Authority Official

Title

Date

Address: 911 B Street Basin Wy 82410  
Basin Community Center

ONLY Lobby + Gym  
Area to be used.



\* Stars show where alcohol will be dispersed / sold / stored  
- Area will be blocked off from minors by separating Sales area from Public access with tables + signs





# 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: BGHH/Matthew Jensen  
 Organization: Riverside High School  
 Address: 1212 W B St Basin, WY 82410  
 Contact Phone: 307-568-2416 E-mail: kellie.gloy@rgh4.k12.wy.us

### Event Information

Name of event: Riverside High School Homecoming Parade  
 Purpose of event (e.g. fund raiser): Celebration  
 Event location: 4th St & C St  
 Description of event: RHS Homecoming Parade

Event date(s): 10/2/2025  
 Event time(s): Start: 1:30pm End: 2:00pm  
 Set up begins: Date: 10/2/2025 Time: 1:15pm  
 Estimated number of attendees: 162  
 Estimated number of vehicles: 15

Estimated number of floats, animals and structures which will be used: 5

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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Traffic cones or barricades needed: ( ) No (X) Yes

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

**Food Service and /or Temporary Structures**

Will food be served: (X) No ( ) Yes

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

**Clean Up Procedures**

Person or business responsible for clean up: Riverside High School

Address: 1212 W B St Basin, WY 82410

Phone: 307-568-2410 E-mail: \_\_\_\_\_

Date and time clean up will be completed: 2:10pm 10/2/2025

**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: 8/12/2025

City Official Signature: \_\_\_\_\_

Approved:  Denied:  Date: \_\_\_\_\_

RESOLUTION OF THE GOVERNING BODY OF THE TOWN OF BASIN,  
BIG HORN COUNTY, STATE OF WYOMING, PASSED, APPROVED AND ADOPTED  
THIS 14TH DAY OF AUGUST, 2025.

**RESOLUTION VACATING A PORTION OF 'F' STREET**

**2025-4**

A RESOLUTION VACATING A PARCEL OF REAL PROPERTY CONSISTING OF A PORTION OF 'F' STREET 90 FEET LONG AND 80 FEET WIDE RUNNING EAST AND WEST BETWEEN TWO PARCELS OF PRIVATELY OWNED RESIDENTIAL REAL PROPERTY LOCATED IN LOT 1, BLOCK 20, AND LOT 2, BLOCK 8, ORIGINAL TOWN OF BASIN, BIG HORN COUNTY, WYOMING, BEING MORE PARTICULARLY DESCRIBED IN EXHIBIT 'A' (PLAT AND LEGAL DESCRIPTION) ATTACHED HERETO.

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

**WHEREAS**, the Town of Basin owns a parcel of land approximately 0.165 acres in size, more or less, known as a portion of real property consisting of a street running east and west between two parcels of privately owned residential real property located in Lot 1, Block 20, and Lot 2, Block 8, Original Town of Basin, Big Horn County, Wyoming;

**WHEREAS**, this parcel of property is platted as a portion of 'F' Street that has never been developed as a street and is being used as residential property by the adjacent property owners. It is bordered on the north by Rene S. Kussro and on the south by Tyler David Williamson and is currently a dead end with no public access;

**WHEREAS**, an alley exists west of the said parcel of real property providing access to the real property located west of the portion of 'F' Street being vacated;

**WHEREAS**, there currently exists an electric power pole and overhead power lines on the real property. Said real property needs to be reserved as a Town Utility Easement for future installation of utilities. Therefore, the Town of Basin does reserve an Eighty Foot (80') Wide Utility Easement on the entire vacated parcel with the various restrictions with respect to use and improvements;

**WHEREAS**, it is in the best interests of the Town of Basin to vacate said real property so that the same can be incorporated into the adjoining properties to the north and south and be put to beneficial use by said adjacent landowners with the reservation of a utility easement. Said real property does not otherwise serve any public purpose that cannot otherwise be accommodated; and

WHEREAS, it is proposed that the real property described in EXHIBIT 'A' (Plat and Legal Description) be vacated and that said parcel of land be conveyed to the adjacent real property owners located to the north and south of said real property;

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Town of Basin that, the real property described in EXHIBIT 'A' (Plat and Legal Description) shall be and is hereby vacated and shall be deeded to the adjacent real property owners to the north (RENE S. KUSSRO) and to the south (TYLER DAVID WILLIAMSON). Said conveyance is subject to any and all easements of record and further subject to an Eighty Foot (80') Wide Utility Easement.

IT IS FURTHER RESOLVED that it is hereby declared that it is in the best interests of the Town of Basin to vacate said described real property; that such vacating does not abridge or destroy any of the rights and privileges of other landowners; and, that said parcel of land is hereby declared vacated. The Mayor is authorized, on behalf of the Town of Basin, to execute any and all documents which may be necessary to accomplish this matter, including this Resolution, to be filed with the Big Horn County Clerk's Office, and Quitclaim Deeds to be delivered to the adjacent real property owners to the north and south.

PASSED, APPROVED AND ADOPTED this 14TH day of AUGUST, 2025.

TOWN OF BASIN, WYOMING  
A Municipal Corporation

By: \_\_\_\_\_  
C.J. DUNCAN - Mayor

ATTEST:

\_\_\_\_\_  
TONY S. HARRISON - Town Clerk

ACKNOWLEDGEMENT

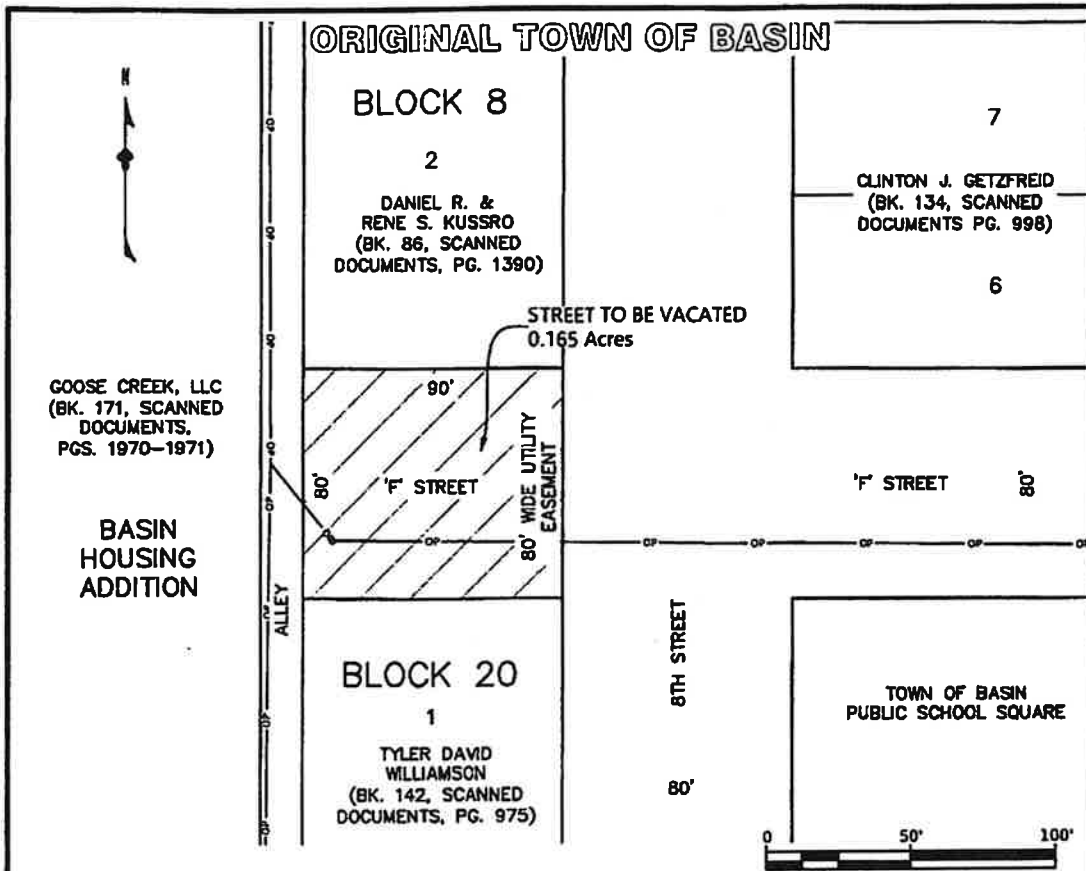
STATE OF WYOMING        )  
                                  ) ss.  
COUNTY OF BIG HORN    )

On this \_\_\_\_\_ day of AUGUST, 2025, before me personally appeared C.J. DUNCAN, to me personally known, who by me duly sworn, did say that he is the Mayor of the Town of Basin, a Municipal Corporation, and that the seal affixed to said instrument was signed and sealed on behalf of said municipality by authority of its Town Council and said C.J. DUNCAN acknowledged said instrument to be the free act and deed of said municipality.

Given under my hand and notarial seal this \_\_\_\_\_ day of August, 2025.

\_\_\_\_\_  
Notary Public

My Commission Expires:



**LEGAL DESCRIPTION FOR STREET VACATION:**

A parcel of land being described as follows: All that portion of 'F' Street in the Town of Basin, Big Horn County, Wyoming from the west line of 8th Street west 90 feet, more or less, said street being 80 feet in width, bound between Blocks 8 & 20 of the Original Town of Basin, said parcel containing 0.165 acres of land, more or less.

**LEGAL DESCRIPTION 80-FT. WIDE UTILITY EASEMENT:**

A strip of land for a utility easement being described as follows: All of that vacated portion of 'F' Street in the Town of Basin, Big Horn County, Wyoming from the west line of 8th Street west 90 feet, more or less, said easement being 80 feet in width, bound between Blocks 8 & 20 of the Original Town of Basin, said easement containing 0.165 acres of land, more or less.

**EXHIBIT 'A'**

**TOWN OF BASIN**

**PLAT SHOWING  
'F' STREET VACATION  
AND A  
80-FT. WIDE UTILITY  
EASEMENT  
IN THE  
ORIGINAL TOWN OF BASIN,  
BIG HORN COUNTY,  
WYOMING**

**AUGUST 2025**



**EAGLE ENGINEERING  
& SURVEYING, INC.**

408 BIG HORN AVE - WORLAND, WY 82401  
WWW.EAGLE-SURVEY.COM  
307.347.8276

## QUITCLAIM DEED

KNOW ALL MEN BY THESE PRESENTS, that the TOWN OF BASIN, BIG HORN COUNTY, WYOMING, a Municipal Corporation, Grantor, of 919 West B Street, Suite 1A, P.O. Box 599, Basin, Wyoming 82410, for and in consideration of the sum of **TEN DOLLARS (\$10.00) AND OTHER GOOD AND VALUABLE CONSIDERATION**, in hand paid, the receipt whereof is hereby acknowledged, has for itself, its heirs, executors and administrators, remised, released and forever quitclaimed and by these presents does release and forever quitclaim unto **TYLER DAVID WILLIAMSON**, a married man, of the Town of Basin, Big Horn County, Wyoming, Grantee, all such right, title, interest, property, possession, claim and demand, as it has or ought to have, in or to all the following described premises, to-wit:

**The South One-Half (1/2) of the 80' Foot Wide vacated portion of the real property identified as 'F' Street in Exhibit 'A' attached.**

See **EXHIBIT 'A' (LEGAL DESCRIPTION and PLAT)** attached hereto and by this reference incorporated herein for a description of the entire parcel of real property vacated with the south one-half (1/2) being conveyed to the Grantee herein.

**SUBJECT TO** the reservation of a 40' Foot Wide Utility Easement to the Town of Basin as described in **EXHIBIT 'A'** attached.

**TOGETHER** with all improvements, appurtenances and water rights associated therewith.

**SUBJECT TO** a share of the taxes and assessments for the year 2025, if any; to a Declaration of Protective Covenants, if any; to prior reservation of oil, gas and minerals, if any; to legally established or existing easements and rights of way; to any existing utilities, of record or not of record; and to rights outstanding, if any, under the reservations and exceptions contained in the patent to said land.

Said real property has been vacated by the Town of Basin in **RESOLUTION NUMBER 2025-4** which is filed with the Office of the Big Horn County Clerk.

**HEREBY** releasing and waiving all rights under and by virtue of the homestead exemption laws of the **State of Wyoming**.

**TO HAVE AND TO HOLD** the said premises unto **TYLER DAVID WILLIAMSON**, a married man, for his own proper use and behoof forever, so that said **TOWN OF BASIN**, nor any other persons or entity in its name or behalf, shall or will hereafter claim or demand any right or title to the premises or any part thereof, but they shall by these presents be excluded and forever barred.

WITNESS the hands of Grantor this \_\_\_\_\_ day  
of \_\_\_\_\_, 2025.

TOWN OF BASIN, WYOMING  
A Municipal Corporation

By: \_\_\_\_\_  
C.J. DUNCAN - Mayor

ATTEST:

(Seal)

\_\_\_\_\_  
TONY S. HARRISON - Town Clerk

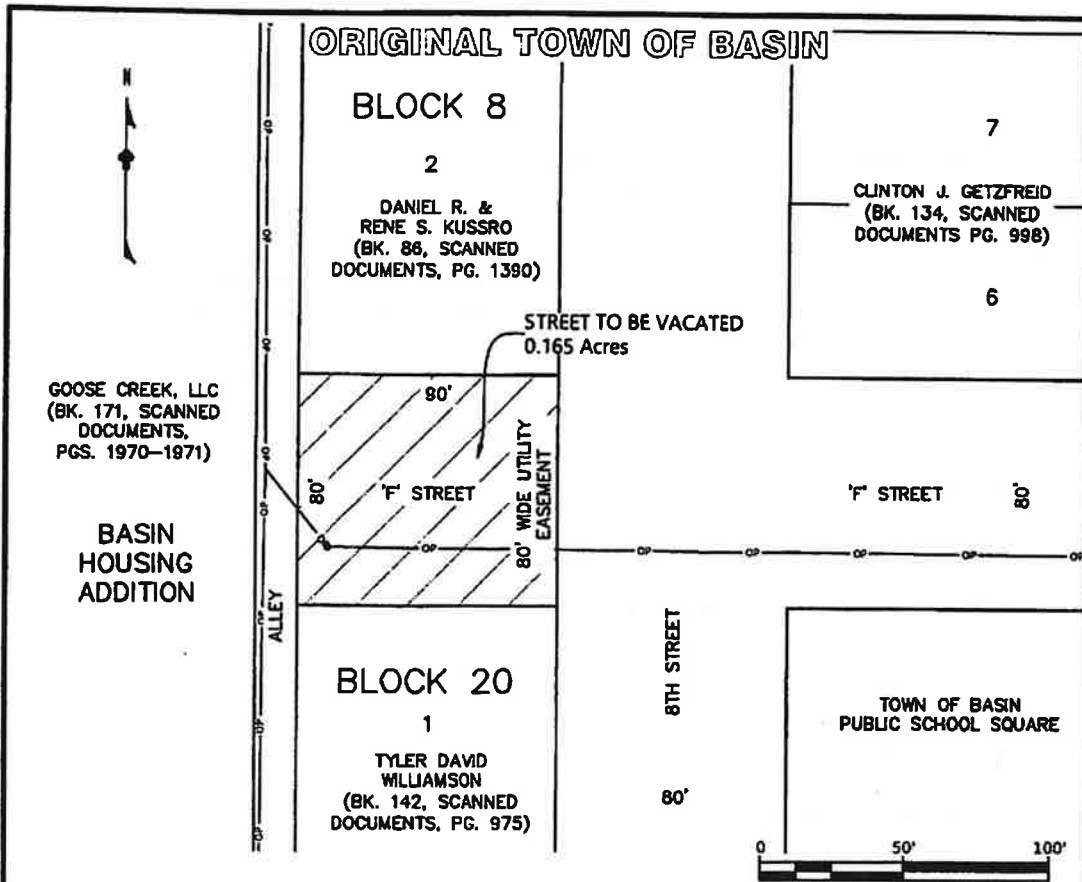
STATE OF WYOMING            )  
  ) ss.  
COUNTY OF BIG HORN        )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2025,  
before me personally appeared C.J. DUNCAN, to me personally known,  
who, being by me duly sworn, did say that she is the Mayor of the  
TOWN OF BASIN, WYOMING, a Municipal Corporation, and that the seal  
affixed to said instrument was signed and sealed on behalf of said  
municipality by authority of its Town Council and said C.J. DUNCAN  
acknowledged said instrument to be the free act and deed of said  
municipality.

WITNESS my hand and official seal.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_



**LEGAL DESCRIPTION FOR STREET VACATION:**

A parcel of land being described as follows: All that portion of 'F' Street in the Town of Basin, Big Horn County, Wyoming from the west line of 8th Street west 90 feet, more or less, said street being 80 feet in width, bound between Blocks 8 & 20 of the Original Town of Basin, said parcel containing 0.165 acres of land, more or less.

**LEGAL DESCRIPTION 80-FT. WIDE UTILITY EASEMENT:**

A strip of land for a utility easement being described as follows: All of that vacated portion of 'F' Street in the Town of Basin, Big Horn County, Wyoming from the west line of 8th Street west 90 feet, more or less, said easement being 80 feet in width, bound between Blocks 8 & 20 of the Original Town of Basin, said easement containing 0.165 acres of land, more or less.

**EXHIBIT 'A'**

*TOWN OF BASIN*

**PLAT SHOWING  
'F' STREET VACATION  
AND A  
80-FT. WIDE UTILITY  
EASEMENT  
IN THE  
ORIGINAL TOWN OF BASIN,  
BIG HORN COUNTY,  
WYOMING**

**AUGUST 2025**



**EAGLE ENGINEERING  
& SURVEYING, INC.**

408 2ND FLOOR AVENUE - WORLAND, WY 82401  
WWW.EAGLEENGINEERING.COM  
307.347.6276

## QUITCLAIM DEED

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**The North One-Half (1/2) of the 80' Foot Wide vacated portion of the real property identified as 'F' Street in Exhibit 'A' attached.**

See **EXHIBIT 'A' (LEGAL DESCRIPTION and PLAT)** attached hereto and by this reference incorporated herein for a description of the entire parcel of real property vacated with the north one-half (1/2) being conveyed to the Grantee herein.

**SUBJECT TO** the reservation of a 40' Foot Wide Utility Easement to the Town of Basin as described in **EXHIBIT 'A'** attached.

**TOGETHER** with all improvements, appurtenances and water rights associated therewith.

**SUBJECT TO** a share of the taxes and assessments for the year **2025**, if any; to a Declaration of Protective Covenants, if any; to prior reservation of oil, gas and minerals, if any; to legally established or existing easements and rights of way; to any existing utilities, of record or not of record; and to rights outstanding, if any, under the reservations and exceptions contained in the patent to said land.

Said real property has been vacated by the Town of Basin in **RESOLUTION NUMBER 2025-4** which is filed with the Office of the Big Horn County Clerk.

**HEREBY** releasing and waiving all rights under and by virtue of the homestead exemption laws of the **State of Wyoming**.

**TO HAVE AND TO HOLD** the said premises unto **RENE S. KUSSRO**, an individual, for her own proper use and behoof forever, so that said **TOWN OF BASIN**, nor any other persons or entity in its name or behalf, shall or will hereafter claim or demand any right or title to the premises or any part thereof, but they shall by these presents be excluded and forever barred.

WITNESS the hands of Grantor this \_\_\_\_\_ day  
of \_\_\_\_\_, 2025.

TOWN OF BASIN, WYOMING  
A Municipal Corporation

By: \_\_\_\_\_  
C.J. DUNCAN - Mayor

ATTEST:

(Seal)

\_\_\_\_\_  
TONY S. HARRISON - Town Clerk

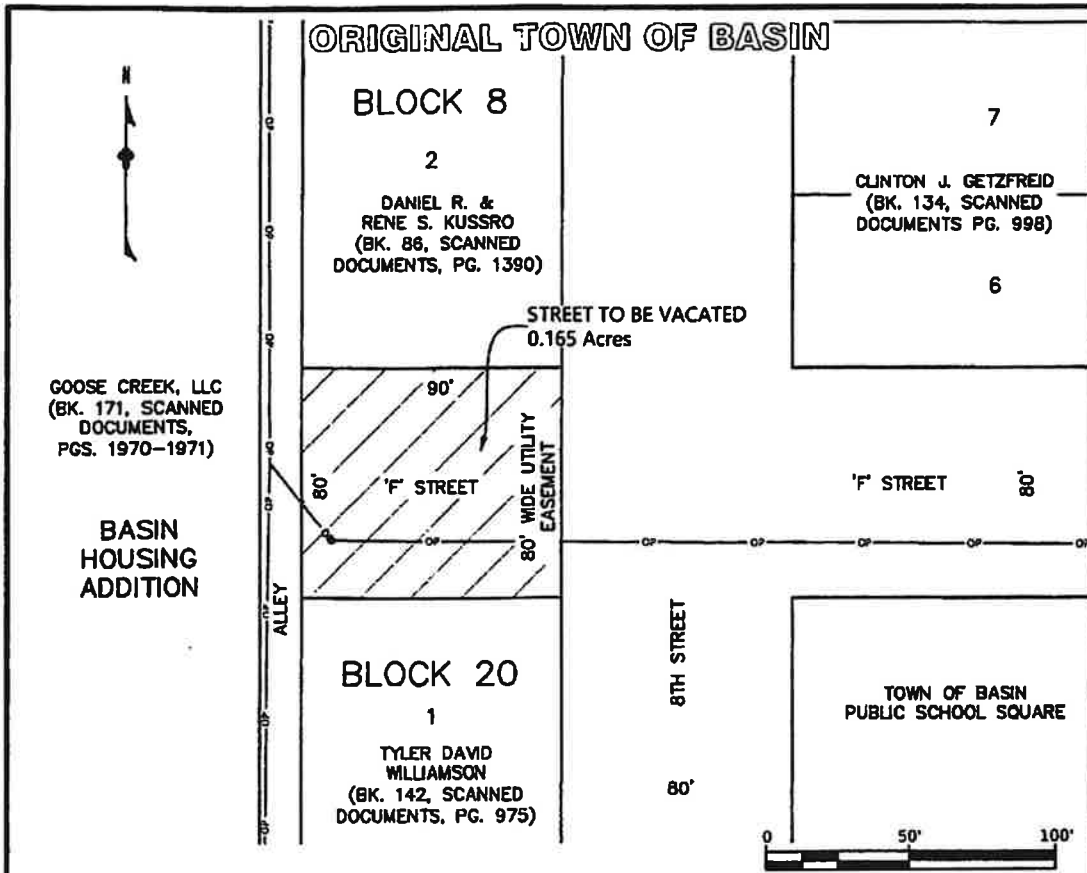
STATE OF WYOMING            )  
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municipality by authority of its Town Council and said C.J. DUNCAN  
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municipality.

WITNESS my hand and official seal.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_



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A strip of land for a utility easement being described as follows: All of that vacated portion of 'F' Street in the Town of Basin, Big Horn County, Wyoming from the west line of 8th Street west 90 feet, more or less, said easement being 80 feet in width, bound between Blocks 8 & 20 of the Original Town of Basin, said easement containing 0.165 acres of land, more or less.

**EXHIBIT 'A'**

**TOWN OF BASIN**

**PLAT SHOWING  
'F' STREET VACATION  
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WYOMING**

**AUGUST 2025**



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