



REGULAR TOWN MEETING

August 13, 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 of Gratitude – David Sankaran
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 July 9 Work Session, July 9 Regular Meeting, July 25 Special Meeting
 - B. Disbursements
 - C. Dispatch Report
 - D. Special Municipal Officer Report
8. Ordinances
 - A. Old Ordinances
 - B. New Ordinances
 1. Ordinance 2024-11 Title XV Land Usage Chapter 150 Buildings – 1st Reading
9. Public Hearing and Action Items
10. Mayor and Council
11. Adjournment

The Town of

Star Valley Ranch, Wyoming

Proclamation of Gratitude

David Sankaran

Whereas, the *Town of Star Valley Ranch* wishes to acknowledge, recognize and express appreciation to **David Sankaran** for his outstanding leadership and dedicated service to the *Town of Star Valley Ranch*.

Whereas, the *Town of Star Valley Ranch* wishes to acknowledge, recognize and express appreciation to **David Sankaran** for his unwavering dedication, his determination to analyze the finances of the town and make recommendations to the Town Council for better processes and solutions.

Whereas, the *Town of Star Valley Ranch* and its citizens have greatly benefited from the tireless work of **David Sankaran** as the Chairman of the Finance Board and head of the water rates group.

Whereas, the *Town of Star Valley Ranch* and its employees wish to recognize **David Sankaran** for his many hours of work dedicated to improving employee insurance benefits.

Whereas, the *Town of Star Valley Ranch* desires to formally recognize **David Sankaran** for his guidance and follow through with the Town Council budget process and yearly Town Council goal setting procedures.

Now, therefore, we, the *Town of Star Valley Ranch* do hereby recognize, honor, and thank **David Sankaran** for his years of service to our community and his unwavering commitment to the betterment of *The Town of Star Valley Ranch*.

In Witness whereof, we have here unto set our hands this thirteenth day of August, in the year two thousand and twenty-four.

Kathleen Buyers, Mayor

Attest: Kristin Gray

WORK SESSION AGENDA

Town of Star Valley Ranch
Town Council Chambers
Tuesday, July 9, 2024, 10:00 AM

1. CALL TO ORDER AND ROLL CALL

- All the council were present plus Town Clerk/Treasurer Gray and Town Administrator Aitken.
- Councilman Rok moved to approve the agenda, Councilman Denney seconded, all ayes.

2. WORK SESSION ITEMS

a. Town Administrator Update

- Administrator Aitken gave an update on public works and restructuring communication and priorities. Public Works is working on dust guard and speed bumps, as well as monitoring the water project.
- First Response repair work has begun, and the mowing contract will continue.
- Water rates have been updated in the system.
- Public works is researching the speed bumps and where they are needed and making sure they are done correctly.
- The council discussed having more effort be put into curbing speeding and minors operating ATVs.

b. Roberts Rules of Order

- The mayor made cheat sheets for Robert's Rules of Order for the council

c. Role of the Council liaison vs Board Chairman

- The liaison is there to represent the council and the chairman is there to run the meeting and board, and hopefully keep things professional.
- Councilman Merrill is concerned about board members and chairmen not having consequences for bad behavior, and that chairmen should be leaders and act appropriately even in other board meetings.

d. Future Ordinances

- The contractor registration ordinance needs reviewed for enforceability, and the council wondered, should it transition to a business license or should the business license be separate?
- The ordinance pertaining to solar panels and windmills needs readdressed.
- Driveways and temporary fences, open excavations.
- Permit extensions and temporary certificates of occupancy.
- Minimum square footage requirements for new homes and garages.
- Cap on STRs to encourage permanent housing.
- Election signs and timing on placement and removal.

e. Financials

- The council will discuss later what to encumber of the annual surplus.

f. Board Reports

- The finance board will meet next week.

- T&T board met to discuss the farmer's market and recommend that the town retain a coordinator at \$500 a month plus \$750 for advertising and promoting of the market. The board is rebranding the market to "The Ranch Rendezvous."
- Councilman Rok moved to accept the recommendation of the Travel and Tourism Board, minus recommendation 4, Councilman Merrill seconded, all ayes.
- T&T board is also researching a grant opportunity and would like to move the location of the market to the parking lot of town hall, provided they don't impede access to the mail center and have access to electricity.
- Councilman Rok spoke about the P&Z board addressing an issue with solar panels and a resident requesting a variance to having the panels on the roof. Councilman Merrill and Councilman Denney would like the P&Z board to consider ordinance before approving the variance, and the homeowner needs to provide a better site plan.
- The road board will reschedule their meeting.
- NRB is concerned about the public cutting through the property at the public works building, the property will be fenced.
- NRB garage sale will be August 8th.
- The water board is receiving the data they requested and are visiting the issue about demand charges on the wells, the board doesn't believe the system is automated and wanted to know what the cost would be to automate it, and the water board would like to have a sewer board created or be part of the water board.

g. Regular Town Council Agenda

3. MATTERS FROM THE MAYOR AND COUNCIL

- Councilman Rok waiting on candidate bios for the newsletter. Campaign signs for the primary can go out at the end of July.
- Efforts are being made to improve the quality of the YouTube streaming but maybe an outside company should be sought out.

4. RECESS at pm until 7pm.

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



REGULAR TOWN MEETING

July 9, 2024
7:00 PM

1. Call to Order, Roll Call of Councilmen, Statement of Quorum
 - All council present plus Town Clerk Gray and Town Administrator Aitken.
2. Pledge of Allegiance
3. Reconvene Regular Meeting
 - Councilman Merrill moved to reconvene, Councilman Denney seconded, all ayes.
4. Adopt Agenda
 - Councilman Rok moved to adopt the agenda, Councilman Merrill seconded, all ayes.
5. Announcements/Proclamations
 1. Proclamation of Gratitude – JT Dugan
 - The mayor read the proclamation for 10 years of service.
 2. Proclamation of Gratitude – Kristin Gray
 - The mayor read the proclamation for 10 years of service.
6. Public Comment
 - Mr. Hansen asked about the wage listing and if the overtime is monthly or the total annually, and asked why the building official and town administrator salaries are not listed (which has been fixed) and if there was a budget amendment for the hiring of the town administrator early and asked to see the new water rate model.
 - Mr. Brown spoke about dust control on Vista East and the standards he has provided to the council, and asked what the town's obligation is to follow those standards and asked about the contracts having a return to the original state obligation.
 - Mr. Violis asked if a speed control device could be placed on Hardman Road and if the short-term rentals needed to register and if there are rules and if they must follow them and if there are penalties, and if they must have a sign.
 - Mr. Dalabetta spoke about the roads and the importance of infrastructure and asked the council to look at priorities regarding paving.
 - Mr. Koch asked about the executive session in the June 25 special meeting, and the bridge bidding and the timing on it.
7. Adopt Consent Agenda
 - Councilman Denney moved to adopt the consent agenda, Councilman Rok seconded, all ayes.
 - A. Approve Minutes for June 11 Work Session, June 11 Regular Meeting, June 25 Special Meeting
 - B. Community Board Appointments
 1. Lynn Updike – Planning & Zoning – 2027
 2. Bobby Dickerson – Roads Advisory Board – 2027
 3. Deb Bohannon – Natural Resources Board – 2027



4. Rick Nelson - Natural Resources Board – 2025

C. Disbursements

D. Dispatch Report

E. Court Report

F. Special Municipal Officer Report

8. Public Hearings and/or Action Items

A. Motion – Lincoln County Sheriff Agreement

- Councilman Denney moved to approve, Councilman Rok seconded, all ayes.
- The mayor explained the new agreement and the increase in cost.
- Mr. Koch asked about the annual payment, and the agreement with the ambulance service, and asked if the contract was with Lincoln County or the Sheriff's Department.
- Mr. Hansen spoke about the cost being high, and if the agreement will be renewed after the two years, and asked why the agreement is calendar year versus fiscal year, and asked if the increase in cost will turn into an increase in service, and asked if they will do anything about underaged drivers.
- Mr. Bitter asked where the \$130k came from, the Sheriff or the Town.
- Ms. Toolson asked if they provided a report on their activities.
- Councilman Merrill spoke about the cost of the agreement going towards another deputy and increased involvement, and the town needing to meet the Sheriff's department in responsibility.

9. Ordinances

- Councilman Rok moved to read by title and explanation, Councilman Merrill seconded, all ayes.

A. Ordinance 2024-07 Title V Public Works Chapter 52 Liquid Assets – 3rd Reading

- Councilman Ellis presented the ordinance, and moved to approve the ordinance, Councilman Denney, all ayes.

B. Ordinance 2024-10 Title XV Land Usage Chapter 150 Buildings – 3rd Reading

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

10. Mayor and Council

- Mayor Buyers informed the town that the fire danger has just been raised to "high."
- Mayor Buyers also clarified the email about road maintenance on Vista Drive and that the responsibility falls on the contractor, but their contact information can be provided.
- Mayor Buyers responded about the pavement on Vista East and West being removed prior to the water project so paving it would not have been part of their contract, and that paving had been planned and bid but someone interfered with the bid, and it had to be thrown out, and then the priority shifted to Middle Branch Bridge.
- Mayor Buyers spoke about the bid process for Middle Branch Bridge, the pre-bid meeting is June 11 at 11am, with the bid opening on June 23 at 2pm.



- Mayor Buyers spoke about speed control in the town and the options being considered, including moving the existing speed signs and speed bumps. Ms. Brown asked about signs and placing them on the road.
- Mayor Buyers spoke about the executive session outcome of the property purchase.
- Councilman Merrill thanked the Browns for bringing up the dust control issue and reassured them that efforts are being made to improve.
- Councilman Merrill spoke about having reserves but the special purpose tax if it passes would cover the paving of Vista, Vista West and Vista East.
- Councilman Merrill spoke about the NRB Garage Sale, August 9 12-4pm, and August 10 10am-2pm.
- Councilman Rok spoke about short-term rentals needing to have permits, and that they are subject to penalties and the court process.
- Councilman Denney spoke about Granicus and how it will track and give residents the ability to report complaints.
- Councilman Rok spoke about the Travel & Tourism Board and the council accepting their recommendation to rebrand the farmer's market to The Ranch Rendezvous.

11. Adjournment

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

SPECIAL WORK SESSION MINUTES

Town of Star Valley Ranch

Town Council Chambers

Tuesday, July 25, 2024, 10:00 AM

1. CALL TO ORDER AND ROLL CALL

- All council present plus Town Clerk Gray, Administrator Aitken and Engineer Welling
- Councilman Ellis moved to amend the agenda to add an executive session for personnel issues at the end of the meeting, Councilman Rok seconded, all ayes.

2. WATER MASTER PLAN UPDATE (Ryan Welling – Forsgren Engineering)

- Engineer Welling presented his update to the water system master plan, including an explanation of the water system and recommendations for upgrades to the system.
- Ryan recommends that the town develop a water loss tracking and leak detection process and plan.
- He also recommends that the town have backups for vital system components such as pumps and PRVs.
- Ryan recommends that the town redevelop the Prater Canyon Spring transmission line as it is in poor condition and is not adequately buried. (Rough cost estimate is \$1.1 million)
- Clerk Gray will investigate the cost for replacing the flow meters at the sources and overflows.

3. Executive Session for personnel issues.

- Councilman Ellis moved to enter executive session, Councilman Denney seconded, all ayes.
- Councilman Ellis moved to leave executive session, Councilman Merrill seconded, all ayes.

4. ADJOURN

- Councilman Rok moved to adjourn, Councilman Denney, 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	NAPA Auto Parts	719231	Turn lamp	10430201	06/05/2024	7.34	14976	07/24/2024
		719236	Credit	10430201	06/05/2024	116.57-	14947	07/10/2024
		719963	Milwaukee tool	10430107	06/12/2024	429.00	14947	07/10/2024
		722492	Turn lamp	10430201	07/03/2024	21.12	14976	07/24/2024
		722828	Turn lamp	10430201	07/08/2024	21.12	14976	07/24/2024
		723196	Oil Filter, Water Fuel Separ	10430201	07/10/2024	328.88	14976	07/24/2024
		723305	Water in fuel sensor	10430201	07/11/2024	37.42	14976	07/24/2024
Total 116:						728.31		
120	Amazon Capital Services	11NK-Q4VL-	Amazon orders	10410258	07/01/2024	265.53	7122401	07/12/2024
		11NK-Q4VL-	Amazon orders	10430409	07/01/2024	734.66	7122401	07/12/2024
		11NK-Q4VL-	Amazon orders	10410238	07/01/2024	21.23	7122401	07/12/2024
		11NK-Q4VL-	Amazon orders	41410238	07/01/2024	10.45	7122401	07/12/2024
		11NK-Q4VL-	Amazon orders	10430107	07/01/2024	64.84	7122401	07/12/2024
		11NK-Q4VL-	Amazon orders	41430107	07/01/2024	705.31	7122401	07/12/2024
		11NK-Q4VL-	Amazon orders	10430100	07/01/2024	229.99	7122401	07/12/2024
		11NK-Q4VL-	Amazon orders	10410257	07/01/2024	584.23	7122401	07/12/2024
Total 120:						2,616.24		
122	American Express	1Z0T6E5H02	UPS to SLIB	41410271	06/24/2024	27.24	14986	07/29/2024
		224295	Fencing supplies	10430409	07/02/2024	220.44	14986	07/29/2024
		2810510726	Adobe sub	10410802	07/05/2024	20.99	14986	07/29/2024
		5223	Cummins ECM tune	10430201	06/17/2024	1,200.00	14986	07/29/2024
		5223	Cummins ECM tune	41430219	06/17/2024	1,200.00	14986	07/29/2024
		7-4-2024	Microsoft sub	10410802	07/04/2024	26.26	14986	07/29/2024
		85786	Expansion mic	10410257	06/27/2024	278.00	14986	07/29/2024
		INV2647216	Zoom sub	10410802	07/13/2024	16.79	14986	07/29/2024
		MC18915334	Mailchimp sub	10410802	07/18/2024	26.50	14986	07/29/2024
		SS93923797	Parking signs	10430409	06/13/2024	920.63	14986	07/29/2024
Total 122:						3,936.85		
154	Blue Cross Blue Shield	2407051574	Employee Benefits	10410130	07/05/2024	1,637.91	792401	07/09/2024
		2407051574	Employee Benefits	10430130	07/05/2024	6,285.71	792401	07/09/2024
		2407051574	Employee Benefits	10460130	07/05/2024	234.20	792401	07/09/2024
		2407051574	Employee Benefits	41440130	07/05/2024	6,952.05	792401	07/09/2024
Total 154:						15,109.87		
177	Caselle, Inc	134153	Software	10410804	07/01/2024	822.71	732401	07/03/2024
		134153	Software	41410803	07/01/2024	411.29	732401	07/03/2024
Total 177:						1,234.00		
212	Core & Main LP	U934535	Sodium hypochlorite 12% (41430239	07/11/2024	2,550.00	14971	07/24/2024
Total 212:						2,550.00		
228	Delta Dental	8-2024	Employee Benefits	10410130	07/15/2024	59.12	7222403	07/22/2024
		8-2024	Employee Benefits	10430130	07/15/2024	152.44	7222403	07/22/2024
		8-2024	Employee Benefits	10460130	07/15/2024	19.37	7222403	07/22/2024
		8-2024	Employee Benefits	41440130	07/15/2024	296.92	7222403	07/22/2024

Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
Total 228:						527.85		
241	Dry Creek Enterprises, Inc.	M5787	Green Canyon Dr. Toilet re	10510208	07/01/2024	110.00	7122403	07/12/2024
		M5788	Cedar Creek Canyon toilet	10510208	07/01/2024	110.00	7122403	07/12/2024
		M5828	BLM toilet rent and clean	10510204	07/01/2024	110.00	7122403	07/12/2024
Total 241:						330.00		
243	Dustbusters, Inc.	80527	Dustgard	10430101	07/01/2024	4,974.41	7122404	07/12/2024
		80573	Dustgard	10430101	07/08/2024	533.01	7122404	07/12/2024
Total 243:						5,507.42		
258	ESRI	94763805	Annual subscription for GIS	10410802	07/15/2024	1,375.00	14972	07/24/2024
		94763805	Annual subscription for GIS	41410802	07/15/2024	1,375.00	14972	07/24/2024
Total 258:						2,750.00		
265	Ferguson Waterworks #17	1526074	3/4 HDPE pipe	41430239	07/19/2024	457.85	14973	07/24/2024
Total 265:						457.85		
269	Forsgren Associates Inc	2406203	Hardman/Middle Branch Br	10490010	06/25/2024	9,135.00	7262403	07/26/2024
		2406204	Municipal Engineering	10410400	06/25/2024	1,175.00	7262403	07/26/2024
		2406205	Water Master Plan update	41410401	06/25/2024	5,265.00	7262403	07/26/2024
		2406233	2023 Road Project manage	10490010	06/25/2024	7,210.00	7262403	07/26/2024
Total 269:						22,785.00		
270	Freedom Mailing Services,	48146	Bill processing	41410273	07/01/2024	959.64	14942	07/10/2024
Total 270:						959.64		
288	GreatAmerica Financial Se	36918675	Copier Service	10410260	07/02/2024	160.62	732402	07/03/2024
		36918675	Copier Service	41410260	07/02/2024	79.11	732402	07/03/2024
Total 288:						239.73		
311	High Country Linen Service	0447472	Shop Towels	10430402	06/27/2024	25.73	7122406	07/12/2024
		0447472	Shirts	10430121	06/27/2024	25.14	7122406	07/12/2024
		0447472	Shirts	41430121	06/27/2024	12.38	7122406	07/12/2024
		0448932	Shop Towels	10430402	07/04/2024	25.73	7122406	07/12/2024
		0448932	Shirts	10430121	07/04/2024	25.14	7122406	07/12/2024
		0448932	Shirts	41430121	07/04/2024	12.38	7122406	07/12/2024
		0450331	Shop Towels	10430402	07/11/2024	25.73	7262404	07/26/2024
		0450331	Shirts	10430121	07/11/2024	25.14	7262404	07/26/2024
		0450331	Shirts	41430121	07/11/2024	12.38	7262404	07/26/2024
		0451766	Shop Towels	10430402	07/18/2024	25.73	7262404	07/26/2024
		0451766	Shirts	10430121	07/18/2024	25.14	7262404	07/26/2024
		0451766	Shirts	41430121	07/18/2024	12.38	7262404	07/26/2024
Total 311:						253.00		
314	HK Contractors, Inc.	03-13-0089	Road Project 2023 Paving	10490010	07/12/2024	477,935.75	14975	07/24/2024

Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
Total 314:						477,935.75		
340	Itron, Inc	681451	Annual support agreement	41420102	07/01/2024	4,873.93	14944	07/10/2024
Total 340:						4,873.93		
359	Conrad & Bischoff	IN-130618-2	Gas & Diesel	10430301	07/01/2024	1,022.83	7122402	07/12/2024
		IN-130618-2	Gas & Diesel	41430301	07/01/2024	513.35	7122402	07/12/2024
		IN-130618-2	Gas	10420005	07/01/2024	19.43	7122402	07/12/2024
		IN-156814-2	Gas & Diesel	10430301	07/12/2024	595.86	7262402	07/26/2024
		IN-156814-2	Gas & Diesel	41430301	07/12/2024	304.33	7262402	07/26/2024
		IN-156814-2	Gas	10420005	07/12/2024	22.02	7262402	07/26/2024
Total 359:						2,477.82		
369	Lawson Products	9311571359	Shop supplies	10430402	05/28/2024	165.77	14945	07/10/2024
		9311571359	Shop supplies	41430402	05/28/2024	165.77	14945	07/10/2024
		9311658094	Shop supplies	10430402	07/01/2024	207.09	14945	07/10/2024
		9311658094	Shop supplies	41430402	07/01/2024	207.09	14945	07/10/2024
Total 369:						745.72		
382	Lincoln County Sheriff's Off	7-2024	Dispatch for June	10420204	07/02/2024	880.00	14946	07/10/2024
Total 382:						880.00		
392	Lower Valley Energy	7-2024	Electric - General	10430008	07/10/2024	335.78	7102401	07/10/2024
		7-2024	Electric - Water	41430098	07/10/2024	2,987.98	7102401	07/10/2024
Total 392:						3,323.76		
398	Luthi & Voyles LLC	3044	Town attorney	41410601	07/01/2024	220.00	7122407	07/12/2024
		3045	Town attorney	10440601	07/01/2024	2,585.00	7122407	07/12/2024
		3046	Town attorney	10440601	07/01/2024	605.00	7122407	07/12/2024
		3047	Town attorney	10440601	07/01/2024	275.00	7122407	07/12/2024
		3053	Town attorney	10440601	07/01/2024	165.00	7122407	07/12/2024
		3054	Town attorney	41410601	07/01/2024	220.00	7122407	07/12/2024
Total 398:						4,070.00		
445	Office of State Lands & Inv	DW145GR-2	Payment for loan DW145G	41450417	07/01/2024	18,189.85	14948	07/10/2024
		DW189-2024	Loan payment for DW189	41450422	07/01/2024	91,457.74	14977	07/24/2024
		DW231-2024	Loan payment for load DW	41450424	07/01/2024	60,052.22	14977	07/24/2024
Total 445:						169,699.81		
449	One-Call of Wyoming	72021	Tickets for June	41420106	07/08/2024	31.50	7122409	07/12/2024
Total 449:						31.50		
475	PrintStar	RC00001000	Sign for Safety Day	10420209	06/07/2024	129.29	14949	07/10/2024
		RC00001000	Mission & Vision Signs	10410257	07/01/2024	175.40	14949	07/10/2024
Total 475:						304.69		
489	Ridge Creek Investment C	8-2024	Town Hall Payment	10430003	07/18/2024	2,233.11	14978	07/24/2024

Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
		8-2024	Town Hall Payment	41430001	07/18/2024	1,099.89	14978	07/24/2024
	Total 489:					3,333.00		
521	Silver Star Communication	7-2024	Town Hall Alarm System	10420214	07/01/2024	79.81	712403	07/01/2024
		7-2024	Town Hall Water Alarm Sys	41420108	07/01/2024	39.91	712403	07/01/2024
		7-2024	Office Lines	10410225	07/01/2024	329.28	712403	07/01/2024
		7-2024	Office Lines - Water	41410225	07/01/2024	162.19	712403	07/01/2024
	Total 521:					611.19		
539	Star Valley Independent	23490	Legal advertising for Middl	10410204	07/01/2024	356.25	7122410	07/12/2024
	Total 539:					356.25		
549	American Legal Publishing	35453	Codification	10410403	07/22/2024	1,354.62	14969	07/24/2024
		35453	Codification	41410403	07/22/2024	667.20	14969	07/24/2024
	Total 549:					2,021.82		
550	Sterling Medical	1213	Employee Drug Testing	10420132	07/03/2024	77.05	14950	07/10/2024
		1213	Employee Drug Testing	41420132	07/03/2024	37.95	14950	07/10/2024
	Total 550:					115.00		
555	Surveyor Scherbel, LTD	5531	Plat 22 Lot 14 survey	10430202	05/08/2024	827.50	14979	07/24/2024
		5533	Plat 10 Lot 2 survey	10430202	05/08/2024	950.00	14979	07/24/2024
	Total 555:					1,777.50		
570	Team Laboratory Chemical	INV0042045	Fine Road Patch	10430109	07/01/2024	5,680.00	7122411	07/12/2024
	Total 570:					5,680.00		
589	Town of Afton	17935, 1793	monthly water test	41430411	07/03/2024	54.00	14952	07/10/2024
	Total 589:					54.00		
591	Town of Star Valley Ranch	7-2024	Town Hall - General	10430010	07/01/2024	651.00	712404	07/01/2024
		7-2024	Public Works - General	10430011	07/01/2024	196.62	712404	07/01/2024
		7-2024	First Response	10420155	07/01/2024	128.04	712404	07/01/2024
		7-2024	Town Hall - Water	41430004	07/01/2024	320.63	712404	07/01/2024
		7-2024	Public Works - Water	41430097	07/01/2024	67.22	712404	07/01/2024
	Total 591:					1,363.51		
618	Valley Vegetation Solutions	1421	Roadside weed spraying	10430016	07/01/2024	2,900.00	14953	07/10/2024
	Total 618:					2,900.00		
628	VSP of Wyoming	820675468	Employee Benefits	10410130	06/18/2024	25.38	7222402	07/22/2024
		820675468	Employee Benefits	10420130	06/18/2024	13.02	7222402	07/22/2024
		820675468	Employee Benefits	10430130	06/18/2024	68.56	7222402	07/22/2024
		820675468	Employee Benefits	10460130	06/18/2024	8.32	7222402	07/22/2024
		820675468	Employee Benefits	41440130	06/18/2024	128.02	7222402	07/22/2024
		820871117	Employee Benefits	10410130	07/17/2024	25.38	7222402	07/22/2024
		820871117	Employee Benefits	10420130	07/17/2024	13.01	7222402	07/22/2024

Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
		820871117	Employee Benefits	10430130	07/17/2024	47.75	7222402	07/22/2024
		820871117	Employee Benefits	10460130	07/17/2024	8.32	7222402	07/22/2024
		820871117	Employee Benefits	41440130	07/17/2024	122.82	7222402	07/22/2024
		Total 628:				460.58		
629	W.A.R.M Property Insuranc	1626	Annual property coverage	10410242	07/01/2024	7,227.85	14954	07/10/2024
		1626	Annual property coverage	41410242	07/01/2024	3,559.99	14954	07/10/2024
		1715	Cyber coverage	10410242	07/01/2024	301.31	14954	07/10/2024
		1715	Cyber coverage	41410242	07/01/2024	148.41	14954	07/10/2024
		Total 629:				11,237.56		
632	WAMCAT Membership	7-2024	WAMCAT Membership for	10410233	07/01/2024	225.00	14955	07/10/2024
		Total 632:				225.00		
640	Western States Cat	8563	Couplings	10430201	07/17/2024	377.40	7262405	07/26/2024
		8567	Primary air filter and louvre	10430201	07/18/2024	539.20	7262405	07/26/2024
		8570	Air filters and cab filters	10430201	07/18/2024	855.38	7262405	07/26/2024
		8577	Hyd coupler	10430201	07/18/2024	233.60	7262405	07/26/2024
		8585	Coupler As-Q	10430201	07/18/2024	90.12	7262405	07/26/2024
		8592	Nipples	10430201	07/18/2024	48.60	7262405	07/26/2024
		8598	Element- Prim Air Filter	10430201	07/18/2024	107.52	7262405	07/26/2024
		8604	Ripper shanks and teeth	10430201	07/18/2024	885.80	7262405	07/26/2024
		8607	Blade shanks	10430201	07/18/2024	393.96	7262405	07/26/2024
		8613	Cotter pins and air filters	10430201	07/17/2024	374.72	7262405	07/26/2024
		IN002586967	Cutting edge and bolts for	10430201	12/06/2023	1,343.76	7262405	07/26/2024
		IN002749710	Plow shoe	10430201	04/09/2024	593.13	7262405	07/26/2024
		Total 640:				5,843.19		
656	WYDOT Motor Vehicle Ser	7-2024	Vehicle registration	10430401	07/05/2024	73.70	14980	07/24/2024
		7-2024	Vehicle registration	41430401	07/05/2024	36.30	14980	07/24/2024
		Total 656:				110.00		
659	Wyoming Association of M	18021	Membership dues for Fisca	10410232	07/01/2024	2,091.93	14956	07/10/2024
		Total 659:				2,091.93		
693	Yost Business Systems	B61420	Copier Contract	10410260	07/01/2024	20.83	14957	07/10/2024
		B61420	Copier Contract	41410260	07/01/2024	10.42	14957	07/10/2024
		Total 693:				31.25		
712	Hastings Ace Hardware	K91164	Trimmer head	41430107	07/08/2024	28.99	14974	07/24/2024
		Total 712:				28.99		
714	Westbank Sanitation	4561363T02	Split Distribution	10430407	07/01/2024	29.61	712401	07/01/2024
		4561363T02	Split Distribution	41430407	07/01/2024	14.58	712401	07/01/2024
		4561897T02	Split Distribution	10430407	07/01/2024	254.83	712401	07/01/2024
		4561897T02	Split Distribution	41430407	07/01/2024	125.52	712401	07/01/2024
		4561897T02	Dog Park can	10510207	07/01/2024	42.37	712401	07/01/2024

Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
Total 714:						466.91		
736	IDAWY Solid Waste	46X01395	Dump disposal	10430407	07/01/2024	52.96	14943	07/10/2024
		46X01395	Dump disposal	41430407	07/01/2024	26.08	14943	07/10/2024
Total 736:						79.04		
741	DBS Services LLC	211	Foundation repair First Res	10490815	07/01/2024	6,110.00	14941	07/10/2024
Total 741:						6,110.00		
762	Verizon	9965906981	Cell Phones	10410225	06/05/2024	124.26	712402	07/01/2024
		9965906981	Cell Phone SMO	10420004	06/05/2024	162.86	712402	07/01/2024
		9965906981	Cell Phones Water Dept.	41410225	06/05/2024	287.12	712402	07/01/2024
Total 762:						574.24		
770	TextMyGov	502355	Annual support agreement	10410802	07/01/2024	2,010.00	14951	07/10/2024
		502355	Annual support agreement	41410802	07/01/2024	990.00	14951	07/10/2024
Total 770:						3,000.00		
779	Broulim's	01-445613	Supplies for Safety Day	10420209	06/08/2024	117.06	14940	07/10/2024
		02-350566	Copy paper	10410258	06/25/2024	9.64	14940	07/10/2024
Total 779:						126.70		
780	Mid Valley Fire District	20240701	Q1 24-25 fire contract	10420302	07/01/2024	51,792.00	7122408	07/12/2024
Total 780:						51,792.00		
783	Bailey Stock Harmon Cotto	32581	Town prosecuting attorney	10440601	07/01/2024	250.00	14939	07/10/2024
Total 783:						250.00		
787	Bomgaars Supply	96366350	Polesaw and chain	10430107	07/08/2024	792.98	7262401	07/26/2024
		96369236	EVA tubing and fence stapl	10430100	07/16/2024	43.48	7262401	07/26/2024
Total 787:						836.46		
788	Granicus	186421	Annual support agreement	10410802	07/01/2024	5,188.40	7122405	07/12/2024
Total 788:						5,188.40		
798	Union Wireless	7-2024	SCADA alarm card	41410225	07/03/2024	77.10	7222404	07/22/2024
Total 798:						77.10		
808	Burton Rental	INV-0485	Skidsteer and mower rental	10430112	07/02/2024	880.00	14970	07/24/2024
Total 808:						880.00		
Grand Totals:						831,950.36		

Report Criteria:

Includes all check types

Includes unprinted checks

Pay Period Date	Description	Amount	Check Number
07/06/2024			14934
07/06/2024			14935
07/06/2024		1,000.00-	14936
07/06/2024		1,000.00-	14937
07/06/2024	HSA Contribution HSA Pay Period	155.00-	14938
07/20/2024	HSA Contribution HSA Pay Period	155.00-	14965
07/06/2024	457 Contribution 457 Wyoming Re	75.00-	123011494
07/06/2024	FICA/FWH Tax Deposit Federal Wi	9,006.57-	123011495
07/20/2024	457 Contribution 457 Wyoming Re	75.00-	123011496
07/20/2024	FICA/FWH Tax Deposit Federal Wi	7,708.58-	123011497
07/20/2024	Retirement Contributions Wyoming	12,223.91-	123011498
07/06/2024		2,555.64-	602202751
07/06/2024		2,194.89-	602202752
07/06/2024		1,934.02-	602202753
07/06/2024		3,569.27-	602202754
07/06/2024		110.82-	602202755
07/06/2024		110.82-	602202756
07/06/2024		2,005.43-	602202757
07/06/2024		1,739.51-	602202758
07/06/2024		277.05-	602202759
07/06/2024		2,307.95-	602202760
07/06/2024		110.82-	602202761
07/06/2024		1,579.49-	602202762
07/06/2024		1,821.55-	602202763
07/06/2024		1,756.59-	602202764
07/06/2024		1,896.09-	602202765
07/06/2024		3,924.31-	602202766
07/06/2024		1,820.26-	602202767
07/20/2024		1,246.25-	602202768
07/20/2024		2,555.64-	602202769
07/20/2024		2,235.14-	602202770
07/20/2024		138.52-	602202771
07/20/2024		1,859.16-	602202772
07/20/2024		110.82-	602202773
07/20/2024		110.82-	602202774
07/20/2024		1,911.18-	602202775
07/20/2024		1,761.77-	602202776
07/20/2024		2,307.95-	602202777
07/20/2024		110.82-	602202778
07/20/2024		1,579.49-	602202779
07/20/2024		713.96-	602202780
07/20/2024		1,756.59-	602202781
07/20/2024		2,105.99-	602202782
07/20/2024		3,924.31-	602202783
07/20/2024		1,820.26-	602202784
07/20/2024		630.93-	602202785
Grand Totals:		87,993.17-	

Star Valley Ranch

7/1/24 to 7/31/24

Citations	0
Warnings	1
CFS/Law Incidents	66
Special Patrol	14

Animal Problem		Abandoned Vehicle	
Agency Assist		Alarms	2
Assault		Auto Accident	
Burglary		Animal problem	
Citizen Assist	3	Citizen Dispute	1
Civil standby	1	Controlled Burn	1
Child abuse		Alcohol problem	
Controlled Substance		Disturbance	4
Custodial Interference		Domestic Violence	2
Drugs		Game & Fish	1
e911	4	Harassing	1
Dead body		Fire / Fireworks	2 /
Fraud		Littering	
Information	1	Lost/Found Property	
Juvenile Problem	2	Livestock	
Lost/Found Animal	1	Public relations	
Motor assist		Medical	6
Reckless driving	1	Noise / Prop damage	1 / 2
Suicidal subject	1	Sex offense	1
REDDI		Suspicious	3
Theft		Threatening	2
Traffic	5	Vin inspection	7
Welfare check	6	Weapon offense	
Trespassing	5	Vandalism	
Utility problem		VIN Stamp	

Town of Star Valley Ranch

Special Municipal Officer

7/1/2024- 7/31/2024

Verbal Warnings	3
Written Warnings	4
Citations	4

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

The Town of
Star Valley Ranch, Wyoming

Ordinance 2024-11

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 clarifying language for building inspections, updates the stop work order requirements, updates the certificate of occupancy requirements, and carries language over from another update regarding driveways.

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 the third reading and passage.

CHAPTER 150: BUILDINGS

§ 150.019 ACTION REQUIRING A PERMIT.

(A) A building ~~construction and alteration~~ permit application shall be submitted to the Town. ~~The application will~~ be reviewed, approved or disapproved, by the ~~Planning and Zoning Board and the Town Building Official~~ ~~Town.~~ ~~and~~ A building permit ~~will be~~ issued by the Town.

§ 150.021 BUILDING REQUIREMENTS AND INSPECTIONS SPECIFIC TO MODULAR HOMES AND MODULAR COMMERCIAL BUILDINGS.

(A) The town requires documented certification from an approved National Title third party Inspection Company of Modular Homes and Modular Commercial Buildings to ensure the standards of construction meets the town's building requirements and the applicable Building and Construction Codes identified in this subchapter, along with the plans required, and pending permit approval. All third ~~party~~ inspection fees are the responsibility of the owner(s). These inspections must be forwarded to the town ~~and Town~~

~~Building Inspector~~ prior to delivery. No modular structure shall be attached to the foundation until the Town ~~s-Building Inspector~~ has been able to certify the manufacture's certification, engineering and ~~licensed~~, certified third party inspector documentation and reports have met all the town's building codes as defined in this subchapter.

§ 150.038 REFUNDS.

(A) Not more than 80% of the paid ~~construction~~ permit fee shall be refunded when no work was begun under a permit issued in accordance with this title. Refunds or partial refunds of permit fees will normally not be made after construction has started. For refunds to be considered, the property owner must make a written request to the ~~Town Planning and Zoning Board~~. The written request for a refund of permit fees must include the reason for the request and what has been done to restore the site to its original condition. ~~and assure that no unsafe conditions exist. After work has begun under an issued permit, permit fees may be partially refunded on new garages or similar structures or on new single-family residences only. Up to 50% of the permit fee may be refunded after a footing inspection and up to 30% of the permit fee may be refunded after a foundation inspection. No permit fees will be refunded after a four-way inspection.~~

(B) ~~The Town Planning and Zoning Board will determine the amount of the refund.~~ Parties who desire to appeal the ~~Planning and Zoning Board's~~ decision of the refund amount may appeal to the Town Council. Appeals to the Town Council must be in writing and received by the town within ten days ~~of the Planning and Zoning Board's decision.~~ Appeal shall be held at regularly scheduled Town Council meeting.

§ 150.039 MISCELLANEOUS FEES.

(A) Re-inspection fees. A re-inspection fee may be assessed of applicant, authorized representative or owner for each inspection or re-inspection when such portion of the work for which inspection is requested is not complete or when required corrections have not been made. Re-inspection fees may be assessed when the approved plans are not readily available to the Inspector, for failure to provide access on the date for which inspection is requested, or for deviating from the plans requiring the approval of the Building Official. ~~Re-inspection fees may be deducted from deposits.~~

(B) Third party fees. Whenever a ~~Town~~ Building Official requires a third-party review ~~or inspection~~ it shall be paid for by the applicant, authorized representative, or ~~property~~ owner.

§ 150.057 STOP WORK ORDER.

A stop work order may be issued by the Town ~~Building Official, Town Special Municipal Officer, Town Administrator, Town Attorney or Mayor~~ for engaging in construction without a valid permit or for infractions deemed to seriously impair the use of the building or structure or to affect the health and safety of its occupants, or upon the failure of the owner to rectify an infraction within the specific time interval. Any person who shall continue any work in or about the structure after having been served with a stop work

order, except such work as that person is directed to perform to remove a violation or unsafe condition shall, upon conviction, be punished as provided in the town ~~bond schedule~~.

§ 150.058 ~~FINAL OCCUPANCY PERMIT~~. CERTIFICATE OF OCCUPANCY.

No ~~final occupancy permit~~ Certificate of Occupancy will be issued until all of the applicable requirements in § 150.060, ~~Building construction and site requirements~~, have been satisfied and completed and the required documentation is on file with the Town.

- (A) Copy of the Certificate of Placement from a licensed Surveyor
- (B) Copy of all required building inspections. Inspection Reports must show as having been passed and be signed by a Certified Building Inspector. Required inspections can be found in §150.020 and §150.021
- (C) Copy of the Wastewater Permit from Lincoln County
- (D) Copy of the passed electrical inspection from the State of Wyoming Department of Fire Prevention and Electrical Safety or verification a Wyoming Licensed Electrician completed the work will need to be provided.
- (E) For Modular homes, a manufacturer's certified document from an approved national titled third-party inspection company of modular and commercial buildings.
- (F) The Water Service Connection fee has been paid in full, and the water line has been properly installed and passed inspection by the town.
- (G) A final driveway and approach inspection has been completed and passed by the town.
- (H) Any fines, fees, or outstanding court costs associated with the project or property have been paid in full.
- (I) Any outstanding Re-inspections or third-party fees owed to the town have been paid in full.

§ 150.060 BUILDING CONSTRUCTION AND SITE REQUIREMENTS.

(A) No building permit will be issued until the plans and specifications showing the nature, kind, shape, heights, materials and location of same shall have been submitted to and approved by the ~~Planning and Zoning Board and the~~ Town ~~Building Inspector~~. Before construction begins, the approved permit shall be posted in a visible location at the job site and remain posted until an approved final inspection for the work has been ~~passed issued~~ and submitted to the town, and a Certificate of Occupancy issued to the permit holder.

(B) Any change from the approved plans requires submission of written request and town approval prior to proceeding with the change and to be approved by the Town's ~~Building Inspector~~.

(E) During the ~~period of new construction~~ established new building permit construction period, no part of the building under construction or structures of temporary nature,

trailers, basement, tent, shack, garage or other outbuildings shall be used at any time as a dwelling or sleeping quarters. No person shall store any personal belongings other than construction-related materials in the dwelling prior to receiving a Certificate of Occupancy issued by the town. ~~The dwelling shall not be lived in until an acceptable final construction inspection has been completed and the report furnished to the town.~~

(S) Permanent steps/stairs used for ingress/egress shall be anchored to a concrete landing before a Certificate of Occupancy is issued.

~~(S-T) A building permit may be extended by the Planning and Zoning Board if the application for an extension is received by the town at least 30 days before the original building permit expires. The extension application shall include a description of the work to be completed, a work plan, and a schedule for completion of the work. The length of any extension is one year.~~ If the construction is not completed at the end of the permit period extension, a new permit must be applied for, and the applicant must comply with all changes/upgrades to the building ordinance and/or building codes.