

Star Valley Ranch, Wyoming

TOWN COUNCIL MEETING

SIGN IN SHEET

April 9, 2024

| | NAME | | NAME |
|----|---------------------------|----|------|
| 1 | MIKE BLACK | 24 | |
| 2 | Boys Siddoway | 25 | |
| 3 | CAROLYN SIDDOWAY | 26 | |
| 4 | Ken & Carolyn Thorne | 27 | |
| 5 | Ernie & Sandra Kemmerling | 28 | |
| 6 | Dave Rutland | 29 | |
| 7 | Gandy Willis | 30 | |
| 8 | WADE BITTER | 31 | |
| 9 | SUSIE BITTER | 32 | |
| 10 | KATIE TOULSON | 33 | |
| 11 | CJ WALKER | 34 | |
| 12 | BB Koch | 35 | |
| 13 | Karl Schenck | 36 | |
| 14 | Candy Nae | 37 | |
| 15 | Will Hall | 38 | |
| 16 | | 39 | |
| 17 | | 40 | |
| 18 | | 41 | |
| 19 | | 42 | |
| 20 | | 43 | |
| 21 | | 44 | |
| 22 | | 45 | |
| | | | |



REGULAR TOWN MEETING

April 9, 2024
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. Proclamation – Arbor Day 2024
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 March 12 Work Session, March 12 Regular Meeting, March 21 Work Session
 - B. Disbursements
 - C. Dispatch Report
 - D. Court Report
 - E. Special Municipal Officer Report
8. Public Hearings and/or Action Items
 - A. Plat Amendment – Howe – Plat 9 Lots 31 & 32
 - B. Plat Amendment – Johnson – Plat 1 Lots 12 & 13
 - C. Plat Amendment – Dickerson – Plat 6 Lot 71 and Plat 7 Lot 102
 - D. Motion – Authorizing the Mayor to sign lease agreement
9. Ordinances
 - A. Ordinance 2024-02 Title III Administration Chapter 32 Officials and Employees – 3rd Reading
 - B. Ordinance 2024-03 Title XV Land Usage Chapter 154 Zoning – 3rd Reading
 - C. Ordinance 2024-04 Title XV Land Usage Chapter 154 Zoning – 2nd Reading
 - D. Ordinance 2024-05 Appropriations for Fiscal Year 2024-2025 – 1st Reading
 - E. Ordinance 2024-06 Title V Public Works Chapter 54 Water Rates – 1st Reading
10. Mayor and Council
11. Adjournment

Town of Star Valley Ranch, Wyoming
Arbor Day Proclamation
June 15, 2024

Whereas, the Town of Star Valley Ranch understands the importance of trees to the health and wellbeing of our Town residents and

Whereas, the Town of Star Valley Ranch understands that trees to reduce erosion, provide shade, reduce heating and cooling costs, clean the air, produce oxygen and provide wildlife habitat and

Whereas, trees in our town increase property values, enhance the economic vitality and beautify our community, and

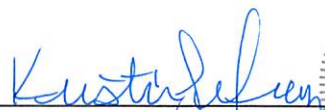
Whereas, planting trees brings the community together and is a source of annual spiritual renewal and

Whereas, the Town of Star Valley Ranch wishes to celebrate Arbor Day each spring to remind ourselves of the importance of trees in our community.

Now, therefore, we the Town Council and Mayor of the Town of Star Valley Ranch, Wyoming, do hereby proclaim June 15, 2024, as Arbor Day to be celebrated within our community.

In Witness whereof, we have here unto set our hands this 9th day of April 2024.


Kathleen Buyers, Mayor


Attest: Kristin Gray, Town Clerk



WORK SESSION MINUTES

Town of Star Valley Ranch
Town Council Chambers
Tuesday, March 12, 2024, 10:00 AM

1. CALL TO ORDER AND ROLL CALL

- All town council present plus Clerk-Treasurer Gray.
- Councilman Rok moved to approve the agenda, Councilman Ellis seconded, all ayes.

2. WORK SESSION ITEMS

a. Ryan with LCSD #2 transportation department

- Ryan and Ty from LCSD #2 spoke to the council and two representatives from public works (Edwards and Dugan) about the bus routes and how to coordinate road maintenance and plowing, and how to deal with congestion with cars waiting for the buses.

b. EPA update (Clerk-Treasurer Gray)

- Clerk-Treasurer Gray and public works spoke to the EPA about Green Canyon tank and lifting the requirement for it to be completed this year and are still awaiting a response. It is Clerk-Treasurer Gray's recommendation that Green Canyon tank be given priority in replacement.

c. Financials

- Clerk-Treasurer Gray answered questions about the financial reports.

d. Board Reports

- Councilman Ellis spoke with Mr. Allen, Lincoln County chief of staff and found that a non-elected committee is approving building permits, which is a concern.
- Councilman Rok spoke about the Travel & Tourism board who is working on their budget and moved forward with a recommendation to proceed with getting the lodging tax on the ballot.

- Councilman Merrill spoke about the Roads Advisory Board who is going to do some research on the snow gate to make a recommendation for the budget; they are also going to investigate putting out a survey through the mailing list.
- e. Regular Town Council Agenda including Ordinance Work
 - The council discussed agenda items.

3. MATTERS FROM THE MAYOR AND COUNCIL

- Mayor Buyers spoke about public works buying cameras to put on the equipment, which have been purchased but they haven't arrived.
- We have received 5 applications for the Town Administrator, cutoff is March 25th.
- The council would like to see the water collections report, but it needs to be reformatted to provide better information. Clerk-Treasurer Gray will work with Billing Clerk Mason on the report.
- The mayor would like planning and zoning to make a recommendation to adopt the 2024 IRC and IBC codes.
- WAM Summer convention in Pinedale is June 5th to the 7th.
- NRB is worried about Cedar Creek trailhead being damaged and will discuss it during their meeting. Councilman Merrill is going to reach out to the Forest Service.
- The council discussed summer events and dates: June 8 for Safety Day, June 15 for Arbor Day, the Farmer's Market starting August and ending October.

4. RECESS at 12:18pm

- Councilman Elliss moved to recess, Councilman Merrill seconded, all ayes.

The Town of
Star Valley Ranch, Wyoming
REGULAR TOWN MEETING

March 12, 2024
7:00 PM

1. Call to Order, Roll Call of Councilmen, Statement of Quorum
 - All council present plus Clerk-Treasurer Gray and Billing Clerk Mason
2. Pledge of Allegiance
3. Reconvene Regular Meeting
 - Councilman Rok moved to reconvene, Councilman Merrill seconded, all ayes.
4. Adopt Agenda
 - Councilman Merrill moved to adopt the agenda, Councilman Denney seconded, all ayes.
5. Announcements/Proclamations
6. Public Comment
7. Adopt Consent Agenda
 - Councilman Ellis moved to approve the consent agenda, Councilman Rok seconded, all ayes.
 - A. Approve Minutes for February 13 Work Session, February 13 Regular Meeting, February 15 Work Session, February 22 Work Session
 - B. Disbursements
 - C. Dispatch Report
 - D. Court Report
 - E. Special Municipal Officer Report
8. Public Hearings and/or Action Items
 - A. Resolution 24-03-12-001 Short-term Rental Fees
 - Councilman Merrill read the resolution and moved to approve, Councilman Rok seconded, all ayes.
 - B. Motion – WAM Voting Delegates
 - Councilman Merrill read the motion and moved to approve, Councilman Ellis seconded, all ayes.
9. Ordinances
 - Councilman Rok moved to approve by title and explanation, seconded by Councilman Denney, all ayes.
 - A. Ordinance 2024-01 Title XI Business Regulations Chapter 113 Short-Term Rentals – 3rd Reading
 - Councilman Rok presented and moved to approve, Councilman Ellis seconded, all ayes.
 - B. Ordinance 2024-02 Title III Administration Chapter 32 Officials and Employees – 2nd Reading
 - Councilman Rok presented and moved to approve, Councilman Merrill seconded, all ayes.
 - C. Ordinance 2024-03 Title XV Land Usage Chapter 154 Zoning – 2nd Reading
 - Councilman Rok presented and moved to approve, Councilman Denney seconded, all ayes.
 - D. Ordinance 2024-04 Title XV Land Usage Chapter 154 Zoning – 1st Reading

- Councilman Rok presented and moved to approve, Councilman Merrill seconded, all ayes.

10. Mayor and Council

- Mayor Buyers explained that the council has started the budget process including goals.
- Councilman Rok spoke about the new Travel and Tourism board and explained that they will be working on a budget for the lodging tax money the town has and will receive.

11. Adjournment

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

WORK SESSION MINUTES

Town of Star Valley Ranch
Town Council Chambers
Thursday, March 21, 2024, 2:00 PM

1. CALL TO ORDER AND ROLL CALL

- All town council were present plus Clerk-Treasurer Gray and Public Works Director Cazier.
- Councilman Ellis moved to amend the agenda to add an item about population, Councilman Rok seconded, all ayes.

2. WORK SESSION ITEMS

a. Population Changes

- Councilman Ellis presented documents and statistics about the town's population.

b. Budget Fiscal 2024-2025

- Finance Board Chairman Sankaran gave a presentation on the upcoming budget with assistance and clarification from Clerk-Treasurer Gray.

3. MATTERS FROM THE MAYOR AND COUNCIL

- Mayor Buyers brought up about someone using a storage container for storing materials on a house under construction, and for moving, and the issue should be addressed. Councilman Rok will take the issue to Planning & Zoning.
- The approach ordinance has been reviewed by staff and will be sent to the council for review.
- Mayor Buyers has received 7 resumes for the town admin position.
- Councilman Rok brought up a development being planned near Vista West and the council need to approve or disapprove.
- Councilman Merrill spoke about a water board member resignation.

4. ADJOURN

- Councilman Denney moved to adjourn, Councilman Merrill 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 | 707802 | Parts | 10430201 | 02/05/2024 | 20.73 | 362402 | 03/05/2024 |
| | | 708623 | Parts | 10430201 | 02/14/2024 | 126.43 | 362402 | 03/05/2024 |
| | | 708851 | Parts | 10430402 | 02/17/2024 | 457.41 | 362402 | 03/05/2024 |
| | | 708851 | Parts | 41430402 | 02/17/2024 | 457.41 | 362402 | 03/05/2024 |
| | | 709055 | Parts | 10430201 | 02/20/2024 | 894.41 | 362402 | 03/05/2024 |
| | | 709259 | Parts | 10430201 | 02/22/2024 | 22.09 | 362402 | 03/05/2024 |
| | | 709260 | Parts | 10430402 | 02/22/2024 | 15.33 | 362402 | 03/05/2024 |
| | | 709569 | Parts | 10430201 | 02/26/2024 | 317.11 | 362402 | 03/05/2024 |
| | | 709721 | Parts | 10430201 | 02/28/2024 | 322.96 | 362402 | 03/05/2024 |
| Total 116: | | | | | | 2,633.88 | | |
| 120 | Amazon Capital Services | 1JLY-HPD7- | Amazon orders | 10410258 | 03/01/2024 | 124.22 | 3252401 | 03/25/2024 |
| | | 1JLY-HPD7- | Amazon orders | 41410258 | 03/01/2024 | 68.96 | 3252401 | 03/25/2024 |
| | | 1JLY-HPD7- | Amazon orders | 10430402 | 03/01/2024 | 8.95 | 3252401 | 03/25/2024 |
| | | 1JLY-HPD7- | Amazon orders | 10430409 | 03/01/2024 | 119.98 | 3252401 | 03/25/2024 |
| | | 1JLY-HPD7- | Amazon orders | 10410238 | 03/01/2024 | 31.30 | 3252401 | 03/25/2024 |
| | | 1JLY-HPD7- | Amazon orders | 41410238 | 03/01/2024 | 15.42 | 3252401 | 03/25/2024 |
| | | 1JLY-HPD7- | Amazon orders | 10430201 | 03/01/2024 | 19.99 | 3252401 | 03/25/2024 |
| | | 1JLY-HPD7- | Amazon orders | 10430107 | 03/01/2024 | 67.99 | 3252401 | 03/25/2024 |
| | | 1JLY-HPD7- | Amazon orders | 10410257 | 03/01/2024 | 458.22 | 3252401 | 03/25/2024 |
| Total 120: | | | | | | 915.03 | | |
| 122 | American Express | 1Z0T6E5H02 | UPS to SLIB | 41410271 | 02/13/2024 | 36.03 | 3252402 | 03/25/2024 |
| | | 1Z0T6E5H02 | UPS to SLIB | 41410271 | 01/16/2024 | 35.74 | 2262401 | 02/26/2024 |
| | | 2073945049 | Grainger order | 10430201 | 03/19/2024 | 36.04 | 3252402 | 03/25/2024 |
| | | 2-2024 | WAMCAT membership for | 10410233 | 01/24/2024 | 75.00 | 2262401 | 02/26/2024 |
| | | 2674798933 | Adobe sub | 10410802 | 02/05/2024 | 14.06 | 2262401 | 02/26/2024 |
| | | 2674798933 | Adobe sub | 41410802 | 02/05/2024 | 6.93 | 2262401 | 02/26/2024 |
| | | 2701792379 | Adobe sub | 10410802 | 03/05/2024 | 14.06 | 3252402 | 03/25/2024 |
| | | 2701792379 | Adobe sub | 41410802 | 03/05/2024 | 6.93 | 3252402 | 03/25/2024 |
| | | 3-2024 | Microsoft sub | 10410802 | 03/01/2024 | 17.59 | 3252402 | 03/25/2024 |
| | | 3-2024 | Microsoft sub | 41410802 | 03/01/2024 | 8.67 | 3252402 | 03/25/2024 |
| | | 9919753775 | Staples order | 10410258 | 03/04/2024 | 177.60 | 3252402 | 03/25/2024 |
| | | BL3P9C79A | ICMA job posting | 10410204 | 02/18/2024 | 487.50 | 3252402 | 03/25/2024 |
| | | CX7JVWSG | Software renewal for PW | 10410800 | 03/19/2024 | 50.00 | 3252402 | 03/25/2024 |
| | | E023379136 | Compressor for shop | 10430201 | 02/28/2024 | 6,238.23 | 3252402 | 03/25/2024 |
| | | INV24071101 | Zoom sub | 10410802 | 02/13/2024 | 11.25 | 2262401 | 02/26/2024 |
| | | INV24071101 | Zoom sub | 41410802 | 02/13/2024 | 5.54 | 2262401 | 02/26/2024 |
| | | INV2473383 | Zoom sub | 10410802 | 03/13/2024 | 11.25 | 3252402 | 03/25/2024 |
| | | INV2473383 | Zoom sub | 41410802 | 03/13/2024 | 5.54 | 3252402 | 03/25/2024 |
| | | MC17519033 | Mailchimp sub | 10410802 | 01/18/2024 | 17.75 | 2262401 | 02/26/2024 |
| | | MC17519033 | Mailchimp sub | 41410802 | 01/18/2024 | 8.75 | 2262401 | 02/26/2024 |
| | | MC17765081 | Mailchimp sub | 10410802 | 02/18/2024 | 17.76 | 3252402 | 03/25/2024 |
| | | MC17765081 | Mailchimp sub | 41410802 | 02/18/2024 | 8.75 | 3252402 | 03/25/2024 |
| | | R142245022 | Hotel for WARWS confere | 41410210 | 03/19/2024 | 1,913.41 | 3252402 | 03/25/2024 |
| Total 122: | | | | | | 9,204.38 | | |
| 154 | Blue Cross Blue Shield | 2403054906 | Employee Benefits | 10410130 | 03/05/2024 | 1,643.69 | 362401 | 03/06/2024 |
| | | 2403054906 | Employee Benefits | 10430130 | 03/05/2024 | 4,942.01 | 362401 | 03/06/2024 |
| | | 2403054906 | Employee Benefits | 10460130 | 03/05/2024 | 236.15 | 362401 | 03/06/2024 |
| | | 2403054906 | Employee Benefits | 41440130 | 03/05/2024 | 8,817.41 | 362401 | 03/06/2024 |

| Vendor Number | Name | Invoice Number | Description | GL Account | Invoice Date | Check Amount | Check Number | Check Issue Date |
|---------------|-----------------------------|----------------|---------------------------|------------|--------------|--------------|--------------|------------------|
| Total 154: | | | | | | 15,639.26 | | |
| 177 | Caselle, Inc | 1926 | Software | 10410804 | 03/01/2024 | 791.37 | 352403 | 03/05/2024 |
| | | 1926 | Software | 41410803 | 03/01/2024 | 395.63 | 352403 | 03/05/2024 |
| Total 177: | | | | | | 1,187.00 | | |
| 197 | CNA Surety | 71666575-20 | Bond for Judge | 10410265 | 03/19/2024 | 100.00 | 14799 | 03/20/2024 |
| Total 197: | | | | | | 100.00 | | |
| 235 | Desktop Design | 2836 | Town seal decals | 10410223 | 03/01/2024 | 159.50 | 14786 | 03/05/2024 |
| Total 235: | | | | | | 159.50 | | |
| 241 | Dry Creek Enterprises, Inc. | M4204 | BLM toilet rent and clean | 10510204 | 03/01/2024 | 110.00 | 362404 | 03/05/2024 |
| Total 241: | | | | | | 110.00 | | |
| 269 | Forsgren Associates Inc | 2401016 | WIP 2023 Project manage | 41490027 | 01/25/2024 | 8,135.00 | 3202402 | 03/20/2024 |
| | | 2402063 | 2023 Road Project design | 10490010 | 02/25/2024 | 1,695.00 | 3202402 | 03/20/2024 |
| | | 2402064 | Hardman/Middle Branch Br | 10490010 | 02/25/2024 | 4,025.00 | 3202402 | 03/20/2024 |
| | | 2402065 | Municipal Engineering | 41410401 | 02/25/2024 | 2,255.00 | 3202402 | 03/20/2024 |
| | | 2402066 | Water Master Plan update | 41410401 | 02/25/2024 | 3,745.00 | 3202402 | 03/20/2024 |
| Total 269: | | | | | | 19,855.00 | | |
| 270 | Freedom Mailing Services, | 47293 | Bill processing | 41410273 | 03/01/2024 | 995.28 | 14787 | 03/05/2024 |
| Total 270: | | | | | | 995.28 | | |
| 288 | GreatAmerica Financial Se | 36067791 | Copier Service | 10410260 | 03/04/2024 | 124.06 | 352406 | 03/05/2024 |
| | | 36067791 | Copier Service | 41410260 | 03/04/2024 | 61.10 | 352406 | 03/05/2024 |
| Total 288: | | | | | | 185.16 | | |
| 311 | High Country Linen Service | 0426553 | Shop Towels | 10430402 | 03/01/2024 | 24.98 | 362405 | 03/05/2024 |
| | | 0426553 | Shirts | 10430121 | 03/01/2024 | 25.12 | 362405 | 03/05/2024 |
| | | 0426553 | Shirts | 41430121 | 03/01/2024 | 12.37 | 362405 | 03/05/2024 |
| | | 0427712 | Shop Towels | 10430402 | 03/01/2024 | 24.98 | 362405 | 03/05/2024 |
| | | 0427712 | Shirts | 10430121 | 03/01/2024 | 25.12 | 362405 | 03/05/2024 |
| | | 0427712 | Shirts | 41430121 | 03/01/2024 | 12.37 | 362405 | 03/05/2024 |
| | | 0428876 | Shop Towels | 10430402 | 03/07/2024 | 24.98 | 3202403 | 03/20/2024 |
| | | 0428876 | Shirts | 10430121 | 03/07/2024 | 25.12 | 3202403 | 03/20/2024 |
| | | 0428876 | Shirts | 41430121 | 03/07/2024 | 12.37 | 3202403 | 03/20/2024 |
| | | 0430052 | Shop Towels | 10430402 | 03/14/2024 | 24.98 | 3202403 | 03/20/2024 |
| | | 0430052 | Shirts | 10430121 | 03/14/2024 | 25.12 | 3202403 | 03/20/2024 |
| | | 0430052 | Shirts | 41430121 | 03/14/2024 | 12.37 | 3202403 | 03/20/2024 |
| Total 311: | | | | | | 249.88 | | |
| 359 | Conrad & Bischoff | IN-964836-2 | Gas & Diesel | 10430301 | 03/12/2024 | 2,501.93 | 3202401 | 03/20/2024 |
| | | IN-964836-2 | Gas | 10420005 | 03/12/2024 | 60.84 | 3202401 | 03/20/2024 |
| | | IN-964836-2 | Gas & Diesel | 41430301 | 03/12/2024 | 1,262.26 | 3202401 | 03/20/2024 |
| | | INV-940818- | Gas & Diesel | 10430301 | 03/01/2024 | 2,025.36 | 362403 | 03/05/2024 |
| | | INV-940818- | Gas & Diesel | 41430301 | 03/01/2024 | 1,057.50 | 362403 | 03/05/2024 |

| Vendor Number | Name | Invoice Number | Description | GL Account | Invoice Date | Check Amount | Check Number | Check Issue Date |
|---------------|------------------------------|----------------|---------------------------|------------|--------------|--------------|--------------|------------------|
| | | INV-940818- | Gas | 10420005 | 03/01/2024 | 121.69 | 362403 | 03/05/2024 |
| Total 359: | | | | | | 7,029.58 | | |
| 369 | Lawson Products | 9311290232 | Shop supplies | 10430402 | 02/11/2024 | 204.34 | 14788 | 03/05/2024 |
| | | 9311290232 | Shop supplies | 41430402 | 02/11/2024 | 204.33 | 14788 | 03/05/2024 |
| | | 9311292239 | Parts | 10430121 | 02/12/2024 | 48.36 | 14788 | 03/05/2024 |
| | | 9311302810 | Parts | 10430402 | 02/15/2024 | 340.46 | 14788 | 03/05/2024 |
| | | 9311306299 | Parts | 10430402 | 02/16/2024 | 54.80 | 14788 | 03/05/2024 |
| | | 9311316722 | Parts | 10430201 | 02/21/2024 | 279.90 | 14800 | 03/20/2024 |
| | | 9311354774 | Parts | 41430239 | 03/06/2024 | 687.52 | 14800 | 03/20/2024 |
| | | 9311354775 | Shop supplies | 10430402 | 03/06/2024 | 521.28 | 14800 | 03/20/2024 |
| | | 9311354775 | Shop supplies | 41430402 | 03/06/2024 | 521.27 | 14800 | 03/20/2024 |
| Total 369: | | | | | | 2,862.26 | | |
| 382 | Lincoln County Sheriff's Off | 3-2024 | February dispatch | 10420204 | 03/01/2024 | 880.00 | 14790 | 03/05/2024 |
| Total 382: | | | | | | 880.00 | | |
| 389 | Local Government Liability | 15009 | Membership Renewal | 10410240 | 03/14/2024 | 5,881.93 | 14801 | 03/20/2024 |
| | | 15009 | Membership Renewal | 41410240 | 03/14/2024 | 2,897.07 | 14801 | 03/20/2024 |
| Total 389: | | | | | | 8,779.00 | | |
| 392 | Lower Valley Energy | 3-2024 | Electric - General | 10430008 | 03/17/2024 | 1,170.20 | 3182403 | 03/18/2024 |
| | | 3-2024 | Electric - Water | 41430098 | 03/17/2024 | 4,479.10 | 3182403 | 03/18/2024 |
| Total 392: | | | | | | 5,649.30 | | |
| 489 | Ridge Creek Investment C | 4-2024 | Town Hall Payment | 10430003 | 03/19/2024 | 2,233.11 | 14802 | 03/20/2024 |
| | | 4-2024 | Town Hall Payment | 41430001 | 03/19/2024 | 1,099.89 | 14802 | 03/20/2024 |
| Total 489: | | | | | | 3,333.00 | | |
| 521 | Silver Star Communication | 3-2024 | Town Hall Alarm System | 10420214 | 03/01/2024 | 79.85 | 352401 | 03/05/2024 |
| | | 3-2024 | Town Hall Water Alarm Sys | 41420108 | 03/01/2024 | 39.92 | 352401 | 03/05/2024 |
| | | 3-2024 | Office Lines | 10410225 | 03/01/2024 | 329.45 | 352401 | 03/05/2024 |
| | | 3-2024 | Office Lines - Water | 41410225 | 03/01/2024 | 162.26 | 352401 | 03/05/2024 |
| Total 521: | | | | | | 611.48 | | |
| 539 | Star Valley Independent | 22598 | Lot combo advertising | 10460207 | 02/29/2024 | 323.00 | 352405 | 03/05/2024 |
| Total 539: | | | | | | 323.00 | | |
| 550 | Starling Medical | IHI10709 | Employee Drug Testing | 10420132 | 10/09/2023 | 28.14 | 14803 | 03/20/2024 |
| | | IHI10709 | Employee Drug Testing | 41420132 | 10/09/2023 | 13.86 | 14803 | 03/20/2024 |
| | | OCM10875 | Employee Drug Testing | 10420132 | 11/10/2023 | 102.01 | 14803 | 03/20/2024 |
| | | OCM10875 | Employee Drug Testing | 41420132 | 11/10/2023 | 50.24 | 14803 | 03/20/2024 |
| | | OCM11021 | Employee Drug Testing | 10420132 | 12/21/2023 | 80.90 | 14803 | 03/20/2024 |
| | | OCM11021 | Employee Drug Testing | 41420132 | 12/21/2023 | 39.85 | 14803 | 03/20/2024 |
| | | OCM11148 | Employee Drug Testing | 10420132 | 01/31/2024 | 87.94 | 14803 | 03/20/2024 |
| | | OCM11148 | Employee Drug Testing | 41420132 | 01/31/2024 | 43.31 | 14803 | 03/20/2024 |
| | | OCM112266 | Employee Drug Testing | 10420132 | 02/19/2024 | 52.76 | 14803 | 03/20/2024 |
| | | OCM112266 | Employee Drug Testing | 41420132 | 02/19/2024 | 25.99 | 14803 | 03/20/2024 |
| | | OCM11376 | Employee Drug Testing | 10420132 | 03/09/2024 | 60.30 | 14803 | 03/20/2024 |

| Vendor Number | Name | Invoice Number | Description | GL Account | Invoice Date | Check Amount | Check Number | Check Issue Date |
|---------------|---------------------------|----------------|----------------------------|------------|--------------|--------------|--------------|------------------|
| | | OCM11376 | Employee Drug Testing | 41420132 | 03/09/2024 | 29.70 | 14803 | 03/20/2024 |
| | Total 550: | | | | | 615.00 | | |
| 575 | Thayne True Value Hardwa | B726588 | Parts | 10430121 | 02/10/2024 | 11.99 | 14791 | 03/05/2024 |
| | | C654552 | Parts | 10430005 | 02/10/2024 | 57.51 | 14791 | 03/05/2024 |
| | | C655259 | Parts | 10430005 | 02/10/2024 | 39.97 | 14791 | 03/05/2024 |
| | | C655924 | Parts | 10430100 | 02/13/2024 | 11.99 | 14791 | 03/05/2024 |
| | | C656698 | Parts | 10430201 | 02/21/2024 | 50.99 | 14791 | 03/05/2024 |
| | Total 575: | | | | | 172.45 | | |
| 589 | Town of Afton | 17944, 1794 | monthly water test | 41430411 | 03/06/2024 | 54.00 | 14804 | 03/20/2024 |
| | Total 589: | | | | | 54.00 | | |
| 591 | Town of Star Valley Ranch | 3-2024 | Water - Town Hall | 10430010 | 03/01/2024 | 325.34 | 352402 | 03/05/2024 |
| | | 3-2024 | Water - Public Works | 10430011 | 03/01/2024 | 98.07 | 352402 | 03/05/2024 |
| | | 3-2024 | Water - First Response | 10420155 | 03/01/2024 | 64.04 | 352402 | 03/05/2024 |
| | | 3-2024 | Water - Town Hall - Water | 41430004 | 03/01/2024 | 160.24 | 352402 | 03/05/2024 |
| | | 3-2024 | Water - Public Works - Wat | 41430097 | 03/01/2024 | 34.07 | 352402 | 03/05/2024 |
| | Total 591: | | | | | 681.76 | | |
| 628 | VSP of Wyoming | 820067482 | Employee Benefits | 10410130 | 03/17/2024 | 25.37 | 3182401 | 03/18/2024 |
| | | 820067482 | Employee Benefits | 10420130 | 03/17/2024 | 13.02 | 3182401 | 03/18/2024 |
| | | 820067482 | Employee Benefits | 10430130 | 03/17/2024 | 112.25 | 3182401 | 03/18/2024 |
| | | 820067482 | Employee Benefits | 10460130 | 03/17/2024 | 8.33 | 3182401 | 03/18/2024 |
| | | 820067482 | Employee Benefits | 41440130 | 03/17/2024 | 118.59 | 3182401 | 03/18/2024 |
| | Total 628: | | | | | 277.56 | | |
| 640 | Western States Cat | IN002705833 | Parts | 10430201 | 02/28/2024 | 948.42 | 362408 | 03/05/2024 |
| | | IN002705833 | Parts | 41430219 | 02/28/2024 | 948.42 | 362408 | 03/05/2024 |
| | | IN002708361 | Parts | 10430201 | 03/01/2024 | 175.50 | 3202405 | 03/20/2024 |
| | | IN002720275 | Parts | 10430201 | 03/13/2024 | 2,268.21 | 3202405 | 03/20/2024 |
| | | IN002720275 | Parts | 41430219 | 03/13/2024 | 2,268.20 | 3202405 | 03/20/2024 |
| | Total 640: | | | | | 6,608.75 | | |
| 658 | Wyoming Assn of Rural Wa | 19299 | Spring Conference registra | 41410209 | 03/05/2024 | 1,185.00 | 14806 | 03/20/2024 |
| | Total 658: | | | | | 1,185.00 | | |
| 693 | Yost Business Systems | B52468 | Copier Contract | 10410260 | 03/01/2024 | 1,114.72 | 14793 | 03/05/2024 |
| | | B52468 | Copier Contract | 41410260 | 03/01/2024 | 557.28 | 14793 | 03/05/2024 |
| | Total 693: | | | | | 1,672.00 | | |
| 710 | Wade Hirschi CPA | 2070 | Accounting assistance | 10410401 | 02/22/2024 | 117.25 | Multiple | Multiple |
| | | 2070 | Accounting assistance | 41410400 | 02/22/2024 | 57.75 | Multiple | Multiple |
| | Total 710: | | | | | 175.00 | | |
| 714 | Westbank Sanitation | 4474928T02 | Split Distribution | 10430407 | 03/01/2024 | 29.61 | 352404 | 03/05/2024 |
| | | 4474928T02 | Split Distribution | 41430407 | 03/01/2024 | 14.58 | 352404 | 03/05/2024 |
| | | 4475467T02 | Split Distribution | 10430407 | 03/01/2024 | 251.69 | 352404 | 03/05/2024 |

| Vendor Number | Name | Invoice Number | Description | GL Account | Invoice Date | Check Amount | Check Number | Check Issue Date |
|---------------|-----------------------------|----------------|-------------------------|------------|--------------|--------------|--------------|------------------|
| | | 4475467T02 | Split Distribution | 41430407 | 03/01/2024 | 123.96 | 352404 | 03/05/2024 |
| | | 4475467T02 | Dog Park Can | 10510207 | 03/01/2024 | 42.37 | 352404 | 03/05/2024 |
| Total 714: | | | | | | 462.21 | | |
| 716 | Leisure Valley, Inc | 2024-02-01 | Town Hall Sewer | 10430017 | 03/01/2024 | 172.14 | 14789 | 03/05/2024 |
| | | 2024-02-01 | Town Hall Sewer | 41430005 | 03/01/2024 | 84.78 | 14789 | 03/05/2024 |
| Total 716: | | | | | | 256.92 | | |
| 761 | Tawnie Lee Cazier | 092 | Cleaning Services | 10430100 | 03/01/2024 | 217.75 | 362407 | 03/05/2024 |
| | | 092 | Cleaning Services | 41430100 | 03/01/2024 | 107.25 | 362407 | 03/05/2024 |
| | | 093 | Cleaning Services | 10430100 | 03/01/2024 | 217.75 | 362407 | 03/05/2024 |
| | | 093 | Cleaning Services | 41430100 | 03/01/2024 | 107.25 | 362407 | 03/05/2024 |
| | | 094 | Cleaning Services | 10430100 | 03/10/2024 | 217.75 | 3202404 | 03/20/2024 |
| | | 094 | Cleaning Services | 41430100 | 03/10/2024 | 107.25 | 3202404 | 03/20/2024 |
| | | 095 | Cleaning Services | 10430100 | 03/17/2024 | 217.75 | 3202404 | 03/20/2024 |
| | | 095 | Cleaning Services | 41430100 | 03/17/2024 | 107.25 | 3202404 | 03/20/2024 |
| Total 761: | | | | | | 1,300.00 | | |
| 762 | Verizon | 9958407686 | Cell Phones | 10410225 | 03/11/2024 | 62.16 | 3122401 | 03/12/2024 |
| | | 9958407686 | Cell Phone SMO | 10420004 | 03/11/2024 | 81.45 | 3122401 | 03/12/2024 |
| | | 9958407686 | Cell Phones Water Dept. | 41410225 | 03/11/2024 | 143.61 | 3122401 | 03/12/2024 |
| Total 762: | | | | | | 287.22 | | |
| 779 | Broulim's | 01-307550 | Meeting supplies | 10410250 | 03/01/2024 | 24.83 | 14785 | 03/05/2024 |
| Total 779: | | | | | | 24.83 | | |
| 783 | Bailey Stock Harmon Cotto | 31359 | Attorney services | 10440601 | 03/01/2024 | 450.00 | 14784 | 03/05/2024 |
| Total 783: | | | | | | 450.00 | | |
| 784 | Karl June Productions, LLC | 022024 | Social media management | 10410204 | 03/01/2024 | 160.80 | 362406 | 03/05/2024 |
| | | 022024 | Social media management | 41410205 | 03/01/2024 | 79.20 | 362406 | 03/05/2024 |
| Total 784: | | | | | | 240.00 | | |
| 785 | Principal Life Insurance Co | 4-2024 | Employee Benefits | 10410130 | 03/18/2024 | 26.81 | 3182402 | 03/18/2024 |
| | | 4-2024 | Employee Benefits | 10420130 | 03/18/2024 | 14.14 | 3182402 | 03/18/2024 |
| | | 4-2024 | Employee Benefits | 10430130 | 03/18/2024 | 88.34 | 3182402 | 03/18/2024 |
| | | 4-2024 | Employee Benefits | 10460130 | 03/18/2024 | 5.92 | 3182402 | 03/18/2024 |
| | | 4-2024 | Employee Benefits | 41440130 | 03/18/2024 | 101.59 | 3182402 | 03/18/2024 |
| Total 785: | | | | | | 236.80 | | |
| 791 | Tru-Tech Products | 10006399 | Motor | 41430239 | 03/19/2024 | 2,528.93 | 14805 | 03/20/2024 |
| Total 791: | | | | | | 2,528.93 | | |
| 798 | Union Wireless | 3-2024 | SCADA sim card | 41410225 | 03/07/2024 | 77.20 | 372401 | 03/07/2024 |
| Total 798: | | | | | | 77.20 | | |
| 803 | Dearborn Group | 4-2024 | Employee Benefits | 10410130 | 03/12/2024 | 11.04 | 3132401 | 03/13/2024 |

| Vendor Number | Name | Invoice Number | Description | GL Account | Invoice Date | Check Amount | Check Number | Check Issue Date |
|------------------|------|-------------------|-------------------|------------|-----------------|-----------------|-----------------|---------------------|
| | | 4-2024 | Employee Benefits | 10430130 | 03/12/2024 | 62.51 | 3132401 | 03/13/2024 |
| | | 4-2024 | Employee Benefits | 10460130 | 03/12/2024 | 6.61 | 3132401 | 03/13/2024 |
| | | 4-2024 | Employee Benefits | 41440130 | 03/12/2024 | 46.41 | 3132401 | 03/13/2024 |
| Total 803: | | | | | | 126.57 | | |
| Grand Totals: | | | | | | 98,134.19 | | |

Report Criteria:
Detail report type printed

Report Criteria:

Includes all check types

Includes unprinted checks

| Pay Period Date | Description | Amount | Check Number |
|-----------------|---------------------------------|-------------------|--------------|
| 03/02/2024 | HSA Contribution HSA Pay Period | 105.00- | 14782 |
| 03/02/2024 | Randy Mills Case #209481 Garnis | 114.92- | 14783 |
| 03/16/2024 | HSA Contribution HSA Pay Period | 105.00- | 14797 |
| 03/16/2024 | Randy Mills Case #209481 Garnis | 114.92- | 14798 |
| 03/02/2024 | 457 Contribution 457 Wyoming Re | 75.00- | 123011472 |
| 03/02/2024 | FICA/FWH Tax Deposit Federal Wi | 9,236.38- | 123011473 |
| 03/16/2024 | 457 Contribution 457 Wyoming Re | 75.00- | 123011474 |
| 03/16/2024 | FICA/FWH Tax Deposit Federal Wi | 9,243.38- | 123011475 |
| 03/02/2024 | | 2,444.36- | 602202602 |
| 03/02/2024 | | 4,052.07- | 602202603 |
| 03/02/2024 | | 1,663.30- | 602202604 |
| 03/02/2024 | | 2,637.91- | 602202605 |
| 03/02/2024 | | 110.82- | 602202606 |
| 03/02/2024 | | 110.82- | 602202607 |
| 03/02/2024 | | 1,852.96- | 602202608 |
| 03/02/2024 | | 2,698.32- | 602202609 |
| 03/02/2024 | | 1,714.43- | 602202610 |
| 03/02/2024 | | 3,452.01- | 602202611 |
| 03/02/2024 | | 110.82- | 602202612 |
| 03/02/2024 | | 1,490.53- | 602202613 |
| 03/02/2024 | | 2,140.45- | 602202614 |
| 03/02/2024 | | 1,603.43- | 602202615 |
| 03/02/2024 | | 1,659.47- | 602202616 |
| 03/02/2024 | | 1,701.26- | 602202617 |
| 03/16/2024 | | 1,246.25- | 602202618 |
| 03/16/2024 | | 2,947.12- | 602202619 |
| 03/16/2024 | | 2,859.43- | 602202620 |
| 03/16/2024 | | 138.52- | 602202621 |
| 03/16/2024 | | 1,544.10- | 602202622 |
| 03/16/2024 | | 3,882.07- | 602202623 |
| 03/16/2024 | | 110.82- | 602202624 |
| 03/16/2024 | | 110.82- | 602202625 |
| 03/16/2024 | | 1,852.96- | 602202626 |
| 03/16/2024 | | 1,637.78- | 602202628 |
| 03/16/2024 | | 2,506.97- | 602202629 |
| 03/16/2024 | | 110.82- | 602202630 |
| 03/16/2024 | | 1,490.53- | 602202631 |
| 03/16/2024 | | 2,045.78- | 602202632 |
| 03/16/2024 | | 1,703.49- | 602202634 |
| 03/16/2024 | | 1,701.26- | 602202635 |
| 03/16/2024 | | 2,175.62- | 602202636 |
| 03/16/2024 | | 1,603.43- | 602202637 |
| Grand Totals: | | <u>78,180.33-</u> | |

Star Valley Ranch

3/1/24 to 3/31/24

| | |
|-------------------|--------|
| Citations | 1 test |
| Warnings | 0 |
| CFS/Law Incidents | 24 |
| Special Patrol | 21 |

| | | | |
|------------------------|---|------------------------|---|
| Animal Problem | | Abandoned Vehicle | 1 |
| Agency Assist | | Alarms | 1 |
| Assault | | Auto Accident | |
| Burglary | | Animal problem | |
| Citizen Assist | 1 | Citizen Dispute | |
| Civil standby | 1 | Controlled Burn | |
| Child abuse | | Alcohol problem | |
| Controlled Substance | | Disturbance | |
| Custodial Interference | | Domestic Violence | 2 |
| Drugs | | Game & Fish | |
| e911 | 1 | Harassing | |
| Intoxication | | Fire | |
| Fraud | | Littering | |
| Information | 1 | Lost/Found Property | |
| Juvenile Problem | | Protection Order Viol. | 1 |
| Lost/Found Animal | | Missing person | 1 |
| Motor assist | | Medical | 4 |
| Reckless driving | | Suicidal attempt | |
| Search & Rescue | | School assist | |
| REDDI | | Suspicious | |
| Theft | 1 | Threatening | 2 |
| Traffic | 2 | Vin inspection | 1 |
| Welfare check | 1 | Weapon offense | 1 |
| Trespassing | 1 | Vandalism | |
| Utility problem | | VIN Stamp | 1 |



Town of Star Valley Ranch
171 Vista Drive #7007
Star Valley Ranch, WY 83127
(307) 883-8696 M-F 8AM-6PM

April 1, 2024

Municipal Court Report for March 2024

1. There were six court cases on the docket for March.
 - All six were for \$113.12- No permit for Short-term Rental
2. One case was dismissed prior to court when the Short-term Rental Permit was found to be valid.
3. Four cases were no show, two of those paid shortly after court was held. The remaining two have been continued to April.
4. \$10.00 in Court Costs were assessed and \$10.00 in Court Costs were collected.
5. \$4500.00 in fines were assessed and \$2350.00 in fines were collected.

Respectfully Submitted,

Gina Corson

Court Clerk- Town of Star Valley Ranch, WY

Town of Star Valley Ranch

Special Municipal Officer

3/1/2024- 3/30/2024

| | |
|------------------|----|
| Verbal Warnings | 2 |
| Written Warnings | 14 |
| Citations | 17 |

| | | | |
|-------------------|----|---------------------------|---|
| Animal Complaint | 4 | Water Shut-off | 0 |
| Building & Zoning | 0 | Meter Pit Tampering | 0 |
| Road Right-of-Way | 16 | LCSO Assist | 0 |
| Snow Complaint | 8 | Fire Prevention/open fire | 0 |
| Nuisance Comp. | 0 | Stop work order | 0 |
| Road damage | 0 | Animal Impound | 0 |
| STR Complaint | 4 | Other | 1 |

MEMORANDUM

To: Mayor Buyers
From: Michael D. Black
Date: March 13, 2024
Subject: Lot Combination

The Planning and Zoning Board received a lot combination application on January 21, 2024 from Ricky Lee & Candy Howe 15 Vista East Drive Plat 9 Lots 31 & 32.

The above-mentioned lots in Plat 9 were surveyed by Surveyor Sherbel Ltd., 46 West 3rd Ave, Afton Wy 83110. Letters were sent to the all landowners of the plat and lot numbers within the 300-foot radius of Plat 9 Lots 31 & 32 as per our ordinances. During the thirty-day public comment period, the Planning and Zoning Board received no written correspondence against the lot combination request. Furthermore, during our public hearing meeting on March 13, 2024 there were no objections.

The Planning and Zoning Board worked within the parameters of the Town of Star Valley Ranch Ordinances and cannot find anything detrimental to the surrounding properties nor any ordinance within the prevue of the Board that permits Board denial of this application. The Planning and Zoning Board hereby recommends that the Town Council approve the lot combination for Ricky Lee & Candy Howe 15 Vista East Drive Plat 9 Lots 31 & 32 will become Plat 09 lot 97.

Sincerely,



Michael D. Black

Town of Star Valley Ranch

Planning and Zoning Board Chair

MEMORANDUM

To: Mayor Buyers
From: Michael D. Black
Date: March 13, 2024
Subject: Lot Adjustment

The Planning and Zoning Board received a lot adjustment application on January 21, 2024 from Brett & Annette Johnson 38 Evergreen Drive, Plat 01 Lots 12 & 13.

The above-mentioned lots in Plat 01 were surveyed by Surveyor Sherbel Ltd., 46 West 3rd Ave, Afton Wy 83110. Letters were sent to the all landowners of the plat and lot numbers within the 300-foot radius of Plat 01 Lots 12 & 13 as per our ordinances. During the thirty-day public comment period, the Planning and Zoning Board received no written correspondence against the lot adjustment request. Furthermore, during our public hearing meeting on March 13, 2024 there were no objections.

The Planning and Zoning Board worked within the parameters of the Town of Star Valley Ranch Ordinances and cannot find anything detrimental to the surrounding properties nor any ordinance within the prevue of the Board that permits Board denial of this application. The Planning and Zoning Board hereby recommends that the Town Council approve the lot adjustment for Brett & Annette Johnson 38 Evergreen Drive, Plat 01 Lots 12 & 13 will become Plat 01 Lot 89 and Plat 01 Lot 90.

Sincerely,



Michael D. Black
Town of Star Valley Ranch
Planning and Zoning Board Chair

MEMORANDUM

To: Mayor Buyers
From: Michael D. Black
Date: March 13, 2024
Subject: Lot Combination

The Planning and Zoning Board received a lot combination application on January 24, 2024 from Bobby & Diane Dickerson, 109 Redwood Road, Plat 6 Lot 71 and Plat 7 Lot 102.

The above-mentioned lots in Plat 6 & 7 were surveyed by Surveyor Sherbel Ltd., 46 West 3rd Ave, Afton Wy 83110. Letters were sent to the all landowners of the plat and lot numbers within the 300-foot radius of Plat 6 Lot 71 and Plat 7 Lot 102 as per our ordinances. During the thirty-day public comment period, the Planning and Zoning Board received no written correspondence against the lot combination request. Furthermore, during our public hearing meeting on November 8, 2023, there were no objections.

The Planning and Zoning Board worked within the parameters of the Town of Star Valley Ranch Ordinances and cannot find anything detrimental to the surrounding properties nor any ordinance within the prevue of the Board that permits Board denial of this application. The Planning and Zoning Board hereby recommends that the Town Council approve the lot combination for Bobby & Diane Dickerson, 109 Redwood Road, Plat 6 Lot 71 and Plat 7 Lot 102 will become Plat 7 Lot 121.

Sincerely,



Michael D. Black

Town of Star Valley Ranch

Planning and Zoning Board Chair

Town of

Star Valley Ranch, Wyoming

I move to approve the lease of a Larue D55 Snowblower through Summit National Bank and Western States CAT to be included in the Fiscal Year 2024-2025 budget, and authorize Mayor Kathleen Buyers to sign the necessary documents.

Passed and adopted this 9th day of April, 2024

For the Town of Star Valley Ranch:


By:

Kathleen Buyers
Kathleen Buyers, Mayor

Attest:

By:

Kristin Gray
Kristin Gray, Clerk-Treasurer



The Town of
Star Valley Ranch, Wyoming

Ordinance 2024-02

Title III Administration

Chapter 32 Officials and Employees

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

Explanation: This ordinance is an update to existing code to add language governing the council and mayor duties and authority, and to create in ordinance the town administrator, town clerk, and treasurer positions.

Existing Title III Chapter 32 is in BLACK, changes for first reading are in BLUE, second reading in GREEN, third reading in ORANGE, removal in RED.

CHAPTER 32: OFFICIALS AND EMPLOYEES

Section

32.01 Definitions

Mayor and Town Council

32.02 Authority to adopt personnel policies, rules, and regulations.

32.03 Duties of the Mayor

32.04 Rules of Procedure

Vacancies; Mayor or Council Members

32.05 Deemed to exist

32.06 Procedure for declaring vacancy

32.07 Entitlement to public hearing

32.08 Filling a vacancy

Appointed Officers

Municipal Judge

32.09 Municipal Judge; number and jurisdiction

32.10 Municipal Judge; appointment and compensation

32.11 Municipal Judge; bond

~~32.12 Municipal Court costs~~

Town Administrator

32.12 Town administrator; establishment of position

32.13 Qualifications

32.14 Functions and duties

32.15 Relationship of mayor and town council to town administrator

32.16 Employment; salary

32.17 Notice of resignation; interim administrator

Town Clerk and Treasurer

32.18 Clerk and Treasurer

32.19 Duties of town clerk

32.20 Duties of town treasurer

Special Municipal Officers

32.21 Special municipal officers; appointment

Interfering with Employees

32.22 Town employees, interfering with

§ 32.01 DEFINITIONS.

For the purposes of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

Councilman or Councilmen. - the individuals elected to comprise the governing body of the town.

Governing body. - the council constituting the elected legislative body of the town including the mayor who is the presiding officer.

Mayor. - the person elected, either by popular vote or by vote of the governing body, to exercise the powers of the office and to be presiding officer of the governing body.

Ordinance. - a legislative enactment of general effect validly adopted by the governing body of the town.

Town. - the incorporated municipality of Star Valley Ranch.

MAYOR AND TOWN COUNCIL

§ 32.02 AUTHORITY TO ADOPT PERSONNEL POLICIES, RULES, AND REGULATIONS.

The mayor and designated representatives, with the approval of the council, are authorized to adopt and establish uniform personnel policies and procedures in the recruitment, promotion, working hours, compensation, retirement, sick leave, vacations, and other employee benefits and to adopt and establish uniform rules and regulations applicable to all town employees.

§ 32.03 POWERS AND DUTIES OF MAYOR.

The mayor shall:

(A) Preside at all meetings of the governing body, and in the mayor's absence a council member shall be appointed to act as mayor pro tem;

(B) Have superintending control of all officers and affairs of the town;

(C) Oversee compliance with the ordinances and laws;

(D) Sign commissions and appointments and all bonds, contracts and other obligations required to be signed in the name of the town; and

(E) Have one (1) vote on all matters coming before the governing body upon which a vote is taken, except a vote:

(1) To override a veto;

(2) To confirm an appointment other than a vote to break a tie vote of the governing body; and

(F) Pursuant to a hearing for removal or discharge as provided in W.S. Sections 15-2-102(b)(iv)(C) or 15-3-204(b)(iv)(C) (2007)

§ 32.04 RULES OF PROCEDURE.

The governing body shall adopt Robert's Rules of Order in its entirety as the established parliamentary authority to govern the mayor and council in all cases. Such rules of procedure shall apply to all future revisions and editions of Robert's Rules of Order made hereto.

VACANCIES; MAYOR OR COUNCIL MEMBERS

§ 32.05 DEEMED TO EXIST.

A vacancy in the position of a Mayor or Council members shall be deemed to exist when a majority of the Mayor and all elected Council members determine that a Mayor or Council member:

(A) Is no longer a resident of the town;

(B) Has been convicted of a felony;

- (C) Has been determined to be insane or mentally incompetent;
- (D) Has become disqualified from holding office for any reason specified by law;
- (E) Has had his or her term expired when no successor has been elected and qualified;
- (F) Has refused to take the oath of office;
- (G) Has had his or her election voided;
- (H) Has been convicted of a crime involving moral turpitude or constituting a breach of his or her oath of office;
- (I) (1) Has, as determined by a majority of the Town Council, failed to perform his or her duties in the manner necessary to adequately represent the citizens of the town. For the purposes of this section, TOWN COUNCIL shall be deemed to include the Mayor and Council members.
- (2) In determining if a Mayor or Council member has failed to perform his or her required duties, the following shall be deemed as conclusive evidence:
 - (a) Three or more consecutive unexcused or unexplained absences from duly called Council meetings during his or her term; and
 - (b) Being physically absent from the town for ~~such extended periods of time~~ 90 days or more so as to make it impossible for the Mayor or Council member to be aware of or involved in the business of the town. [Note that virtual participation of a Council member (by telephonic or video conference means) is limited to no more than three (3) meetings in a (1) year period whether regular, special, or emergency meetings without the approval of the Mayor.]
- (3) Specifically, as to determining if a Mayor has failed to perform his or her required duties, the Town Council must find that the Mayor has failed to assume the superintending control of the officers, employees and affairs of the town and any other duties required by law.
- (J) Has died; or
- (K) Resigns.

§ 32.06 PROCEDURE FOR DECLARING VACANCY.

Procedure for declaring a vacancy shall be as follows.

- (A) Upon investigation by the Council or its designated official, and a determination of the existence of a copy of a certified copy of an order or a court of competent jurisdiction, a vacancy shall be deemed to exist with respect of § 32.05(C), (D) or (G).
- (B) The Mayor or Council member shall be deemed a nonresident and a vacancy therefor to exist as a § 32.05(A), when he or she shall have failed to occupy a place of fixed, permanent and customary place of habitation, within the boundaries of the municipality for a period of at least 180 days during each calendar year.
- (C) A Mayor or Council member shall be deemed to have been convicted of a felony, a crime involving moral turpitude, or a breach of his or her oath of office as to § 32.05(B)

or (H) upon receipt of a certified copy of an order of a court of competent jurisdiction showing a conviction, plea of guilty or plea of nolo contendere.

(D) As to § 32.05(J), the death of the Mayor or Council member shall be evidenced by a certificate.

(E) As to § 32.05(K), a resignation shall be deemed effective and a vacancy to have occurred as follows:

(1) A Mayor or Council member desiring to resign from his or her position on the governing body, shall submit a resignation in writing to the Municipal Clerk specifying the date he or she desires the resignation to be effective, which date shall not be more than 30 days after the postmark date of the letter if mailed, or after the date of delivery to the Municipal Clerk.

(2) The Municipal Clerk shall place the question of resignation before the governing body for acceptance or rejection at a special meeting or at the regular meeting next succeeding the postmark date of the letter of resignation or the delivery thereof to the Municipal Clerk.

(3) The resignation may be withdrawn at any time prior to acceptance or rejection by the governing body; provided, that a request for withdrawal of a resignation must also be in writing and received by the Municipal Clerk prior to the agenda day of the special or regular meeting at which the resignation shall be considered.

(4) The resignation, unless withdrawn as stated in division (C) above, shall be deemed effective and a vacancy to exist on the date requested by the resigning Mayor or Council member and/or a date determined by the governing body.

(F) The refusal of the Mayor or Council member to take the oath of office, as required by law, at the time and place and before the person designated, shall constitute a failure to take the oath as required by § 32.05(F) and a vacancy shall be deemed to exist at said time.

(G) Relating to actions taken pursuant to §§ 32.05 and 32.06, an abstention by any voting member of the governing body shall be considered a no vote.

§ 32.07 ENTITLEMENT TO PUBLIC HEARING.

Any person aggrieved by the determination of the governing body on a vacancy shall be entitled to an informal public hearing before the governing body and may be represented by legal counsel, after which the governing body shall confirm, modify or reverse an earlier determination.

§ 32.08 FILLING A VACANCY.

Once determined to exist, a vacancy shall be filled as follows.

(A) A vacancy may be filled by the governing body by appointment of a temporary successor to serve until a permanent successor is appointed for the remainder of the unexpired term.

(B) Upon the declaration by the governing body that a vacancy exists or will exist, the governing body shall then publicly solicit applications from qualified electors to fill

the vacancy, except a vacancy in the office of Mayor, which must be filled by an existing member of the Town Council.

(C) The term QUALIFIED ELECTOR includes every citizen in the United States who is a bona fide resident of the municipality, who has registered to vote and who is at least 18 years of age. No person is a qualified elector who is a mentally incompetent person or who has been convicted of a felony and whose civil rights have not been reassured or who is otherwise barred from holding office by reason of state or federal law.

(D) The application shall be submitted on a form approved by the governing body which form shall require that the applicant submit information establishing applicant's legal qualifications to hold office.

(E) The governing body shall specify a time period for submitting applications and shall then review applications received and may conduct any further review of candidates deemed necessary and, by a majority vote of all members of the governing body, shall appoint a temporary successor.

(F) Should selection of a Council member or Mayor occur prior to the effective date of the vacancy and the member vacating the seat has resigned, that Mayor or Council member will be allowed a vote in the selection process for Mayor and/or Council member successor.

(G) In the event that there is a tie in the vote for Mayor and/or Council member, the decided vote will be determined by the toss of a coin. To decide as to who is heads and who is tails, the Town Attorney shall put the names in a hat and have one drawn. The one drawn shall be heads with the other one being tails. The attorney shall toss the coin and determine the one to fill the vacancy.

APPOINTED OFFICERS

The mayor, by and with the consent of the governing body, shall appoint a municipal judge, a town administrator, town clerk and treasurer, and special municipal officer.

MUNICIPAL JUDGE

§ 32.09 MUNICIPAL JUDGE; NUMBER AND JURISDICTION.

Pursuant to W.S. Title 5, Chapter 6, the Municipal Court of the town shall have one Judge, with jurisdiction as prescribed by the general laws of the state, and by general laws of the town not inconsistent with state law.

§ 32.10 MUNICIPAL JUDGE; APPOINTMENT AND COMPENSATION.

The Municipal Judge shall be appointed as provided by state law. Compensation shall be established by the Town Council at the time of appointment and, from time-to-time thereafter, as deemed appropriate by the Town Council. The Town Council may, under such terms as the Town Council deems appropriate, employ the Municipal Judge as a town employee or by contract.

§ 32.11 MUNICIPAL JUDGE; BOND.

A bond in the amount of \$25,000 shall be given to the town by the Municipal Judge and shall be conditioned on the performance of the Judge's duties in accordance with law and ordinance of the town, including the duty to turn over to the town all monies collected by him or her by virtue of his or her office. The expense of the bond shall be paid by the town.

~~§ 32.12 MUNICIPAL COURT COSTS.~~

~~For each trial before the Municipal Court, court costs shall be imposed in the amount of \$10.~~

TOWN ADMINISTRATOR

§ 32.12 TOWN ADMINISTRATOR; ESTABLISHMENT OF POSITION.

There is hereby created and established the position of town administrator of the town.

§ 32.13 QUALIFICATIONS.

The town administrator shall be selected on the basis of executive and administrative training, experience and education, and such other qualifications as may be specified by the governing body from time to time. The position shall be appointed pursuant to a majority vote of the governing body. The position shall be **established set** by contract as approved by the governing body. The town administrator shall only be removed from office pursuant to a majority vote of the governing body.

At the time of appointment, the town administrator need not be a resident of the town or state, but within a reasonable time as set by the council following appointment, shall at a minimum move to the state and reside in the Star Valley area of Lincoln County. Permanent residence within the Town of Star Valley Ranch is strongly preferred during the town administrator's employment.

§ 32.14 FUNCTIONS AND DUTIES.

The town administrator shall be responsible to the governing body and shall work ~~under the mayor's oversight~~ to ensure the proper administration of all affairs of the town placed in his or her charge. The ~~town council and/or mayor~~ **governing body** shall interact with the town staff, administration, operation, and policies of the town through the town administrator. The ~~mayor or council as a body~~ **governing body** may direct the town administrator to provide information, updates, and explanations of decisions, policies, projects, and the work of staff. The town administrator is responsible for performing the following duties:

(A) Oversee the operation of the day-to-day administration of the town.

(B) Supervise the enforcement of all laws, ordinances, rules, regulations, policies, and procedures of the town adopted by the governing body.

(C) Be responsible to the governing body for the administration of all departments of the town, save and except the municipal court judge; and to ~~cooperate with~~ and **directly** supervise ~~the administrative functions of such departments to the extent requested or~~

~~delegated by~~ the department heads having primary responsibility for the operation of such departments.

(D) Participate in the hiring of all department heads; exercise administrative authority in the hiring and removal of subordinate department employees upon consultation with the department heads having primary responsibility for the operation of such departments. The administrator shall notify the governing body of dismissals, terminations, and demotions in a timely fashion. The administrator shall notify the governing body of newly hired employees, transfers, promotions, and resignations in a timely fashion.

(E) To issue such administrative regulations and outline general administrative procedures applicable to areas and departments assigned to his or her supervision, in the form of rules which are not in conflict with the laws of the state of Wyoming or other town ordinances.

(F) Recommend to the governing body for adoption such measures as he or she may deem necessary or proper for the health, safety, and welfare of the community and for the efficient and proper operation of the town.

(G) Coordinate with the town treasurer on the preparation and submission of a proposed annual budget to the governing body; exercise responsibility for administration of the annual budget after adoption by the governing body.

(H) Coordinate with the town treasurer to keep the governing body fully informed as to the financial condition of the town.

(I) Subject to the requirements of statutes and ordinances, and in accordance with rules and regulations now or hereafter promulgated by the governing body, to purchase materials and authorize expenditures of funds on behalf of the town in coordination with the town clerk and town treasurer.

(J) Attend all meetings of the governing body, unless otherwise excused.

(K) To perform all other duties as may be assigned to him or her by the governing body.

§ 32.15 RELATIONSHIP OF ~~MAYOR AND COUNCIL~~ GOVERNING BODY TO TOWN ADMINISTRATOR.

The governing body shall deal with that portion of the administrative service of the town for which the town administrator is responsible for through the town administrator. Directives issued by the governing body concerning policies or operations of the town council affecting the area of responsibility of the town administrator in the administration of any of these departments shall be made so as to direct the town administrator to accomplish the necessary orders. The mayor shall ensure the proper administration of such directives by the town administrator.

§ 32.16 EMPLOYMENT; SALARY.

The governing body shall employ the town administrator and fix his or her salary. The town administrator shall receive no other or additional salary for the performance of any duties required of him or her as town administrator. The town administrator is an

employee and serves at the pleasure of the governing body. The salary may be changed from ~~time-to-time~~ ~~year-to-year~~, and the town administrator may be discharged, and employment terminated at any time by a majority vote of the governing body, ~~with a minimum of 30 days severance pay (unless severance is otherwise specified by contract).~~

§ 32.17 NOTICE OF RESIGNATION; INTERIM ADMINISTRATOR.

The town administrator shall give at least 30 days' notice in writing to the governing body before resigning the position. The mayor, with the consent of the governing body, ~~shall~~ ~~may~~ immediately proceed to appoint another individual as town administrator. If there is any delay in securing a new or interim administrator, the mayor shall act as administrator for up to 180 days, at no additional compensation, and shall be vested with authority and charged with the duties and responsibilities of the ~~town~~ administrator until a new ~~town~~ administrator is appointed.

CLERK AND TREASURER

§ 32.18 CLERK AND TREASURER.

The mayor, with the consent of the governing body, shall appoint a town clerk and treasurer for the town of Star Valley Ranch.

§ 32.19 The duties of the town clerk shall be as follows:

- (A) To keep safely the seal, papers, records, and books of the town.
- (B) To attend meetings of the governing body unless excused and record the minutes thereof.
- (C) To preserve a consecutive record of all the resolutions and ordinances passed by the town council in a book kept for that purpose.
- (D) To attest the signature of the mayor and affix the seal of the town to documents as necessary.
- (E) To issue all licenses in accordance with the law.

§ 32.20 The duties of the town treasurer shall be as follows:

- (A) To maintain accounts of the town to show when and from what sources all monies received have been derived and to whom and when the monies or any part thereof have been paid out.
- (B) To keep permanent, accurate and complete accounts and records of all receipts, orders, and warrants.
- (C) To make all books, accounts, and vouchers available at all times for examination by the governing body, the town administrator, or any elector of the town as may be required.
- (D) To keep the governing body and town administrator fully informed as to the financial condition of the town, provide the governing body and town administrator with

a financial report at such times, but not less than quarterly, and in a form as required by the governing body.

(E) To attest all warrants and orders upon the treasurer and keep an accurate record thereof.

(F) To endorse or attach to every bond or other evidence of indebtedness issued by the town pursuant to the law, a certificate that the same is within the lawful debt limit of the town and is issued pursuant to law, and to sign such certificate in his or her official capacity.

(G) To endorse the date of presentation across the back of any orders and warrants which are not paid for lack of funds, and the reason for nonpayment.

(H) Maintain primary responsibility for the preparation of a proposed annual budget for the town and to coordinate with the town administrator on the submission, and adoption of the proposed annual budget by the governing body.

(I) To perform all of the duties of the town treasurer as provided by the laws of the state, by resolution of the governing body, and as may be directed by the mayor or town administrator.

SPECIAL MUNICIPAL OFFICERS

§ 32.21 SPECIAL MUNICIPAL OFFICERS; APPOINTMENT.

The Mayor, with the consent and approval of the Town Council, may appoint special municipal officers, who are not certified peace officers, acting under the terms of their appointment under W. S. § 15-1-103(a)(1) with authority to issue citations to individuals for the purpose of enforcing town ordinances.

INTERFERING WITH EMPLOYEES

§ 32.22 TOWN EMPLOYEES, INTERFERING WITH.

No person shall obstruct, harass, prevent, or otherwise interfere be it physical or verbal in any way with any officer or employee of the Town in the performance or discharge of his or her duties, nor displace any stakes or landmarks deposited or installed by any employee. No person shall in any way molest any Town owned tools, instruments, or equipment used by such employee in the duties assigned to that employee.

The Town of
Star Valley Ranch, Wyoming

Ordinance 2024-03

Title XV Land Usage

Chapter 154 Zoning

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

Explanation: This ordinance is an update to existing code to add definitions and clarify language regarding garages.

Existing Title XV Chapter 154 is in BLACK, changes for first reading are in BLUE, second reading in GREEN, third reading in ORANGE, removal in RED.

§ 154.010 DEFINITIONS.

APPURTENANCES. The visible, functional, or ornamental objects accessory to and part of buildings, such as: chimneys, flag poles, cupolas, spires, or antennas.

FENCE. Any permanent wall or structure, including enclosed dog runs, more than 24 inches in height, erected or maintained for the purpose of enclosing, partitioning, screening, restricting access to or decorating the lot, building, structure, or yard or any portion thereof; specifically excluded are fences that are erected or maintained for construction purposes as outlined in §150.060. ~~a seasonal or temporary purpose and that are removed within 180 days of being erected.~~

GARAGE. An enclosed structure on three (3) or more sides that is built next to or attached to a house with the primary use of parking or storing vehicles.

~~—RURAL RESIDENTIAL ZONE. An area of low-density residential homes set in a country/agricultural atmosphere. Though parcel sizes can vary, they are a minimum of two acres.~~

SINGLE-FAMILY RESIDENTIAL ZONE. A designated area intended to maintain the country atmosphere of the town which restricts lots to one single-family detached home per lot, one garage (attached or detached) per lot, and one accessory building per lot. Lots can only be used for household purposes.

STORAGE CONTAINER. Any metal receptacle or enclosure used in storage, packaging, and transportation, including shipping, and may also be known as Conex boxes, cargo containers, sea vans, dry boxes, storage containers, or freight containers.

§ 154.117 GENERAL REQUIREMENTS.

(A) *Garages.* All new dwelling structures shall have a garage, attached or detached, at least 576 square feet in size. ~~Constructed at the same time as the primary residence.~~ Garages must be constructed during the two-year period of the first issued single family residence permit. No final certificate of occupancy will be issued until construction is completed.

(B) *Fences.*

(1) A building permit is required for the construction or erection of a fence in a Single-Family Residential Zone.

(2) Single Family Residence zoned lots shall not be fenced without a principle habitable dwelling located on said lot.

(23) Chain link fences used to confine household pets (dog runs) are exempt from the visibility requirements of § 154.066(D).

(D) *Accessory buildings.*

(1) Only one accessory building structure of 600 square feet or larger is allowed per lot.

(2) Storage containers are not allowed to serve as accessory buildings or for use in any other capacity within the Single-Family Residential Zone.

§ 154.118 DIMENSIONAL AND BULK STANDARDS; SINGLE-FAMILY DWELLINGS.

Single-family dwellings shall meet all of the following dimensional and bulk standards: ~~(See illustrations 9.07-A and 9.07-B below.)~~

(C) *Structural dimensions.*

(1) Primary dwelling height (F): 35 feet maximum.

(2) Accessory building height (G): ~~25~~ 35 feet maximum ~~or the height of the primary dwelling whichever is less.~~

(3) (a) The minimum footprint for all new dwelling structures shall not be less than 1,200 square feet excluding the building area of any attached garage.

(b) Each lot zoned SFR with a residential dwelling must have one attached or detached garage with a minimum of 576 square feet.

(c) One accessory building structure of 600 square feet or larger is allowed with an approved building permit. Storage containers are not allowed.

(bd) Section 154.083, Variance request and appeal procedures, will be utilized if adherence is not possible as a result of existing natural features, to ensure development on all lands.

(4) Appurtenances, such as cupolas, chimneys, antennas, above the roof level not intended for human occupancy are permitted but in no event may exceed ten feet in height and take up more than twenty-five percent of the roof area.

The Town of

Star Valley Ranch, Wyoming

Ordinance 2024-04

Title XV Land Usage

Chapter 154 Zoning

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

Explanation: This ordinance establishes standards and guidelines for the building of single-family homes.

Existing Title XV Chapter 154 is in BLACK, changes for first reading are in BLUE, second reading in GREEN, third reading in ORANGE, removal in RED.

§154.119 ~~RESERVED~~ SINGLE-FAMILY RESIDENTIAL DESIGN STANDARDS AND GUIDELINES

(A) *Purpose and Intent.* This Section establishes ~~two (2) kinds of~~ residential design ~~criteria: design~~ standards and design guidelines. They are intended to improve the quality and compatibility of new development in established residential ~~zones of the town neighborhoods.~~

(1) Design standards are required in addition to other requirements set forth in this Title.

(2) In approving a project plan, the approving authority may impose reasonable conditions consistent with the purpose and intent of this Section. ~~Design guidelines indicate additional actions that shall be taken to enhance development design and achieve greater compatibility with adjacent land uses. Guidelines thus use the verb "should" or may (rather than "shall") signifying that the guidelines are desirable objectives but are not required to be achieved.~~

~~(3) These standards and guidelines deal with open space design, building location and orientation, building mass and scale, building forms, building materials, and compatible additions. They are intended to provide design guidance for project applicants, staff, and the public.~~

(B) *Applicability.* These standards and guidelines deal with open space design and landscaping, building location and orientation, building mass and scale, and building

materials. The design standards and guidelines set forth in this Section shall apply to all new residential buildings and uses located in the town. ~~In approving a project plan, the approving authority may impose reasonable conditions consistent with the purpose and intent of this Section.~~ The requirements of this Section shall apply in addition to other applicable requirements of this Title. This Section shall not be interpreted to supersede other requirements of the town which may impose more restrictive requirements than this Section.

(C) *Open Space Design and Landscaping.*

(1) Landscaping in the front, back, and sides of a property should be used to reduce the impact of larger buildings on neighboring properties and to buffer any rear surface parking areas. ~~Front yards should be similar in character to neighboring properties.~~

(2) Parking shall not be allowed in the front yard setback other than in the driveway.

~~(3) Fences or hedges may be used to define the yard.~~

~~(4) The sense of open space in the front, sides and rear yards should be preserved.~~

~~(a) New structures shall be sited consistent with the existing front setbacks of adjoining properties to maintain neighborhood compatibility.~~

~~(b) Building side and rear yard setbacks beyond zoning minimums may be provided to maintain an adequate sense of privacy for adjoining properties.~~

(GD) *Building Location and Orientation.*

(1) The siting of new structures shall consider the privacy of adjoining properties. Street, side, and rear setbacks beyond zoning minimums may need adjustments.

~~(12)~~ (2) The primary entry of the building shall be oriented to the street.

(a) All structures shall have one primary entry that faces the street.

~~(b) Additional entrances may be located to the side or rear.~~

(eb) The primary entrance shall be clearly defined by use of a raised porch or other similar entry features oriented to the street.

~~(d) The front porch or entry feature shall be oriented to the street.~~

(ec) The ~~minimum~~ dimensions of the porch should be compatible with the scale of the building facade.

~~(f) The porch floor height should be consistent with adjoining property.~~

~~(2) New development shall not have any required parking in front of any front face of a residential building.~~

~~(3) Rear surface parking areas should be buffered from neighboring properties by appropriate plant materials.~~

(43) Building and driveway lighting should not extend beyond the boundaries of the subject property.

~~(D) Landscape Design.~~

~~(1) The design and siting of impervious surfaces should consider existing trees and other significant vegetation.~~

~~(2) Landscaping should be used, where feasible, to reduce the impact of larger buildings on neighboring properties.~~

(E) *Building Mass and Scale.*

~~(1) Building front elevations shall be similar in scale to those seen traditionally on the block where the building is located.~~

~~(2) Each segment of the front facade of new buildings should be within ten percent (10%) of the average width of existing residential structures in the neighborhood. If the building facade has a greater width the facade should be articulated into different planes to reduce the apparent mass of the building.~~

(31) To ~~he~~ minimize perceived ~~scale of a building~~ scale, ~~should be minimized~~ any single family dwelling taller than 15 feet shall have the front face of the building composed of more than one wall plane. Each wall plane shall have a minimum width of 20% of the entire front facing dwelling length.

~~(4) The front wall of a building should generally not exceed two (2) stories in height.~~

~~(5) Wall heights of one (1) to one and a half (1 1/2) stories should be provided along the street.~~

~~(6) A one (1) story porch or similar element, which defines the front door and entrance to the building shall be provided.~~

~~(72)~~ Doors, windows and balconies ~~of new housing~~ should be located to the extent feasible to respect the privacy of adjoining neighboring properties.

~~(8) Where possible, windows, doors and balconies should not be located on elevations that are directly adjacent to a neighboring property.~~

~~(9) Where windows overlook an adjoining property means to preserve privacy should be utilized, such as locating windows above the typical eye level, use of an opaque or glazed glass or appropriately placed landscaping.~~

(F) *Building Forms Architectural Materials.*

(1) Architectural materials. The following materials are permitted on visible exterior walls of single-family dwellings within the residential zone:

- (a) Brick and tile masonry;
- (b) Stucco (cementitious finish);
- (c) Native stone (or synthetic equivalent);
- (d) Pre-cast masonry (for trim and cornice elements only);
- (e) Gypsum reinforced fiber concrete (for trim elements only);
- (f) Metal (for beams, lintels, trim elements and ornamentation only);
- (g) Wood lap siding;
- (h) Logs (or synthetic equivalent); and
- (i) Concrete composite siding.

~~Building forms should be similar to those traditionally seen in the neighborhood.~~

~~(a) Simple rectangular building forms may be appropriate if found in the neighborhood.~~

~~(b) Foundations should be raised. Finished first floor height should be within the range typically found in the neighborhood.~~

~~(c) Exotic building and roof forms, which detract from visual continuity shall be prohibited.~~

~~(d) Storage containers shall not be used as a residential dwelling.~~

(2) Storage containers shall not be used as building components in the construction of a residential dwelling. ~~Roof forms should be similar to those traditionally seen in the residential neighborhood.~~

~~(a) Sloping roofs such as gable and hipped should be used as the primary roof form.~~

~~(b) Shed roofs may be appropriate for some additions.~~

~~(3) Window and doorway forms should be similar to those traditionally seen in the residential neighborhood.~~

~~(G) Building Additions.~~

~~(1) An addition should not strongly alter the perceived character of an original building.~~

~~(a) Windows, materials and doors should be compatible with those of the original building.~~

~~(b) Roof forms shall be compatible with the primary structure.~~

The Town of

Star Valley Ranch, Wyoming

ORDINANCE: 2024-05

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

Appropriations for Fiscal Year 2024-2025

Explanation: An Ordinance providing Operating and Capital Budgets for the Town of Star Valley Ranch for the fiscal year beginning July 1, 2024, and ending June 30, 2025.

General Fund Operating Budget – FY 2024 – 2025

| GENERAL FUND | Budget |
|----------------------------------|--------------------|
| REVENUES | |
| Taxes | \$1,275,035 |
| Licenses & Permits | \$75,500 |
| Intergovernmental Revenues | \$1,157,895 |
| Interest | \$64,000 |
| Miscellaneous Revenues | \$22,800 |
| TOTAL REVENUES | \$2,595,230 |
| EXPENSES | |
| General Government | \$359,470 |
| Public Safety | \$522,882 |
| General Fund Operations | \$1,160,007 |
| Attorney | \$8,000 |
| Municipal Court | \$1,907 |
| Planning & Zoning | \$156,314 |
| Executive Overhead | \$35,293 |
| Travel & Tourism | \$4,000 |
| Natural Resources | \$16,710 |
| Contribution to Capital Reserves | \$330,646 |
| TOTAL EXPENSES | \$2,595,230 |

General Fund Capital Improvement Budget – FY 2024 – 2025

GENERAL FUND

Budget

Capital Improvement Budget

SOURCE OF FUNDS

Contributions

| | |
|--------------------------------|-----------|
| Contribution from General Fund | \$330,646 |
|--------------------------------|-----------|

Application of Reserves:

| | |
|---------------------------|-------------|
| Roads Improvement Reserve | \$1,180,000 |
|---------------------------|-------------|

| | |
|-------------------|-----------|
| Capital Equipment | \$113,000 |
|-------------------|-----------|

| | |
|-----------------|-----------|
| Town Facilities | \$166,000 |
|-----------------|-----------|

| | |
|-------------------------------------|--------------------|
| Total Revenue from Reserves: | \$1,459,000 |
|-------------------------------------|--------------------|

| | |
|------------------------------|--------------------|
| TOTAL SOURCE OF FUNDS | \$1,789,646 |
|------------------------------|--------------------|

USE OF FUNDS

| | |
|----------------------------|-----------|
| Hardman Bridge Replacement | \$540,000 |
|----------------------------|-----------|

| | |
|----------------------------------|-----------|
| Middle Branch Bridge Replacement | \$540,000 |
|----------------------------------|-----------|

| | |
|------------------------------|-----------|
| Chip Seal Projects (Various) | \$100,000 |
|------------------------------|-----------|

| | |
|------------------------------|--------------------|
| Total Roads-Pavement: | \$1,180,000 |
|------------------------------|--------------------|

| | |
|-------------------|-----------|
| Capital Equipment | \$113,000 |
|-------------------|-----------|

| | |
|-------------------------|------------------|
| Total Equipment: | \$113,000 |
|-------------------------|------------------|

| | |
|-----------------|-----------|
| Town Facilities | \$166,000 |
|-----------------|-----------|

| | |
|-------------------------------------|------------------|
| Total Misc Capital Projects: | \$166,000 |
|-------------------------------------|------------------|

| | |
|---------------------------------|-----------|
| Reserve for Future Improvements | \$330,646 |
|---------------------------------|-----------|

| | |
|--|------------------|
| Total Contribution to Reserves: | \$330,646 |
|--|------------------|

| | |
|---------------------------|--------------------|
| TOTAL USE OF FUNDS | \$1,789,646 |
|---------------------------|--------------------|

Water Fund Operating Budget – FY 2024 – 2025

| WATER FUND | Budget |
|-----------------------------------|--------------------|
| REVENUES | |
| Water Usage Fees | \$204,545 |
| Water Base Fees - Metered | \$969,624 |
| Water Base Fees - Unmetered | \$270,816 |
| Tap Fees | \$75,000 |
| Penalties | \$15,000 |
| Miscellaneous & Interest Revenues | \$111,000 |
| TOTAL REVENUES | \$1,645,985 |
| EXPENSES | |
| Water Administration | \$139,390 |
| Water Service | \$23,725 |
| Water Operations | \$312,327 |
| Water Salary & Wages | \$478,168 |
| Principal & Interest Payments | \$655,512 |
| Contribution to Capital Reserves | \$36,864 |
| TOTAL EXPENSES | \$1,645,985 |

Water Fund Capital Improvement Budget – FY 2024 – 2025

WATER FUND

Budget

Capital Improvement Budget

SOURCE OF FUNDS

| | |
|---|--------------------|
| ARPA - Reserve | \$287,484 |
| ARPA - Water Improvement Project 2023 Grant | \$1,399,024 |
| System Reserve | \$954,000 |
| Total Water Projects: | \$2,640,508 |
| Contribution from Water Operations: | \$36,864 |
| Revenue – Non-Grants: | \$36,864 |
| Town Facilities - Water Portion | \$4,000 |
| Application of Reserves - System Reserve | \$- |
| Application of Reserves - Capital Equipment | \$28,000 |
| Application of Reserves: | \$32,000 |
| TOTAL SOURCE OF FUNDS | \$2,709,372 |

USE OF FUNDS

| | |
|--|--------------------|
| Water Improvement Project 2023 | \$2,640,508 |
| Total Projects: | \$2,640,508 |
| Capital Equipment | \$28,000 |
| Total Equipment: | \$28,000 |
| Town Facilities - Water Portion | \$4,000 |
| Contribution to Reserves | \$36,864 |
| Total Contribution to Reserves: | \$40,864 |
| TOTAL USE OF FUNDS | \$2,709,372 |

The Town of
Star Valley Ranch, Wyoming

Ordinance 2024-06

Title V Public Works

Chapter 54 Water Rates

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

Explanation: This ordinance updates existing code to set water rates by resolution.

Existing Title V Chapter 54 is in BLACK, changes for first reading are in BLUE, second reading in GREEN, third reading in ORANGE, removal in RED.

CHAPTER 54: WATER RATES

Section:

54.01 General

~~54.02 Base Fee~~

~~54.03 Fire Suppression Fee~~

~~54.04 Late Payment Fee~~

~~54.05 Late Payment Interest~~

~~54.06 On Site Service Fee~~

~~54.07 Plant Investment Fee~~

~~54.08 Return Check Fee~~

~~54.09 Service Areas~~

~~54.10 Service Availability Fee~~

~~54.11 Turn On/Turn Off Fees~~

~~54.12 Turn On/Turn Off Violation~~

~~54.13 Usage Fee~~

~~54.14 Water Connection Fee (Tap Fee)~~

§ 54.01 GENERAL.

Water rates are set by the governing body from time to time by resolution.

~~(A) This rate schedule is normally established for each calendar year but will remain in effect until revised by future ordinance.~~

~~(B) The new water rates will become effective for the January billing period of each year. The January, billing is for the water services that are provided generally in the month of January and for which the water service bills will be sent out in early February.~~

~~§ 54.02 BASE FEE:~~

~~(A) Residential:~~

~~¾ Inch Service:~~

~~Billing Period Base Fee~~

~~Within Corporate Limit — \$64.00~~

~~Area #1 thru #5 inclusive — \$80.00 *~~

~~* This fee is for Out-of-Town Services - either Option A or Option B~~

~~(B) Commercial:~~

| Service | Billing Period Base |
|--------------------|--------------------------------|
| Size | Fee |
| ¾ inch | \$64.00 |
| 1 inch | \$91.00 |
| 1½ inch | \$188.00 |
| 2 inch | \$287.00 |
| 4 inch | \$713.00 |

~~§ 54.03 FIRE SUPPRESSION FEE:~~

~~Any fire suppression qualifying rate will be one-half (1/2) the regular Town Water Fee.~~

~~§ 54.04 LATE PAYMENT FEE:~~

~~—The greater of \$5.00 or 1.50% for each infraction per billing cycle:~~

~~§ 54.05 LATE PAYMENT INTEREST:~~

~~—One and a half percent (1.50%) per billing cycle on the total delinquent amount:~~

~~§ 54.06 ON SITE SERVICE FEE:~~

| | | |
|----------------------|--|----------------------------------|
| Regular | Mon–Fri (except holidays) | \$100.00 per hour |
| Hours | 8:30am to 4:00pm | (minimum of one hour) |
| Off Hours | All other times (i.e., Fri, Sat, Sun, and Holidays and after 4:00pm or before 8:30am) | \$150.00 per hour |
| | | (minimum of one hour) |

~~§ 54.07 PLANT INVESTMENT FEE:~~

~~—(A) Residential:~~

| | |
|-------------------|--------------------|
| Size | Fee |
| ¾ inch | \$8,000 |

~~—(B) Commercial:~~

| | |
|-------------------|-------------------------------|
| Size | Fee |
| ¾ inch | 1 x Residential |
| 1 inch | 2 x Residential |
| 2 Inch | 7 x Residential |
| 4 inch | 28 x Residential * |

~~* Based on projected use, this fee may be negotiated with Water Board's recommendation and approval by the Town Council.~~

~~—(C) Fire Suppression Fee is half of the Plant Investment Fee for normal use in the building:~~

~~§ 54.08 RETURN CHECK FEE:~~

~~—Thirty dollars (\$30.00) for each denial of funds:~~

~~§ 54.09 SERVICE AREAS:~~

~~—Water rates charged in a defined Service Area shall be 1.25 times the in-Town rate.~~

~~§ 54.10 SERVICE AVAILABILITY FEE:~~

| | Monthly Fee |
|-------------|----------------|
| Residential | \$25.00 |
| Commercial | \$43.75 |

~~§ 54.11 TURN ON/TURN OFF FEES:~~

| | | |
|--------------|--|--|
| Per Event | Monday through Friday (except holidays) 8:30 AM to 4:00 PM: | \$50.00 Flat Charge |
| Wait Time | ½ hour grace period, following scheduled appointment time | \$100.00 per hour (minimum of one hour) |
| Off Hours | All other times (i.e., Fri, Sat, Sun, and Holidays and after 4:00pm or before 8:30am) | \$150.00 per hour (minimum of one hour) |

~~§ 54.12 TURN ON/TURN OFF VIOLATION:~~

~~—Seven hundred and fifty dollars (\$750.00) for each infraction.~~

~~§ 54.13 USAGE FEE:~~

~~Within Corporate Limits — \$0.00220~~

~~Out of Town Services~~

~~Option A — Areas #1 to #5~~

~~Actual time and materials specific to each Service Area plus \$0.00275 over 6,740 gallons~~

~~Option B — Area #1 to #5 — \$0.00275 per gallon~~

~~§ 54.14 WATER CONNECTION FEE (TAP FEE):~~

~~—(A) Residential:~~

~~¾ Inch Service — Within Corporate Limit — \$7,500.00~~

~~Areas #1 to #5 — \$9,375.00~~

~~— (1) This fee does not include any additional cost for nonstandard installation.~~

~~— (2) The Town will identify those costs prior to construction and may charge an additional fee.~~

~~— (B) Commercial:~~

~~¾ inch 1 x Residential~~

~~1 inch 2 x Residential~~

~~2 inch 7 x Residential~~

~~4 inch 28 x
Residential~~

~~— (C) The Town may by resolution, reduce the Commercial Water Connection Fee, on a case-by-case basis, as an incentive to attract businesses into the Town.~~