

The Town of
Star Valley Ranch, Wyoming
REGULAR TOWN MEETING

September 12, 2023
7:00 PM

1. Call to Order, Roll Call of Councilmen, Statement of Quorum
2. Pledge of Allegiance
3. Reconvene Regular Meeting
4. Adopt Agenda
5. Announcements/Proclamations

A. Sheriff Shane Johnson

6. Public Comment

This section is reserved for comments from the public on items that are not otherwise included in this agenda. Public comment is limited to 3 minutes. As a general practice the Council does not discuss, debate, or take action on issues raised, or comments made, under public comment.

7. Adopt Consent Agenda

All matters in this section are considered routine by the governing body and will be enacted in one motion unless removed from the consent agenda and considered separately by Council. Public comment may be given.

- A. Approve Minutes for August 3 Council Work Session, August 8 Town Council Meeting, August 8 Council Work Session, August 28 Council Work Session
- B. Disbursements
- C. Community Board Appointments
 1. Lynn Updike – Planning & Zoning Board – 2024
- D. Dispatch Report
- E. Court Report
- F. Special Municipal Officer Report

8. Public Hearings and/or Action Items

- A. Resolution 23-09-12-001 Water Fund – Correction of Resolution 23-08-002
- B. Motion to Authorize Mayor to Sign Lease Agreement
- C. Motion to Accept Bid and Authorize Mayor to Sign Documents

9. Ordinances

- A. Ordinance 2023-08 Title III Administration Chapter 33 Town Organizations – 3rd reading.
- B. Ordinance 2023-09 Title III Administration Chapter 33 Town Organizations – 1st reading.
- C. Ordinance 2023-10 Title XV Land Use Chapter 150 Buildings – 1st reading.

10. Mayor and Council

11. Adjournment

The Town of

Star Valley Ranch, Wyoming

CONSENT AGENDA

All matters in this section are considered routine by the governing body and will be enacted in one motion unless removed from the consent agenda and considered separately by Council. Public comment may be given.

- A. Approve Minutes for August 3 Council Work Session, August 8 Town Council Meeting, August 8 Council Work Session
- B. Disbursements
- C. Community Board Appointments
 - 1. Lynn Updike – Planning & Zoning Board – 2024
- D. Dispatch Report
- E. Court Report
- F. Special Municipal Officer Report

The Town of
Star Valley Ranch, Wyoming

REGULAR TOWN MEETING

August 8, 2023
7:00 PM

1. Call to Order, Roll Call of Councilmen, Statement of Quorum
 - All council present, plus Town Clerk Gray and Billing Clerk Neuenschwander
2. Pledge of Allegiance
3. Reconvene Regular Meeting
 - Motion to reconvene made by Councilman Denney, seconded by Councilman Rok, all ayes.
4. Adopt Agenda
 - Motion to adopt made by Councilman Merrill, seconded by Councilman Denney, all ayes.
5. Announcements/Proclamations
6. Public Comment
 - All public comment can be reviewed on YouTube.
7. Adopt Consent Agenda
 - Motion to adopt made by Councilman Merrill, seconded by Councilman Ellis, all ayes. The dispatch report and court report were reviewed with public comment.
 - A. Approve Minutes for July 11 Town Council Meeting, July 11 Council Work Session
 - B. Disbursements
 - C. Community Board Appointments
 1. Marty Aroian – Water Utility Board – 2026
 - D. Dispatch Report
 - E. Court Report
 - F. Special Municipal Officer Report
8. Public Hearings and/or Action Items
 - A. Resolution 23-08-001 General Fund – Encumber Funds
 - Councilman Denney read the resolution and moved to approve, seconded by Councilman Merrill, all ayes.
 - B. Resolution 23-08-002 Water Fund – Encumber Funds
 - Councilman Merrill read the resolution, Councilman Denney moved to approve as amended by changing the title of the reserve to System Replacement and Upgrade Reserve, seconded by Councilman Merrill, all ayes.
9. Ordinances
 - Councilman Ellis moved to approve Ordinance 2023-08 by title, but 2023-07 to be read. Councilman Denney seconded, all ayes.
 - A. Ordinance 2023-07 Title III Administration Chapter 33 Town Organizations – 3rd reading.
 - Councilman Ellis reviewed the changes from second reading and moved to approve the ordinance, seconded by Councilman Denney, all ayes.

B. Ordinance 2023-08 Title III Administration Chapter 33 Town Organizations – 2nd reading.

- Councilman Merrill moved to approve the ordinance, seconded by Councilman Rok, all ayes.

10. Mayor and Council

- Councilman Merrill reminded the council and audience of the Farmer's Market each upcoming Saturday until Labor Day.
- Councilman Rok spoke about the garage sale for trails on August 18 and 19.

11. Adjournment

- Councilman Rok moved to adjourn, seconded by Councilman Merrill, all ayes.

WORK SESSION MINUTES

Town of Star Valley Ranch
Town Council Chambers
Thursday, August 3, 2023, 11:00 AM

1. CALL TO ORDER AND ROLL CALL

- Mayor Buyers, Councilman Ellis, Councilman Rok, Councilman Merrill present.
- Councilman Rok moved to approve agenda, Councilman Ellis second, all ayes.

2. WORKSHOP ITEMS

- a. Forsgren Engineering; WIP 21, Brambleberry, Middle Branch crossing, Green Canyon tank, WIP 23 (ARPA)
 - Forsgren and Johansen gave an update on the WIP 21 project, anticipating completion by the end of August.
 - Starting advertisement for paving, bridge repair, water project and tank lining the week of the 7th to run for pre-bid meetings in September.
 - Middle Branch crossing is waiting for hydraulic analysis to complete and then ready to move forward to Army Corps of Engineers.
- b. Short term rentals/enforcement
 - Town unable to enforce trespassing on the golf course, but SMO Rodgers investigates code complaints that we can, such as lighting, parking.
 - Need some citizen education on who to call regarding golf course or Association violations, and Sheriffs for trespassing.
 - Councilman Rok working on updating the ordinance.
 - Councilman Merrill discussed possibly limiting the number of short-term rentals allowed in Town.
- c. Planning and Zoning (building permits)
 - i. Driveways
 - Mayor suggests driveway permits be a separate permit that Public Works approves and inspects.
 - Mayor working on updating ordinance pertaining to driveways.
 - ii. Executive Session
 - Motion to recess work session made by Councilman Ellis, seconded by Councilman Rok, all ayes.
 - Motion to convene executive session made by Councilman Ellis, seconded by Councilman Rok, all ayes.
 - Motion to adjourn executive session made by Councilman Rok, seconded by Councilman Ellis, all ayes.
 - Motion to reconvene work session made by Councilman Merrill, seconded by Councilman Rok, all ayes.
 - iii. Moratorium discussion
 - Mayor suggested 90-day moratorium on accepting applications for all single-family homes and driveway permits to be done by resolution at August 8 regular meeting. Suggestion supported by the Council present.
 - iv. Joint PnZ- Council work session August 9, 2023
- d. Future dust guard contract work
 - Public Works Director recommended contracting with Dustbusters for annual dust guard application in the spring.
- e. Other ordinance work
 - Councilman Merrill working on business license ordinance.
 - Councilman Rok working on short-term rental ordinance.

- A nuisance ordinance update is at the attorney for review.
- Driveways being worked on by Mayor Buyers.
- f. Property across the street in need of sprinkling system and lawn
 - On waiting list for quote for installing sprinklers.
- g. ISO fire rating
 - Councilman Ellis looking into updating to get our fire rating lowered. Councilman Merrill will reach out to Mid-Valley Fire to investigate the process.
- h. Firewise pick up (review)
 - Need to return to the actual Firewise program guidelines and rules for future.

3. MATTERS FROM THE MAYOR AND COUNCIL

- Councilman Merrill would like progress to be made on figuring out a plan for the money set aside for plowing; Public Works Director to be added to the August 8 work session for discussion.
- Councilman Rok asked about minutes on the website and keeping updated and having recordings on the website.
- Councilman Rok would like to know how many hours the Lincoln County Sheriff's Department spends patrolling, but the town contract doesn't specify; Sheriff Johnson will be at the September council meeting. Mayor would like a list of concerns that can be brought to the Sheriff.

4. ADJOURN

- Councilman Ellis moved to adjourn, Councilman Merrill seconded, all ayes.

WORK SESSION AGENDA

Town of Star Valley Ranch
Town Council Chambers
Tuesday, August 8, 2023, 2:00 PM

1. CALL TO ORDER AND ROLL CALL

- All Council present plus Town Clerk Gray and Finance Advisory Board Chairman Sankaran
- Councilman Merrill moved to approve the agenda, Councilmen Denney and Rok seconded, all ayes.

2. WORKSHOP ITEMS

a. Financials

- Chairman Sankaran of the Finance Advisory Board presented the updated format for the monthly financial reports.
- Interest on the sinking fund needs to be moved to system reserve.
- Public Works Director spoke to the crew and suggests another snowblower for the loader and contract out Town Hall plowing and sidewalks.
- More groundwork needs to be done on the snow contracting plan to fine tune rules, responsibilities, and service levels of expectation.
- Councilman Rok volunteered to research bidding a contract for hydrants, Town Hall, and some road plowing.
- Public Works Director would like to trade the current side-by-side and tracks in on a new one with tracks.
- Council Denney moved to authorize the Public Works Director to buy the side-by-side for \$24,500; Councilman Ellise seconded, all ayes.

b. Resolutions to encumber funds.

c. Organizational chart

- Mayor and Council discussing adding a Town Administrator
- Job description needs updating and Mayor Buyers suggested meeting with Brian Muir of Kemmerer.

3. MATTERS FROM THE MAYOR AND COUNCIL

- Auditors will be in Town the week of the 21st and may have questions for the Council.
- Still waiting for engineers on the traffic update.
- Councilman Merrill concerned about the bid process and costs increasing, and timing on the engineer's response.
- Councilman Rok and Councilman Merrill offered to take on interfacing with the town engineer to manage deadlines and expectations.
- Councilman Merrill spoke to the fire chief about the ISO rating and that the town can request the fire department to run the audit and change the rating and to reach out in November.

- Joint meeting with the planning & zoning board on the 9th; considering the update to the 2021 IRC/IBC codes, lack of inspections in a timely manner, increase in pole buildings being built in town.
- Council set another workshop for August 28th at 10am.

4. UPCOMING AGENDA UPDATE

- a. Water rates
 - First reading in October.

5. RECESS at 4:44pm

- Councilman Denney moved to recess, seconded by Councilman Merrill, all ayes.

WORK SESSION

Town of Star Valley Ranch
Town Council Chambers
Tuesday, August 28, 2023, 10:00 AM

1. CALL TO ORDER AND ROLL CALL

- All Council and Town Clerk

2. WORKSHOP ITEMS

a. Brian Muir/ Kemmerer City Manager

- Mr. Muir spoke to the Council about what he does as the City Manager for Kemmerer.

b. Travel and Tourism Board (lodging tax)

- Mayor sent ordinance to the council for review, first reading will be in the September meeting.

3. MATTERS FROM THE MAYOR AND COUNCIL

- Mayor Buyers spoke about upcoming ordinances including an update to the nuisance ordinance and bond schedule.
- Mayor Buyers spoke about the Cedar Creek Trailhead having an easement for the trailhead going through Sunrise Mountain Estates and a property owner who built close to the easement.
- Employee training took place the previous week on conflict resolution and communication skills.
- Councilman Denney spoke about a subdivision planned on Muddy String; state statute allows the Town to respond if it is within ½ mile of town limits, but this is outside of that.
- Councilman Rok asked about road grading; employees were out injured or ill, but work will continue when possible.
- Councilman Rok asked about flags for holidays, Councilman Merrill volunteered to check and put flags out.
- Councilman Rok asked about having a posting on the website and a form for volunteers, and getting the short-term rental software set up.
- Councilman Merrill asked about Forsgren and contacting them and managing expectations.
- Councilman Ellis spoke to P&Z about meeting timing and approval process; Mayor Buyers said it needs to be addressed in ordinance and P&Z will continue as they are until then.
- The issue with the property on White Pine to be referred back to P&Z for review before stop-work order is lifted.
- Council concerned about the water rate model and it needing to be updated and having the Finance Advisory Board input. Council recommends taking the rates out of ordinance and having the timing be the same as the budget to take effect July 1. Town Clerk Gray will put together a first reading for October.
- Councilman Merrill will research offering a housing stipend to increase employee recruitment and retention.

4. UPCOMING

Town Council Meeting

- Land Use and Building ordinances have been sent to council for review; Mayor Buyers recommends pulling just the fees out for now for first reading in September.
- There will be a motion to authorize the Mayor to sign a new roller lease.

5. EXECUTIVE SESSION

- Councilman Merrill moved to enter executive session to speak about personnel matters, Councilman Rok seconded, all ayes.
- Councilman Rok moved to end executive session and return to the work session, Councilman Merrill seconded, all ayes.

6. ADJOURN

- Councilman Denney moved to adjourn, Councilman Rok seconded, all ayes.

Report Criteria:
Detail report type printed

Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
116	All-Star Auto Parts	250082	Tool	10430107	07/28/2023	499.00	892301	08/09/2023
		685098	Lube, oil, and filter	10430201	07/03/2023	155.79	892301	08/09/2023
		685098	Lube, oil, and filter	10420003	07/03/2023	155.79	892301	08/09/2023
		685569	Lube, oil, and filter	41430219	07/07/2023	66.76	892301	08/09/2023
		685571	Return on drain plug	41430219	07/07/2023	2.24-	892301	08/09/2023
		685642	Headlight connector	41430219	07/07/2023	15.01	892301	08/09/2023
		686224	Battery cable terminal	10430201	07/12/2023	6.64	892301	08/09/2023
		686334	Fuel filter	41430219	07/13/2023	78.81	892301	08/09/2023
		687138	Thermostat and thermostat	10430201	07/19/2023	9.20	892301	08/09/2023
		687143	Parts	10430107	07/19/2023	20.69	892301	08/09/2023
		687987	TPMS and oil pressure swit	10430201	07/25/2023	171.66	892301	08/09/2023
		688149	Tape	10430201	07/26/2023	9.99	892301	08/09/2023
		688167	Battery and core	10430201	07/26/2023	126.45	892301	08/09/2023
Total 116:						1,313.55		
120	Amazon Capital Services	1QQ3-Q3VI-	Amazon orders	10410258	08/01/2023	82.50	882301	08/08/2023
		1QQ3-Q3VI-	Amazon orders	10430409	08/01/2023	2,432.23	882301	08/08/2023
		1QQ3-Q3VI-	Amazon orders	10410238	08/01/2023	46.26	882301	08/08/2023
		1QQ3-Q3VI-	Amazon orders	41410238	08/01/2023	22.78	882301	08/08/2023
		1QQ3-Q3VI-	Amazon orders	10410277	08/01/2023	1,029.50	882301	08/08/2023
		1QQ3-Q3VI-	Amazon orders	10420001	08/01/2023	73.98	882301	08/08/2023
Total 120:						3,687.25		
122	American Express	1271629	Seat	10430201	07/24/2023	1,757.85	8222301	08/21/2023
		16431	Turbo	10430201	07/20/2023	2,538.95	8222301	08/21/2023
		1Z0T6E5H02	UPS to SLIB	41410271	07/13/2023	33.33	8222301	08/21/2023
		1Z0T6E5H02	UPS to SLIB	41410271	08/10/2023	33.77	8222301	08/21/2023
		2519949450	Adobe sub	10410802	08/05/2023	14.06	8222301	08/21/2023
		2519949450	Adobe sub	41410802	08/05/2023	6.93	8222301	08/21/2023
		28314	Animal tags for 2024	10410258	08/07/2023	100.81	8222301	08/21/2023
		82023	Credit	10410238	08/01/2023	947.19-	8222301	08/21/2023
		8-2023	Membership fee	10410238	08/16/2023	63.65	8222301	08/21/2023
		8-2023	Membership fee	41410238	08/16/2023	31.35	8222301	08/21/2023
		9913669533	Paper	10410258	07/31/2023	22.99	8222301	08/21/2023
		9913669533	Paper	41410258	07/31/2023	22.99	8222301	08/21/2023
		9913965694	Trash bags	10410258	08/10/2023	46.88	8222301	08/21/2023
		C18B4CDFE	IIMC Membership	10410228	07/25/2023	185.00	8222301	08/21/2023
		CFVNCPTJ2	Facebook ad	10410204	08/03/2023	1.73	8222301	08/21/2023
		E0800OMFBI	Office sub	10410802	08/12/2023	17.59	8222301	08/21/2023
		E0800OMFBI	Office sub	41410802	08/12/2023	8.66	8222301	08/21/2023
		IMA700B505	Custom bags	10410277	08/01/2023	348.65	8222301	08/21/2023
		INV2146525	Zoom sub	10410802	08/13/2023	11.25	8222301	08/21/2023
		INV2146525	Zoom sub	41410802	08/13/2023	5.54	8222301	08/21/2023
		MC16082493	Mailchimp sub	10410802	07/18/2023	17.75	8222301	08/21/2023
		MC16082493	Mailchimp sub	41410802	07/18/2023	8.75	8222301	08/21/2023
Total 122:						4,331.29		
153	Black Mountain Rental	1833187-000	Firewise rental	10430112	07/25/2023	2,077.60	14479	08/09/2023
Total 153:						2,077.60		

Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
177	Caselle, Inc	126665	Software	10410804	08/01/2023	791.37	832303	08/03/2023
		126665	Software	41410803	08/01/2023	395.63	832303	08/03/2023
Total 177:						1,187.00		
228	Delta Dental	9-2023	Employee Benefits	10410130	08/15/2023	36.35	8222302	08/22/2023
		9-2023	Employee Benefits	10430130	08/15/2023	148.30	8222302	08/22/2023
		9-2023	Employee Benefits	10460130	08/15/2023	19.37	8222302	08/22/2023
		9-2023	Employee Benefits	41440130	08/15/2023	200.28	8222302	08/22/2023
Total 228:						404.30		
241	Dry Creek Enterprises, Inc.	2526	BLM toilet rent and clean	10510204	07/31/2023	110.00	892303	08/09/2023
		2527	Cedar Creek Canyon toilet	10510208	07/31/2023	110.00	892303	08/09/2023
		2528	Green Canyon Dr. Toilet re	10510208	07/31/2023	110.00	892303	08/09/2023
Total 241:						330.00		
261	Evergreen Wood Products	197568	Materials for PW building r	10490012	06/13/2023	5,660.53	14480	08/09/2023
		198541	Materials for Trails	10510209	07/05/2023	117.66	14480	08/09/2023
Total 261:						5,778.19		
265	Ferguson Waterworks #17	1398167-1	water parts	41430239	07/25/2023	345.00	14481	08/09/2023
		1437521	water parts	41430239	07/27/2023	438.00	14481	08/09/2023
		1438287	water parts	41430239	07/27/2023	6,050.00	14481	08/09/2023
Total 265:						6,833.00		
269	Forsgren Associates Inc	2305167	WIP 2021 Construction Ma	41490026	06/07/2023	5,167.57	892304	08/09/2023
		2306227	WIP 2021 Construction Ma	41490026	07/06/2023	8,839.69	892304	08/09/2023
		2307273	2023 Road Project design	10490010	08/02/2023	2,555.00	8232302	08/23/2023
		2307275	Hardman/Middle Branch Br	10490010	08/02/2023	1,875.00	8232302	08/23/2023
		2307276	Hydrant map, Wickle servic	41410401	08/02/2023	2,590.00	8232302	08/23/2023
		2307277	Road Study	10410400	08/03/2023	1,120.00	8232302	08/23/2023
Total 269:						22,147.26		
270	Freedom Mailing Services,	45815	Bill processing	41410273	07/28/2023	981.69	14482	08/09/2023
Total 270:						981.69		
288	GreatAmerica Financial Se	34592974	Copier Service	10410260	08/02/2023	124.06	832302	08/03/2023
		34592974	Copier Service	41410260	08/02/2023	61.10	832302	08/03/2023
Total 288:						185.16		
311	High Country Linen Service	0390923	Shop Towels	10430402	07/27/2023	25.00	892305	08/09/2023
		0390923	Shirts	10430121	07/27/2023	28.11	892305	08/09/2023
		0390923	Shirts	41430121	07/27/2023	13.84	892305	08/09/2023
		0393767	Town Hall Rugs	41430100	08/10/2023	80.69	8232303	08/23/2023
		0393767	Town Hall Rugs	10430100	08/10/2023	163.83	8232303	08/23/2023
		0393767	Shop Towels	10430402	08/10/2023	25.00	8232303	08/23/2023
		0393767	Shirts	10430121	08/10/2023	36.30	8232303	08/23/2023
		0393767	Shirts	41430121	08/10/2023	17.88	8232303	08/23/2023
		0395155	Shop Towels	10430402	08/17/2023	25.00	8232303	08/23/2023
		0395155	Shirts	10430121	08/17/2023	25.12	8232303	08/23/2023

Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
		0395155	Shirts	41430121	08/17/2023	12.37	8232303	08/23/2023
	Total 311:					453.14		
359	Conrad & Bischoff	IN-624122-2	Gas & Diesel	10430301	08/10/2023	925.12	8232301	08/23/2023
		IN-624122-2	Gas & Diesel	10420005	08/10/2023	148.09	8232301	08/23/2023
		IN-624122-2	Gas & Diesel	41430301	08/10/2023	528.60	8232301	08/23/2023
		IN-893818-2	Gas & Diesel	10430301	07/25/2023	1,102.86	892302	08/09/2023
		IN-893818-2	Gas & Diesel	10420005	07/25/2023	154.39	892302	08/09/2023
		IN-893818-2	Gas & Diesel	41430301	07/25/2023	619.25	892302	08/09/2023
	Total 359:					3,478.31		
369	Lawson Products	9310781139	Tool	10430107	07/20/2023	116.00	14485	08/09/2023
		9310781139	Parts	10430402	07/20/2023	405.72	14485	08/09/2023
		9310781804	Tool	41430107	07/21/2023	87.70	14485	08/09/2023
		9310799075	Tool	10430107	07/27/2023	16.83	14485	08/09/2023
	Total 369:					626.25		
382	Lincoln County Sheriff's Off	8-2023	July dispatch	10420204	08/01/2023	880.00	14487	08/09/2023
		Q3 2023	Contract for law enforceme	10420205	07/01/2023	15,000.00	14487	08/09/2023
	Total 382:					15,880.00		
389	Local Government Liability	14845	Deductable for settlement	10430243	08/08/2023	3,799.00	14488	08/09/2023
	Total 389:					3,799.00		
392	Lower Valley Energy	8-2023	Electric - General	10430008	08/10/2023	348.91	8102301	08/10/2023
		8-2023	Electric - Water	41430098	08/10/2023	5,063.46	8102301	08/10/2023
	Total 392:					5,412.37		
398	Luthi & Voyles LLC	2474	Water delinquent accounts	41410601	07/31/2023	275.00	892306	08/09/2023
		2475	Building permits	10440601	07/31/2023	55.00	892306	08/09/2023
	Total 398:					330.00		
437	North American Benefits C	9-2023	Employee Benefits	10410130	08/14/2023	8.51	8212304	08/21/2023
		9-2023	Employee Benefits	10420130	08/14/2023	3.46	8212304	08/21/2023
		9-2023	Employee Benefits	10430130	08/14/2023	17.02	8212304	08/21/2023
		9-2023	Employee Benefits	10460130	08/14/2023	2.82	8212304	08/21/2023
		9-2023	Employee Benefits	41440130	08/14/2023	19.53	8212304	08/21/2023
	Total 437:					51.34		
445	Office of State Lands & Inv	DW084AR-2	Loan payment for loan DW	41450411	03/13/2023	32,077.70	14490	08/09/2023
		DW154-2023	Loan payment for loan DW	41450421	03/13/2023	93,868.31	14490	08/09/2023
	Total 445:					125,946.01		
449	One-Call of Wyoming	68224	Tickets for July	41420106	08/04/2023	38.25	14491	08/09/2023
	Total 449:					38.25		
489	Ridge Creek Investment C	9-2023	Town Hall Payment	10430003	08/21/2023	2,233.11	14509	08/23/2023

Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
		9-2023	Town Hall Payment	41430001	08/21/2023	1,099.89	14509	08/23/2023
	Total 489:					3,333.00		
521	Silver Star Communication	8-2023	Town Hall Alarm System	10420214	08/01/2023	78.84	812301	08/01/2023
		8-2023	Town Hall Water Alarm Sys	41420108	08/01/2023	39.42	812301	08/01/2023
		8-2023	Office Lines	10410225	08/01/2023	325.16	812301	08/01/2023
		8-2023	Office Lines - Water	41410225	08/01/2023	160.15	812301	08/01/2023
	Total 521:					603.57		
529	Staples	9913323173	Office Supplies	10410258	07/10/2023	53.78	14492	08/09/2023
	Total 529:					53.78		
575	Thayne True Value Hardwa	B708428	Parts	41430110	07/03/2023	5.99	14496	08/09/2023
		B711911	Parts	10430100	07/18/2023	123.96	14496	08/09/2023
		C624198	Parts	10430100	07/11/2023	19.99	14496	08/09/2023
	Total 575:					149.94		
589	Town of Afton	16351, 1635	monthly water test	41430411	08/10/2023	54.00	14511	08/23/2023
		16474, 16353	Repeat samples	41430411	08/10/2023	270.00	14511	08/23/2023
	Total 589:					324.00		
591	Town of Star Valley Ranch	8-2023	Town Hall Water - General	10430010	07/27/2023	349.94	7272301	07/27/2023
		8-2023	Public Works Water - Gene	10430011	07/27/2023	33.22	7272301	07/27/2023
		8-2023	First Response Water	10420155	07/27/2023	64.20	7272301	07/27/2023
		8-2023	Dog Park Water	10510208	07/27/2023	66.76	7272301	07/27/2023
		8-2023	Town Hall Water - Water	41430004	07/27/2023	172.36	7272301	07/27/2023
		8-2023	Public Works Water - Wate	41430097	07/27/2023	33.22	7272301	07/27/2023
	Total 591:					719.70		
611	Upper Case Printing, INK.	746	Envelopes and paper for w	41410222	07/24/2023	1,248.80	14493	08/09/2023
	Total 611:					1,248.80		
628	VSP of Wyoming	8188574055	Employee Benefits	10410130	08/17/2023	21.20	8212303	08/21/2023
		8188574055	Employee Benefits	10420130	08/17/2023	13.02	8212303	08/21/2023
		8188574055	Employee Benefits	10430130	08/17/2023	63.32	8212303	08/21/2023
		8188574055	Employee Benefits	10460130	08/17/2023	4.17	8212303	08/21/2023
		8188574055	Employee Benefits	41440130	08/17/2023	73.50	8212303	08/21/2023
	Total 628:					175.21		
640	Western States Cat	IN002471861	Plate	10430201	07/24/2023	28.20	892308	08/09/2023
		IN002472560	Troubleshoot A/C compres	10430201	07/26/2023	197.60	892308	08/09/2023
		IN002479319	Filters	10430201	07/31/2023	113.17	892308	08/09/2023
	Total 640:					338.97		
669	Wyoming Department of W	Q2 2023	Q2 Worker's Comp	10410150	08/21/2023	843.06	8212301	08/21/2023
		Q2 2023	Q2 Worker's Comp	10420150	08/21/2023	421.53	8212301	08/21/2023
		Q2 2023	Q2 Worker's Comp	10430150	08/21/2023	1,926.99	8212301	08/21/2023
		Q2 2023	Q2 Worker's Comp	10460150	08/21/2023	421.53	8212301	08/21/2023

Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
		Q2 2023	Q2 Worker's Comp	41440150	08/21/2023	2,408.73	8212301	08/21/2023
	Total 669:					6,021.84		
701	Swift Creek Trading	1054	Boot allowance for Tharp	10430121	07/29/2023	226.00	8152301	08/15/2023
	Total 701:					226.00		
712	Hastings Ace Hardware	K79359	Parts	41430239	07/29/2023	19.55	14483	08/09/2023
	Total 712:					19.55		
714	Westbank Sanitation	4311298T022	Split Distribution	10430407	08/01/2023	28.90	14494	08/09/2023
		4311298T022	Split Distribution	41430407	08/01/2023	14.24	14494	08/09/2023
		4311933T022	PW Dumpster	10430407	08/01/2023	241.05	14494	08/09/2023
		4311933T022	PW Dumpster	41430407	08/01/2023	118.72	14494	08/09/2023
		4311933T022	Dog Park Can	10510207	08/01/2023	41.36	14494	08/09/2023
	Total 714:					444.27		
716	Leisure Valley, Inc	2023-03-48	Recreational Land Agreem	10510209	08/02/2023	300.00	14486	08/09/2023
		2023-03-49	Town Hall Sewer	10430017	08/02/2023	89.55	14486	08/09/2023
		2023-03-49	Town Hall Sewer	41430005	08/02/2023	44.10	14486	08/09/2023
	Total 716:					433.65		
736	IDAWY Solid Waste	37X01268	Dump disposal	10430407	07/31/2023	41.40	14508	08/23/2023
		37X01268	Dump disposal	41430407	07/31/2023	41.40	14508	08/23/2023
	Total 736:					82.80		
754	Trustmark	9-2023	Employee Benefits	10410130	08/09/2023	846.68	8212305	08/21/2023
		9-2023	Employee Benefits	10430130	08/09/2023	3,230.90	8212305	08/21/2023
		9-2023	Employee Benefits	10460130	08/09/2023	175.47	8212305	08/21/2023
		9-2023	Employee Benefits	41440130	08/09/2023	3,614.90	8212305	08/21/2023
	Total 754:					7,867.95		
761	Tawnie Lee Cazier	062	Cleaning Services	10430100	07/30/2023	217.75	892307	08/09/2023
		062	Cleaning Sevices	41430100	07/30/2023	107.25	892307	08/09/2023
		063	Cleaning Services	10430100	08/06/2023	217.75	892307	08/09/2023
		063	Cleaning Sevices	41430100	08/06/2023	107.25	892307	08/09/2023
		064	Cleaning Services	10430100	08/13/2023	217.75	8232304	08/23/2023
		064	Cleaning Sevices	41430100	08/13/2023	107.25	8232304	08/23/2023
		065	Cleaning Services	10430100	08/20/2023	217.75	8232304	08/23/2023
		065	Cleaning Sevices	41430100	08/20/2023	107.25	8232304	08/23/2023
	Total 761:					1,300.00		
762	Verizon	8-2023	Cell Phones - General	10410225	08/10/2023	46.75	8102302	08/10/2023
		8-2023	Cell Phones - SMO	10420004	08/10/2023	1,123.76	8102302	08/10/2023
		8-2023	Cell Phones - Water	41410225	08/10/2023	117.91	8102302	08/10/2023
	Total 762:					1,288.42		
776	iWorQ	201162	Software	10410802	08/01/2023	4,355.00	14484	08/09/2023
		201162	Software	41410802	08/01/2023	2,145.00	14484	08/09/2023

Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
Total 776:						6,500.00		
778	Summit National Bank	003	938 CAT Loader Lease	10430300	08/09/2023	27,431.27	14510	08/23/2023
Total 778:						27,431.27		
780	Mid Valley Fire District	20230703	Fire suppression for Q1 FY	10420302	07/03/2023	51,738.00	14489	08/09/2023
Total 780:						51,738.00		
783	Bailey Stock Harmon Cotto	29072	Town prosecuting attorney	10440601	07/25/2023	2,250.00	14478	08/09/2023
Total 783:						2,250.00		
785	Principal Life Insurance Co	9-2023	Employee Benefits	10410130	08/17/2023	29.62	8212302	08/21/2023
		9-2023	Employee Benefits	10420130	08/17/2023	15.16	8212302	08/21/2023
		9-2023	Employee Benefits	10430130	08/17/2023	61.15	8212302	08/21/2023
		9-2023	Employee Benefits	10460130	08/17/2023	7.25	8212302	08/21/2023
		9-2023	Employee Benefits	41440130	08/17/2023	68.55	8212302	08/21/2023
Total 785:						181.73		
789	David's Plowing & Yard Ser	3	Mowing & Weeding	10430100	07/24/2023	318.25	14495	08/09/2023
		3	Mowing & Weeding	41430100	07/24/2023	156.75	14495	08/09/2023
Total 789:						475.00		
790	New Hydraulics, Inc	401524	Two Fisher plows	10430201	08/03/2023	24,720.30	832301	08/03/2023
Total 790:						24,720.30		
791	Tru-Tech Products	10003820	Compressor	10430201	08/09/2023	4,173.71	14497	08/09/2023
		10003820	Compressor	41430219	08/09/2023	2,055.71	14497	08/09/2023
Total 791:						6,229.42		
Grand Totals:						349,428.13		

Report Criteria:
Detail report type printed

Report Criteria:

Includes all check types

Includes unprinted checks

Pay Period Date	Description	Amount	Check Number
08/05/2023	HSA Contribution HSA Pay Period	125.00-	14476
08/05/2023	Donald E Long III Case #202303	319.38-	14477
08/19/2023	HSA Contribution HSA Pay Period	125.00-	14506
08/19/2023	Donald E Long III Case #202303	319.38-	14507
08/05/2023	457 Contribution 457 Wyoming Re	75.00-	123011434
08/05/2023	FICA/FWH Tax Deposit Federal Wi	6,058.58-	123011435
08/19/2023	457 Contribution 457 Wyoming Re	75.00-	123011436
08/19/2023	FICA/FWH Tax Deposit Federal Wi	7,411.44-	123011437
08/19/2023	Retirement Contributions Wyoming	8,934.82-	123011438
08/05/2023		2,428.36-	602202378
08/05/2023		2,237.62-	602202379
08/05/2023		1,619.56-	602202380
08/05/2023		2,629.91-	602202381
08/05/2023		1,499.53-	602202382
08/05/2023		110.82-	602202383
08/05/2023		1,917.62-	602202384
08/05/2023		1,460.61-	602202385
08/05/2023		1,586.54-	602202386
08/05/2023		92.35-	602202387
08/05/2023		2,829.57-	602202388
08/05/2023		110.82-	602202389
08/05/2023		1,511.24-	602202390
08/19/2023		1,233.25-	602202391
08/19/2023		2,428.36-	602202392
08/19/2023		2,199.57-	602202393
08/19/2023		138.52-	602202394
08/19/2023		1,680.17-	602202395
08/19/2023		2,629.91-	602202396
08/19/2023		1,499.53-	602202397
08/19/2023		221.64-	602202398
08/19/2023		221.64-	602202399
08/19/2023		1,848.96-	602202400
08/19/2023		1,514.18-	602202401
08/19/2023		1,586.54-	602202402
08/19/2023		4,253.20-	602202403
08/19/2023		1,472.96-	602202404
08/19/2023		221.64-	602202405
08/19/2023		1,511.24-	602202406
Grand Totals:		<u>68,139.46-</u>	

The Town of

Star Valley Ranch, Wyoming

Community Board Appointments

Community Board Appointments

1. Lynn Updike – Planning & Zoning Board – 2024

Mr. Elwin (Lynn) Updike. Married. Retired 32 years in natural gas industry. Worked with my father in construction in Steamboat Springs, Colorado for two years during college. Attended Western State College in Gunnison, Colorado. Served on Baggs Wyoming town council for 4 years and two years as mayor. Served 15 years on Carbon County mosquito board. Volunteered on Baggs Fire Department four years. Built Happy Camper RV Park in Baggs, Wyoming for 8 years. Served as flood coordinator for the Little Snake River area for approximately 30 years. I believe in strong construction practices and property ordinances to keep property clean and neat.

Star Valley Ranch

8/1/23 to 8/31/23

Citations	0
Warnings	0
CFS/Law Incidents	58
Special Patrol	9

Animal Problem		Abandoned Vehicle	
Agency Assist	2	Alarms	2
Assault		Auto Accident	
Burglary		Animal problem	1
Citizen Assist		Citizen Dispute	
Civil standby		Controlled Burn	
Child abuse	2	Alcohol problem	
Controlled Substance		Disturbance	2
Custodial Interference	1	Domestic Violence	
Drugs		Dead body	1
e911	12	Harassing	1
Intoxication		Fire // Fireworks	
Fraud	1	Littering	
Information	3	Lost/Found Property	1
Juvenile Problem	1	Missing person	1
Lost/Found Animal	2	Game & Fish	
Message delivery		Medical	7
Reckless driving		Noise / Test	
Ordinance violation		Public relations	1
REDDI		Suspicious	4
Theft		Threatening	
Traffic	2	Vin inspection	5
Welfare check	4	Warrant	
Trespassing		Vandalism	
Utility problem		VIN Stamp	2



Town of Star Valley Ranch

171 Vista Drive #7007

Star Valley Ranch, Wyoming 83127

Phone: 307-883-8696

Fax: 307-883-8329

August 8, 2023

Municipal Court Report for August 2023

1. Seven cases were scheduled for court in August. The following citations were issued:
 - 2 (two) citations for \$90.05 (E)- Dog at large
 - \$113.12- Operating without a Short-term Renal Permit
 - \$150.057- Failure to comply with a Stop-work Order
 - \$94.02- Derelict vehicle in condition as to prevent registration/legal operation
 - 2 (two) citations for \$71.05- No parking on Town Roadway
2. A total of \$1200.00 in fines and \$50.00 in Court Costs were assessed with \$450.00 in fines and \$50.00 in Court Costs collected this month.

Respectfully Submitted,

Gina Campbell

Court Clerk- Town of Star Valley Ranch, WY

Town of Star Valley Ranch

Special Municipal Officer

8/1/2023- 8/31/2023

Verbal Warnings	5
Written Warnings	9
Citations	22

Animal Complaint	4	Water Shut-off	0
Building & Zoning	16	Meter Pit Tampering	1
Road Right-of-Way	5	LCSO Assist	0
Snow Complaint	1	Fire Prevention\open fire	0
Nuisance Comp.	3	Stop work order	2
Road damage	1	Animal Impound	0
STR Complaint	4	Other	0

The Town of

Star Valley Ranch, Wyoming

Resolution No. 23-09-12-001

RESOLUTION for the Town of Star Valley Ranch to approve the transfer of \$350,000 from the Water Fund System Replacement and Upgrade Reserve to the Water Fund Loan Repayment Reserve.

WHEREAS, the Town of Star Valley Ranch transferred \$580,000 from the Water Fund Cash Account into the Water Fund System Replacement and Upgrade Reserve on August 8, 2023,

WHEREAS, the Town of Star Valley Ranch desires to ensure there are adequate funds in the Water Fund Loan Repayment Reserve to fund expected future loan payments,

WHEREAS, the Town of Star Valley Ranch has determined that \$350,000 of the originally transferred \$580,000 should be transferred to the Water Fund Loan Repayment Fund,

NOW THEREFORE BE IT RESOLVED, the Town of Star Valley Ranch does hereby authorize the Town Clerk-Treasurer to transfer \$350,000 from the Water Fund System Replacement and Upgrade Reserve to the Water Fund Loan Repayment Reserve.

Passed and adopted this 12th day of September, 2023.

For the Town of Star Valley Ranch

By: _____

Kathleen Buyers, Mayor

Attest:

By: _____

Kristin Gray, Clerk

The Town of

Star Valley Ranch, Wyoming

Suggested Motion

I MOVE the Town of Star Valley Ranch approve Mayor Kathleen Buyers as the Town's representative and authorize Mayor Kathleen Buyers to sign the appropriate documents for lease and purchase of a 2023 Caterpillar CS11GC Vibratory Compactor from Caterpillar Financial Services Corporation by entering into a Governmental Equipment Lease-Purchase Agreement with Caterpillar.

The Town of

Star Valley Ranch, Wyoming

Suggested Motion

I MOVE the Town of Star Valley Ranch approve the base bid amount of \$416,915.00 for 2023 Road Project and award the 2023 Road Project to H.K Contractors, Inc. out of Idaho Falls, ID and authorize Mayor Buyers to sign the appropriate documents.

The Town of

Star Valley Ranch, Wyoming

Suggested Motion

I MOVE the Town of Star Valley Ranch approve the base bid amount of \$885,742.00 for Water Improvement Project 2023 and award the project to Avail Valley Construction, LLC out of Afton, WY, and authorize Mayor Buyers to sign the appropriate documents.

The Town of
Star Valley Ranch, Wyoming
Ordinance 2023-08

**Title III Administration
Chapter 33 Town Organizations**

BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF STAR VALLEY RANCH THE FOLLOWING UPDATES:

Explanation: This Ordinance is for the creation of a Roads Advisory Board and outlines the procedures in accordance with existing boards.

Existing Title III Chapter 33 is in BLACK, changes for first reading are in BLUE, second reading in GREEN, third reading in ORANGE, removal in RED.

These changes will become effective 10 days after the completion of the third reading and passage.

§33.110 CREATION.

There is hereby created a Roads Advisory Board for the town, which shall consist of five regular members, the majority of whom shall be qualified electors of the town and shall serve without compensation.

§33.111 OBJECTIVES

- (A) The Board shall make recommendations to the town to keep roadways and future walking paths safe. The Board shall be a platform and educational resource for citizens.
- (B) The Board shall research and make recommendations to the Council on funding options for Road and pathway needs by utilizing Federal, State, and Local funding, including sixth penny option and special assessment.
- (C) The Board shall provide analysis, advice, guidance, and recommendations in all matters affecting the roads and pathways to the Town Council. They will also assist in the review and selection of options and alternatives in the monitoring, development and expansion of our roads and pathways.
- (D) The Board shall utilize the Road Study, Surface Water Study and Transportation Alternative Plan to prioritize projects and make recommendations to the Council.

§33.112 APPOINTMENT.

(A) Council Liaison (non-voting): The Mayor shall assign a Councilman as a liaison to the Roads Advisory Board.

(B) Regular members. The five “regular” members of the Roads Advisory Board shall be appointed by the Mayor, with the consent and approval of the Town Council for a term of three years. Appointments and terms should be staggered such that a maximum of two will be planned to expire each year at the end of the town’s fiscal year. Members may be eligible for re-appointment.

(C) Alternate member. A special sixth member, known as the “alternate” member of the Roads Advisory Board shall be appointed by the Mayor, with the consent and approval of the Town Council for a term of one year. The term will become effective upon appointment by the Mayor and will expire at the end of the Town’s fiscal year. The member may be eligible for reappointment. The alternate member will have all of the responsibilities and duties of the regular member, except voting will be limited to those situations where the number of regular members present is less than five. The minimum number of Roads Advisory Board members present, for quorum requirements, at the Roads Advisory Board meeting remains three, with the “alternate” member’s attendance counting if necessary.

(D) Advisory members. The Chairperson of the Roads Advisory Board may, from time to time, appoint certain advisory members to provide advice and counsel to the Board. Advisory members will be appointed based on special skills, knowledge or experience and agree to assist the regular members.

§33.113 VACANCIES AND REPLACEMENT.

(A) A vacancy in the Roads Advisory Board will be deemed to exist if one of the following situations occurs:

- (1) A member voluntarily resigns;
- (2) A member becomes incapacitated due to health or accident;
- (3) A member dies; or
- (4) The Town Council may, by majority vote, remove any member of the Roads Advisory Board whenever it appears such removal would be in the best interest of the town.

(B) The Mayor with the Council’s consent and approval shall fill any vacancy. The replacement shall serve out the term of the vacating member.

§33.114 ORGANIZATION.

The members of the Roads Advisory Board shall elect from their number a Chairperson, designate their meeting place, and shall create their own rules of procedure.

§33.115 MINUTES/RECORDS.

(A) The Board shall keep minutes of its proceedings, showing the vote, the absence or the failure to vote of each member upon each question.

(B) The Board shall keep records of all examinations and of any other official actions, all of which shall be immediately filed in the office of the Board and shall become a public record.

(C) Minutes and agendas for meetings shall be published no less than five (5) business days before any scheduled public meeting. Final approved minutes shall be published no more than ten (10) business days after approval.

§33.116 QUORUM.

Three regular members of the Roads Advisory Board present at a scheduled meeting shall constitute a quorum.

The Town of
Star Valley Ranch, Wyoming
Ordinance 2023-09

**Title III Administration
Chapter 33 Town Organizations**

BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF STAR VALLEY RANCH THE FOLLOWING UPDATES:

Explanation: This Ordinance is for the creation of a Travel and Tourism Board and outlines the procedures.

Existing Title III Chapter 33 is in BLACK, changes for first reading are in BLUE, second reading in GREEN, third reading in ORANGE, removal in RED.

These changes will become effective 10 days after the completion of the third reading and passage.

§33.120 CREATION.

There is hereby created a Travel and Tourism Board for the Town of Star Valley Ranch, which shall consist of four regular members and the Town Treasurer. The majority of the board shall have worked or currently work in the travel and tourism industry.

§33.121 OBJECTIVES.

- (A) Provide an organized and economically efficient method and structure for the administration of funds collected pursuant to the Lodging Tax imposed in the community for the benefit of the community.
- (B) Sixty percent (60%) of the funds collected shall be used for travel and tourism promotion and shall be limited to promotional materials, promotion of tours, staging of events, education materials, and other specific tourism related objectives, provided that none of the funds shall be spent for capital construction projects.
- (C) Thirty percent (30%) of the funds collected shall be used for the provision of visitor impact services within the town. As used in this section, "visitor impact services" includes, but is not limited to, provision of vehicle parking, public transportation, public restrooms, pedestrian and bicycle pathways, museums, and other displays.

- (D) Ten percent (10%) of funds collected may be deposited in the general fund of the Town for administrative costs.
- (E) Prepare an annual budget for inclusion into the Town's annual budget based on projected lodging tax revenue.
- (F) Solicit citizen input regarding needs and changes in Town tourism, promotion, activities, and facilities.
- (G) Make recommendations to the Town Council as may be needed for or as requested by the Town Council.

§33.122 APPOINTMENT.

- (A) Council Liaison (non-voting): The Mayor shall assign a Councilman as a liaison to the Travel and Tourism Board.
- (B) Regular members. The four "regular" members of the Travel and Tourism Board shall be appointed by the Mayor, with the consent and approval of the Town Council for a term of three years. Appointments and terms should be staggered such that a maximum of two will be planned to expire each year at the end of the town's fiscal year. Members may be eligible for re-appointment.
- (C) Advisory members. The Chairperson of the Travel and Tourism Board may, from time to time, appoint certain advisory members to provide advice and counsel to the Board. Advisory members will be appointed based on special skills, knowledge or experience in the travel and tourism industry and agree to assist the regular members.

§33.123 VACANCIES AND REPLACEMENT.

- (A) A vacancy in the Travel and Tourism Board will be deemed to exist if one of the following situations occurs:
 - (1) A member voluntarily resigns.
 - (2) A member becomes incapacitated due to health or accident.
 - (3) A member dies; or
 - (4) The Town Council may, by majority vote, remove any member of the Tourism Board whenever it appears such removal would be in the best interest of the town.
- (B) The Mayor with the Council's consent and approval shall fill any vacancy. The replacement shall serve out the term of the vacating member.

§33.124 ORGANIZATION.

The members of the Travel and Tourism Board shall elect from their number a Chairperson and Vice Chairperson. The Town Treasurer will serve as the Travel and Tourism Board Treasurer. The board will designate their meeting place, time and shall create their own rules of procedure.

§33.125 MINUTES/RECORDS.

(A) The Board shall keep minutes of its proceedings, showing the vote, the absence or the failure to vote of each member upon each question.

(B) The Board shall keep records of all examinations and of any other official actions, all of which shall be immediately filed in the office of the Board and shall become a public record.

(C) Minutes and agendas for meetings shall be published no less than five (5) business days before any scheduled public meeting. Final approved minutes shall be published no more than ten (10) business days after approval.

§33.126 QUORUM.

Three regular members of the Travel and Tourism Board present at a scheduled meeting shall constitute a quorum.

The Town of
Star Valley Ranch, Wyoming

Ordinance 2023-10

Title XV Land Use

Chapter 150 Buildings

BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF STAR VALLEY RANCH:

Explanation: Update to existing code removing the fees from ordinance and making them set by resolution.

Existing Title XV Chapter 150 is in BLACK, changes for first reading are in BLUE, second reading in GREEN, third reading in ORANGE, removal in RED.

These changes will become effective 10 days after third reading and passage.

§ 150.020 BUILDING INSPECTIONS.

- (A) The town reserves the right to inspect the property at any time to assure that the quality of construction meets requirements and is in conformance with approved plans. The property owner grants the town that right by requesting a permit. The approved set of project plans is to be kept at the project site and made available to persons performing inspections for the town. The town may conduct inspections with its own staff or may hire consultants to assist. ~~The cost of inspections required by the Town is included in the fee schedule and the town will pay inspector for these inspections.~~ The permit administrative fee includes required inspections for each permit type. If a re-inspection or special inspection by an outside professional or consultant is required, it is the property owners, the applicant, or their authorized representative's responsibility to pay for these inspections.

§ 150.037 FEE SCHEDULE.

~~(A) The fees listed below will be charged for building plan review, issuance of building permits, construction inspections and administrative costs, construction deposits. The listed fees will be increased by 100% if construction is started before a building permit is issued and posted at the job site. The construction deposit will be deposited and held by the town to assure timely completion of construction in accordance with approved plans. The town will not pay interest on construction deposits. The construction deposits will be refunded less any appropriate fines and/or any extra inspections, upon completion of the project. Projects to be owned by the town are exempt from these fees and deposits. When a building permit is issued, the Planning and Zoning Board may waive part or all of permit fees and deposits upon written application from the permit applicant and if the Planning and Zoning Board determines that special circumstances or conditions exist. Fees are set by resolution and reviewed annually.~~

~~(B) The Planning and Zoning Board decision to waive any fees and deposits shall be made in writing to the individual making the request.~~

Plan Review, Permit and Construction Inspection Fees and Deposits		
Permit Fees and Deposits	Permit Fee	Deposits
Plan Review, Permit and Construction Inspection Fees and Deposits		
Permit Fees and Deposits	Permit Fee	Deposits
Adding addition to existing residence	\$1,100	\$2,000
Additional driveway installation or expansion	\$100	\$500
Commercial temporary buildings	\$300	\$1,000
Demolition (residential or commercial)	\$300	\$1,000
Extension of building permit for one year (Percentage of both permit fee and deposit fee based on original charges)	50%	50%
Fences (including dog runs not to exceed 128 square feet)	\$100	\$0
New commercial building	\$4,000	\$4,000
New single family residence	\$1,100	\$2,000
Structural modifications to existing structure including attached decks, decks over 30 inches in height and retaining walls over four feet in height	\$400	\$400
Structures greater than 200 square feet but less than 350 square feet	\$100	\$0
Structures greater than 350 square feet	\$500	\$600
Miscellaneous Fees		
Re-inspection fee	Up to \$100	
Third party fee	Paid by the applicant	