



## REGULAR TOWN MEETING

July 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

1. Proclamation of Gratitude – JT Dugan
2. Proclamation of Gratitude – Kristin Gray

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 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

9. Ordinances

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

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

10. Mayor and Council

11. Adjournment

The Town of

# *Star Valley Ranch, Wyoming*

Proclamation of Gratitude

**Public Works**

**JT Dugan**

**Whereas**, the Town of Star Valley Ranch wishes to acknowledge, recognize and express appreciation to **JT Dugan** for his ten years of outstanding and dedicated service to the citizens, volunteers and staff of the Town of Star Valley Ranch.

**Whereas**, the Town of Star Valley Ranch wishes to acknowledge, recognize and express appreciation to **JT Dugan** for his unwavering dedication and willingness to learn new job skills throughout his ten years of service to the Town of Star Valley Ranch.

**Whereas**, the Town of Star Valley Ranch and its citizens have greatly benefited from the knowledge **JT Dugan** possesses of the Town's water system as a level 1 water operator, his extensive knowledge of every road in the town, his knowledge of heavy equipment mechanics, operations of heavy equipment and numerous other skills which contribute to the success of the town.

**Whereas**, the Town of Star Valley Ranch and its citizens desire to formally recognize and acknowledge **JT Dugan** for his numerous contributions to the Town of Star Valley Ranch.

**Now, therefore**, we, the Town Council and Mayor of the Town of Star Valley Ranch, Wyoming do hereby proclaim the Town's sincere and honest gratitude to **JT Dugan** for his unwavering commitment to the betterment of The Town of Star Valley Ranch and for all his services rendered.

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

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Kathleen Buyers, Mayor

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Attest

The Town of

# *Star Valley Ranch, Wyoming*

Proclamation of Gratitude

**Clerk/Treasurer**

**Kristin Gray**

**Whereas**, the Town of Star Valley Ranch wishes to acknowledge, recognize and express appreciation to **Kristin Gray** for her ten years of outstanding and dedicated service to the citizens, volunteers and staff of the Town of Star Valley Ranch.

**Whereas**, the Town of Star Valley Ranch wishes to acknowledge, recognize and express appreciation to **Kristin Gray** for her unwavering dedication and willingness to learn new job skills throughout her ten years of service to the Town of Star Valley Ranch.

**Whereas**, the Town of Star Valley Ranch and its citizens have greatly benefited from the knowledge **Kristin Gray** possesses of the Town's water system as a level 2 water operator, public works department, budgeting process, town council meetings, ordinance codification, grant management, administrative staff management, budget management and numerous other skills which contribute to the success of the town.

**Whereas**, the Town of Star Valley Ranch and its citizens desire to formally recognize and acknowledge **Kristin Gray** for her numerous contributions to the Town of Star Valley Ranch.

**Now, therefore**, we, the Town Council and Mayor of the Town of Star Valley Ranch, Wyoming do hereby proclaim the Town's sincere and honest gratitude to **Clerk/Treasurer Kristin Gray** for her unwavering commitment to the betterment of The Town of Star Valley Ranch and for all her services rendered.

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

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Kathleen Buyers, Mayor

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Attest

## WORK SESSION AGENDA

Town of Star Valley Ranch  
Town Council Chambers  
Tuesday, June 11, 2024, 10:00 AM

### 1. CALL TO ORDER AND ROLL CALL

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

### 2. WORK SESSION ITEMS

#### a. Public Works Update (William Cazier)

- Director Cazier spoke about the water project and that they are proceeding well despite the challenges.
- Director Cazier spoke about the roads project starting later than anticipated due to batch plant problems and the council is worried they won't finish before the end of the fiscal year.
- Clerk/Treasurer Gray offered to use the website for news posts instead of sending out emails constantly; it can be used for roads updates and other non-critical items.

#### b. Administration Update (Kristin Gray)

- Clerk/Treasurer Gray will give more detail on future budgets for capital projects. The current budget detail on the website leaves out personal details of employees but lists projects.
- Granicus is falling short on expectations; Clerk/Treasurer Gray will follow up with the project manager.

#### c. Water outside of town boundaries

- Mayor Buyers spoke about the association requesting water and they were informed that the best course of action would be to annex into the town first.

#### d. Open meeting laws

- Mayor Buyers spoke about the open meeting laws and that the council should consider having rules in ordinance. The mayor reminded the council that any

discussion that results in a collective action should be done in public, including email, text, and phone calls.

e. WSS 15-1-128 - Gratuities. This section applies to elected officials and employees of any municipality may not solicit or receive any pay from contractors, citizens etc. (ethics violation)

- Councilman Merrill is concerned with town employees using town facilities, the council as a whole did not feel it was an issue, but the use should be logged.

f. Financials

- April and May financials will be posted, but they will be the reports that Caselle generate.

g. Board Reports

- NRB will be holding Arbor Day on the 15<sup>th</sup> of June. They will need to hold a Firewise event to keep the town as a Firewise community.
- Safety Day should be the SMO's responsibility with better planning and control.
- P&Z has two positions for reappointment that will not be reappointed.
- T&T spoke about the lodging tax and will work on an education campaign, are still working on a budget, and are working on rebranding the farmer's market.
- The water Board is scheduled for June 20; they are reviewing the SCADA data.

h. Regular Town Council Agenda

- The council discussed the items on the regular agenda including which items will need further detail.
- The council wanted the resolution for the purchase of the property to be adjusted to not include a use of the property for snow storage.
- The council would like the minutes for the May regular meeting amended to generalize the comments that were made during the liquor license hearing.

### 3. MATTERS FROM THE MAYOR AND COUNCIL

- The mayor spoke about the WAM summer conference.
- Councilman Rok would like the "no parking" signs to be put back up.
- Councilman Merrill asked about the flags that are put along the road and whether having them out the whole weekend is too much but thinks we should try it before deciding. Clerk/Treasurer Gray will order a new flag for the Town Hall pole.
- The council discussed the design of the park across from Town Hall.

- Meet the Candidates has been scheduled for September 17<sup>th</sup> at 7pm and will be moderated by Duke Dance from SVI Media.

4. RECESS at 12:47pm until 7pm.

- Councilman Ellis moved to recess, Councilman Rok seconded, all ayes



## REGULAR TOWN MEETING

June 11, 2024  
7:00 PM

1. Call to Order, Roll Call of Councilmen, Statement of Quorum
  - Mayor Buyers and all council present, plus Town Administrator Aitken and Town Clerk/Treasurer Gray.
2. Pledge of Allegiance
3. Reconvene Regular Meeting
  - Councilman Rok 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
6. Public Comment
  - Mr. Staley requested the council prioritize the paving of Vista West.
  - Mrs. Thacker spoke about a resident complaining about a building, and how to file a nuisance complaint, and asked about “pocket parks”.
  - Mr. Bitter asked about the public meeting the town announced about the bridge that has not happened and disagrees about spending money to replace the bridge.
  - Mr. Thacker asked that the podium be moved so the audience can hear.
7. Adopt Consent Agenda
  - Councilman Denney moved to adopt the consent agenda, Councilman Merrill seconded, all ayes.
  - A. Approve Minutes for May 14 Work Session, May 14 Regular Meeting
  - B. Disbursements
  - C. Dispatch Report
  - D. Court Report
  - E. Special Municipal Officer Report
8. Public Hearings and/or Action Items
  - A. Resolution 24-06-11-001 Water Fees and Rates
    - Councilman Ellis read the resolution, and moved to approve the resolution, Councilman Rok seconded, then rescinded the motion and second. Councilman Ellis moved to move the resolution to item 10 on the agenda, Councilman Merrill seconded, all ayes.
  - B. Resolution 24-06-11-002 Property Purchase
    - Councilman Rok read the resolution, and moved to approve the resolution, Councilman Denney seconded, Councilmen Rok, Denney, Ellis and Mayor Buyers aye, Councilman Merrill abstain.

Councilman Rok moved to rescind the approval of the resolution and move it to item 12, Councilman Merrill seconded, all ayes.

- Mr. Bitter spoke about the budget and suggested there be an offset in the budget for the purchase.
- Mr. Siddoway asked if the money was budgeted, and asked if the town had the authority to change the designation of the lot.
- Mr. Hansen addressed being unable to hear, and asked if the property was being purchased for snow storage and if residents could charge a fee for snow storage on their property.
- Councilman Merrill felt the process was rushed and more research should have been done.

C. Motion – Approval of Lease for Snowblower

- Councilman Merrill moved to approve the lease, Councilman Denney seconded, motion and second were rescinded, all ayes. Councilman Merrill moved to move the lease approval to item 11, Councilman Denney seconded, all ayes.

9. Ordinances

- Councilman Rok moved to approve the ordinance by title and explanation, Councilman Merrill seconded, all ayes

A. Ordinance 2024-05 Appropriations for Fiscal Year 2024-2025 – 3rd Reading

- Councilman Rok moved to approve the ordinance, Councilman Denney seconded, Councilman Merrill nay, Councilmen Rok, Denney, Ellis and Mayor Buyers aye.
- Mr. Bitter asked about the totals in a previous version and asked that the property purchase be done with the money for the canal and asked that more budget detail be posted.

B. Ordinance 2024-06 Title V Public Works Chapter 54 Water Rates – 3rd Reading

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

C. Ordinance 2024-07 Title V Public Works Chapter 52 Liquid Assets – 2nd Reading

- Councilman Ellis presented the ordinance and moved to approve the ordinance, Councilman Denney seconded, all ayes.
- Mr. Bitter asked about 52.04 B-2-b and the tap fees going into the System Reserve.
- Mr. Siddoway asked that the specific uses of reserves be better defined.

D. Ordinance 2024-10 Title XV Land Usage Chapter 150 Buildings – 2nd Reading

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

10. Resolution 24-06-11-001 Water Rates and Fees

- Councilman Ellis presented the resolution and moved to approve, Rok seconded, all ayes.

11. Motion – Approval of Lease for Snowblower

- Councilman Merrill moved to approve the lease, Councilman Denney seconded, all ayes.

12. Resolution 24-06-11-002 Property Purchase

- Councilman Rok presented the resolution and moved to approve, Councilman Denney seconded, Councilman Merrill moved to table the resolution, seconded by Councilman Ellis, Mayor Buyers, Councilmen Rok and Merrill aye, Councilman Denney nay, Councilman Ellis abstain.





- Mrs. Willis asked about the owner who wanted to sell and being unable to sell with the road, and agrees the purchase is warranted.
- Mr. Thacker asked if it was a condemnation or a mutual agreement with the current owner.
- Mr. Siddoway believes the price of the purchase of the lot is high.

#### 13. Mayor and Council

- The mayor spoke about a candidates' night scheduled for September 17 at 7pm.
- Arbor Day June 15 10am to Noon.
- Councilman Rok spoke about an opening on the Planning & Zoning board and spoke about the Travel & Tourism board and the lodging tax education that will happen before the election.

#### 14. Adjournment

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

The Town of  
*Star Valley Ranch, Wyoming*

**SPECIALTOWN COUNCIL MEETING**

June 25, 2024  
7:00 PM

1. Call to Order, Roll Call of Councilmen, Statement of Quorum
  - All Council and Mayor present, plus Town Clerk/Treasurer Gray, Town Administrator Aitken, and Town Attorney Voyles
2. Pledge of Allegiance
3. Adopt Agenda (motion)
  - Councilman Rok moved to adopt the agenda, Councilman Denney seconded, all ayes.
  - Councilman Rok moved to rescind approval of the agenda, Councilman Denney seconded, all ayes.
  - Councilman Denney moved to amend the agenda to remove item 9, Councilman Rok seconded, all ayes.
4. Recess (motion)
  - Councilman Rok moved to recess to executive session, Councilman Merrill seconded, all ayes.
5. Executive Session
6. Reconvene Special Meeting (motion)
  - Councilman Rok moved to reconvene, Councilman Ellis seconded, all ayes.
7. Tabled motion (motion)
  - Councilman Rok moved to take from the table Resolution 24-06-11-002, Councilman Denney seconded, all ayes.
8. Resolution 24-06-11-002 Resolution for Property Purchase
  - Mayor Buyers explained the misalignment of the road and waterline.
  - Mrs. Willis read a letter and asked questions regarding the CC&Rs and adverse possession.
  - Attorney Voyles responded to Mrs. Willis.
  - Mr. Dulin asked about the road and road placement, and agreed the purchase was a good idea.
  - General Manager Sawdy with SVRA asked about compensation for removal of the CC&Rs and correcting the contact information of their attorney.
  - Councilman Ellis moved to call for question, Councilman Merrill seconded, all ayes.
  - Motion for approval of the resolution was previously made by Councilman Rok and seconded by Councilman Denney, motion passed with all ayes.
- ~~9. Resolution 24-06-25-001 Condemnation of Property Interest~~
10. Adjournment
  - Councilman Ellis moved to adjourn, Councilman Denney seconded, all ayes.

## **Community Board Appointments**

<b>Lynn Updike – Planning &amp; Zoning</b>	<b>June 2027</b>
<b>Bobby Dickerson – Roads Advisory Board</b>	<b>June 2027</b>
<b>Deb Bohannon – Natural Resources Board</b>	<b>June 2027</b>
<b>Rick Nelson - Natural Resources Board</b>	<b>June 2025</b>

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	270076	Parts	10430402	05/21/2024	81.98	14906	06/14/2024
		715893	Parts	41430219	05/01/2024	243.90	14906	06/14/2024
		716476	Parts	10430201	05/08/2024	62.38	14906	06/14/2024
		716497	Parts	10430201	05/08/2024	52.72	14906	06/14/2024
		716550	Parts	10430201	05/08/2024	9.98	14906	06/14/2024
		716574	Parts	10430201	05/09/2024	121.99	14906	06/14/2024
		716619	Parts	10430201	05/09/2024	491.14	14906	06/14/2024
		716665	Parts	10430201	05/10/2024	22.71	14906	06/14/2024
		717042	Parts	10430201	05/13/2024	197.73	14906	06/14/2024
		717081	Parts	10430201	05/14/2024	62.34	14906	06/14/2024
		717823	Parts	41430219	05/22/2024	112.95	14906	06/14/2024
		718482	Parts	10430201	05/29/2024	1.82	14906	06/14/2024
		718610	Parts	10430201	05/30/2024	45.90	14906	06/14/2024
		718900	Spark plug	10430201	06/03/2024	4.67	14924	06/26/2024
		719262	Battery cleaner	10430402	06/06/2024	25.96	14924	06/26/2024
		720474	Relay	10430201	06/17/2024	10.60	14924	06/26/2024
		720670	Trailer wiring harness	10430201	06/18/2024	29.70	14924	06/26/2024
Total 116:						1,578.47		
120	Amazon Capital Services	1N4Y-HN9G-	Amazon orders	10410258	06/01/2024	31.88	6252404	06/25/2024
		1N4Y-HN9G-	Amazon orders	10430402	06/01/2024	115.43	6252404	06/25/2024
		1N4Y-HN9G-	Amazon orders	10430409	06/01/2024	59.95	6252404	06/25/2024
		1N4Y-HN9G-	Amazon orders	10410238	06/01/2024	10.22	6252404	06/25/2024
		1N4Y-HN9G-	Amazon orders	41410238	06/01/2024	5.03	6252404	06/25/2024
		1N4Y-HN9G-	Amazon orders	10430201	06/01/2024	285.03	6252404	06/25/2024
		1N4Y-HN9G-	Amazon orders	10430107	06/01/2024	360.46	6252404	06/25/2024
		1N4Y-HN9G-	Amazon orders	10510206	06/01/2024	71.90	6252404	06/25/2024
Total 120:						939.90		
122	American Express	03033D	Breakfast during summer	10410210	06/06/2024	40.41	6252405	06/25/2024
		2783067002	Adobe sub	10410802	06/05/2024	14.06	6252405	06/25/2024
		2783067002	Adobe sub	41410802	06/05/2024	6.93	6252405	06/25/2024
		35150	Flag	10430100	05/22/2024	713.00	6252405	06/25/2024
		567597	Dinner during summer WA	10410210	06/06/2024	93.84	6252405	06/25/2024
		72938	Room for summer WAM	10410210	06/04/2024	477.00	6252405	06/25/2024
		72939	Room for summer WAM	10410210	06/04/2024	477.00	6252405	06/25/2024
		800918	Dinner during summer WA	10410210	06/04/2024	45.88	6252405	06/25/2024
		827351	Lunch during summer WA	10410210	06/07/2024	38.76	6252405	06/25/2024
		883877	Dinner during summer WA	10410210	06/05/2024	44.06	6252405	06/25/2024
		94790854	Domain registration renew	10410216	05/16/2024	14.06	6252405	06/25/2024
		94790854	Domain registration renew	41410216	05/16/2024	6.93	6252405	06/25/2024
		9921871748	Office supplies	10410258	05/22/2024	133.49	6252405	06/25/2024
		INV2607348	Zoom sub	10410802	06/13/2024	11.25	6252405	06/25/2024
		INV2607348	Zoom sub	41410802	06/13/2024	5.54	6252405	06/25/2024
		MC18471393	Mailchimp sub	10410802	05/18/2024	17.75	6252405	06/25/2024
		MC18471393	Mailchimp sub	41410802	05/18/2024	8.75	6252405	06/25/2024
		NTC1136654	Name tag, desk plates, and	10410257	06/03/2024	82.15	6252405	06/25/2024
		P8Q-98052	Office sub	10410802	06/05/2024	26.26	6252405	06/25/2024
		S0115643	Light fixtures	10430409	05/22/2024	557.94	6252405	06/25/2024
		SO85924	Diesel diagnostic tool	10430107	06/12/2024	906.23	6252405	06/25/2024
		SXQL-202	Room for summer WAM	10410210	06/06/2024	289.00	6252405	06/25/2024
		VP-0MRZ1F	Business cards	10410258	06/04/2024	30.43	6252405	06/25/2024

Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
		VP-4Z9X9KL	Business cards and pens	10410258	06/03/2024	257.23	6252405	06/25/2024
	Total 122:					4,297.95		
153	Black Mountain Rental	1959726-000	Trailer rental for Firewise	10430112	06/20/2024	157.95	14919	06/26/2024
	Total 153:					157.95		
154	Blue Cross Blue Shield	2406053701	Employee Benefits	10410130	06/05/2024	1,637.25	6102401	06/10/2024
		2406053701	Employee Benefits	10430130	06/05/2024	5,392.50	6102401	06/10/2024
		2406053701	Employee Benefits	10460130	06/05/2024	234.87	6102401	06/10/2024
		2406053701	Employee Benefits	41440130	06/05/2024	6,470.73	6102401	06/10/2024
	Total 154:					13,735.35		
173	Car Quest Auto Parts	45853	Parts	10430201	05/06/2024	78.30	6142401	06/14/2024
		46509	Parts	10430201	05/16/2024	662.98	6142401	06/14/2024
		46522	Credit	10430201	05/16/2024	210.20-	6142401	06/14/2024
		46768	Parts	10430201	05/20/2024	68.88	6142401	06/14/2024
		47120	Parts	10430201	05/24/2024	183.38	6142401	06/14/2024
		47217	Credit	10430201	05/28/2024	50.00-	6142401	06/14/2024
		47243	Parts	10430201	05/28/2024	154.94	6142401	06/14/2024
		47354	Parts	10430201	05/29/2024	27.59	6142401	06/14/2024
		48188	Trailer adapter	10430201	06/10/2024	259.57	6282401	06/28/2024
	Total 173:					1,175.44		
177	Caselle, Inc	133508	Software	10410804	06/01/2024	822.71	632401	06/03/2024
		133508	Software	41410803	06/01/2024	411.29	632401	06/03/2024
	Total 177:					1,234.00		
212	Core & Main LP	V020379	Service saddle	41430239	06/07/2024	170.15	14920	06/26/2024
	Total 212:					170.15		
228	Delta Dental	7-2024	Employee Benefits	10410130	06/13/2024	59.12	6252403	06/25/2024
		7-2024	Employee Benefits	10430130	06/13/2024	152.44	6252403	06/25/2024
		7-2024	Employee Benefits	10460130	06/13/2024	19.37	6252403	06/25/2024
		7-2024	Employee Benefits	41440130	06/13/2024	296.92	6252403	06/25/2024
	Total 228:					527.85		
241	Dry Creek Enterprises, Inc.	4164	Safety Day toilet rental	10420209	06/11/2024	100.00	6282404	06/28/2024
		M5260	Green Canyon Dr. Toilet re	10510208	06/01/2024	57.00	6142403	06/14/2024
		M5284	BLM toilet rent and clean	10510204	06/01/2024	135.00	6142403	06/14/2024
		M5384	Cedar Creek Canyon toilet	10510208	06/01/2024	100.00	6142403	06/14/2024
	Total 241:					392.00		
243	Dustbusters, Inc.	80198	Dustgard	10430101	06/05/2024	8,854.31	6142404	06/14/2024
	Total 243:					8,854.31		
269	Forsgren Associates Inc	2404125	WIP 2023 Project manage	41490027	04/25/2024	8,415.00	6282405	06/28/2024
		2405160	2023 Road Project	10490010	06/01/2024	2,255.00	6142405	06/14/2024
		2405161	Hardman/Middle Branch Br	10490010	06/01/2024	2,712.50	6142405	06/14/2024

Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
		2405161-1	Remaining balance on invo	10490010	05/25/2024	1,000.00	6282405	06/28/2024
		2405162	Water Master Plan update	41410401	06/01/2024	7,575.00	6142405	06/14/2024
Total 269:						21,957.50		
270	Freedom Mailing Services,	47926	Bill processing	41410273	06/01/2024	963.60	14904	06/14/2024
Total 270:						963.60		
288	GreatAmerica Financial Se	36698474	Copier Service	10410260	06/03/2024	160.62	6102403	06/10/2024
		36698474	Copier Service	41410260	06/03/2024	79.11	6102403	06/10/2024
Total 288:						239.73		
311	High Country Linen Service	0441989	Shop Towels	10430402	06/01/2024	25.73	6142406	06/14/2024
		0441989	Shirts	10430121	06/01/2024	25.14	6142406	06/14/2024
		0441989	Shirts	41430121	06/01/2024	12.38	6142406	06/14/2024
		0443325	Shop Towels	10430402	06/06/2024	25.73	6142406	06/14/2024
		0443325	Shirts	10430121	06/06/2024	25.14	6142406	06/14/2024
		0443325	Shirts	41430121	06/06/2024	12.38	6142406	06/14/2024
		0444710	Shop Towels	10430402	06/13/2024	25.73	6282406	06/28/2024
		0444710	Shirts	10430121	06/13/2024	25.14	6282406	06/28/2024
		0444710	Shirts	41430121	06/13/2024	12.38	6282406	06/28/2024
		0446084	Shop Towels	10430402	06/20/2024	25.73	6282406	06/28/2024
		0446084	Shirts	10430121	06/20/2024	25.14	6282406	06/28/2024
		0446084	Shirts	41430121	06/20/2024	12.38	6282406	06/28/2024
Total 311:						253.00		
347	Jenkins Ace Home Center	793598	Poles for Fox Run Park	10510206	05/16/2024	634.20	14921	06/26/2024
Total 347:						634.20		
358	Kearsley Nursery	000522	Arbor Day trees	10510208	06/12/2024	884.28	14922	06/26/2024
Total 358:						884.28		
359	Conrad & Bischoff	IN-088983-2	Gas & Diesel	10430301	06/01/2024	1,527.97	6142402	06/14/2024
		IN-088983-2	Gas & Diesel	41430301	06/01/2024	784.33	6142402	06/14/2024
		IN-088983-2	Gas	10420005	06/01/2024	64.46	6142402	06/14/2024
		IN-108915-2	Gas & Diesel	10430301	06/12/2024	1,619.53	6282402	06/28/2024
		IN-108915-2	Gas & Diesel	41430301	06/12/2024	846.16	6282402	06/28/2024
		IN-108915-2	Gas	10420005	06/12/2024	98.42	6282402	06/28/2024
Total 359:						4,940.87		
361	Avail Valley Construction	25231	Rock	10430105	06/06/2024	1,769.77	14901	06/14/2024
		52349	Rock	10430105	05/29/2024	146.08	14901	06/14/2024
		52364	Rock	10430105	05/29/2024	298.37	14901	06/14/2024
Total 361:						2,214.22		
369	Lawson Products	9311578623	water supplies for PRVs	41430420	05/30/2024	1,271.63	14923	06/26/2024
		9311582491	Shop supplies	10430402	05/31/2024	403.47	14923	06/26/2024
		9311582491	Shop supplies	41430402	05/31/2024	403.46	14923	06/26/2024
		9311602010	Shop supplies	10430402	06/07/2024	23.70	14923	06/26/2024
		9311602010	Shop supplies	41430402	06/07/2024	23.70	14923	06/26/2024

Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
Total 369:						2,125.96		
382	Lincoln County Sheriff's Off	6-2024	Dispatch for May 2024	10420204	06/04/2024	880.00	14905	06/14/2024
Total 382:						880.00		
392	Lower Valley Energy	6-2024	Electric - General	10430008	06/10/2024	611.76	6102402	06/10/2024
		6-2024	Electric - Water	41430098	06/10/2024	1,627.52	6102402	06/10/2024
Total 392:						2,239.28		
398	Luthi & Voyles LLC	2996	Driveway dispute	10440601	06/01/2024	165.00	6142407	06/14/2024
		2997	Road alignment	10440601	06/01/2024	2,265.00	6142407	06/14/2024
		2998	Water Collections	41410601	06/01/2024	3,694.32	6142407	06/14/2024
Total 398:						6,124.32		
445	Office of State Lands & Inv	DW214-2024	Loan payment for DW214	41450423	05/14/2024	195,313.84	14925	06/26/2024
Total 445:						195,313.84		
449	One-Call of Wyoming	71604	Tickets for May	41420106	06/06/2024	45.00	6142408	06/14/2024
Total 449:						45.00		
489	Ridge Creek Investment C	7-2024	Town Hall Payment	10430003	06/20/2024	2,233.11	14926	06/26/2024
		7-2024	Town Hall Payment	41430001	06/20/2024	1,099.89	14926	06/26/2024
Total 489:						3,333.00		
521	Silver Star Communication	6-2024	Town Hall Alarm System	10420214	06/01/2024	79.55	632403	06/03/2024
		6-2024	Town Hall Water Alarm Sys	41420108	06/01/2024	39.78	632403	06/03/2024
		6-2024	Office Lines	10410225	06/01/2024	328.05	632403	06/03/2024
		6-2024	Office Lines - Water	41410225	06/01/2024	161.57	632403	06/03/2024
Total 521:						608.95		
550	Sterling Medical	3443	Employee Drug Testing	10420132	09/07/2023	26.80	14927	06/26/2024
		3443	Employee Drug Testing	41420132	09/07/2023	13.20	14927	06/26/2024
		OCM23247	Employee Drug Testing	10420132	09/28/2023	36.58	14927	06/26/2024
		OCM23247	Employee Drug Testing	41420132	09/28/2023	18.02	14927	06/26/2024
Total 550:						94.60		
570	Team Laboratory Chemical	INV0041674	Cold Patch	10430109	06/18/2024	6,788.00	6282408	06/28/2024
Total 570:						6,788.00		
575	Thayne True Value Hardwa	B730688	Parts	41410271	05/02/2024	51.90	14907	06/14/2024
		B731745	Parts	41430402	05/15/2024	84.45	14907	06/14/2024
		B733780	Chainsaw chains and bar o	10430409	06/04/2024	71.95	14929	06/26/2024
		B734986	Conduit and adapters	10430409	06/20/2024	306.83	14929	06/26/2024
		C664755	Parts	41430107	04/30/2024	51.99	14907	06/14/2024
		C664773	Parts	10430100	04/30/2024	51.94	14907	06/14/2024
		C665957	Parts	10430100	05/08/2024	92.05	14907	06/14/2024
		C666852	Parts	10430402	05/13/2024	181.43	14907	06/14/2024

Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
		C668588	Parts	10430100	05/22/2024	104.97	14907	06/14/2024
		C675839	Cable and splice kits	10430409	06/20/2024	462.14	14929	06/26/2024
	Total 575:					1,459.65		
589	Town of Afton	17937, 1793	monthly water test	41430411	06/01/2024	54.00	14908	06/14/2024
	Total 589:					54.00		
611	Upper Case Printing, INK.	1817	Utility bill paper and envelo	41410222	06/10/2024	2,283.84	6282409	06/28/2024
	Total 611:					2,283.84		
619	Valley Wide Coop-BriteGas	I133775	First Response propane ta	10420305	06/01/2024	10.00	14909	06/14/2024
	Total 619:					10.00		
640	Western States Cat	IN002693782	Element for 938 loader	10430201	06/01/2024	631.19	6282410	06/28/2024
		IN002817433	Cutting edges for motorgra	10430201	06/10/2024	777.48	6282410	06/28/2024
	Total 640:					1,408.67		
659	Wyoming Association of M	17926	WYOCMA Membership for	10410228	06/04/2024	185.00	14910	06/14/2024
	Total 659:					185.00		
669	Wyoming Department of W	Q2 2024	Q2 2024 Worker's Comp	10410150	06/26/2024	1,138.58	6262401	06/26/2024
		Q2 2024	Q2 2024 Worker's Comp	10420150	06/26/2024	569.29	6262401	06/26/2024
		Q2 2024	Q2 2024 Worker's Comp	10430150	06/26/2024	2,602.47	6262401	06/26/2024
		Q2 2024	Q2 2024 Worker's Comp	10460150	06/26/2024	569.29	6262401	06/26/2024
		Q2 2024	Q2 2024 Worker's Comp	41440150	06/26/2024	3,253.08	6262401	06/26/2024
	Total 669:					8,132.71		
693	Yost Business Systems	B60052	Toner	10410258	06/01/2024	112.63	14911	06/14/2024
	Total 693:					112.63		
714	Westbank Sanitation	4542315T02	Split Distribution	10430407	06/01/2024	29.61	632402	06/03/2024
		4542315T02	Split Distribution	41430407	06/01/2024	14.58	632402	06/03/2024
		4542845T02	Split Distribution	10430407	06/01/2024	251.69	632402	06/03/2024
		4542845T02	Split Distribution	41430407	06/01/2024	123.96	632402	06/03/2024
		4542845T02	Dog Park Can	10510207	06/01/2024	42.37	632402	06/03/2024
	Total 714:					462.21		
717	Western States Fire Protec	150401	Contract for Services	10420214	06/04/2024	522.60	6102405	06/10/2024
		150401	Contract for services	41420108	06/04/2024	257.40	6102405	06/10/2024
	Total 717:					780.00		
741	DBS Services LLC	203	Rock	10430202	06/06/2024	1,105.00	14903	06/14/2024
	Total 741:					1,105.00		
761	Tawnie Lee Cazier	106	Cleaning Services	10430100	06/02/2024	217.75	6142409	06/14/2024
		106	Cleaning Sevices	41430100	06/02/2024	107.25	6142409	06/14/2024



Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
		107	Cleaning Services	10430100	06/09/2024	217.75	6142409	06/14/2024
		107	Cleaning Sevices	41430100	06/09/2024	107.25	6142409	06/14/2024
		108	Cleaning Services	10430100	06/16/2024	217.75	6282407	06/28/2024
		108	Cleaning Sevices	41430100	06/16/2024	107.25	6282407	06/28/2024
		109	Cleaning Services	10430100	06/23/2024	217.75	6282407	06/28/2024
		109	Cleaning Sevices	41430100	06/23/2024	107.25	6282407	06/28/2024
Total 761:						1,300.00		
768	Certified Laboratories	8708049	Shop supplies	10430402	05/30/2024	423.23	14902	06/14/2024
		8708049	Shop supplies	41430402	05/30/2024	423.22	14902	06/14/2024
Total 768:						846.45		
785	Principal Life Insurance Co	7-2024	Employee Benefits	10410130	06/16/2024	28.73	6252402	06/25/2024
		7-2024	Employee Benefits	10420130	06/16/2024	15.15	6252402	06/25/2024
		7-2024	Employee Benefits	10430130	06/16/2024	80.58	6252402	06/25/2024
		7-2024	Employee Benefits	10460130	06/16/2024	6.36	6252402	06/25/2024
		7-2024	Employee Benefits	41440130	06/16/2024	88.48	6252402	06/25/2024
Total 785:						219.30		
789	David's Plowing & Yard Ser	6-2024	Lawn care at Town Hall	10430100	06/24/2024	400.00	6282403	06/28/2024
		6-2024	Lawn care at Town Hall	41430100	06/24/2024	400.00	6282403	06/28/2024
Total 789:						800.00		
798	Union Wireless	6-2024	SCADA service	41410225	06/03/2024	77.16	6102404	06/10/2024
Total 798:						77.16		
803	Dearborn Group	7-2024	Employee Benefits	10410130	06/11/2024	11.03	6252401	06/25/2024
		7-2024	Employee Benefits	10430130	06/11/2024	34.96	6252401	06/25/2024
		7-2024	Employee Benefits	10460130	06/11/2024	6.61	6252401	06/25/2024
		7-2024	Employee Benefits	41440130	06/11/2024	54.51	6252401	06/25/2024
Total 803:						107.11		
805	Barco Municipal Products I	IN-249187	Detour signs	10430409	05/30/2024	638.37	14918	06/26/2024
Total 805:						638.37		
806	Teton Microbiology	2312017	Water samples	41430406	06/19/2024	64.00	14928	06/26/2024
Total 806:						64.00		
Grand Totals:						302,749.82		

## Report Criteria:

Includes all check types

Includes unprinted checks

Pay Period Date	Description	Amount	Check Number
06/08/2024	HSA Contribution HSA Pay Period	155.00-	14899
06/08/2024	Randy Mills Case #209481 Garnis	114.92-	14900
06/22/2024	HSA Contribution HSA Pay Period	155.00-	14916
06/22/2024	Randy Mills Case #209481 Garnis	114.92-	14917
06/08/2024	457 Contribution 457 Wyoming Re	75.00-	123011489
06/08/2024	FICA/FWH Tax Deposit Federal Wi	8,188.44-	123011490
06/22/2024	457 Contribution 457 Wyoming Re	75.00-	123011491
06/22/2024	FICA/FWH Tax Deposit Federal Wi	8,638.93-	123011492
06/08/2024	Retirement Contributions Wyoming	12,077.12-	123011493
06/08/2024		2,444.36-	602202716
06/08/2024		2,092.41-	602202717
06/08/2024		1,484.51-	602202718
06/08/2024		2,637.91-	602202719
06/08/2024		1,852.96-	602202720
06/08/2024		1,662.03-	602202721
06/08/2024		1,594.30-	602202722
06/08/2024		1,967.37-	602202723
06/08/2024		1,490.53-	602202724
06/08/2024		1,760.76-	602202725
06/08/2024		1,603.43-	602202726
06/08/2024		1,682.06-	602202727
06/08/2024		2,014.68-	602202728
06/08/2024		2,122.15-	602202730
06/22/2024		1,246.25-	602202731
06/22/2024		2,444.36-	602202732
06/22/2024		2,092.41-	602202733
06/22/2024		138.52-	602202734
06/22/2024		1,524.24-	602202735
06/22/2024		2,637.91-	602202736
06/22/2024		110.82-	602202737
06/22/2024		110.82-	602202738
06/22/2024		1,852.96-	602202739
06/22/2024		1,634.44-	602202740
06/22/2024		2,161.75-	602202741
06/22/2024		1,832.23-	602202742
06/22/2024		110.82-	602202743
06/22/2024		1,490.53-	602202744
06/22/2024		1,760.76-	602202745
06/22/2024		1,027.19-	602202746
06/22/2024		1,682.06-	602202747
06/22/2024		2,043.09-	602202748
06/22/2024		3,924.31-	602202749
06/22/2024		1,780.09-	602202750
Grand Totals:		<u>87,609.35-</u>	

## Star Valley Ranch

6/1/24 to 6/30/24

Citations	0
Warnings	1
CFS/Law Incidents	61
Special Patrol	22

Animal Problem	3	Abandoned Vehicle	
Agency Assist		Alarms	2
Assault		Auto Accident	1
Burglary		Animal problem	
Citizen Assist	1	Citizen Dispute	
Civil standby	1	Controlled Burn	
Child abuse		Alcohol problem	
Controlled Substance		Disturbance	
Custodial Interference		Domestic Violence	
Drugs		Game & Fish	
e911	6	Harassing	2
Dead body	1	Fireworks	1
Fraud		Littering	
Information		Lost/Found Property	
Juvenile Problem		Livestock	1
Lost/Found Animal	1	Public relations	3
Motor assist		Medical	12
Reckless driving		Mental subject	1
Search & Rescue		School assist	
REDDI	1	Suspicious	4
Theft		Threatening	1
Traffic	3	Vin inspection	7
Welfare check	4	Weapon offense	1
Trespassing	3	Vandalism	
Utility problem	1	VIN Stamp	



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

July 1, 2024

**Municipal Court Report for June 2024**

1. There were 4 (four) court cases on the docket this month. All 4 (four) were for citations issued in prior months and carried over into June.
  - 1 (one) for \$72.03- No pushing snow across any Town Road.
  - 2 (two) for \$113.112- No permit for Short-term Rental.
  - 1 (one) for \$90.05- Dog on the loose.
2. 1 (one) did not show and will be rescheduled for next month.
3. \$30.00 in Court Costs were assessed and \$30.00 in Court Costs were collected.
4. \$0.00 in fines were assessed.

Respectfully Submitted,

Gina Corson

Court Clerk- Town of Star Valley Ranch, WY

# Town of Star Valley Ranch

## Special Municipal Officer

6/1/2024- 6/30/2024

Verbal Warnings	5
Written Warnings	2
Citations	6 (+ S.W.O.1)

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

**Memorandum of Understanding  
between  
The Town of Star Valley Ranch  
and  
The Lincoln County Sheriff's Office**

**Term of Agreement**

THIS MOU is effective upon the day and date last signed and executed by the Town of Star Valley Ranch Mayor and the Lincoln County Sheriff and shall remain in effect until terminated by either party in accordance with the terms of this MOU or until December 31, 2026. The MOU will be automatically renewed at the end of the term of each Lincoln County Sheriff and the term of each Mayor of the Town of Star Valley Ranch unless terminated by either party.

**Purpose of MOU**

The purpose of the MOU is for the Lincoln County Sheriff's Office to provide enforcement of the Wyoming State Statutes and/or Star Valley Ranch Ordinances within the Town of Star Valley Ranch boundaries as well as conduct special patrols of the entire Town as requested and agreed by both parties. The certified peace officers covered by this MOU are all certified peace officers employed by the Lincoln County Sheriff's Office.

**Cost to the Town**

In exchange for the services provided by the Lincoln County Sheriff's Office, the Town of Star Valley Ranch will pay the County a total sum of One Hundred Thirty Thousand Dollars (\$130,000.00) per year. The funds will be paid in two (2) equal installments to the County general fund due no later than August 1st and January 1st of each year. The County will provide the Sheriff's Office budget funds to cover the cost of the services contemplated herein including the cost of all salaries, wages, benefits, and equipment.

**Sheriff's Office Duties**

Enforce Wyoming State Statutes and Title VII: Traffic Code of Star Valley Ranch Ordinances (which adopts portions of the Wyoming Uniform Act Regulating Traffic on Highways) within the Town of Star Valley Ranch. Provide patrol coverage in the Town of Star Valley Ranch and respond as needed to calls for service.

Special Patrols as needed and determined by the Mayor and Sheriff to include DUI shifts, speeding shifts, unlicensed drivers (particularly minors) shifts, or special shifts at Town events as requested and agreed upon by both parties. Authorized Town individuals for requesting special shifts shall be the Special Municipal Officer, Mayor, Members of the Town Council, Town Administrator, and Town Clerk only.

Make available to the Town with reasonable notice all public records and logs pertaining to the Town of Star Valley Ranch to include monthly schedules and reports of activity as requested. The Sheriff's Office will provide to the Town by fax or email within forty-eight (48) hours after issuance of a citation an electronic copy of the citation or a form that includes the Defendant's name and Bond amount of the citation that was issued. The Sheriff's Office will submit all citations issued by it to the Star Valley Ranch Town Clerk no later than five (5) days prior to the scheduled Municipal Court appearance as set forth on the citation.

### **Town of Star Valley Ranch Duties**

Inform the Sheriff's Office of the Star Valley Ranch Municipal Court schedule. Subpoena any Sheriff's Office employee required to testify at any hearing or trial in the Star Valley Ranch Municipal Court. Inform the Sheriff's Office of any changes or additions to any Star Valley Ranch Ordinances which could impact the Sheriff's Office services hereunder. The Town may, at its discretion, hire a special municipal officer to assist with enforcement of Star Valley Ranch Ordinances not enforced by the Sheriff's Office. The special municipal officer will work together with the Lincoln County Sheriff's Office to coordinate enforcement activities as needed.

### **Prosecution and Fines**

All violations of Star Valley Ranch Ordinances shall be cited in the Star Valley Ranch Municipal Court. Violations of Wyoming State Statutes, unless adopted by Star Valley Ranch through Ordinance, will be prosecuted by the Lincoln County and Prosecuting Attorney's office in the appropriate court.

### **Animal Control**

The Town of Star Valley Ranch through its special municipal officer shall be primarily responsible for all investigations and citations involving animal control. The Sheriff's Office will remove vicious dogs pursuant to its policies and at its discretion.

### **Amendments**

Any party to this agreement may request changes to this MOU. Any changes, modifications, revisions, or amendments which are mutually agreed upon by and between the parties shall become effective when executed and signed by the parties to this MOU.

### **Termination**

This MOU may be terminated without cause, by either party upon sixty (60) days written notice.

## **Immunity**

Lincoln County does not waive sovereign immunity by entering into this MOU and specifically retains immunity and all defenses available to it. The Town of Star Valley Ranch does not waive sovereign immunity by entering into this MOU and specifically retains immunity and all defenses available to it.

## **Entirety of Agreement**

This MOU represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations, and agreements, whether written or oral.

## **Severability**

Should any portion of this MOU be judicially determined to be illegal or unenforceable, the remainder of this MOU shall continue in full force and effect.

The parties to this MOU through their duly authorized representatives have executed this MOU on the date set out below and certify that they have read, understood, and agreed to the terms and conditions of this Agreement.

**In Witness Whereof**, the parties to this MOU have caused it to be executed effective this \_\_\_\_ day of \_\_\_\_\_, 2024.

**Lincoln County Sheriff's Office:**

\_\_\_\_\_  
**M. Shane Johnson, Sheriff**

\_\_\_\_\_  
**Date**

**Town of Star Valley Ranch:**

\_\_\_\_\_  
**Kathleen M. Buyers, Mayor**

\_\_\_\_\_  
**Date**

**Attest:**

\_\_\_\_\_  
**Kristin Gray, Town Clerk / Treasurer**



Town of

# *Star Valley Ranch, Wyoming*

I move to approve the agreement between the Town of Star Valley Ranch and the Lincoln County Sheriff's Department and authorize Mayor Kathleen Buyers to sign the agreement on behalf of the Town of Star Valley Ranch.

The Town of

# *Star Valley Ranch, Wyoming*

Ordinance 2024-07

Title V Public Works

Chapter 52 Liquid Assets

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

Explanation: This ordinance updates existing code to clarify language regarding reserves.

Existing Title V Chapter 52 is in BLACK, changes for first reading are in BLUE, second reading in GREEN, third reading in ORANGE, removal in RED.

## CHAPTER 52: LIQUID ASSETS MANAGEMENT

### § 52.01 RESERVE GENERAL.

This chapter establishes ~~a series of~~ Water Department ~~reserves and defines their intended purpose and future uses. reserves that are well defined and dictates their management processes for authorized uses (replacement, upgrade expansion, loan payments and acquisition of capital equipment) of the town's Water Department's reserves to maintain the integrity of our water system on behalf of the town's residents.~~

(A) *Definitions.* For the purpose of this chapter, the following definitions ~~of types of reserves~~ shall apply unless the context clearly indicates or requires a different meaning.

**ASSIGNED (SET BY BUDGET).** This classification includes amounts that are constrained by the town's intent to be used for a specific purpose but are neither restricted nor committed. This intent can be expressed by the Town Council or Town Administrator. No other governing body or officials have this authority delegated to them. ~~This classification also includes the remaining positive fund balance for all governmental funds except for the General Fund.~~

**COMMITTED (SELF-IMPOSED ESTABLISHED BY ORDINANCE).** This classification includes amounts that can be used only for specific purposes pursuant to constraints

imposed by formal action of the Town Council. These amounts cannot be used for any purpose unless the Town Council removes or changes the specified use by taking the same type of action (ordinance or resolution) that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements.

~~**EXPANSION.** A budgeted increase in capacity to meet the requirements of actual or anticipated users (metered connections):~~

**MAINTENANCE.** The budgeted day to day operations, including care and minor repairs of the system.

**REPAIR.** The budgeted modification of an existing system component to:

- (a) Fix major failed or failing components (usually of significant cost); or
- (b) Fix an inferior component that does not meet department standards.

**REPLACEMENT.** The complete replacement of a portion or the entire system that is beyond the end of useful life expectancy or is requiring extensive repairs annually.

~~—**RESERVES (FUND BALANCES).** A fund balance is defined as the cumulative difference of all revenues and expenditures since the government's creation. Thus, a current fund balance results from the cumulative financial decisions made by the governing body since the government's formation. Positive fund balances are also called reserves. However, not all of these funds are available for spending.~~

**RESTRICTED (REQUIRED BY OTHERS, SET BY ORDINANCE).** This classification includes amounts for which constraints have been placed on the use of resources either:

- (a) Externally imposed by creditors (such as through a debt covenant), grantors, contributors or laws or regulations of other governments; or
- (b) Imposed by law through constitutional provisions or enabling legislation.

~~**UNASSIGNED.** This classification includes the residual fund balance for the General Fund. The unassigned classification also includes negative residual fund balance of any other governmental fund that cannot be eliminated by the offsetting of assigned fund balance amounts.~~

~~—**UPGRADE.** The budgeted modification of an existing system component to modernize and improve the efficiency of service to existing users.~~

(B) *Changes to reserves.* Reserves are established to accumulate funds for specific uses. Unless otherwise provided for in a specific reserve, a reserve may **not** be changed, altered, retired, eliminated or abandoned, **except** by **standard ordinance procedures: action of the Town Council through a resolution or ordinance.**

## § 52.02 FUNDS WITHDRAWAL AUTHORIZATION.

Funds may be withdrawn and used for the ~~sole specified~~ purposes, as defined in ~~the specific each~~ reserve's section ~~herein~~, ~~exclusively~~ under the following conditions:

(A) *Authorization for planned use of reserve funds.*

(1) *Budgeted projects.* The project is part of and specifically identified in ~~the Water Department's annual budgets: Chapter 34, Tax and Finance; Appropriations for Current Fiscal Year (current fiscal year) (published separately and on file in the office of the Town Clerk); General Information, Water Department Operating Budget, (see appendix 3.19-B1 in document published separately and on file in the office of the Town Clerk) or Water Department Capital Improvement Budget, (see appendix 3.19-B2 in document published separately and on file in the office of the Town Clerk).~~

(2) *Procedure.* The town will follow the standard procedure for ~~project contracting when withdrawal of withdrawing~~ funds from any reserve, ~~except the loan repayment, and capital equipment, and facilities reserves, for a budgeted project, following these general steps;~~

~~—— (a) Public notification of a specific water project;~~

~~—— (b) Initiate contract action; and~~

~~—— (c) Council meeting;~~

~~—— 1. Project plan; details;~~

~~—— 2. Intent to finance the project with funds from a specific reserve; and~~

~~—— 3. Resolution.~~

(B) *Authorization for emergency use of reserve funds.* This chapter gives the Mayor (or Mayor Pro Tem) the authority to declare a "water emergency" for the specific purpose of using funds from the system reserve to pay for the emergency repairs of the water system.

(1) *Water emergency.*

(a) An emergency exists which significantly threatens the continued operation of the water system; and

(b) There is insufficient time to authorize the use of reserve funds ~~for the project~~ in order to effectively ~~and timely~~ address the emergency situation.

(2) *Procedure.* Prior to the actual withdrawal of funds from the system ~~r~~Reserve for an emergency project, steps (a) Documentation; and (b) Notification below, shall be completed.

(a) *Documentation.*

1. Declaration shall be within 48 hours of the detection of the condition.
2. A document shall be presented to the Town Clerk for verification of the action.
3. Description of the condition.
4. Estimate of time and cost to repair.
5. Authorization of Town Clerk to transfer funds from the system ~~replacement~~ reserve as needed to meet payment requirements.
6. Signed by Mayor (or Mayor Pro Tem) and one additional Council member.

(b) *Notification.* Town Clerk will immediately upon receipt of the documentation inform the following individuals of the “water emergency” with a copy of the declaration.

1. Town Council.
2. Town Administrator. ~~administration staff.~~
3. Public Works Director.

~~4. Water Board members.~~

~~5.~~ 4. Public notification.

(c) ~~Hold an emergency Town Council meeting within ten days of declaration. Pass an emergency ordinance Water Department budget amendment for immediate use of funds needed.~~ Review and change the fee schedule for water rates if the reserve is to be replenished.

~~(d) Followup. At the next regularly scheduled Town Council meeting, continue to follow up the emergency ordinance process with a first reading of a budget amendment ordinance.~~

## § 52.03 ~~WWDC~~ SINKING FUND RESERVE

(A) This section authorizes the creation and use of a ~~WWDC~~ Sinking Fund Reserve as a condition of our loans and grants from the Wyoming Water Development Commission (WWDC).

(B) This reserve is classified as a ~~restricted~~ committed reserve.

(1) *Objective.*

(a) To remain in total compliance with the terms and conditions of our loan ~~and grant contract~~ agreement with the WWDC.

(b) To be used for repairs and maintenance to the system.

(2) *Anticipated size.* Required amount per the loan agreement, which is Fully funded at \$500,000.

(3) *Source of funds.*

(a) This reserve is fully funded at the inception of this chapter. Any use of funds from this reserve shall be replaced from water fees at a rate of one-tenth (10%) per fiscal year until fully funded.

~~(b) All earnings from investments of this reserve's funds shall be reinvested into the system reserve.~~

~~(4) Authorized uses.~~

~~— (a) Any use of this fund shall be authorized by the WWDC.~~

~~— (b) Sole purpose of this reserve is for the replacement of the water system per WWDC loan agreement.~~

~~— (c) At the end of any contractual obligation to the WWDC, this reserve will be terminated and all funds transferred into system replacement and upgrade reserve.~~

(4) (5) *Administration.* This section authorizes the Town Clerk to deposit, withdraw and pay obligations that are in full compliance with this chapter.

#### § 52.04 WATER SYSTEM REPLACEMENT AND UPGRADE RESERVE.

(A) This section authorizes the creation and use of a water system reserve for the sole purpose of collecting sufficient funds for the repair and upgrades and replacement of the existing water system's components and the replacement of portions of or the entire system in the future.

(B) This reserve is classified as a committed reserve.

(1) *Objective.* Set aside sufficient funds to repair, upgrade and replace and upgrade the existing water system components as needed to protect the water system's capabilities and capacity and the integrity of its operational intent.

~~— (2) Anticipated size. The objective is to have a reserve balance commensurate with planned upgrades to the system and the risk of replacing large portions of the system.~~

(2) (3) *Source of funds.*

~~(a) 1. The town shall budget each year the larger of:~~

~~a. Annual anticipated depreciation expense for the water system's infrastructure;~~  
or

~~b. The total of annual water loan payments to the state.~~

~~2. All excess funds following the allocation to the loan repayment reserve shall be deposited in this reserve.~~

(a) ~~(b)~~ Town Council by resolution or ordinance may deposit ~~additional funds into this reserve~~, excess funds from water operations into this reserve.

(b) tap fees will be deposited into this reserve upon receipt

~~(c) At the inception of this ordinance, the combining of two existing reserves; water depreciation reserve and water connection fee reserve shall be transferred by resolution into this reserve.~~

~~—(d) All earnings from investments of this reserve's funds shall be reinvested into this reserve.~~

~~(4) Authorized uses. Funds shall be used solely for the repair of the water system's components to maintain the capacities and capabilities of the system and for the replacement of portions of or the entire system.~~

(3) ~~(5)~~ Administration. This section authorizes the Town Clerk to deposit, withdraw and pay obligations that are in full compliance with this chapter.

## **§ 52.05 LOAN REPAYMENT RESERVE.**

(A) This section authorizes the creation and use of a loan repayment reserve for the sole purpose ~~as a depository of equal, monthly deposits from monthly water fees and to ensure the availability~~ of collecting funds to meet loan obligations on time and in full.

(B) This reserve is classified as a committed reserve.

(1) Objective. To ensure the town's ability to meet all payments associated with the water department's project loans ~~from the various agencies of the state.~~

(2) Anticipated size. ~~An amount, such that the reserve never goes below \$1 during any fiscal period.~~ Reserve shall be sufficient to meet:

(a) ~~Each~~ The annual payment of all water loans;

(b) ~~The anticipated cost for interim interest or fees associated with a water system construction project loan;~~ Any interest or other fees associated with the in-process water project loans; and

(c) ~~Known~~ Anticipated future payments related to in-process water project loans.

(3) Source of funds.

(a) Funds collected from ~~a portion of the base fees and~~ service availability fees ~~and an equal portion of the water base fees required to meet the annual total of the water system's loan payments.~~

(b) Town Council by resolution or ordinance may deposit additional funds into this reserve.

~~(4) Authorized uses. Funds are for exclusive use to meet the town's obligations for:~~

~~— (a) Each annual payment of all water loans, on time and in full; and~~

~~— (b) Can be used to cover the cost of any interim interest or fees associated with a water system construction project loan.~~

(4) (5) *Administration.* This section authorizes the Town Clerk to deposit, withdraw and pay obligations that are in full compliance with this chapter.

## **§ 52.06 PLANT INVESTMENT RESERVE.**

(A) This section authorizes the creation and use of a plant investment reserve for ~~sole purpose use~~ as a depository of plant investment fees (as described in Chapter 53) and use of funds for “expansion” costs of the existing water system’s source and storage components.

(B) This reserve is classified as a committed reserve.

(1) Objective. To protect the water system’s future capacity and the integrity of its operational intent. The funds shall be used to minimize the cost of any additional expansion to the existing water system ~~users.~~

~~(2) Anticipated size. The sum of the number of units (§ 53.04) approved by the Town Council multiplied by the plant investment fees as published in the § 50.19, Culinary water service fees) less any expenditures for system expansion.~~

(2) (3) Source of funds.

(a) ~~Sum of and exclusively from the~~ plant investment fees collected.

~~(b) All earnings from investments of this reserve's funds shall be reinvested into this reserve.~~

~~(4) Authorized uses:~~

~~— (a) Funds shall be used solely for the current and future expansion of the water system to provide additional source and storage capacities and capabilities resulting from the additional demands for the added users.~~



~~—(b) Project selection shall be by ordinance only. (See § 52.02, Withdrawal authorization.)~~

(3) (5) Administration. This section authorizes the Town Clerk to deposit, withdraw and pay invoices that are in full compliance with this chapter.

## **§ 52.07 CAPITAL EQUIPMENT RESERVE.**

(A) This section authorizes the creation and use of a capital equipment reserve as a depository to accumulate funds for future acquisitions of Water Department equipment.

(B) This reserve is classified as an ~~assigned~~ committed reserve.

(1) *Objective.* Provide ~~the town a mechanism to allocate funds in one or more fiscal budget years for planned equipment acquisitions in future years, thus avoiding financing charges for time payments, while spreading the costs over more than one fiscal year. for~~ the purchase of capital equipment used by the water system as defined by budget.

(2) *Anticipated size.* An amount equal to the anticipated costs of the planned equipment acquisition costs

(3) *Source of funds.*

(a) ~~Funds budgeted from the collection of water fees.~~ Excess funds from operations.

(b) Town Council by resolution or ordinance may deposit additional funds into this reserve.

~~(4) Authorized uses:~~

~~—(a) Funds are for exclusive use to meet the town's anticipated acquisition of equipment as planned and included in the water system budget designated in previous and current capital budgets.~~

~~—(b) This reserve may be used to accumulate funds for an end-of-lease purchase options.~~

~~—(c) Based on the needs of the Water Department, the Town Council may change, by resolution, the designated equipment to a more critical piece of equipment.~~

~~(d) Any excess funds as deemed by a Town Council resolution may be transferred back to the Water Department's "Unencumbered Funds - Cash" account.~~

(4) (5) *Administration.* This section authorizes the Town Clerk to deposit, withdraw and pay obligations that are in full compliance with this chapter.

## § 52.08 FACILITIES RESERVE

- (A) This section authorized the creation and use of a facilities reserve as a depository to accumulate funds for the future costs of maintaining or improving the water system's facilities.
- (B) This reserve is classified as an assigned reserve.
  - (1) *Objective:* provide funds for the maintenance and improvement of facilities used by the water system.
  - (2) *Anticipated size:* An amount equal to the anticipated costs of the planned facility maintenance or improvement costs as budgeted.
  - (3) *Source of Funds:*
    - (a) Funds budgeted from the collection of water fees
    - (b) The governing body may by resolution or ordinance deposit funds into this reserve.
  - (4) *Administration.* This section authorizes the Town Clerk to deposit, withdraw, and pay obligations that are in full compliance with this chapter.

The Town of  
*Star Valley Ranch, Wyoming*

**Ordinance 2024-10**

**Title XV Land Usage**

**Chapter 150 Buildings**

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

Explanation: The proposed changes would allow approval of plans for exterior structural elements based on minimum structural requirements typical in most other areas such as joint span tables or rafter span tables, which are not provided explicitly in the IRC since our area's requirements go above what is provided in the tables in the IRC book.

**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.**

**§ 150.076 International Residential Code.**

(B) The said code is incorporated herein by reference as if the same were more fully herein set out except as follows:

(9) Section R301.1.3 Engineered Design. At the end of the first paragraph add: "All new residential structure as defined in the IRC, remodels involving structural members within the residence, or any construction adding additional living space as part of the residence, as well as ~~irregular and/or two-story~~ accessory buildings ~~including trusses that require a building permit~~, shall have all structural calculations approved by a professional civil or structural engineer licensed in the State of Wyoming bearing their stamp or seal". Because of the high snow load requirements and the seismic zone all structural calculations must be done in accordance with the 2018 International Building Code (IBC) 2018 edition. ~~Exterior structural elements such as decks and porch roofs may, with approval of the Town, be exempt from engineered plan requirements so long as the plans follow minimum requirements provided by the town board and a licensed Wyoming engineer.~~