

TOWN OF BASIN
Council Meeting - Regular
Tuesday, December 10, 2013
Town Hall Council Chambers @ 7 PM

Call to Order Regular Session
Pledge of Allegiance
Roll Call
Agenda Review and Approval
Mayor's Recognition and Announcements

1. **Consent Agenda:** All items under the consent agenda will be acted upon in one motion unless a Councilmember or member of the public requests that an individual item be taken up under Conduct of Business.
 - a. Approve Minutes: Regular Meeting 11/12/13*
 - b. General Ledger Statement YTD 11/30/13
 - c. Vouchers \$250,967.14 + Payroll Gross \$45,970.015 GT=\$296,937.29
 - d. Delinquent/Aging: \$160,212.99 (30 Days/Current) \$19,076.66(60 Days) \$5,954.29 (90 days+) as of December 6th, 2013.

2. **Public Comments:** The Town Council welcomes input from the public. In order for everyone to be heard, please limit your comments to five (5) minutes per person. No action will be taken on public comments at this meeting.

3. **Public Hearing:** Bid Opening Crescent Drive

4. **Committees/Commissions/Departments**
 - a. Planning & Zoning Commission:
 - i. Minutes of November 26, 2013; Bill Stoelk

 - b. REPORTS:
 - i. Water: Big Horn Regional JPB & South Big Horn JPB, Phil Julliard

5. **Conduct of Business**
 - a. ORDINANCE 626: Flood Prevention
3rd Reading

 - b. ORDINANCE 620: Title 12 Subdivisions
1st Reading

 - c. Carl Jeffries

 - d. County Consensus Funding

 - e. North Hwy 20 Annexation/WYDOT, Kent Richins

 - f. Sewer Master Plan - SRF Update

 - g. Electric Loop Feed Project – Kent Richens

 - h. Update on Charter/Cable One Franchise Agreement & Pole Attachment

Agreement

- i. Crescent Drive Sewer Project, Sherman Allred and Kent Richins
- j. WYDOT/BNSF Quiet Zone Diagnostic Review Report
- k. MEAN power purchase agreement
- l. BCAC-Water Damage repairs and cost
- m. Schedule 2nd Public Hearing for Zoning Map
- n. Building Permit(s): NONE

6. Matters from Staff Members or Council Members, Roundtable

- a. Electric Monthly Summary Report, November 2013
- b. Water Monthly Summary Report, November 2013
- c. Public Works Summary Report, November 2013
- d. Administrative Summary Report, November 2013
- e. Law Enforcement Summary Report, November 2013
- f. Safety Committee Report, Steve Vanderploeg
- g. On-Call Pay

Upcoming Meetings:

Tuesday, January 14, 2014 @ 7 pm – Regular Town Council Meeting

Other Meetings:

Friday, January 10, 2014@1 pm – Economic Development Roundtable

- Attached Documents

Big Horn County Consensus Funding

Distribution Agreement –DRAFT FOR DISCUSSION

The County of Big Horn and the nine incorporated towns residing within the county: Lovell, Greybull, Basin, Cowley, Byron, Burlington, Frannie, Deaver and Manderson desire to establish an agreement for dispersing County Consensus Funds when allocated by the State of Wyoming. Any decisions and/or changes to this agreement must be approved by 100 percent members of the participating Mayors and the County. Any changes to the distribution formula must be approved by 100 percent of the members.

Upon notification from the State of Wyoming that County Consensus Funding has been appropriated to Counties and the Big Horn County amount has been established, the County Clerk will present to the Mayors and County Commissioners the amount allotted by the state, and show the amounts for each entity based on the \$35,000 base amount with the population per capita amount figured in.

The distribution formula will include the approved base award amount for each town and the county. The remaining consensus funding will then be divided by the towns and county by population based upon current census population figures using the formula that has been previously used.

Special Tax Districts may submit project applications to the County Clerk. The applications will then be presented to the County Commissioners for their preliminary review. Special Tax District projects if approved by the County Commissioners will then be presented to the Mayors for approval and then to the SLIB Board as part of the Town and County project list. Special Tax Districts approved projects if approved by the County Commissioners could be awarded and funded as part of the County portion of the consensus funding. If a special district is sponsored by a town and approved by the County Commissioners they could be awarded and funded with town and county funds.

Proposed Town projects and County projects (which may include Special Tax District projects) will be presented to the Mayors for discussion and approval in writing. Projects will then be submitted to the County Commissioners for approval in writing and then to State Loan and Investment Board (SLIB) for final approval. Projects approved must follow SLIB requirements. The Big Horn County Clerk will assist with project application submissions and oversight on the Consensus Grants. Project application forms will be provided by the County Clerk.

A list of substitute consensus project applications may be submitted by the Towns and County, following the procedure as listed above. A substitute project may be approved in writing by the Mayors, Commissioners and SLIB Board and funds may be re-allocated to the appropriate town or county out of the allotted funding if an approved project is unable to be completed as originally planned.

SIGNATURES

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/13	12/06/2013	38119	1003	ALSCO	1021310	127.20
12/13	12/06/2013	38120	1676	B/H CO. SOLID WASTE DIST.	1021310	6,332.04
12/13	12/06/2013	38121	1346	BASIN CITY ARTS CENTER	1021310	56.00
12/13	12/06/2013	38122	1380	BASIN REPUBLICAN RUSTLER	1021310	742.00
12/13	12/06/2013	38123	1620	BIG HORN CO-OP MARKETING	1021310	2,483.71
12/13	12/06/2013	38124	1890	BIG HORN REGIONAL JOINT POWERS	1021310	9,379.84
12/13	12/06/2013	38125	5160	BLUE CROSS BLUE SHIELD OF WY	1021310	9,889.74
12/13	12/06/2013	38126	2005	BORDER STATES ELECTRIC SUPPLY	1021310	38.12
12/13	12/06/2013	38127	2110	CASELLE INC.	1021310	563.00
12/13	12/06/2013	38128	2210	CLARK SAFETY	1021310	204.60
12/13	12/06/2013	38129	2211	CNA SURETY	1021310	200.00
12/13	12/06/2013	38130	2321	COLONIAL RESEARCH CHEM CORP.	1021310	545.63
12/13	12/06/2013	38131	2414	CRUM ELECTRIC	1021310	31.17
12/13	12/06/2013	38132	2600	DONNELL & ALLRED INC.	1021310	12,704.29
12/13	12/06/2013	38133	1463	GREAT-WEST TRUST CO., LLC	1021310	512.00
12/13	12/06/2013	38134	3371	HARTMAN, COLE	1021310	187.50
12/13	12/06/2013	38135	3511	HSA BANK	1021310	100.00
12/13	12/06/2013	38136	3517	IN CONTROL, INC.	1021310	7,400.00
12/13	12/06/2013	38137	3580	INTER-MOUNTAIN LABORATORIES	1021310	353.00
12/13	12/06/2013	38138	4001	JACK'S TRUCK & EQUIPMENT	1021310	452.76
12/13	12/06/2013	38139	3619	JERRY'S ELECTRIC	1021310	4,425.00
12/13	12/06/2013	38140	3631	JOINT POWERS BOARD	1021310	8,100.00
12/13	12/06/2013	38141	3658	KANIA, AMY	1021310	61.92
12/13	12/06/2013	38142	4403	KENT A. RICHINS	1021310	1,350.00
12/13	12/06/2013	38143	3775	LAWSON PRODUCTS	1021310	137.14
12/13	12/06/2013	38144	3788	LINTONS BIG R	1021310	1,069.82
12/13	12/06/2013	38145	3873	MASTER CARD	1021310	862.17
12/13	12/06/2013	38146	3881	MEAN	1021310	53,338.50
12/13	12/06/2013	38147	5505	NCPERS WYOMING	1021310	80.00
12/13	12/06/2013	38148	4222	O'REILLY AUTOMOTIVE, INC.	1021310	731.38
12/13	12/06/2013	38149	4260	OVERLAND EXPRESS MART	1021310	86.93
12/13	12/06/2013	38150	4336	PRIME POWER & COMMUNICATIONS	1021310	586.52
12/13	12/06/2013	38151	4356	QUILL CORPORATION	1021310	139.82
12/13	12/06/2013	38152	4389	RADAR SHOP	1021310	305.00
12/13	12/06/2013	38153	4385	REILLY, JAMES	1021310	10,000.00
12/13	12/06/2013	38154	4428	RIMROCK TIRE INC.	1021310	239.90
12/13	12/06/2013	38155	4444	RIVERBEND PLUMBING & HEATING	1021310	215.00
12/13	12/06/2013	38156	4576	SECURITY STATE BANK- HSA	1021310	360.00
12/13	12/06/2013	38157	4713	TCT WEST INC.	1021310	723.11
12/13	12/06/2013	38158	4750	THE OFFICE SHOP	1021310	109.51
12/13	12/06/2013	38159	4720	THE OFFICE SHOP LEASING	1021310	152.29
12/13	12/06/2013	38160	4825	TOWN OF BASIN	1021310	3,741.26
12/13	12/06/2013	38161	4830	Town Of Basin (Petty Cash)	1021310	19.12
12/13	12/06/2013	38162	4960	U.S. POSTMASTER	1021310	493.00
12/13	12/06/2013	38163	5083	VALLEY HARDWARE	1021310	221.41
12/13	12/06/2013	38164	5093	VERIZON WIRELESS	1021310	376.84
12/13	12/06/2013	38165	6611	VISION SERVICE PLAN- (WY)	1021310	45.45
12/13	12/06/2013	38166	5181	WATERWORKS INDUSTRIES INC.	1021310	309.87
12/13	12/06/2013	38167	5451	WEBT	1021310	29.25
12/13	12/06/2013	38168	5167	WELLS FARGO BANK, N.A.	1021310	81,726.00
12/13	12/06/2013	38169	5188	WESCO DISTRIBUTION	1021310	672.85
12/13	12/06/2013	38170	5194	WESTERN AREA POWER	1021310	3,234.07
12/13	12/06/2013	38171	5220	WHEELER'S IGA	1021310	3.44

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/13	12/06/2013	38172	5420	WY DEPT. OF REVENUE & TAX	1021310	3,608.54
12/13	12/06/2013	38173	5480	WY GAS COMPANY	1021310	1,027.14
12/13	12/06/2013	38174	5500	WY RETIREMENT SYSTEM	1021310	6,628.83
12/13	12/06/2013	38175	5308	WYOMING RURAL WATER	1021310	375.00
12/13	12/06/2013	38176	5615	ZONE 4 GRAPHICS & PRINTING	1021310	40.00
12/13	12/06/2013	38177	4595	SECURITY STATE BANK	1021310	11,336.02
Grand Totals:						249,264.70

#38118 Dept Rev	\$1702.44
1st Payroll	\$22,229.04
2nd Payroll	\$23,741.11
Grand Total	\$296,937.29

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
1021310	71.76	249,336.46-	249,264.70-
10-40-250	6.99	.00	6.99
10-40-730	157.43	.00	157.43
10-42-800	65.35	.00	65.35
10-43-360	46.00	.00	46.00
10-43-500	650.00	.00	650.00
10-44-260	357.28	.00	357.28
10-44-360	88.91	.00	88.91
10-44-521	208.46	.00	208.46
10-44-560	309.59	.00	309.59
10-44-680	616.24	.00	616.24
10-44-980	413.49	.00	413.49
10-45-520	70.57	.00	70.57
10-45-680	7.56	.00	7.56
10-45-980	527.68	.00	527.68
10-46-050	127.20	.00	127.20
10-46-060	865.35	.00	865.35
10-46-080	545.63	.00	545.63
10-46-180	218.46	.00	218.46
10-46-485	1,087.23	.00	1,087.23
10-46-520	584.18	.00	584.18
10-46-600	208.15	.00	208.15
10-46-680	238.94	.00	238.94
10-46-690	334.41	.00	334.41
10-46-700	275.49	.00	275.49
10-46-980	80.40	.00	80.40
10-47-115	86.59	.00	86.59
31-40-114	113.05	.00	113.05
31-42-071	3,628.13	.00	3,628.13
32-40-700	1,817.40	.00	1,817.40
61-22220	6,839.79	.00	6,839.79
61-22221	4,496.23	.00	4,496.23
61-22223	80.00	.00	80.00
61-22224	9,935.19	.00	9,935.19
61-22225	6,628.83	.00	6,628.83
61-22229	512.00	.00	512.00
61-40-020	602.00	.00	602.00
61-40-070	563.00	.00	563.00
61-40-140	179.25	.00	179.25
61-40-250	152.29	.00	152.29
61-40-300	700.00	.00	700.00
61-40-360	627.46	.00	627.46

GL Account	Debit	Credit	Proof
61-40-560	302.20	.00	302.20
61-40-570	61.92	.00	61.92
61-40-640	337.86	.00	337.86
61-40-760	200.00	.00	200.00
61-40-980	10,000.00	.00	10,000.00
71-21500	3,680.30	71.76-	3,608.54
71-40-100	3,234.07	.00	3,234.07
71-40-120	5,167.14	.00	5,167.14
71-40-140	150.00	.00	150.00
71-40-390	262.99	.00	262.99
71-40-485	15.49	.00	15.49
71-40-600	102.30	.00	102.30
71-40-680	146.19	.00	146.19
71-40-690	113.04	.00	113.04
71-40-700	640.75	.00	640.75
71-40-980	80.40	.00	80.40
71-40-990	40.00	.00	40.00
71-63-160	53,338.50	.00	53,338.50
71-66-020	70,000.00	.00	70,000.00
71-66-030	11,726.00	.00	11,726.00
72-40-090	2,499.00	.00	2,499.00
72-40-100	35.20	.00	35.20
72-40-140	160.00	.00	160.00
72-40-180	18.10	.00	18.10
72-40-400	309.87	.00	309.87
72-40-440	375.00	.00	375.00
72-40-560	188.26	.00	188.26
72-40-600	8.00	.00	8.00
72-40-640	635.78	.00	635.78
72-40-660	5,601.00	.00	5,601.00
72-40-680	196.00	.00	196.00
72-40-980	9,379.84	.00	9,379.84
73-40-980	1,399.62	.00	1,399.62
73-63-030	7,400.00	.00	7,400.00
74-40-520	568.00	.00	568.00
74-40-521	142.72	.00	142.72
74-65-020	140.00	.00	140.00
74-65-030	7,145.71	.00	7,145.71
75-40-520	48.73	.00	48.73
75-40-690	821.46	.00	821.46
75-40-700	1,135.32	.00	1,135.32
75-40-800	66.89	.00	66.89
75-40-890	78.57	.00	78.57
75-40-970	6,332.04	.00	6,332.04
Grand Totals:	<u>249,408.22</u>	<u>249,408.22-</u>	<u>.00</u>

Dated: _____

Mayor: _____

City Council: _____

I certify under penalty of perjury, that this voucher and the items included therein for payment are correct and just in all respects.

City Recorder: _____

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

Town of Basin
Revenue & Expenditures Summary Allocation
FY 2013-14

	FY 2009-10 ACTUAL	FY 2010-12 ACTUAL	FY2011-12 ACUTAL	FY2012-13 ACTUAL	CURRENT YEAR		42% YTD
					BY2013-14 BUDGET	BY13-14 ACTUAL	
REVENUES							
TOTAL GENERAL FUND	558,678	692,335	623,595	612,157	615,567	245,581	40%
TOTAL CAPITAL FUND	1,480,390	1,527,753	379,996	218,600	188,743	332,129	152%
TOTAL STREET PROJECTS	165,562	188,039	235,497	212,376	187,366	97,982	46%
Total Electric	1,319,750	1,222,486	1,379,570	1,942,389	2,007,982	628,938	32%
Total Purified Water	278,152	290,789	324,591	324,393	541,173	129,128	40%
Total Raw Water	59,338	95,177	102,176	88,213	262,802	4,526	5%
Total Sewer	106,680	113,403	116,293	100,170	365,100	43,827	44%
Total Garbage	182,951	249,561	241,899	225,091	204,568	82,798	37%
Total Mosquito	26,549	71,016	3,112	17,890	18,436	4,595	26%
TOTAL ENTERPRISE	1,973,420	2,042,432	2,167,640	2,698,147	3,400,061	893,812	33%
Total Debt Services	43,250	45,683	41,617	42,124	36,200	6,967	17%
Total Residential Relending Pr	-	-	-	-	1,019	-	
Total Internal Service Funds	259,000	300,250	293,027	255,294	256,000	66,520	26%
Sub-Total Revenues	4,480,300	4,796,492	3,741,371	4,038,698	4,683,937	1,642,990	41%
Less Intergovernmental	(419,000)	(647,724)	(364,827)	(255,086)	(421,675)	(66,520)	26%
Less Agency Funds	(394,922)	(243,016)	(16,046)	(100)	-	(193)	193%
Less Relending RESERVED	-	-	-	-	(1,019)	-	
TOTAL AVAILABLE RESOURCE	3,666,378	3,905,753	3,360,498	3,783,512	4,261,243	1,576,278	42%
EXPENSES							
TOTAL GENERAL FUND	599,561	560,723	559,343	787,755	651,602	222,672	28%
TOTAL CAPITAL FUND	1,447,559	1,544,430	318,721	348,710	310,197	17,546	5%
TOTAL STREET PROJECTS	94,206	179,334	83,429	141,160	395,163	53,576	38%
Total Electric	1,265,577	1,139,586	1,333,690	1,817,621	1,999,316	748,929	41%
Total Purified Water	285,762	287,118	317,810	342,637	560,225	148,670	43%
Total Raw Water	64,933	61,769	113,199	75,991	262,715	52,995	70%
Total Sewer	103,034	101,173	126,239	117,339	431,439	52,001	44%
Total Garbage	197,296	326,476	288,208	211,014	204,121	73,235	35%
Total Mosquito	1,655	24,344	33,019	15,128	18,540	2,804	19%
TOTAL ENTERPRISE	1,918,257	1,940,464	2,212,163	2,579,730	3,476,356	1,078,635	42%
Total Debt Services	55,000	55,000	108,120	54,973	35,000	29,109	53%
Total Residential Relending Pr	-	-	-	-	1,000	-	#DIV/0!
Total Internal Service Funds	246,092	307,649	237,540	243,600	260,100	103,747	43%
Sub-Total Expenditures	4,360,675	4,587,600	3,519,317	4,155,928	5,128,418	1,505,284	36%
Less Intergovernmental	(419,000)	(582,724)	(293,027)	(255,086)	(421,675)	(65,077)	26%
Less Agency Funds	(382,738)	(242,995)	(17,944)	-	-	-	#DIV/0!
Less Relending RESERVED	-	-	-	-	-	-	
TOTAL EXPENDITURES	3,558,938	3,761,882	3,208,345	3,900,842	4,706,743	1,440,208	37%
NET PROFIT(LOSS)							
TOTAL GENERAL FUND	(40,884)	131,612	64,252	(175,598)	(36,035)	22,909	
TOTAL CAPITAL FUND	32,831	(16,677)	61,275	(130,109)	(121,454)	314,583	
TOTAL STREET PROJECTS	71,356	8,705	152,067	71,216	(207,797)	44,406	
Total Electric	54,173	82,900	45,881	124,769	8,666	(119,992)	
Total Purified Water	(7,609)	3,671	6,781	(18,244)	(19,052)	(19,542)	
Total Raw Water	(5,595)	33,408	(11,023)	12,222	88	(48,468)	
Total Sewer	3,646	12,231	(9,946)	(17,169)	(66,339)	(8,174)	
Total Garbage	(14,345)	(76,915)	(46,308)	14,077	447	9,562	
Total Mosquito	24,894	46,672	(29,907)	2,762	(104)	1,791	
TOTAL ENTERPRISE	55,163	101,968	(44,523)	118,417	(76,295)	(184,823)	
Total Debt Services**	(11,750)	(9,317)	(66,504)	(12,849)	1,200	(22,141)	
Total Relending Debt Service	-	-	-	-	19	-	
Total Internal Service Funds	12,908	(7,399)	55,487	11,693	(4,100)	(37,228)	
Sub-Total Profit (Loss)	119,625	208,892	222,055	(117,231)	(444,481)	137,706	
*Less Intergovernmental	-	(65,000)	(71,800)	-	-	(1,443)	
Less Agency Funds	12,184	21	(1,898)	(100)	-	(193)	
Less Relending RESERVED	-	-	-	-	-	-	
NET AVAILABLE RESOURCE	131,809	143,913	148,357	(117,331)	(444,481)	136,070	-116%

Basin Municipal Court
Report to Mayor and Town Council for the
Month of **November** 2013

Docket #	Citation #	Name	Address	Offense	Ca/CK	Fine	Court Fee	Jail/ Rest.
11.13.5	88497G	Lorenzen, Jacob	Sheridan	Breach of Peace	ca	90.00	10.00	100.00
11.13.6	88498G	Lorenzen, Jacob	Sheridan	Public Drunkeness	ca	140.00	10.00	
11.13.3	88349G	Coe, Kenneth	Bear Creek, WI	Speeding 45/30	ca	110.00	10.00	
11.13.2	88348G	Zahner, Samuel	Perryville, MO	Speeding 42/30	ck	98.00	10.00	
8.13.21	88212G	Vollan, Johnathan	Basin	Speeding 38/30-Last pym	ca	60.00		
11/4/2013		Deposit		\$ 638.00		498.00	40.00	100.00
11.13.4	88494G	Mankin, William	Boulder, CO	Speeding 46/30	ck	134.00	10.00	
5.13.25	88205G	Lancaster, Brittany	Basin	Pass School Bus- Pymt	ck	100.00		
9.13.56	88477G	Piotrowski, Chad	Foley, MN	Speeding SZ- NRVC	ck	280.00	10.00	
10.13.15	88493G	Foland, Jay	Grand Island, NE	Speeding 45/30-NRVC	ck	130.00	10.00	
11/11/2013		Deposit		\$ 674.00		644.00	30.00	
6.13.14	88289G	Grisham, William	Basin	last payment	ck	68.00		
10.13.8	88486G	Eichlberger, Lee	Red Lodge, MT	Speeding 43/30 NRVC	ck	122.00	10.00	
11.13.7	88495G	Randall, Rickey	Scottsbluff, NE	Speeding 40/30	ck	90.00	10.00	
11.13.10	88350G	Moore, Tracy	Worland, WY	Speeding 42/30	ck	98.00	10.00	
11/18/2013		Deposit		\$ 408.00		378.00	30.00	-
11/21/2013		Grisham, William	Basin	Check NSF		(68.00)		
9.13.66	88480G	Houston, Craig	Canton, OH	Speeding 42/30	TOB Ck	118.00	10.00	
11.13.9	88499G	Dickson, Nathan	Worland	Speeding 55/30	ck	220.00	10.00	
9.13.8	88365G	Hayes, Heather	Paris, MO	Speeding 38/30-pymt	ck	80.00		
10.13.13	88490G	Martinez, Enrique	Lighthouse Point	Speeding 44/30- Plea Bargain down to Vehicle with Cracked Windshiled	ck (MO)	290.00	10.00	
11.13.11	88526G	Hawkins, Kim	Basin	Dog @ Large	ck	60.00	10.00	
8.12.15	88018G	Provost, Martin	Graham, WA	Speeding 43/30- Jail/Transport fee	BHC Jail ck			65.00
11/25/2013		Deposit		\$ 873.00		768.00	40.00	65.00
Subtotals						2,220.00	140.00	165.00
Grand Total						\$	2,525.00	

hereby certify the above is true and correct record of the earnings from each case listed and those earnings have been paid into the Town Treasury.

Teri Thon
Municipal Court Clerk

W.S. Duncan
Municipal Court Judge

Basin Municipal Court

209 South 4th Street
PO Box 599
Basin, WY 82410
307-568-3331

2013 Citations

Month	# of Citations Issued	Total Amount Received	Fines	<i>Paid by Credit Card</i>	Dog Fines	Court Fee	Dog Impound	Jail/Resituation	Parking
<i>Jan</i>	20	\$ 2,373.23	2,173.23	312.00	-	200.00	-	-	61.00
<i>Feb</i>	8	\$ 1,443.00	1,323.00	-	-	120.00	10.00	-	-
<i>March</i>	9	\$ 1,129.00	824.00	228.00	-	30.00	75.00	200.00	-
<i>April</i>	6	\$ 1,067.87	814.87	100.00	-	50.00	-	205.00	-
<i>May</i>	28	\$ 3,130.00	2,840.00	443.00	-	290.00	-	-	-
<i>June</i>	29	\$ 1,807.00	1,642.00	-	-	165.00	-	-	-
<i>July</i>	34	\$ 4,273.00	3,922.00	548.00	-	351.00	-	-	-
<i>Aug</i>	42	\$ 3,669.00	3,299.00	110.00	-	320.00	-	50.00	-
<i>Sept</i>	71	\$ 7,721.00	7,161.00	1,497.00	-	560.00	-	-	-
<i>Oct</i>	21	\$ 2,890.00	2,690.00	20.00	-	200.00	-	-	-
<i>Nov</i>	15	\$ 2,525.00	2,220.00	118.00	-	140.00	-	165.00	-
<i>Dec</i>									
Total	283	\$ 32,028.10	\$ 28,909.10	\$ 3,376.00	\$ -	\$ 2,426.00	\$ 85.00	\$ 620.00	\$ 61.00

Monthly Average
\$ 2,911.65

CHAPTER 1

ADMINISTRATION AND ENFORCEMENT

SECTION:

- 10-1- 1: Utilities, Extension and Annexation Policies
- 10-1- 2: Purpose
- 10-1- 3: Definitions
- 10-1- 4: Authority
- 10-1- 5: Permit Required
- 10-1- 6: Recording of Conveyances
- 10-1- 7: Recording of Plats
- 10-1- 8: Falsification of Information
- 10-1- 9: Severability
- 10-1-10: Construction
- 10-1-11: Penalty
- 10-1-12: Fees

10-1-1: **UTILITIES, EXTENSION AND ANNEXATION POLICIES:** Policies of the town relating to the extension of municipal services, annexation and subdivisions are as follows:

- A. Outside Corporate Limits: The town shall provide no municipal services outside its corporate limits with the exception of firefighting services which will be provided under existing policy.
- B. Utility Lines: Within the town limits, utility lines shall be extended to places presently not served only where all owners of property along the route of extension shall bear the full cost of the extension on a front foot basis. Property owners shall be notified prior to any planned extension and shall have the right to protest the decision to extend before the council, under the rules of the Wyoming administrative procedures act (Wyoming Statutes of 1957, as amended).
- C. Subdivision of Lands: The town hereby adopts the following regulations pertaining to the subdivision of lands within its corporate limits and within areas covered by the town comprehensive plan for the extension of utilities.

10-1-2: **PURPOSE:** These regulations are adopted for the statutorily authorized purposes of guiding and accomplishing a coordinated, adjusted and harmonious development of the town which will, in accordance with existing and future needs, best promote public health, safety, morals, order, convenience, prosperity, or the general welfare, as well as efficiency and economy in the process of development by:

- A. Public Services: Providing for the logical and economical extension of public services to subdivisions.

- B. Traffic: Providing for the logical extension of the town's traffic pattern in subdivisions.
- C. Open Space: Providing for sufficient open space in subdivisions.
- D. Town Master Plan: Preventing development not in accord with the master plan for the town.

10-1-3: **DEFINITIONS:** As used in this title, the following words and terms shall have the meanings ascribed to them in this section:

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

MANUFACTURED HOME PARK: An area occupied by three (3) or more manufactured homes or manufactured home spaces. A manufactured home park is distinguished from a subdivision in which lots are sold for the placement of manufactured homes by its being in one ownership.

SUBDIVISION: A division of a unit of land into two (2) or more lots, plots, units, sites, or other subdivisions of land for the immediate or future purpose of sale, building development or redevelopment for residential, recreational, industrial, commercial or public uses. The word "subdivide" or any derivative thereof shall have reference to the term subdivision. It shall not include manufactured home courts where the individual lots are not offered for sale. Manufactured home courts in which lots are offered for sale shall be considered a subdivision.

10-1-4: **AUTHORITY:** These regulations are adopted pursuant to section 15-1-510 and sections 34-12-101 through 34-12-115 of the Wyoming Statutes, as amended.

10-1-5: **PERMIT REQUIRED:**

- A. Required: No person shall subdivide land or commence the physical layout or construction of a subdivision or manufactured home park without first obtaining a subdivision permit from the council.
- B. Nature of Permit: The signature of the mayor on the final plat of the subdivision or on a record of survey of a manufactured home park shall constitute the permit.

10-1-6: **RECORDING OF CONVEYANCES:** The county clerk shall not accept, file or record in the official records of the county any deed of conveyance or any contract or agreement to convey any land subject to this title until a permit has been issued by the council and the plat has been signed by the mayor.

10-1-7: **RECORDING OF PLATS:** The county clerk shall not record any plat of any subdivision of any land or record of survey for a manufactured home park subject to this title until a permit has been issued by the council and the plat signed by the mayor.

10-1-8: **FALSIFICATION OF INFORMATION:** Any person who intentionally falsifies or distorts information required by these regulations shall be subject to the penalties provided for in section 10-1-11 of this chapter.

10-1-9: **SEVERABILITY:** If any provision of these regulations or the applicability thereof to any person or circumstance is held invalid, its application to the other persons or circumstances shall not be affected.

10-1-10: **CONSTRUCTION:** The provisions of this title shall be liberally construed in favor of the public interest.

10-1-11: **PENALTY:**

- A. Misdemeanor: Violation of these regulations shall be considered a misdemeanor and shall be punishable as provided in section 1-4-1 of this code for each lot transferred or sold in violation. The description by metes and bounds in the instruments of transfer or other documents used in the process of selling or transferring shall not exempt the transaction from penalty.
- B. Additional Remedies: The town or any owner of real estate within the district in which the offending building, structure, or land is located may, in addition to other remedies provided by law, institute injunctions, mandamus, abatement or any other appropriate action or proceeding to prevent, enjoin, abate or remove any unlawful erection, construction, alteration, maintenance or use.
- C. Zoning Compliance Permits: The town may withhold issuance of zoning compliance permits as may be required by Title 11 for construction on lots that were created or developed in violation of this title.

10-1-12: **FEES:** To cover costs of reviewing plans, advertising, holding public hearings, and other activities associated with the review of a subdivision proposal, the subdivider shall pay a non-refundable fee to the town. The town council shall by resolution establish a fee schedule and may from time to time revise the fee schedule as the council deems appropriate. In addition, subdividers shall pay the costs of professional or technical expertise that may be required by the town to properly evaluate the subdivision application.

CHAPTER 2

PRELIMINARY SUBDIVISION PLAT

SECTION:

- 10-2-1: Preliminary Subdivision Plat
- 10-2-2: Filing
- 10-2-3: On-Site Inspection
- 10-2-4: Additional Information
- 10-2-5: Comments
- 10-2-6: Public Hearing
- 10-2-7: Notice
- 10-2-8: Recommendation
- 10-2-9: Considerations
- 10-2-10: Impact Questionnaire

10-2-1: **PRELIMINARY SUBDIVISION PLAT:**

- A. Scope: The preliminary subdivision plat is intended to be the focus of discussions between the subdivider, the town staff, and the planning commission. A preliminary subdivision plat is not a final plan or plat. It must be susceptible to modification in response to recommendations by the planning commission. The preliminary subdivision plat should be thought of as a working document, not as a final statement. It need not be prepared by a professional engineer providing it is accurate as respects the parcel's boundaries and is drawn to scale. It is suggested that even prior to submission of the preliminary subdivision plat, the subdivider become thoroughly acquainted with these regulations and discuss the proposed plans with members of the town staff who are available for the purpose of providing technical assistance to citizens. The subdivider should contact the town clerk for information concerning public utility hookup and extension policy prior to developing an preliminary subdivision plat.
- B. Contents:
 - 1. Required Contents: The preliminary subdivision plan shall contain the following;
 - a. Base Map: A base map of the proposed subdivision showing all lots, rights of way, easements, etc.
 - b. Vicinity Map: A map showing the proposed subdivision in relation to its general vicinity.
 - c. Adjacent Property Owners: A list, including addresses, of all adjacent property owners.
 - d. Water Supply System: A plan for the water supply system for the proposed subdivision, including appropriate maps drawn as overlays of the subdivision.

- e. Sewage System: A plan for the sewage system for the proposed subdivision, including appropriate maps drawn as overlays of the subdivision.
 - f. Road And Street Plan: A road and street plan for the subdivision, including appropriate maps drawn as overlays of the base map, and cross sections of the roads and/or streets must be indicated and the proposed surface material described.
 - g. Utility Easements and Rights Of Way Map: A map showing any proposed easements and rights of way for private utilities drawn as an overlay of the base map.
 - h. Soils Map: A soils map of the proposed subdivision drawn as an overlay of the base map.
 - i. Watercourses and Irrigation Structures Map: A map showing all natural watercourses and irrigation structures within and immediately adjacent to the proposed subdivision drawn as an overlay to the base map.
 - j. Vegetation Map: A map showing the distribution of major vegetation types within and adjacent to the proposed subdivision drawn as an overlay of the base map.
 - k. Impact Questionnaire: A complete impact questionnaire (section 10-2-10).
1. Combined Maps and Plans: Any of the above maps and plans may be combined where the combination does not interfere with clarity of presentation.
- C. Design Standards: The preliminary plat shall conform to the requirements of chapter 3, Guidelines and Standards.
- 10-2-2: **FILING:** The preliminary subdivision plat shall be filed, in triplicate, with the town clerk at least ten (10) calendar days prior to the regular meeting of the planning commission.
- 10-2-3: **ON SITE INSPECTION:** The town shall cause an on-site inspection of any proposed subdivision to be made. Filing of a preliminary plat constitutes permission for representatives of the town to conduct this inspection.
- 10-2-4: **ADDITIONAL INFORMATION:** After consideration of the preliminary subdivision plat and the results of the on-site inspection, the planning commission may require additional plans or information before acting on the preliminary plat. Among the kinds of additional information which may be required in cases necessitating it are:
- A. Sediment and Erosion Control Plans: Erosion control plans describing how standards for erosion control set forth elsewhere in this title will be met.
 - B. Storm water pollution prevention plan: Describing best management practices that will be used to keep pollutants on the construction site and out of surface waters and storm drains.

- C. Storm Water Permit and/or Notice Of Intent: As required by Wyoming Department of Environmental Quality
- D. Fiscal Analysis: Fiscal analysis, describing the impact of the subdivision on local government revenues and expenditures.
- E. Wildlife Habitat: Analysis of impact on wildlife habitat.
- F. Other Information: Other information as circumstances dictate.

10-2-5: **COMMENTS:** Comments on the preliminary subdivision or plat shall be provided, in writing, to the applicant within five (5) days after the planning commission meeting. These comments will include a description of any information required and revisions suggested. Additional information and revised plans shall be filed ten (10) days prior to the next scheduled meeting of the planning commission.

10-2-6: **PUBLIC HEARING:** At a meeting following the first consideration of an preliminary plat, the planning commission shall hold a public hearing on the preliminary subdivision plan.

10-2-7: **NOTICE:** The applicant, immediately following the first consideration of his preliminary subdivision plat, shall notify all adjacent landowners of his intent to develop the property by certified mail (providing the commission with evidence of notification) and shall place in the town's official newspaper a general description of the location of the proposed development, its total acreage, the number of lots planned, and the date of the public hearing. Newspaper notice shall run weekly for two (2) consecutive weeks.

10-2-8: **RECOMMENDATION:**

- A. Transmittal to Applicant: Following the public hearing, the planning commission shall recommend to the town council that the development:
 - a. Be granted a subdivision permit; or
 - b. Be granted a subdivision permit subject to certain conditions; or
 - c. Be rejected.
- B. Transmittal to Applicant: The recommendations and findings of the planning commission shall be transmitted, in writing, to the applicant and to the council.
- C. Revised Plat: The council shall also receive one copy of the revised preliminary subdivision plat.

10-2-9: **CONSIDERATIONS:** In arriving at their recommendations to the council, the planning commission shall take into account:

- A. Compliance of the proposed development with these regulations and other town guidelines and standards.

- B. Compliance of the proposed development with the adopted town comprehensive plan.
- C. Population impacts of the development.
- D. Water supply.
- E. Sewage treatment and disposal.
- F. Solid waste disposal.
- G. Other required public services including law enforcement, fire protection, emergency medical services, recreational facilities, schools, and other services.
- H. Access, parking, traffic safety and road maintenance.
- I. Impact of the development on local government finances.
- J. Effect of the proposed development on existing irrigated croplands, hay meadows, pastures, productive grazing lands and on potential irrigation projects.
- K. Effect of the proposed development on irrigation systems.
- L. Soil conditions and limitations.
- M. Geological conditions and limitation.
- N. Measures taken to preserve native vegetation and to control soil erosion at the site.
- O. Wildlife habitat values of the site.
- P. Present recreational value of the site.
- Q. Historic, archeological and paleontological sites.
- R. Impact on the visual resource.
- S. Aesthetic and architectural quality of the proposed subdivision.
- T. Comments of public and private utilities.
- U. Comments of interested parties and neighboring landowners.
- V. Other factors they may deem pertinent.

10-2-10: **IMPACT QUESTIONNAIRE:**

- A. People and Services
 - a. Approximately how many persons will reside or work on site?

- i. If the proposed subdivision is a recreation site, approximately how many users could be expected on site at any one time?
 - b. Approximately what will be the peak and average demands for water supply to this subdivision?
 - i. Has fire protection been considered in sizing the water distribution system?
 - ii. If so, how?
 - c. Does the proposed sewage collection system comply with all requirements of state law?
 - i. Does it comply with town standards?
 - d. How will solid waste disposal be handled in this subdivision?
 - i. What kind of access is provided for town garbage collection crews?
 - e. What is the distance to the fire station?
 - i. Will the design of this subdivision create any special problems for fire protection?
 - ii. If so, what kind?
 - f. Identify the companies providing utilities (telephone, electricity, cable television, gas, etc.) to the subdivision.
 - i. Have these companies been consulted prior to your submission of the preliminary subdivision plan?
 - g. Will this subdivision add to the school population?
 - i. If so, how many students might be added?
- B. Resources
 1. Describe any natural watercourses or irrigation works which might be affected by the proposed subdivision.
 2. What plans are being made to control erosion during construction and use of the proposed subdivision?
 3. Has the possibility of rockslides, mudslides, or avalanches been evaluated?
 4. What measures will be taken to preserve natural vegetation at the site?
 - a. What measures will be taken to insure that the proposed subdivision has a minimal negative impact on the aesthetic quality of the area?

5. Is the proposed subdivision located near any known area of historical, paleontological or archeological significance?

CHAPTER 3

GUIDELINES AND STANDARDS

SECTION:

- 10-3-1: Lots
- 10-3-2: Floodplains
- 10-3-3: Slopes
- 10-3-4: Grading
- 10-3-5: Water/Raw Water Supply
- 10-3-6: Sewage Disposal
- 10-3-7: Oversize Mains
- 10-3-8: Water Rights and Irrigation
- 10-3-9: Utilities Generally
- 10-3-10: Electricity
- 10-3-11: Access
- 10-3-12: Public Spaces
- 10-3-13: Erosion Controls and Drainage
- 10-3-14: Required Improvements

10-3-1: **LOTS:** The location, size, shape and orientation of lots shall be determined with regard to the following factors:

- A. Access for streets or roads and utilities and services.
- B. Off street parking.
- C. Relationship of structures to be erected.
- D. Provision of open space and maximization of scenic values.
- E. Minimum disruption of natural topography.
- F. Local climatic conditions, especially snow and icing patterns.
- G. Minimization of storm water runoff and soil erosion.
- H. Minimum disruption of irrigation systems serving other lands.
- I. Design elements intended to create identity and interest in the subdivision.

10-3-2: **FLOODPLAINS:** No lot shall be located within areas subject to flooding or officially designated as floodplains. Where there is inclusion of limited areas, subdivider guarantees that no building will be located on that portion of a lot within the floodplain.

10-3-3: **SLOPES:** In general, no lot shall be located on slopes of thirty degrees (30°) or more. Small areas of thirty degree (30°), or more, slopes within a lot are permissible providing the subdivider guarantees that no building is located on that portion of a lot where the slope is thirty degrees (30°) or more. Minimum lot sizes and maximum impervious coverage percentages may be established on a case by case basis for lots on slopes of four degrees (4°) or more. Lots on slopes of thirty degrees (30°) or more will be considered where adequate engineering of proposed structures and roads is presented at the subdivider's expense.

10-3-4: **GRADING:** The creation of building sites through mass pad grading and successive padding or terracing of building sites is prohibited.

10-3-5: **WATER/RAW WATER SUPPLY:** No subdivision shall be permitted which is not connected to the town purified or raw water supply system. The subdivider shall install a central water distribution system serving all proposed lots, sized adequately to take care of all domestic, irrigation and firefighting needs. The system shall be dedicated to the town in the certificate of dedication required on the final subdivision plat. The subdivider shall guarantee, by method agreeable to the council, the system for one year from the date of acceptance. The system shall be fully compatible with the master plan for utilities and conform to all standards adopted by the town and the state.

10-3-6: **SEWAGE DISPOSAL:** No subdivision shall be permitted which is not connected to the town sewage treatment system. The subdivider shall install a central sewage collection system serving all proposed lots and adequately sized. The system shall be dedicated to the town in the certificate of dedication required on the final subdivision plat. The subdivider shall guarantee, by a method agreeable to the council, the system for one year from the date of acceptance. The system shall be fully compatible with the master plan for utilities and conform to all standards adopted by the town and the state.

10-3-7: **OVERSIZE MAINS:**

- A. Water: The subdivider may be required to install water supply facilities of excess capacity where the comprehensive plan of the town calls for an extension of the town water supply system into areas beyond the subdivision.
- B. Sewage: The subdivider may be required to install sewage collection facilities of excess capacity where the comprehensive plan of the town calls for an extension of the town sewage system into areas beyond the subdivision.
- C. Cost: The cost of installing oversize mains shall be shared by the subdivider and the town on a basis to be determined by the council in each case.

10-3-8: **WATER RIGHTS AND IRRIGATION:** The subdivider shall dedicate all surface water rights appurtenant to the property subdivided as well as shares in canals and ditches to the town. No open irrigation ditches shall be permitted in any subdivision. The town shall not maintain irrigation systems in subdivisions.

10-3-9: **UTILITIES GENERALLY:**

- A. Private Right of Way: No utility will be provided on a private right of way.
- B. Underground Utilities: All underground utilities shall be installed to the property line of each lot prior to street surfacing.

10-3-10: **ELECTRICITY:**

- A. Rights Of Way: The subdivider shall provide rights of way for electric utilities, the location and size of which shall be subject to standards contained in the town comprehensive plan and to negotiation between the council and the subdivider.
- B. Installation Costs: Installation costs of electric utilities shall be subject to negotiation between the council and the subdivider.

10-3-11: **ACCESS:**

- A. Required: All lots shall be provided with usable access by dedicated public road or street.
- B. Natural Terrain: Roads or streets shall follow natural terrain to the extent feasible, and cuts and fills shall be minimized.
- C. Public Lands: Where subdivisions border on public lands, provision shall be made for public access through the subdivision to those lands.
 - 1. Streets, Roads and Alleys: The layout of subdivision streets, roads, and alleys shall be compatible with the town comprehensive plan as it relates to transportation, public open space, utilities, and all other relevant matters. The entity doing the subdividing (i.e., the subdivider) shall be responsible for one hundred percent (100%) of the cost and layout of the streets and alleys. Where streets are included in a subdivision, they shall be constructed to the following standards:Width: A dedicated right of way shall be a minimum of eighty feet (80') and the surface width shall be a minimum of forty four feet (44'). Streets that line up with existing streets shall match existing street right of way width. A right of way will consist of two (2) travel lanes at twelve feet (12') each; two (2) parking lanes at ten feet (10') each; curb and gutter (pending drainage system); a boulevard strip in residential and mixed residential areas; and a minimum of a four foot eight inch (4'8") sidewalk for pedestrian and bike travel. Refer to section 6-1-3 of this code for lot line setback requirements. (Ord. 586, 8-2-2010, eff. 8-12-2010)
 - 2. Construction: Streets and roads shall be surfaced with a minimum of two inches (2") of hot plant mix pavement covered with a type C chip seal wearing course. All streets shall have a minimum of two percent (2%) crown. They shall have a minimum subbase of twelve inches (12") of approved pit run material (0-12 passing no. 200 sieve), a base of four inches (4") of approved crushed base material (grading H or W, "Wyoming Public Works Standard

Specifications") all installed as shown in the standard section attached to the ordinance codified herein, and in accordance with "Wyoming Public Works Standard Specifications", latest edition. (Developer may substitute a different section, with an approved design from a licensed engineer based on tests of the actual material below the street section.)

3. Grade: The maximum grade allowed shall be seven percent (7%).
 4. Curve Radius: Minimum curve radius shall be two hundred fifty feet (250').
 5. Reduction of Rights of Way: Where off street parking is provided or where unique street layouts are planned, street rights of way may be reduced subject to negotiation with planning commission and subject to approval of the town council. (Ord. 565, 3-24-2008)
- D. Street Names: Street names shall be compatible with the existing names and are subject to approval by the planning commission and the council.
- E. Cul-De-Sacs, Dead End Streets: Cul-de-sacs and dead end streets shall have a turning circle at least sixty feet (60') in diameter at their end and shall be no longer than six hundred feet (600').
- F. Intersections: Streets shall intersect at right angles wherever possible.
- G. Culverts or Bridges: Culverts or bridges shall be provided by the subdividers and shall extend across the entire surfaced width of the street.
- H. Sidewalks: Where sidewalks are provided, they shall be four feet eight inches (4'8") in width and adjacent to the curb. A utilities right of way of seven feet (7') shall be provided behind the sidewalk. Sidewalks and curbing are not required, but sufficient right of way for their installation should be provided.
- I. Alleys: Alley rights of way shall be twenty feet (20') in width and shall, in general, be provided. Where unique subdivision layouts occur, the planning commission may suspend any requirements for alleys, subject to approval by the council.

10-3-12: **PUBLIC SPACES:** Where a subdivision contains lands designated as public open space in the town's master plan, the subdivider shall dedicate such land to the public; provided, however, that the dedication shall include not more than two hundred ninety five (295) square feet per potential resident of the subdivision. Where a subdivision contains lands designated as public open space in excess of this amount, the town shall have first option on their purchase at the undeveloped value. Where a subdivision contains no lands designated as public open space, the subdivider shall pay to the town the cash equivalent of two hundred ninety five (295) square feet per potential resident in terms of the undeveloped land values. This cash payment may be used for public open space acquisition and development.

10-3-13: **EROSION CONTROLS AND DRAINAGE:**

- A. Subdivision Design: All subdivisions shall be signed so as to minimize soil erosion and the consequent sedimentation of natural watercourses.
- B. Storm Drainage and/or Erosion Control Structures: The construction of temporary or permanent storm drainage and/or other erosion control structures may be required. In general, all areas vulnerable to erosion or made vulnerable to erosion during the construction and use of a subdivision must be stabilized.

10-3-14: **REQUIRED IMPROVEMENTS:** Subdividers shall be responsible for providing or constructing all of the following improvements to the town's standards, unless these regulations specifically do not require an improvement in a particular subdivision:

- A. Streets and alleys.
- B. Street signs shall be installed at all intersections.
- C. Street lighting.
- D. Stormwater drainage facilities.
- E. Sidewalks, paths and other walkways.
- F. Sanitary sewers.
- G. Potable water lines.
- H. Fire hydrants shall be installed at necessary intervals and provided with standard hose connections as specified by the Fire District.
- I. Irrigation lines.
- J. Parks and open space.
- K. Other improvements, such as bridges, culverts, etc., not specifically mentioned herein but found necessary by the town due to conditions on the site.

CHAPTER 4

FINAL PLAT

Section:

- Section 10-4-1: Filing
- Section 10-4-2: Standards
- Section 10-4-3: Accompanying Documents
- Section 10-4-4: Public Improvements
- Section 10-4-5: Evidence of Compliance
- Section 10-4-6: Consideration by Planning Commission
- Section 10-4-7: Consideration by Council
- Section 10-4-8: Hearing
- Section 10-4-9: Approval; Rejection
- Section 10-4-10: Inspection
- Section 10-4-11: Construction Completion
- Section 10-4-12: As-Built Plans

10-4-1: **FILING:** Applications for final plat approval shall be filed, in triplicate, with the town clerk at least 10 days prior to the regular meeting of the planning commission. The planning commission shall review the final plat and make a recommendation concerning the plat to the town council. The town council shall make the final decision on all final plat applications.

10-4-2: **STANDARDS:** The final plat shall conform to the following standards:

A. Drawing Requirements: The final plat shall comply with the following drawing requirements:

1. Plat:

- a. Size: One reproducible plat on a stable base polyester film, or equivalent, shall be prepared. Plats shall be either eighteen inches by twenty four inches (18" x 24") or twenty four inches by thirty six inches (24" x 36") in size.
- b. Number of Copies: Three (3) copies of the plat on paper shall also be provided.
- c. Additional Sheets; Certifications: Wherever more than one sheet must be used to accurately portray the lands subdivided, each sheet must show its number and the total number of sheets included. All certifications shall be shown or referenced on one sheet.
- d. Perimeter Boundary Lines: The bearings, distance and curve data of all perimeter boundary lines shall be indicated on the outside the boundary line. When the plat is bounded by an irregular shoreline or a body of water, the bearings and distance of a closing meander traverse shall be given.

- e. Curve Data: On curved boundaries and on all curves on the plat, sufficient data shall be given to enable the reestablishment of the curves on the ground. This curve data shall include the following:
 - (1) Radius of curve.
 - (2) Central angle.
 - (3) Arc length.
 - (4) Notation of non-tangent curves.
 - (5) Lengths: Lengths shall be shown to at least tenths of a foot, and angles or bearings shall be shown to at least the nearest minute.

- B. Contents: The final plat submitted for approval shall show or contain on the face of the plat or on separate sheets referenced on the face of the plat:
 - 1. North point.
 - 2. Scale (may not be less than 1" = 200')
 - 3. All monuments found, set, reset or replaced describing their kind, size, location and giving other data relating thereto.
 - 4. Bearing or witness monuments, basis of bearing, bearings, and lengths of lines.
 - 5. Names of any adjoining platted subdivision and numbers of any adjoining certificates of survey previously recorded and ties thereto.
 - 6. The areas of any parcels created by the final plat, gross and net.
 - 7. A title block indicating the quarter section(s), section, township, range, principal meridian, and county or other proper legal description of the subdivision.
 - 8. The exterior boundaries of the platted tract, giving such boundaries by courses and distances.
 - 9. The location of all section corners of legal subdivision corners of sections pertinent to the subdivision boundary.
 - 10. All lots and blocks in the subdivision designated by number, the dimensions of each lot and block, and the area of all lots. (Excepted parcels shall be marked "Not included in this subdivision" and "Not included in this plat", as appropriate, and the boundary completely indicated by bearings and distance.)

11. All streets, alleys, avenues, roads and highways, their widths, bearings, and the width and the purpose of all rights of way, the names of all streets, roads and highways, and a certificate of dedication of all public rights of way and easements, and open space, which includes the signatures of all mortgagors and lien holders or others having interest in the property.
12. The location and dimensions of all parks, common areas, and all other grounds dedicated for public used.
13. Acreage of the subdivision, gross and net.
14. All monuments to be of record must be adequately described and clearly identified on the plat. All monuments or other evidence found during retracements that would influence the position of any corner or boundary indicated on the plat must be clearly shown.
15. A certificate of the land surveyor responsible for the survey.
16. A signature block, meeting the requirements of Wyoming Statute Section 34-12-103, signed by every owner and every person or entity with a security interest in the land to be subdivided agreeing to the subdivision, and dedicating to public use any streets, easements or other such public areas.
17. A signature block prepared for the signature of the planning commission chair and the mayor.

10-4-3: **ACCOMPANYING DOCUMENTS:** The final plat shall be accompanied by:

- A. Covenants: Copies of all proposed covenants relating to the subdivision.
- B. Evidence of Financial Resources: Evidence satisfactory to the council that the subdivider has adequate financial resources to develop and complete any facility proposed or represented to be the responsibility of the subdivider including, but not limited to, water systems, sewage systems, streets and roadways. The subdivider shall guarantee development of the subdivision by one of the following two methods:
 1. Providing a performance bond, irrevocable letter of credit, or cash held in escrow to assure that any facilities proposed or represented to be part of the subdivision shall in fact be completed as proposed. No other forms of financial guarantee are acceptable. The total amount of the financial guarantee should include an overage amount of 20% to cover inflation and municipal administration if the subdivider defaults. Prior to approving the final plat, the council shall review the financial guarantee to ensure its adequacy; or
 2. Constructing all facilities proposed or represented to be part of the subdivision prior to the recordation of the final plat and sale of any lots. Before such construction commences, the applicant shall have obtained final plat approval from the town council. The mayor shall

withhold signing the plat until construction and inspection of all required facilities is completed. The applicant shall not record the final plat nor sell any lots in the subdivision until construction of all required facilities is completed and inspected and the mayor has signed the plat.

- C. Development Agreement: If the subdivider elects to provide a financial guarantee pursuant to paragraph 1 of subsection B, above, then the subdivider shall also provide a development agreement, ready for signature, approved by the town attorney, that specifies the following:
1. The specific improvements to be constructed, their estimated costs, and a schedule for their completion.
 2. The subdivider's responsibility for funding, completing and warranting the improvements.
 3. That all improvements and infrastructure shall be completely constructed and installed within two (2) years from the council's approval of the final plat.
 4. The procedures and provisions necessary to ensure proper development of the subdivision, conformance all applicable requirements of this title, and enforcement of the development agreement.
- D. Contract Guaranteeing Adequacy of Improvements: A contract, ready for signature, approved by the town attorney, specifying the exact nature of public improvements to be completed by the subdivider. The contract shall stipulate the kind and quality of materials to be used and provide for continuing inspection by the town's designated inspector as work progresses. The guarantee of adequacy of improvements shall be continued in the contract and shall be binding for one year after the completion date, assigning liability to the subdivider for failures due to poor workmanship or materials.
- E. Cost Sharing and Phasing Contracts: If the town and subdivider are to share improvement costs or if the subdivision is to be constructed in phases, then the contract required pursuant to section D, above, shall conform to the following:
1. Where the town and subdivider share the costs of improvements, the exact methods and amounts of costs sharing shall be specified in the contract. Where costs are shared, liability for failures shall be shared in the same proportion as costs.
 2. The contract may, on recommendation of the planning commission, include provisions for phasing improvements, subject to a plan approved by the planning commission and the council. A preliminary plat for the entire subdivision shall be the basis for the phasing plan. A separate final plat shall be required for each phase and improvements and infrastructure for each phase shall be constructed and installed within two (2) years of final plat approval.
- F. Design Report: The subdivider shall provide a subdivision improvements design report prepared and stamped by a Wyoming licensed engineer. The report shall include all necessary

improvement designs and specifications. In addition, the report shall provide the estimated costs and a schedule for completion for all proposed improvements.

10-4-5: **EVIDENCE OF COMPLIANCE:** The subdivider shall provide evidence deemed sufficient by the council that all standards and guidelines set forth in these regulations and all recommendations of the planning commission have been or will be followed.

10-5-6: **CONSIDERATION BY PLANNING COMMISSION:**

- A. **Public Hearing:** At the planning commission's first meeting for consideration of the final plat, the commission may elect to hold a public hearing on the plat before making a recommendation to the town council. If a hearing is held, the hearing shall be advertised (at the cost of the applicant) in the town's official newspaper weekly for two (2) consecutive weeks.
- B. **Recommendation to Town Council:** Following the planning commission's review of the plat and accompanying documents, the planning commission shall recommend to the town council that the subdivision:
 - 1. Be granted a subdivision permit; or
 - 2. Be granted a subdivision permit subject to certain conditions; or
 - 3. Be rejected.
- C. **Transmittal to Applicant:** The recommendations and findings of the planning commission shall be transmitted, in writing, to the applicant and to the council. In addition, the planning commission chair shall sign the plat to indicate that the commission has recommended the plat for council approval.

10-5-7: **CONSIDERATION BY COUNCIL:**

- A. **Filing:** Subdivision plats shall be considered at a meeting of the council. The plat must be filed ten (10) days prior to a meeting to receive consideration.
- B. **Actions on Plat:** In deciding on whether or not to grant a subdivision permit, the council shall consider all materials accompanying the subdivision plat, the plat itself, the preliminary subdivision plat as revised, and recommendations of the planning commission. The council may at their first consideration of the subdivision plat:
 - 1. Approve the plat.
 - 2. Make recommendations concerning the plat and consider it at the next meeting of the council, if revised.
 - 3. Request further information and/or set a public hearing for the next meeting of the council.

10-5-8: **HEARING:** Should consideration of the subdivision plat be extended for a public hearing, the hearing shall be advertised (at the cost of the applicant) in the town's official newspaper weekly for two (2) consecutive weeks. Should consideration of a subdivision plat be extended due to a request for further information or due to recommended changes in the plat, the information requested or the revised plat shall be filed with the town clerk ten (10) days before the next regular meeting of the council.

10-5-9: **APPROVAL; REJECTION:** After the public hearing or the consideration of the requested information, the council shall either approve or reject the subdivision plat at their next meeting.

10-5-10: **INSPECTION:** Approval of a subdivision plat is the approval of the entire subdivision plan including the water and sewer plans, road and street plan and other design elements required by the planning commission and town council. Any variation from these plans will nullify approval of the subdivision. Any and all improvements are subject to inspection by a qualified inspector appointed by the council.

10-5-11: **CONSTRUCTION COMPLETION:** All required improvements and infrastructure shall be constructed and install within two (2) years of the council's approval of the final plat.

10-5-12: **AS-BUILT PLANS:** Two (2) copies of as built plans of any and all public improvements shall be submitted to the town clerk-treasurer by the contractor providing the improvements.

CHAPTER 6

MANUFACTURED HOME PARK PLAN

SECTION:

10-6-1: Preliminary Plan

10-6-2: Guidelines and Standards

10-6-3: Final Plan

10-6-1: **PRELIMINARY PLAN:**

- A. Basis for Review and Discussion: The preliminary manufactured home park plan shall be the basis for review and discussion with the planning commission. It need not be prepared by a professional engineer providing it is accurate as respects the parcel's boundaries and is drawn to scale. It is suggested that prior to the submission of the preliminary plan, the applicant be thoroughly acquainted with the regulations and discuss the development with the planning staff. The applicant should also contact the town clerk-treasurer for information concerning public utility hookups and extensions prior to developing the preliminary plan.
- B. Content:
1. Required Contents: The preliminary manufactured home park plan shall contain the following:
 - a. Base Map: A base map of the proposed manufactured home park showing all lots, rights of way, easements, etc.
 - b. Vicinity Map: A map showing the proposed manufactured home court in relation to its general vicinity.
 - c. Adjacent Property Owners: A list, including addresses, of all adjacent property owners.
 - d. Water Supply System: A plan for the water supply system for the proposed manufactured home park, including appropriate maps drawn as overlays of the park.
 - e. Road And Street Plan: A road and street plan for the manufactured home park, including appropriate maps drawn as overlays of the base map and cross sections of the roads and/or streets must be indicated and the proposed surface material described.
 - f. Utility Easements and Rights of Way Map: A map showing any proposed easements and rights of way for private utilities drawn as an overlay of the base map.
 - g. Soils Map: A soils map of the proposed park drawn as an overlay of the base map.

- h. Watercourses And Irrigation Structures Map: A map showing all natural watercourses and irrigation structures within and immediately adjacent to the proposed subdivision drawn as an overlay to the base map.
 - i. Vegetation Map: A map showing the distribution of major vegetation types within and adjacent to the proposed manufactured home park drawn as an overlay of the base map.
 - j. Impact Questionnaire: A completed impact questionnaire 1
 - k. Utility Availability Statement: A signed statement from the town clerk-treasurer indicating that utilities and town services can be provided.
2. Combined Maps and Plans: Any of the above maps and plans may be combined where the combination does not interfere with clarity of presentation.

10-6-2: **GUIDELINES AND STANDARDS:**

A. Lot Size, Arrangement, and Spacing Of Mobile Homes:

- 1. Size: Each manufactured home lot shall contain at least four thousand (4,000) square feet and shall not be less than forty feet (40') in width throughout.
- 2. Location: All manufactured homes shall be located at least twenty feet (20') from any manufactured home park boundary line abutting on a public street or highway.
- 3. Occupied Area: The occupied area of a manufactured home lot shall not exceed seventy five percent (75%) of the total lot area.
- 4. Proximity to Other Structures: Mobile homes shall not be located less than ten feet (10J) from any other manufactured home or permanent building within the manufactured home park. Mobile home accessory buildings shall not be less than three feet (3') from a manufactured home or building on an adjacent lot.
- 5. Access: Each manufactured home lot shall have unobstructed direct access onto a park street.
- 6. Slopes: In general, no lot shall be located on slopes of thirty degrees (30°) or more. Small areas of thirty degrees (30°) or more slopes within a lot are permissible provided the applicant guarantees that no manufactured home site is located on that portion of a lot where the slope is thirty degrees (30°) or more.
- 7. Mass Pad Grading; Successive Padding or Terracing: The creation of sites through mass pad grading and successive padding or terracing of building sites is prohibited.

8. Drainage and/or Erosion Control Structures: The construction of temporary or permanent drainage and/or erosion control structures may be required. Any areas vulnerable to erosion or made vulnerable to erosion shall be stabilized.
 9. Floodplain: Mobile home parks shall not be located in a floodplain.
 10. Zoning: All lots created shall meet lot size and other applicable specifications of the town Zoning Ordinance.
- B. Lot Facilities:
1. Parking Spaces; Walkways: Each lot shall be provided with two (2) all weather parking spaces and an all-weather walkway. The walkway shall be located within the street right of way and be a minimum of four feet eight inches (4'8") in width.
 2. Lighting: The manufactured home park shall be lighted at night by a lighting system of the same intensity as in other residential areas of town.
- C. Street Design:
1. Width: Pavement and right of way width shall be determined to be adequate to accommodate traffic flow through the manufactured home park and necessary service vehicles, the movement of manufactured homes, the use of emergency vehicles, and rights of way for all utilities, walkways, and their maintenance.
 2. Public Street Access: The street system shall have direct unobstructed access onto a public street.
 3. Private Streets; Easements: The streets within the manufactured home park may be private, however, when used to provide utilities, easements shall be provided.
 4. Surface: Streets shall be surfaced with a bituminous penetration type surfacing, or better, and the shoulders graded.
 5. Cul-De-Sacs: Cul-de-sacs shall have a turning circle at least sixty feet (60') in diameter at the end and shall be no longer than six hundred feet (600').
 6. Grade: The maximum grade shall be seven percent (7%).
- D. Installation of Utilities:
1. Connection to Town Systems Required: All manufactured home parks shall be connected to the town water supply and sewage disposal systems. The systems in the park shall meet the state department of environmental quality standards for manufactured home parks.

2. **Oversize Mains:** The applicant may be required to install water or sewer mains of excess capacity where the comprehensive plan of the town calls for an extension beyond the development. Cost of the oversized mains shall be negotiated with the town.
 3. **Utility Rights Of Way:** The applicant shall provide rights of way for all utilities. The size, installation, and location of electric utilities shall be subject to the standards of the town. Cost of installation shall be negotiated with the town council.
 4. **Fire Hydrants:** The applicant shall install fire hydrants if there is no adequately sized existing hydrant within three hundred fifty feet (350') of all manufactured homes.
- E. **Open Space:** Open space of at least two hundred (200) square feet per unit shall be set aside for recreation and/or recreational vehicle parking. Larger lot size may be considered for open space requirements.
- F. **Responsibilities of Park Owner:**
1. **Street Maintenance:** The manufactured home park owner shall have the responsibility of maintaining private streets within the park. The streets shall be adequately maintained to allow use by emergency and service vehicles year round.
 2. **Anchoring; Skirting:** The park owner shall require that all manufactured home owners anchor the manufactured homes within thirty (30) days and skirt the homes as prescribed in the Basin zoning ordinance.

10-6-3: **FINAL PLAN:** All the procedures and requirements of chapter 5 pertaining to final plats shall also apply to manufactured home park final plans. The following additional accompanying documents shall be provided with the final plan:

- A. Approval of sewage and water systems by the state department of environmental quality.
- B. Approval of the mobile home park by the state health department.
- C. Any rules to be imposed within the park by the owner.
- D. Contracts ready for signature for any improvements to be dedicated to the public or where cost shared with the town.
- E. Evidence deemed sufficient by the council that all standards and guidelines set forth for mobile home parks have been or will be followed.

CHAPTER 7

MISCELLANEOUS PROVISIONS

SECTION:

10-7-1: Amending Plats

10-7-1: **AMENDING PLATS:** Any proposed change to a recorded subdivision plat, including plat amendments, plat vacations, partial vacations, parcel mergers, and boundary line adjustments shall be reviewed by the planning commission and approved by the town council prior to recording the new plat. The new final plat must have the contents, and be submitted and reviewed in accordance with the appropriate requirements of chapter 4, Final Plat.

ORDINANCE NUMBER 620

AN ORDINANCE REPEALING TITLE 10 OF THE TOWN CODE IN ITS ENTIRETY AND SUPPLEMENTING THE TOWN CODE BY ADDING THE FOLLOWING TITLE TO THE TOWN CODE AS TITLE 10 SUBDIVISION REGULATIONS.

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

SECTION 1: Title 10 of the Basin Town Code shall be repealed in its entirety

SECTION 2: The Basin Town Code shall be supplemented by adding the following Title 10 Subdivision Regulations

SEE EXHIBIT "A" AS ATTACHED. (Available for review at Town Hall)

SECTION 3: If any portion of this ordinance is held or found to be invalid, the remainder of the ordinance shall continue to be in full force and effect.

SECTION 4: All ordinances or parts of ordinances of the Town of Basin in conflict herewith are hereby repealed.

SECTION 5: This ordinance shall take effect and be in full force and effect on _____, after having been published in the Basin Republican Rustler.

PASSED ON FIRST READING _____.

PASSED ON SECOND READING _____.

PASSED, APPROVED AND ADOPTED ON THIRD AND FINAL READING _____.

TOWN OF BASIN, WYOMING
A Municipal Corporation

By: _____
AMY KANIA - Mayor

ATTEST:

DANIELLE CHAPMAN - Town Clerk

Implementation of MEAN Pooled Energy Adjustment for 2013-14

The following information regarding MEAN's Pooled Energy Adjustment (PEA) is provided to aid in your planning process and so you may share the information with your City management and governing body ahead of the December billing that will include the implemented PEA for fiscal year 2013-14.

At the November 14, 2013 Municipal Energy Agency of Nebraska (MEAN) Board of Directors and Management Committee meeting there was discussion regarding possible implementation of a Pooled Energy Adjustment (PEA) for all Service Schedule M, K and K-1 Participants to recover average monthly energy costs in excess of monthly budget during fiscal year 2013-14.

MEAN's PEA is included in MEAN's Schedule of Rates and Charges and used when necessary to recover the average monthly cost of energy in excess of monthly budgeted costs. It has been 10 years since MEAN implemented its last PEA as it issued one in summer 2003. MEAN's Service Schedule agreements and Bond Resolution require the MEAN Board and Management Committee to periodically review rates to ensure they cover net revenue requirements and to make adjustments when necessary. MEAN's PEA is defined in Section 4.04 of the Schedule of Rates and Charges for Service Schedule M, K and K-1 Participants.

After a thorough review of MEAN's current financial standing and projections for the remainder of the fiscal year by staff and MEAN's financial advisor, a PEA has been implemented for all Service Schedule M, K and K-1 Participants.

MEAN's average energy costs during the fiscal year have exceeded budgeted energy costs in each month of the fiscal year except June 2013. For the first six months ended September 30, 2013, energy costs exceed budget by approximately \$2.1 million. MEAN budgeted for market purchases to serve load at average energy costs of \$21/MWh, but actual energy costs have averaged \$31/MWh through September 2013. Based on current conditions, MEAN projects total energy costs to exceed budget by approximately \$3.3 million for the fiscal year ending March 31, 2014.

It is important to note MEAN's rates are set to primarily cover budgeted costs. In the past, revenue from non-member energy sales partially offset Participant rates and minimized the impact of fluctuations in energy costs. MEAN has experienced significant reduction in revenue from non-member energy sales primarily due to higher transmission costs and the restructured transmission markets where MEAN operates.

MEAN is required to establish and collect rates and charges to yield net revenues sufficient to pay the year's total operating expenses and debt obligations. The PEA will ensure MEAN fulfills its rate covenant and maintains the financial health of the organization.

How the PEA will be billed

Pooled Energy Adjustment Energy Calculation

Regular monthly invoices include Pooled Energy Adjustment kWh's. PEA Energy is calculated as total kWh less WAPA kWh less Wind kWh less Support kWh. This formula was also used in 2003 when MEAN last implemented a PEA.

April-September 2013 PEA

For each month in which average energy costs exceeded budgeted energy costs incurred from April 1, 2013 - September 30, 2013 the monthly variance will be allocated among all Service Schedule M, K and K-1 Participants based on monthly Pooled Energy Adjustment Energy. Average energy costs did not exceed budgeted energy costs in June 2013.

A separate invoice will be issued in December detailing the total amount of your PEA charge for April-September 2013. In order to minimize the immediate impact on Participants, the invoice will include a six-month payment schedule with the first payment due July 2014.

The following table provides additional information regarding the impact to your community.

These rates are preliminary and may change subject to final review.

PEA Month	PEA \$/KWh	Month Payable
April 2013	\$0.0068427	July 2014
May 2013	\$0.0006758	August 2014
June 2013	\$0	September 2014
July 2013	\$0.0036731	October 2014
August 2013	\$0.0047820	November 2014
September 2013	\$0.0034965	December 2014

To estimate the impact to your community, you would apply the monthly rate in the above table to the PEA energy noted on your regular monthly invoice. For example, the April 2013 PEA rate would be applied to the April 2013 PEA usage listed on the invoice issued in June 2013.

Potential PEA for October 2013-March 2014

Regular monthly invoices, beginning with bills generated in December for November usage, will include the PEA for total energy cost variances when average monthly energy costs exceed monthly budgeted energy costs. The invoice issued in December will include energy cost variances for the month of October 2013. Each subsequent monthly invoice will include the related month's applicable PEA, if any. March 2014's PEA, if any, would be billed on bills issued in May 2014. Payment due under these invoices would be consistent with normal monthly invoice payment terms. MEAN will continue to evaluate monthly energy costs and implement the PEA as needed for costs incurred during the fiscal year ending March 31, 2014.

Upon issuance of the monthly financial statements, MEAN will communicate whether results indicate a PEA charge exists for the related month.

MEAN is facing significant cost pressures and revenue challenges in the current markets where it operates. I want to assure you MEAN remains committed to your community by doing everything we can to keep costs down where possible and seek strategies to benefit our Participants.

Enclosed is a fact sheet providing some background information and addressing some questions you may have regarding the PEA. If you have any questions or wish to discuss the costs associated with this PEA, feel free to contact me at your earliest convenience.

MEAN Pooled Energy Adjustment 2013-14 Fact Sheet

What is a PEA?

A PEA, or Pooled Energy Adjustment, is included in MEAN's Schedule of Rates and Charges and used to recover the monthly average cost of energy in excess of monthly budgeted costs, when necessary.

Why is MEAN implementing a PEA?

Energy costs for market purchases have been higher than budgeted for the current fiscal year. MEAN budgets its energy costs annually. For April 2013 through September 2013, MEAN budgeted for market purchases to serve load at average energy costs of approximately \$21/MWh, but actual energy costs have averaged \$31/MWh through September 2013. MEAN's rates are set to primarily cover budgeted costs.

What factors impact energy costs?

MEAN's energy costs consist of owned generation, purchased power contracts and market purchases. Market purchase energy costs are significantly more variable as costs are influenced by a variety of factors including weather, resource outages, wind generation output, and time of day (on vs. off peak pricing) the energy is purchased. MEAN budgets annual energy costs based on contractual terms, operating and capital budgets provided by owners and operators and forward looking price data.

Why hasn't MEAN had a PEA in recent years?

In the past, MEAN used revenue from non-member energy sales to partially offset Participant rates and minimize the impact of fluctuations in energy costs. MEAN is experiencing a significant reduction in revenue from non-member energy sales due to higher transmission costs and restructured transmission markets.

Has MEAN ever used a PEA before?

Yes – MEAN last used a PEA during the summer of 2003, which was unusually hot and dry. High electric loads combined with volatile natural gas prices caused energy market prices to spike.

How long will this PEA last?

The PEA will be in place for the rest of the fiscal year, which ends March 31, 2014. However, if average energy costs do not exceed budgeted energy costs during a particular month, there would be no PEA on that month's bill.

Is MEAN obligated to implement a PEA?

Yes — MEAN is required to establish and collect rates and charges so that net revenues are sufficient to pay the year's total operating expenses and debt obligations. The PEA is needed to ensure MEAN fulfills its rate covenant and maintains the financial health of the organization. Insufficient net revenues would jeopardize MEAN's credit rating and rate covenant, which would negatively impact all MEAN Participants.

**Big Horn County
Consensus Funding
Distribution Agreement**

The County of Big Horn and the nine incorporated towns residing within the county: Lovell, Greybull, Basin, Cowley, Byron, Burlington, Frannie, Deaver and Manderson desire to establish an agreement for dispersing County Consensus Funds when allocated by the State of Wyoming. Any decisions and/or changes to this agreement must be approved by 100 percent members of the participating Mayors and the County. Any changes to the distribution formula must be approved by 100 percent of the members.

Upon notification from the State of Wyoming that County Consensus Funding has been appropriated to Counties and the Big Horn County amount has been established, the County Clerk will present to the Mayors and County Commissioners the amount allotted by the state, and show the amounts for each entity based on the \$35,000 base amount with the population per capita amount figured in.

The distribution formula will include the approved base award amount for each town and the county. The remaining consensus funding will then be divided by the towns and county by population based upon current census population figures using the formula that has been previously used.

Special Tax Districts may submit project applications to the County Clerk. The applications will then be presented to the County Commissioners for their preliminary review. Special Tax District projects if approved by the County Commissioners will then be presented to the Mayors for approval and then to the SLIB Board as part of the Town and County project list. Special Tax Districts approved projects if approved by the County Commissioners could be awarded and funded as part of the County portion of the consensus funding. If a special district is sponsored by a town and approved by the County Commissioners they could be awarded and funded with town and county funds.

Proposed Town projects and County projects (which may include Special Tax District projects) will be presented to the Mayors for discussion and approval in writing. Projects will then be submitted to the County Commissioners for approval in writing and then to State Loan and Investment Board (SLIB) for final approval. Projects approved must follow SLIB requirements. The Big Horn County Clerk will assist with project application submissions and oversight on the Consensus Grants. Project application forms will be provided by the County Clerk.

A list of substitute consensus project applications may be submitted by the Towns and County, following the procedure as listed above. A substitute project may be approved in writing by the Mayors, Commissioners and SLIB Board and funds may be re-allocated to the appropriate town or county out of the allotted funding if an approved project is unable to be completed as originally planned.

Mayor – Town of Byron Date

Mayor – Town of Cowley Date

Mayor – Town of Deaver Date

Mayor – Town of Frannie Date

Mayor – Town of Lovell Date

Mayor – Town of Greybull Date

Mayor – Town of Basin Date

Mayor – Town of Burlington Date

Mayor – Town of Manderson Date

Chairman - Big Horn County Commissioners

DEPARTMENT SUMMARY REPORT

DATE: 12/3/13

Department: Public Works

Prepared By: Steve VanderPloeg

SUMMARY REPORT

Three sewer call outs
Exercised a lot of the water valves in town
Put up Christmas lights
Graded a few alley's and roads
Fixed one leaking curb stop
Servicing equipment
Worked on both garbage trucks at various times
Filled up the ice skating rink

SUMMARY OF EXPENSES PRIOR MONTH

Normal expenses

FISCAL IMPACT TO BUDGET

None

SUMMARY OF EXPENSES CURRENT MONTH

Normal expenses

ONGOING PROJECT(S)

Fixing compost and cardboard dumpsters, Grading alleys, Chipping branches, Bailing cardboard, Normal operations.

PLANNED or PROPOSED PROJECT(S)

Cleaning up weeds in problematic spots around town
Trim trees in the alley's and streets
Help Stacy set power poles in Mechlam acre's
Start washing some of the more problematic sewer's
Fill in pot holes in the alleys
Snow removal and street sanding

ATTACHMENTS

Pictures of the BCAC water damage. I encourage all the council to personally take a closer look at this problem.

AGENDA & SUMMARY REPORT SUBMITTED TO:

1. Amy Kania
2. Council
3. Date: 12/3/13

MONTHLY DEPARTMENT SUMMARY REPORT

MONTH: November 2013

Department: Electric

Prepared By: Stacey Lesher

SUMMARY REPORT

We helped put up Christmas lights on 4th Street and the court house.

We framed and set some poles on Michlem acres.

We fixed some street lights and replaced a driver on one of the walking path lights.

We clustered, bussed and hung transformers for the bean mill.

We trimmed a lot of trees.

We had three call outs.

We retired several old services.

We rebuilt several services that were having problems.

SUMMARY OF EXPENSES PRIOR MONTH

Border States: tools

Crum: material

Clark safety: safety meeting

WAPA: meter testing and maintenance

Prime Power: bucket truck repair

Jerry's Electric: transformers for been mill

FISCAL IMPACT TO BUDGET

Border States: \$38.12

Crum: \$31.17

Clark Safety: \$102.30

WAPA: \$3,234.07

Prime Power: \$686.52

Jerry's Electric: \$4,425.00

SUMMARY OF EXPENSES CURRENT MONTH

FISCAL IMPACT TO BUDGET

ONGOING PROJECT(S)

Mechlem acres.

PLANNED or PROPOSED PROJECT(S)

ATTACHMENTS

1.

AGENDA & SUMMARY REPORT SUBMITTED TO:

1. Amy Kania

2. 11/25/2013

DEPARTMENT SUMMARY REPORT

DATE: 11/30/13

Department: Administration

Prepared By: Danielle Chapman

SUMMARY REPORT

Work on financials, filing in the vault

SUMMARY OF EXPENSES PRIOR MONTH

Normal Expenses

FISCAL IMPACT TO BUDGET

None

SUMMARY OF EXPENSES CURRENT MONTH

Audit expense

FISCAL IMPACT TO BUDGET

None

ONGOING PROJECT(S)

Prebids, annexation, crescent drive. Billing and working to set up cash receipting with Caselle.

PLANNED or PROPOSED PROJECT(S)

ADA-Bathroom for the office.

ATTACHMENTS

ANNOUNCEMENTS:

Town of Basin Christmas party

AGENDA & SUMMARY REPORT SUBMITTED TO:

1. Who: Mayor Amy Kania
2. Date: 11/30/13