

TOWN OF BASIN – Agenda

Thursday, October 9, 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. Building/Demolition Permits:
 - Greg Kuhnke (517 W C St/519 W C St): Extending existing chain link fence.
 - Kevin Stilson/Kathi George (705 S 8th): Deck
4. Executive Session: If requested.
5. Approve Consent Agenda/Additions/Deletions
6. Conduct of Business:
 - Regular meeting minutes from September 11 and September 25, 2025
 - Vouchers \$317,646.85 + net payroll \$62,877.22 = GT \$380,524.07
 - Dedication of West E Street
 - Ice Skating Rink/Dog Park
 - Vandalism
 - Old Town Hall
 - Sewer
 - Ordinance – Mobile vs Manufactured Homes (update of conflicting section)
7. 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.
8. Executive Session: If requested.

Department: Public Works

Prepared by: Tony Harrison

Summary Report:

- ✓ Crew has been street sweeping C & 4th Streets.
- ✓ Ben Shelley passed the water distribution test!!! Once he has 6 months experience and 35 training hours, he will be awarded a license. Ben has been studying for the lagoon test.
- ✓ Lane Owen & Joe Scott have been studying for the water distribution test.
- ✓ Lane Owen attended training in Glenrock, WY. Training included EPA Updates, Environmental Compliance and Emerging Contaminants, Cyber Security, Source Water Protection and Capacity Development.
- ✓ Crew crack sealed the cracks at the bike path.
- ✓ Cleaned gutters and flat roofs on the Town Hall Building.
- ✓ Had a leak in the ceiling by the north entry by the handicap access. 4 Elements came and located the leak on the flat roof top and repaired it. Will need to address funding needs during the upcoming budget sessions for the 2026/27 Fiscal Year to fix the flat roofs.
- ✓ Potable water tank on top of the hill has been cleaned, anodes replaced, and the daylighting has been sealed with epoxy. Midco Diving said the cracks that were sealed in the foundation in 2022 with epoxy are holding well. Midco Diving will be sending a detailed report along with pictures and videos of the tank soon. Midco Diving submits a report to the EPA. Midco recommends having the tank cleaned every three years.
- ✓ Received the new lawn mower from C&B Operations. It is a John Deere Z997R mower with a diesel motor. Has a 60" rear discharge deck and will be used in the Cemetery.
- ✓ Monthly water sampling.
- ✓ Monthly Lagoon reporting.
- ✓ Crew cleaned up waterline pipe and valves that have been stored at the electrical building.
- ✓ 2012 F 150 had new tires installed.
- ✓ Crew installed a clasp on the door at the cemetery pump house and put a padlock on.

SUMMARY OF EXPENSES PRIOR MONTH:

- See Vouchers

SUMMARY OF EXPENSES CURRENT MONTH:

PLANNED OR PROPOSED PROJECT(S).

- Continue sewer washing.
- Continue fire Hydrant Testing and flushing.
- Remove weeds around old electrical building.
- WWQ PCA Water Conference—Joe Scott & Ben Shelley will be attending the conference the week of October 20th.
- Leaf cleanup
- Raw water winterization

ATTACHMENTS:

AGENDA & SUMMARY REPORT SUBMITTED TO:

Mayor/Council

10.09.2025

Department: Electric

Prepared By: Bill Dahlke & Ray Huggins

SUMMARY REPORT:

- 1. Prepared for swapping the Substation**
 - a. Got rid of all week connections between the two subs**
 - b. Replaced cut outs with solid blade switched**
 - c. Terminated the last three elbows**
 - d. Removed cutouts and put in solid jumpers**
 - e. Built jumpers for the new riser**
 - f. Double and triple checked the switching procedures to ensure a smooth and efficient outage.**
- 2. Bypass the substation**
- 3. Raised voltage at new substation on the voltage regulators**
- 4. Tapped down the voltage on the school transformer**
- 5. Changed a pole out**
- 6. Trimmed trees**
- 7. Started Replacing Fascia at shop**
- 8. Changed out some meters to radio reads**
- 9. Terex came and tested and inspected trucks**
- 10. Prepared transformers to be sent off for disposal**

SUMMARY OF EXPENSES PRIOR MONTH:

Border States - \$7,097.02

Greybull Building Center - \$2,704.83

The Locators - \$355.50

SUMMARY OF EXPENSES CURRENT MONTH:

PLANNED OR PROPOSED PROJECT(S):

ATTACHMENTS:

AGENDA & SUMMARY REPORT SUBMITTED TO:

Mayor/Council

10.09.2025

DEPARTMENT SUMMARY REPORT

DATE: 10.09.2025

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: 187	○ Dogs Licensed: 203	○ Dogs Licensed: 224
○ Cats Licensed: 32	○ Cats Licensed: 34	○ Cats Licensed: 26
○ Chicken Permit: 13	○ Chicken Permit: 8	○ Chicken Permit: 7

- HR: Continued training of new employee, Dept of Workforce Services information, insurance, updated forms to providers.
- Budget
- Met with Ayres group Oct 2nd for development of an economic assessment, financial analysis, building programming sketches, asbestos and lead-based paint sampling and removal. This is to continue exploring how we can make the space the town owns more functional while also reducing long-term costs.
- Completed F-66 – Answered follow-up questions from the Dept. of Audit.
- Meeting with RD.
- Work orders: 80 (729-809)
- Preparation for council meetings.

Court:

Current Month	Fiscal YTD
○ Fines: \$6,388.98	○ Fines: \$27,340.20
○ Fees: \$280.00	○ Fees: \$1,300.00
Court Expenses:	
○ New Citations: 11	○ Municipal Court Judge: \$750
○ Bail Forfeitures: 24	○ Attorney Fees: \$825.00
○ Found Guilty: 4	○ Caselle: \$195.66
○ Amended: 1	
○ Dismissed: 1	

Community Complex:

- Use Agreements
 - October 11th from 6 – 9 p.m.

Cemetery:

- Deed/Plot/Burial questions.
 - Helped customers with locating a plot at the cemetery/reviewed map/files.
 - Printed pricing information for burials/plots.
 - Headstone placement

Electric Department:

- Inventory list.
- Service Orders
- Financial statements, payroll timecards, invoices & vouchers to the Electric Dept. Foreman.

Public Works

- Personnel
- Changed new meters in Caselle and meter books.
- Public Surplus

Police Department:

- Personnel

Basin Recreation District #4:

- Payroll
- Financial statements, daily deposits, monthly reconciliation.
- Vouchers
- Prepared for meeting/agenda/packets
- Reviewed documents for Program Coordinator
- Completed F-32, answered follow up questions from the Department of Audit.

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.
- *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.

DELINQUENTS:

Sent **68** delinquent notices to active customers monthly. There were **11** delinquent notices sent to Landlords. An additional **30** notices were mailed out to final billed customers that no longer live in the area. **4** customers were shut off.

SUMMARY OF EXPENSES – CURRENT MONTH:

Quill: \$92.36 (Stapler remover, letter opener, writing pad, label refill, timecards)

USPS: \$234.00 (stamps)

U-Line: \$201.34 (cleaning supplies)

ONGOING PROJECTS:

Town Hall

PLANNED OR PROPOSED PROJECTS:

Quarterly Payroll Reports

AGENDA & SUMMARY REPORT SUBMITTED TO:

Mayor & Council / 10.09.2025

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

DATE: October 9th, 2025

SUMMARY REPORT

Time Period: September 2025

Patrol Statistics (see attachment)

- 1) We answered **307** incidents for this time period.
 - a) **105** calls for service.
 - b) **202** officer-initiated incidents
- 2) We opened **10** 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)-**Complete. Waiting for reimbursement.**

FACILITIES

- 1) None

VEHICLES

- 1) None

PLANNED or PROPOSED PROJECT(S)

- 1) Update decals on older patrol vehicles.

OTHER

- 1) None

ATTACHMENTS

- 1) Patrol Statistics for September 2025.

AGENDA & SUMMARY REPORT SUBMITTED TO:

- 1) Mayor and Council on October 9th, 2025.

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

10/07/2025

Statistic	Count
Total Incidents	307
Calls for Service	105
Officer Initiated Incidents	202
Traffic Stops	21
Other OIA Incidents	181
Bus/Building checks	0
Veh/Ped Check	3
Total Officer Cases	10
Accident	0
Agency Assist	0
Criminal Accident	0
Incident	4
Information	3
Juvenile Offense	1
Offense	2
Search & Rescue	0
Voided	0
Unclassified Cases	0
Total Misdemeanor & Felony Arrests	1
Misdemeanor Arrests	1
Adult	1
Juvenile	0
Felony Arrests	0
Adult	0
Juvenile	0
Citations	9
Misdemeanor	2
Moving Vehicle	6
Municipal Ordinance Violation	1
FIs	2



TOWN OF BASIN

BUILDING PERMIT APPLICATION

209 SOUTH
PO BOX 599
BASIN, WYOMING 82410

4th STREET

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

DATE: 10.3.2025

PERMIT NO: _____

JOB ADDRESS		<u>517 W C Street / 519 W C Street</u> <u>Basin WY 82410</u>	
ZONING DISTRICT:			
OWNER:		<u>Greg Kuhnke</u>	
MAILING ADDRESS		<u>PO Box 894</u> <u>Basin WY 82410</u>	
POINT OF CONTACT		Phone # <u>918.381.1907</u>	
BUILDING SET BACKS	FRONT	SIDE	SIDE REAR
BUILDING DIMENSIONS		LENGTH WIDTH	
BASEMENT	YES	FOUNDATION:	CONCRETE
	NO		BLOCK
ROOF:		Comp Builtup	
CLASS OF WORK	<input type="checkbox"/> NEW	<input type="checkbox"/> ADDITION	<input type="checkbox"/> DEMOLITION
	<input type="checkbox"/> REPAIR	<input type="checkbox"/> MOVE	<input checked="" type="checkbox"/> FENCE
USE OF BUILDING			
Describe work: (plans) <u>Extending existing fence</u> <u>chain length link</u>			
Valuation of work \$			
REMARKS AND SPECIAL CONDITIONS <u>left copy of Ordinance w/ customer</u> <u>Everything looks good.</u>			

AGREEMENT

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

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

PLANS CHECK BY: _____ PERMIT FEE: \$ _____

[Signature]
APPLICANT

10.3.2025
DATE

[Signature]
BUILDING OFFICIAL

10/6/25
DATE

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

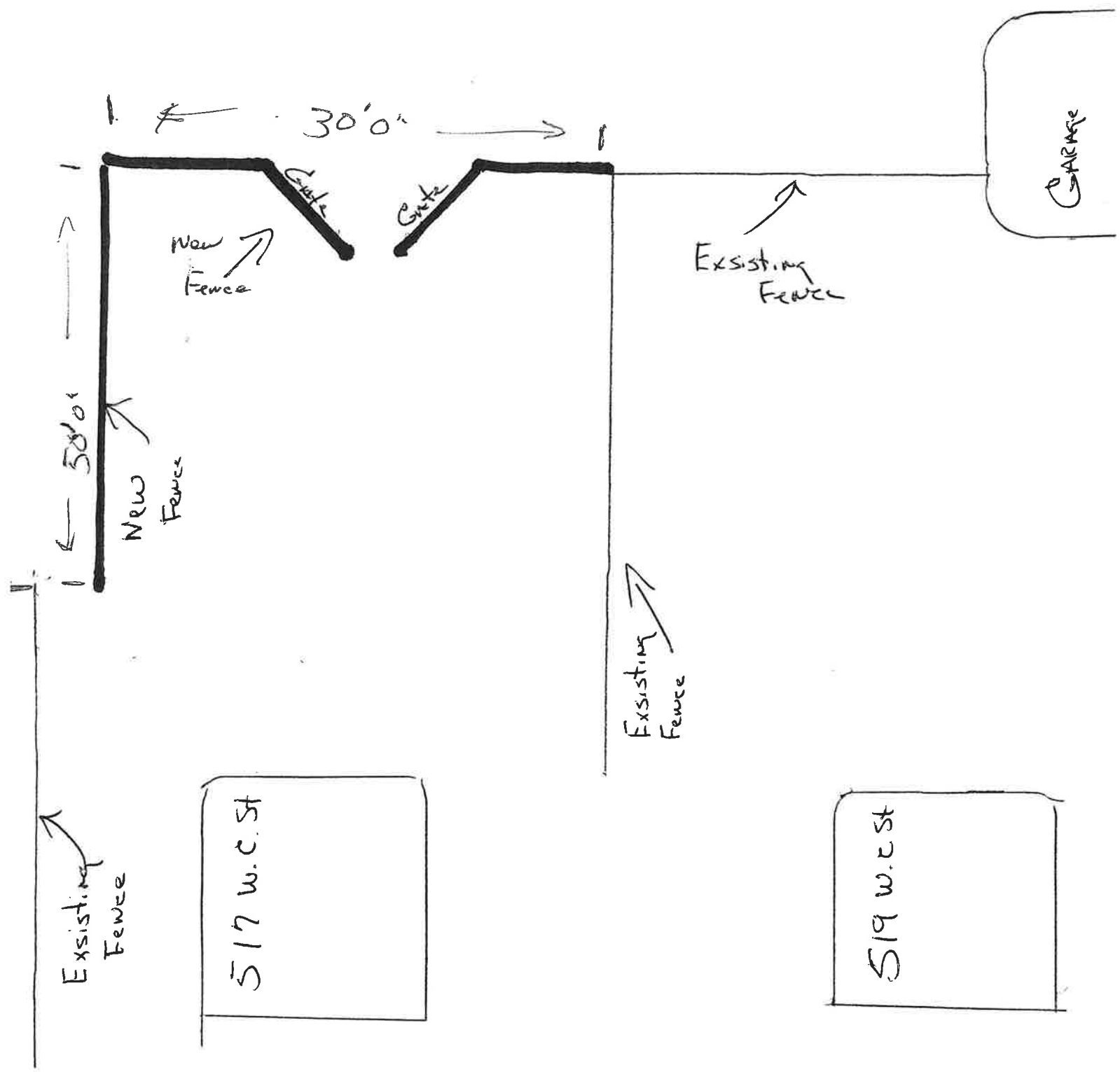
Zone	Street Setback	Alley Setback	Other Lot Line Setbacks	Maximum Building Height
Residential	15'	5'	5'	35'
Mixed Residential	15'	5'	5'	35'
Rural Residential	10'	5'	5'	35'
Mixed Use	10'	5'	5'	35'
Downtown	0'	5'	0'	35'
Commercial	0'	5'	0'	35'
Railroad Commercial	0'	5'	0'	56'
Institutional	None	None	None	56'
Industrial	20'	5'	0'	56'

11-2-1 ZONING DISTRICTS.

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

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

ALLEY



Existing Fence

517 W.C. St

519 W.C. St

Garage

New Fence

Existing Fence

Existing Fence

30'0"

58'0"

New Fence

Gate

Gate



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: 10-2-25

PERMIT NO: _____

JOB ADDRESS		<u>705 5th St</u>	
ZONING DISTRICT:			
OWNER:		<u>Kevin Stilson / Kathi George</u>	
MAILING ADDRESS		<u>P.O. Box 989</u> <u>Basin, WY 82410</u>	
POINT OF CONTACT		<u>Kathi George</u> Phone # <u>406-998-7342</u>	
BUILDING SET BACKS	FRONT SIDE SIDE REAR	BUILDING LENGTH WIDTH	DIMENSIONS
BASEMENT	YES NO	FOUNDATION:	CONCRETE BLOCK ROOF: Comp Builtup
CLASS OF WORK	<input type="checkbox"/> NEW <input type="checkbox"/> ADDITION <input type="checkbox"/> DEMOLITION <input type="checkbox"/> REPAIR <input type="checkbox"/> MOVE <input type="checkbox"/> FENCE		
USE OF BUILDING			
Describe work: (plans)			
Valuation of work \$	<u>1000</u>		
REMARKS AND SPECIAL CONDITIONS	<u>Will not sign off on this permit. See Attached Pictures</u>		

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PLANS CHECK BY: _____ PERMIT FEE: \$ _____

Kathi George
APPLICANT

10-2-25
DATE

BUILDING OFFICIAL

DATE

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

Zone	Street Setback	Alley Setback	Other Lot Line Setbacks	Maximum Building Height
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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
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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





Tony Harrison



Town of Basin <basinpublicworks@gmail.com>

(no subject)

1 message

Town of Basin <basinpublicworks@gmail.com>
To: Town of Basin <basinpublicworks@gmail.com>

Mon, Oct 6, 2025 at 12:18 PM





Town of Basin <basinpublicworks@gmail.com>

(no subject)

1 message

Town of Basin <basinpublicworks@gmail.com>
To: Town of Basin <basinpublicworks@gmail.com>

Mon, Oct 6, 2025 at 12:19 PM

TOWN OF BASIN

Regular Council Meeting-Minutes

Thursday, September 11, 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, September 11, 2025. The meeting was called to order by Mayor CJ Duncan at 7:00 PM.

Mayor Duncan asked for a Moment of Silence to remember September 11.

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

Also present were Attorney Kent Richins, Chief McClure, Town Clerk/Public Works Manager Tony Harrison, Town Engineer Jesse Frisbee, Electrical Supervisor Bill Dahlke, Barbara Greene, William Everhart, and Peggy Danna.

Public Comment:

Barb Green addressed the council about the animal feces on the bike path. She asked how the town gets the word out to remind people to clean up after themselves. Mayor Duncan stated that there are signs around the path and there are doggy clean up stations with plastic bags. Chief McClure said that Code Enforcement can walk the path and remind people to clean up after their animals. Mayor Duncan stated that people are responsible to keep their pets on leashes and clean up. Councilmember Weeks stated that she can post a reminder on Facebook.

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

Tony Harrison reviewed the department summary with the council. New steer tires were put on the garbage truck. The actuator on pump three at the raw water pump house needs to be fixed. Street sweeper has been out on C, fourth, and B streets. Harrison gave thanks to the school for allowing the town to use the concrete parking lot off ninth street to place chips for chip sealing. Public works crew did use the street sweeper to clean the leftover chips off the parking lot. Crew has been working on chopping weeds at the cemetery and Lions Ball field. Crew will chop weeds at the old electrical shop in the near future. Two staff members have been studying for the water distribution test. One individual will take the test in September. Will start chip sealing the

cracks on the bike path. Crew has been spraying the weeds in the cracks on the path in preparation to crack sealing. 307 Tree will begin cutting down and trimming the trees on 7th and Matteson on September 12, 2025. Chris Smeltzer with CB Operations will be delivering the new John Deere Mower that was ordered in July 2025. The clutch on the vac trailer has been rebuilt and is in working order. No questions from the Council.

Bill Dahlke reviewed the electrical department summary. Crew has been continuing with tree trimming around power lines. Started prep work for the substation switch over. Crew had completed the switch over within 30 minutes versus the 4 hours that were planned. Crew has been cleaning up the shop. Upcoming projects include two rotten poles by the grocery store. These poles need replaced. Mayor Duncan praised the crew on how efficient the crew was on switching over the substations. No questions from the Council.

Tony Harrison reviewed the administrative department summary. Training Josh Fischer in the office. Completed the F32 for the recreation department. Tigner and Harrison have been working on the F66 that is due September 30, 2025. Municipal Court 32 new citations, forty-two bail forfeitures, three amended charges, two found guilty. Fines collected were \$10,151.20. Fees collected were \$460.00. Office has seen an increase in chicken permits and dog tags. Mayor Duncan stated that Frisbee, Tigner, and himself had met with USDA RUS in reference to the funding relating to the lagoon. No definitive answers currently on funding.

Kyle McClure reviewed the Police Departments summary. 396 total incidents, 266 Officer Initiated calls, eight new case file, two arrests. On going projects are the truck radios and have been installed in the vehicle. Bills have been submitted for the radios and once council approves the voucher then he will submit that to the state for reimbursement for the radios. Councilmember Godfrey asked Chief McClure if he kept the old analog radios for back up. Chief stated that these old radios can run off the Black Mountain Repeater. Police Department is working with Steve Gergely as Code Enforcement, has been a slow process as Gergely learns the code enforcement. Gergely has made seventeen contacts for ordinance violations, and five letters have been sent out to vacant property owners. Chief stated that he has some old radios and wants to get them programmed for the Electrical and Public Works to use. Sgt Drewry and Officer Vanderploeg attended a training in Lovell, Wyoming. This training included active shooter training. No questions from the Council.

Legal Counsel addressed the council. Richins wanted to make sure the pole attachments were on the agenda. Richins stated he would like to go into executive session about litigation in this meeting.

Town Engineer Jesse Frisbee does not have anything currently.

Planning & Zoning:

P & Z did not have anything to present.

Building/Demolition Permits:

No building permits.

Executive Session:

No executive session requested.

Approve Consent Agenda/Addition/Deletions:

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

Conduct of Business:

Councilmember Hopkin made a motion to accept regular meeting minutes from August 14, 2025, and August 28, 2025. Councilmember Weeks seconded the motion, motion carried.

Vouchers:

Councilmember Godfrey made a motion to approve the vouchers, Councilmember Weeks seconded the motion, motion carried. \$315,519.42 + net payroll \$60,608.91=GT \$376,128.33.

Dedication of E Street:

Jesse Frisbee stated that he needs to get the Platt to Attorney Richins and to keep the dedication on the agenda for the next meeting. Frisbee stated that the public works crew will install a stop sign by the Golf Course Road and E Street.

Pole Attachments:

Attorney Richins has received the attachments from TCT and Spectrum. Attachments are \$25.00 per attachment. Fees will be retroactive to July 1, 2024. Electrical Department has identified 425 attachments for TCT. July 1, 2024, to June 30, 2025, TCT will owe \$11,875.00. Payments are paid in advance. July 1, 2025, to June 30, 2026, there will be 475 attachments for TCT. TCT will owe the Town of Basin \$11,875.00. The agreement that Attorney Richins has written for TCT is for a total of \$23,750.00. Attorney Richins will send the agreement via certified mail.

Councilmember Hopkin made a motion to approve the agreement for TCT and have it mailed certified mail. Councilmember Godfrey seconded the motion, motion carried.

Spectrum has 325 attachments from July 1, 2024, to June 30, 2025. First year payment will be \$8,125.00 and July 1, 2025, to June 30, 2026, Spectrum has 325 attachments for a sum of \$8,125.00. The total for the two year is \$16,250.00. Councilmember Hopkin made a motion to accept the agreement for Spectrum and mail the documents certified mail. Councilmember

Weeks seconded the motion. Councilmember Dellos asked if TCT owns any the poles in town. Bill Dahlke stated that TCT does not own any poles. Dahlke found letter from TCT that poles were donated years ago. Motion carried.

Dog Park/Ice Rink

Mayor Duncan presented a map of proposed dog park/ice skating rink locations. New proposal is using the Lions East Ball Field and utilize the bathrooms at Lions Field. Jesse Frisbee stated there is a one-inch water line that can be utilized to fill the ice-skating rink. Town would need to tap into the line, install a tee, and place a water line to the ice-skating rink with a frost-free hydrant. Councilmember Weeks likes the proposed plan of the dog park and ice-skating rink. She would like to proceed with cost estimates for the project. Frisbee stated that the dugout could be utilized. Councilmember Hopkin did some research on the cost of a new rink. Hopkin is collaborating with Heather Jolley at Medicine Lodge to obtain more information on a new rink. Mayor Duncan and Bill Dahlke suggested using old power poles as a bumper. Mayor Duncan stated that the old ice rink were metal partitions that attached to a concrete stem wall. Mayor Duncan does not know where all the parts and pieces of the old ice rink are located. Harrison with the public works was tasked to find the parts and pieces and see if it is usable. Harrison mentioned that the proposed dog park will eventually become a dirt area due to dog urine and feces killing the grass. Councilmember Godfrey made the statement that when the ice rink was tore down that the town would be reinstalled. Godfrey states that the ice rink needed to be done before the dog park. Councilmember Weeks stated that people will need to be responsible for their animals at the dog park. Harrison stated that the town would need to install a meter pit and move the water meter so water can be metered. Mayor Duncan stated that the town should have a water dispenser for the dog park. Councilmember Hopkin stated that the town would need to install a glove/bag dispenser feces pickup. Councilmember Godfrey asked Barb Greene to check with the State Parks Recreation has any available money. Council tasked Harrison to count the ice rink partitions and see if everything is there.

Gravel Pit: Mining permit includes 12.3 acres with 9.3 acres reclaimed by the town and the other three acres were naturally reclaimed. The town has two small piles of material. If the town removes the material, then we would have to reclaim and wait two growing seasons. The DEQ recommends that the Stoelk's write a letter showing support of vacating the mining lease. The town will need to write a simple letter requesting the bond that was paid years ago. The town will receive \$3000.00 back from the DEQ for the bond that was paid. Stoelk's can use the leftover stockpile of material for personal use but not retail sales. Harrison stated that he must finish the annual reports prior to going forward with the mining permit. Mayor Duncan asked legal counsel if he had looked at the lease agreement. Legal counsel states we do not have any use for the land and the town should vacate the lease and the ground. Mayor Duncan states that the lease agreement was invalid in 1996. Councilmember Godfrey made a motion to vacate the mining

permit and lease agreement with the Stoelk's. Councilmember Hopkin seconded the motion, motion carried.

AVI: Jesse Frisbee did not have any updates from AVI on the new sewer lagoon project. The deadline for September 22, 2025, contract award is up. Jesse will ask Wilson Brothers if they extend their bid contract.

USDA RUS: Town Officials met with Katie and Lilian with RUS. First part of the meeting a letter was mentioned from the DEQ and renovating the existing lagoon. RUS pointed out that this was an option. The council opted to design and build a new lagoon. RUS went to the national level to see if funding is available. The funding available will be a 40-year loan with RUS. Further down the project the loan could be re financed with SRF and there is a possibility to a percentage of loan forgiveness. The loan would be a 30-year loan with SRF. Mayor Duncan stated that the RUS employees are intelligent, and they wanted to make sure the town does their due diligence in making the decision to proceed with a new lagoon.

Public Comment:

No public comment.

Executive Session:

Councilmember Hopkin made a motion to go into executive session for litigation.

Councilmember Dellos seconded the motion, motion carried. Executive session will begin at 7:55 PM. Council came out of executive session at 8:15 PM and the meeting was adjourned at 8:16 PM.

Town of Basin Mayor/CJ Duncan

Tony Harrison-Town Clerk

TOWN OF BASIN

Regular Council Meeting-Minutes

Thursday, September 25, 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, September 25, 2025. The meeting was called to order by Mayor CJ Duncan at 7:00 PM.

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

Also present were Town Administrator Deaun Tigner, Chief Kyle McClure, Town Clerk/Public Works Manager Tony Harrison, Town Engineer Jesse Frisbee, Electrical Supervisor Bill Dahlke, Barbara Greene, Carl Olson, Carmen Olson, William Everhart, Peggy Danna, Danae Bales and Roxanne Brewer.

Public Comment: Danae Bales addressed the council about the Basin Heritage Initiative. This is not for profit organization that will be utilizing the area in west of the South Big Horn County Water District building. There will be groundbreaking on September 30, 2025, at 5:00 PM. Danae invited the council to this event. There will be a fundraiser to help develop the area in front of the building. Anyone can purchase a 4X4 or 4X8 brick and have a name engraved on the brick. The bricks will be laid on a pathway. One of the goals is to celebrate people of the town and past and present businesses. The South Big Horn County Conservation District will be donating native grasses to the initiative to be planted and there will be information talking about the native plants. Long term goal for the initiative is to have a museum in this area. Danae also talked about a Basin Food Bank fundraiser on September 28, 2025. All proceeds will be donated to the food bank.

Recreation District: Charles Hopkin addressed the council about cost on a new ice rink. For a 52' X 104' ice rink with sides is approximately \$5700.00. This does not include shipping. This rink can be placed on dirt or grass. The recreation district has a new at large board member, Kevin Curtain.

Activities Committee: Linda Weeks addressed the council. There will be a Home for Holidays Parade in November 2025. There will be some daytime and nighttime activities. The South Big Horn County Water District will have an open house during this event. The water district says

the town can use the lot west of the building to host Santa Claus. The Copper Corner will have chili in a cup and the roof would be available to use. Chief McClure will get the permit ready for the parade.

Town Beautification: Linda Weeks addressed the council about Russell Park. Two new plants have died and the committee will be planting new plants next year. A bench will be moved to Russell Park. The committee ordered a larger Town of Basin Flag that will be flown at the park. The yard of the month has been a success. There will be three houses awarded a prize for the most decorated spooktacular house in place of yard of the month. November will be properties that are decorated for fall, and December will be decorated for Christmas. Winner will be selected by the committee. Linda is working on grants to be help with the cost. She will meet with the artist and get a cost estimate and the mural would be placed on vinyl. Committee members will be approaching business to paint windows this fall.

South Big Horn County Joint Powers Board: Tony Harrison addressed the council. The JPB is still working on funding for the water service line between well 1 and the holding tanks. The original plan was to obtain outside funding and replace the line with stainless steel. External funding sources are not available and the JPB is looking into the cost of using C900 pipe will is effective and will reduce the amount of money needed to complete the project.

Big Horn Regional Joint Powers Board: CJ Duncan was unable to make the last meeting.

Building/Demolition Permits:

Ricky Hoffman-608 S 5th St: Build new fence on the back half of the property with woven wire and wooden posts and replace existing windows.

Dallman Properties, LLC-510 West F St: Move in shed on skids. Shed is over 200 square feet. Tony Harrison addressed the council about the shed on Dallman Property. The shed is over 200 square feet, and the property owner will need to abide by the set back rules on the property line. Councilmember Hopkin made a motion to accept the building permits as presented, Councilmember Dellos seconded the motion, motion carried.

Executive Session:

No executive session requested.

Approve Consent Agenda/Addition/Deletions: Councilmember Dellos made a motion to accept the agenda. Councilmember Hopkin seconded the motion, motion carried.

Conduct of Business:

Basin City Arts Center: Carmen Olson addressed the council about the fire inspection. During the inspection some old valves had to be replaced with new valves. New fire extinguishers were

installed. Carmen is requesting that the town pay for thirty three percent of the \$3000.00 bill. Mayor Duncan stated that there is \$1000.00 in the budget to help the Basin City Arts Center. Councilmember Hopkin made a motion to approve to use the \$1000.00 in the budget towards the \$3000.00 bill. Councilmember Dellos seconded the motion, motion carried.

Ordinance Clarification: Manufactured mobile homes. Chief McClure is seeking clarification on Ordinance 8-3-9. Mobile homes manufactured prior to June 15, 1976, won't be permitted. In zoning additional provisions 11-4-4, states that mobile homes manufactured prior to July 13, 1994, won't be allowed in the town of Basin. Chief McClure stated that we have two ordinances that contradict each other and would like clear this up. His recommendation is to change 8-3-9 to change the date to July 13, 1994, or strike 8-3-9 completely. Mayor Duncan said to look at the dates the ordinance was adopted. Mayor Duncan said that we could clean up the ordinances, but it would take three readings from the council and have it approved. Jesse Frisbee stated that Worland uses the verbiage that mobile homes older than fifteen years.

Local Government Annual Report Summary: Mayor Duncan stated that the F-66 tells us that the Town of Basin is compliant and that all executive officers has taken the public officer training and those who have fiduciary responsibilities have taken the public officer training. Councilmember Hopkin moved to adopt the Local Government Annual Report Summary. Councilmember Dellos seconded the motion, motion carried.

Boat Dock: On September 24, 2025, there was vandalism at the boat dock. The woman's bathroom the toilet paper dispenser and handrail were damaged. One picnic table was damaged. There was fencing that was damaged. The vandals also gained access to the old electric shop, but nothing was missing. Mayor Duncan advised to board up the windows. Harrison stated that the public works crew has all equipment that sets outdoors locked up and keys in the main shop.

AYRES Workshop: Representatives will be at the council room on October 2, 2025. This group will look at the town's buildings and make recommendations on how to best utilize the buildings. Mayor Duncan stated that this organization tested for lead and asbestos in the Town Hall Building with grant money.

Sewer Project: Mayor Duncan stated that we do not have a definite answer on funding for the sewer project from the USDA to continue the project. USDA recommends signing the application by September 30, 2025, by the council. Mayor Duncan recommends going into executive session under contract negotiations for further discussion.

Public Comment: Roxanne Brewer has concerns about speeding traffic on 6th street by Washington Park. She is concerned about community members getting hit by speeding vehicles. She stated that her husband has stopped cars and tell them to slow down. Roxanne would like to

see more signs installed on that street. She states that not only tourists speed on the road, but town people and county vehicles. She states that people are traveling 50 MPH on this road. Mayor Duncan agrees with Roxanne, and states that Law enforcement cannot be at every spot in town. More signs could be installed but wouldn't be effective. Mayor Duncan encourages Roxanne to install the green kids at play signs. Mayor Duncan isn't opposed to installing more signs but doesn't think it would be effective. Chief McClure has patrolled the area in August but did not see lots of traffic disobeying the speed limit. Chief McClure says that vehicles looking like they are going fast, doesn't mean they are going fast. Roxanne asked if the speed limit could be lowered, and Chief McClure said it would take the council to approve that. Chief McClure made the recommendation to install yield signs, and the Police Department will have additional patrol in the area. Roxanne asked if the town could install a valley pan by Murphy and 6th Street. Mayor Duncan said there is no budget item for this in the current fiscal year. Mayor Duncan thanked Roxanne for her comments. Mayor Duncan says that people need to be aware and obey traffic laws.

William Everhart addressed the council in public comment. He wanted it on record that he was not fired from the town, that he had quit on his own accord. He wants to salvage his reputation. Mayor Duncan thanked Mr. Everhart for his comments.

Executive Session: Mayor Duncan is requesting a motion to go into executive session for contract negotiations. Councilmember Hopkin made a motion to going into executive session, Councilmember Weeks seconded the motion, motion carried. Executive session will start at 7:45 PM. Council member Dellos made a motion to come out of executive session and go back into regular session at 8:12 PM, Councilmember Weeks seconded, motion carried.

Councilmember Dellos made a motion to move forward with signing the letter of intent and request of obligation from USDA for the purpose of securing the funds in case they are needed while continuing to explore other alternatives, Councilmember Weeks seconded the motion. Councilmember Hopkin was opposed. Motion carried.

With no further business to discuss, the meeting was adjourned at 8:15 p.m.

Town of Basin Mayor/CJ Duncan

Tony Harrison-Town Clerk

Kent A. Richins

ATTORNEY AT LAW
ALSO ADMITTED IN KANSAS

(307) 347-6324 Phone
krichins@rtcconnect.net

Post Office Box 1858
812 Coburn Avenue
Worland, WY 82401

October 2, 2025.

**KARL BERTAGNOLE
TONYA BERTAGNOLE
P.O. BOX 213
SHELL, WYOMING 82441**

**RE: RESOLUTION DEDICATING WESTERLY
EXTENSION OF E STREET, TO TOWN OF BASIN**

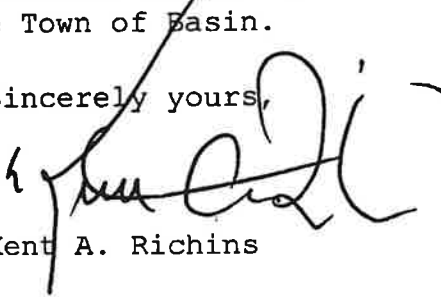
Dear Mr. and Mrs. Bertagnole:

Enclosed please find an original **RESOLUTION DEDICATING THE WESTERLY EXTENSION OF E STREET, TO THE TOWN OF BASIN**. I emailed a copy to you and have not heard back. Please review and let me know of any issues. I drafted it to reflect that Goose Creek, LLC financed the construction and that WY Capital Group, LLC, is dedicating as the owner of Lot 10 to complete the chain.

Please obtain the necessary signatures and deliver to Basin Town Hall for filing.

Thanks for completing the extension in such good form and for your patience in working with the Town of Basin.

Sincerely yours,


Kent A. Richins

Cc: Mayor Duncan
Basin Town Council
Administrator Tigner
Surveyor Jesse Frisbee
Clerk Tony Harrison

WY CAPITAL GROUP, LLC

A Wyoming Limited Liability Company

RESOLUTION

**DEDICATION OF WESTERLY EXTENSION OF E STREET
TOWN OF BASIN**

**A RESOLUTION DEDICATING THE WESTERLY EXTENSION OF E STREET
FROM WY CAPITAL GROUP, LLC, TO THE TOWN OF BASIN, WYOMING.**

BE IT RESOLVED by WY Capital Group, LLC, a Wyoming Limited Liability Company, of 1725 Road 17, Basin, Wyoming 82410, Big Horn County, Wyoming 82441:

WHEREAS, Goose Creek, LLC, of P.O. Box 213, Town of Shell, Big Horn County, Wyoming 82441, was the owner of the parcel being dedicated and was responsible for financing and constructing the westerly extension of E Street, located within the Town of Basin, Big Horn County, State of Wyoming, and did comply with all of the requirements associated with said construction;

WHEREAS, the real property consisting of the westerly extension of E Street has been fully constructed as a public right-of-way with improvements including curb, gutter, sidewalk, street lights, asphalt pavement and underground utilities;

WHEREAS, the construction and improvements made by Goose Creek, LLC, are pursuant to the terms and requirements of the Basin Housing Addition Plat filed for record in Book SD100, Page 1432 (Document #1001870), on February 23, 2010, in the Big Horn County Clerk's Office;

WHEREAS, the sale of Lot 10, of the Basin Housing Addition to the Town of Basin, to WY Capital Group, LLC, was completed prior to the final construction of the westerly extension of E Street which is contained within Lot 10. Therefore, WY Capital Group, LLC, being the current owner of Lot 10, is the appropriate entity to dedicate the westerly extension of E Street;

WHEREAS, this Dedication is being executed by WY Capital Group, LLC, and Goose Creek, LLC, to insure the dedication is provided by all appropriate entities involved in the ownership of Lot 10; and

WHEREAS, the westerly extension of E Street needs to be dedicated to the Town of Basin as a public street right-of-way as indicated on the document attached hereto as **EXHIBIT 'A' (Plat Showing a 60-Foot Wide Strip of Land for 'E' Street Right-of-Way in Lot 10 of Basin Housing Addition)**, and by this reference incorporated herein.

NOW, THEREFORE, BE IT RESOLVED by WY Capital Group, LLC, and Goose Creek, LLC, that the westerly extension of E Street, as indicated in Exhibit 'A', is hereby dedicated to the Town of Basin, Wyoming, as a public street right-of-way for the beneficial use of the general public.

IT IS HEREBY DECLARED that it is in the best interests of WY Capital Group, LLC, Goose Creek, LLC, and the Town of Basin and the general public, to dedicate said public street right-of-way known as the westerly extension of E Street to the Town of Basin, Wyoming. The Managing Members of WY Capital Group, LLC, and Goose Creek, LLC, are duly authorized to execute all documents necessary to accomplish this matter, including this Resolution to be filed with the Big Horn County Clerk's Office.

PASSED, APPROVED AND ADOPTED on this _____ day of _____, 2025.

DEDICATION BY:

WY CAPITAL GROUP, LLC
A Wyoming Limited Liability Company

By: _____
WYATT SCHATZ - MANAGING MEMBER

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

On this _____ day of _____, 2025, before me personally appeared WYATT SCHATZ, to me personally known, who being by me duly sworn did say that he is the Managing Member of WY CAPITAL GROUP, LLC, and that this instrument was signed on behalf of the Company by authority of its Member who acknowledges this instrument to be the free act and deed of WY CAPITAL GROUP, LLC.

WITNESS my hand and official seal.

Notary Public

My Commission Expires: _____

DEDICATION BY:

**GOOSE CREEK, LLC
A Wyoming Limited Liability Company**

By: _____
KARL BERTAGNOLE - MANAGING MEMBER

By: _____
TONYA BERTAGNOLE - MANAGING MEMBER

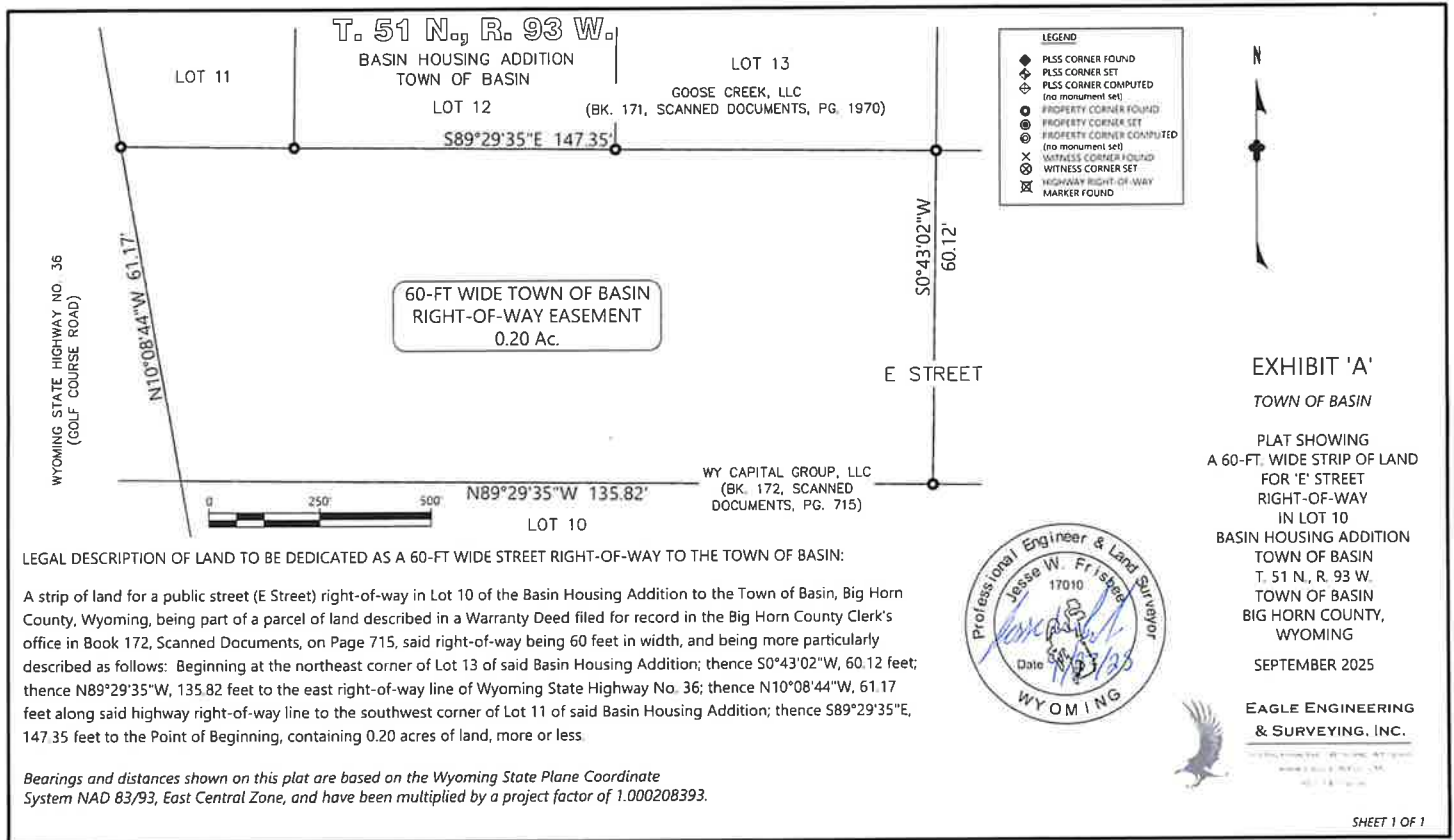
STATE OF WYOMING)
) ss.
COUNTY OF BIG HORN)

On this _____ day of _____, 2025, before me personally appeared **KARL BERTAGNOLE** and **TONYA BERTAGNOLE**, to me personally known, who being by me duly sworn did say that they are the Managing Members of **GOOSE CREEK, LLC**, and that this instrument was signed on behalf of the Company by authority of its Members who acknowledge this instrument to be the free act and deed of **GOOSE CREEK, LLC**.

WITNESS my hand and official seal.

Notary Public

My Commission Expires: _____



LEGEND

- ◆ PLS CORNER FOUND
- ◊ PLS CORNER SET
- ◊ PLS 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
A 60-FT. WIDE STRIP OF LAND
FOR 'E' STREET
RIGHT-OF-WAY
IN LOT 10
BASIN HOUSING ADDITION
TOWN OF BASIN
T. 51 N., R. 93 W.
TOWN OF BASIN
BIG HORN COUNTY,
WYOMING
SEPTEMBER 2025



LEGAL DESCRIPTION OF LAND TO BE DEDICATED AS A 60-FT WIDE STREET RIGHT-OF-WAY TO THE TOWN OF BASIN:

A strip of land for a public street (E Street) right-of-way in Lot 10 of the Basin Housing Addition to the Town of Basin, 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 172, Scanned Documents, on Page 715, said right-of-way being 60 feet in width, and being more particularly described as follows: Beginning at the northeast corner of Lot 13 of said Basin Housing Addition; thence S0°43'02"W, 60.12 feet; thence N89°29'35"W, 135.82 feet to the east right-of-way line of Wyoming State Highway No. 36; thence N10°08'44"W, 61.17 feet along said highway right-of-way line to the southwest corner of Lot 11 of said Basin Housing Addition; thence S89°29'35"E, 147.35 feet to the Point of Beginning, containing 0.20 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.

*Town of Basin, WY
Thursday, October 9, 2025*

Title 8. Building Regulations

Chapter 8-3. BUILDING INSPECTOR—PERMITS

§ 8-3-9. MOBILE/MANUFACTURED HOME.

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

(Ord. 581, 2-1-2010)

*Town of Basin, WY
Thursday, October 9, 2025*

Title 11. Zoning Regulations

Chapter 11-1. GENERAL ZONING PROVISIONS

§ 11-1-5. DEFINITIONS.

As used in this title, the following words and terms shall have the meanings ascribed to them in this section:

Adjacent: All properties direction contiguous to a parcel under consideration as well as to any properties separated from said parcel by a public way.

Adjoining: All properties contiguous to or abutting another property; properties on opposite sides of a street or alley are not considered as adjoining.

Adult Use: Retail and/or entertainment establishments primarily engaged in offering adult entertainment and/or the sale of sexually explicit materials, including adult book and video stores, strip clubs, establishments featuring nude dancers, and similar uses.

Amendment: An amendment is a change in the zoning ordinance or map. An amendment may be initiated by a landowner, the governing body or the planning commission.

Average Lot Size: The sum of the land area of land within the lots in a subdivision divided by the number of lots in the subdivision, not counting any land or lots dedicated for streets, parks or other public uses.

Bed and Breakfast Inn: An owner-occupied, single-family dwelling where short-term lodging is provided through the rental of no more than four individual rooms to the general public.

Boulevard: The portion of the street right-of-way between the curb line and the property line.

Building Height: The vertical distance of a building measured from the average elevation of the finished grade surrounding the buildings to the highest point of the building. Air conditioners, chimneys, church spires and steeples, mechanical equipment and similar appurtenances are exempt from building height restrictions.

Building Permit: A certificate issued by the town council or an authorized agent, authorizing both the use of land in the town pursuant to the requirements of this Code and construction activity consistent with the applicable building code.

Commercial: Land uses involving the purchase, sale or other transaction involving the handling or disposition of any article, substance, commodity, or service for livelihood or profit, or the ownership or management of office buildings, offices, recreational or amusement enterprises, or maintenance and use of offices by professionals.

Conditional Use: A land use or development that may be allowed only after an in-depth review procedure and with appropriate restrictions or conditions as provided by this Zoning Code upon a

finding that standards and criteria stated in this Code will be satisfied. A conditional use must be compatible with the existing neighborhood.

Construction: Includes any addition expanding the lot coverage or height of any building as well as to the erection of new buildings and shall further apply to the development of parking lots or establishment of other land uses that lack buildings.

Council: Unless otherwise indicated, the Town Council of the Town of Basin.

Deq: The Wyoming Department of Environmental Quality or its successors.

Destruction: The ruination of a building or structure by accident, fire, flood, wind or similar event where the cost of repair or reconstruction equals or exceeds 50% of the market value of the structure before the damage occurred.

Development Plan: A plan which serves as a basis of discussion between the Planning Commission and a developer. It should be sufficient clarity and detail to fully determine compliance with the provisions of this title but should, also, be subject to change in response to recommendations of the Planning Commission.

Easement: A grant or conveyance by an owner of real property of a right to use the owner's real property for a specific purpose.

Essential Services: The erection, construction, alteration or maintenance by local governmental units or franchisees of underground, surface, or overhead utilities, including gas, electric, fuel or water transmission and distribution system collection, communication supply or disposal system, and including towers, poles, wires, mains, drains, sewers, pipes, conduits, cables, fire alarm and police call boxes, traffic signals, hydrants and similar equipment in connection therewith, but not including buildings, which are necessary for the furnishing of adequate service by such utilities or municipal departments for the general health, safety or welfare.

Facility: Any material, structure or object of any kind or character, whether enumerated herein or not, which is or may be lawfully constructed, left, placed or maintained in, upon, along, across, under or over any public place.

Farm Animal: Any animal other than a dog or cat normally kept outside of a dwelling unit. Farm animals include, but are not limited to, chickens, cows, geese, goats, horses, lamas, and pigs. Keeping farm animals is an agricultural use.

Frontage: The length of a property abutting on one side of a street measured along the street line.

Half Street: A public right-of-way having only half of the width required by the subdivision design requirements.

Home Occupation: Any use conducted entirely within a dwelling and carried on by the inhabitants thereof, which use is clearly incidental and secondary to the use of the dwelling purposed and does not change the character thereof. There shall be no window display or other public display of any material or merchandise in connection with any home occupation. No sign shall be displayed on the premises advertising the occupation carried on in the home except one sign which shall not be more than two square feet in area, and which shall be attached to the house.

Hotel/Motel: Any building or portion thereof where lodging is offered to transient guests for compensation and in which there are more than four sleeping rooms. Kitchenettes are okay.

Industrial: Land uses involving the manufacture, fabrication, processing, reduction or destruction of any article, substance or commodity, or any other treatment thereof in such a manner to change the form, character, or appearance thereof, and including storage elevators, truck storage yards, warehouses, wholesale storage and other similar types of enterprises.

Institutional Uses: Group homes, day care centers, hospitals, nursing homes, convalescent homes, retirement homes and similar uses.

Interim Uses: A temporary use of property until a particular date, until a particular event, or until zoning regulations no longer permit it. Interim use permits are not recorded and do not run with the land upon transfer. All interim uses shall conform to standards listed in the interim use section of the Code.

Land Use Permit: A permit issued by the town council or its authorized agent authorizing the use of land pursuant to the requirements of this Code.

Lot: A numbered or otherwise described tract of land designated on a recorded deed of conveyance, plat and/or subdivision plat, and separated from other tracts, parcels or portions for the purpose of development or for the transfer of ownership, exclusive of public rights-of-way or private road easements that are recorded with the county clerk.

Manufactured Home: A structure, transportable in one or more dependent sections, constructed in conformance with the National Manufactured Housing Construction and Safety Standards Act (42 U.S.C. 5401 et seq., as amended), which is built on a permanent chassis and designed to be used as a single-family residential dwelling unit. See also definition of Mobile Home.

Manufactured Home Park: An area occupied by three or more manufactured homes or mobile home spaces. A manufactured home park is distinguished from a subdivision, in which lots are sold for the placement of manufactured homes, by it being in one ownership.

Mobile Home: A structure, transportable in one or more sections, designed for use as a single-family residential dwelling unit, built on a permanent chassis, that was constructed prior to July 13, 1994 or is lacking certification of compliance with the National Manufactured Housing Construction and Safety Standards Act. Such a structure shall be considered to be a mobile home, whether or not the wheels originally mounted have been removed, and whether or not the structure has been placed upon a permanent foundation. A "trailer house" is the same as a mobile home. See also definition of Manufactured Home.

Modular Construction: A structure, transportable in one or more dependent sections, designed for use as a single-family residential dwelling unit, not built on a permanent chassis, capable of being transported from the place of fabrication to the site on which it is to be erected, where it is placed on a permanent foundation when assembled.

Nonconforming Use: Any pre-existing structure or land use which is inconsistent with the provisions of this Code.

Pasture: Areas where grass or other growing plants are used for grazing and where the concentration of animals is such that a vegetation cover is maintained during the growing season except in the immediate vicinity of temporary supplemental feeding or watering devices.

Plat: A map or drawing which graphically delineates the boundary of the land parcels for the purpose of identification and record of title. The plat is a recorded legal document and must conform to the law.

Practical Difficulties: "Practical difficulties," as used in connection with the granting of a variance, means that the property owner proposes to use the property in a reasonable manner not allowed by the zoning ordinance; the plight of the landowner is due to circumstances unique to the property not created by the landowner; and the variance, if granted, will not alter the essential character of the locality. Economic considerations alone do not constitute practical difficulties.

Public Parks: A park, reservation, playground, or recreation or community center in which the community owned, leased, or used wholly in part of a town, county, state, school district, or federal government for recreational purposes.

Public Uses and Facilities: Public and quasi-public buildings, structures, and land uses operated by a governmental agency or non-profit community organization including non-residential schools, churches, meeting halls, parks, athletic fields, and governmental offices.

Setbacks: The shortest straight line distance between the outer extremity of a structure and property line.

Special Exemption: A certain use as listed in this Code which may be harmonious under special conditions and its specific locations within a zone, but may not be allowed under the general conditions of the zone as stated in this code. A special exemption must be authorized by town council after appropriate findings.

Tree: An object of natural growth.

Townhouse: An attached, privately owned single-family dwelling unit which is a part of and adjacent to other similarly owned single-family dwelling units that are connected to but separated from one another by a common party wall having no doors, windows, or other provisions for human passage or visibility.

Variance: Relief from certain provisions of this Code, when due to the particular physical surroundings, shape or topographical condition of the property, compliance would result in a practical difficulty upon the property owner. A variance should not be used to permit a use in a district where it is not allowed under the terms of this Code.

(Ord. 685, 11-12-2020)

*Town of Basin, WY
Thursday, October 9, 2025*

Title 11. Zoning Regulations

Chapter 11-4. ADDITIONAL PROVISIONS

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

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

(Ord. 685, 11-12-2020)

