



REGULAR TOWN MEETING

June 11, 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
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 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
 - B. Resolution 24-06-11-002 Property Purchase
 - C. Motion – Approval of Lease for Snowblower
 9. Ordinances
 - A. Ordinance 2024-05 Appropriations for Fiscal Year 2024-2025 – 3rd Reading
 - B. Ordinance 2024-06 Title V Public Works Chapter 54 Water Rates – 3rd Reading
 - C. Ordinance 2024-07 Title V Public Works Chapter 52 Liquid Assets – 2nd Reading
 - D. Ordinance 2024-10 Title XV Land Usage Chapter 150 Buildings – 2nd Reading
 10. Mayor and Council
 11. Adjournment

WORK SESSION AGENDA

Town of Star Valley Ranch

Town Council Chambers

Tuesday, May 14, 2024, 10:00 AM

1. CALL TO ORDER AND ROLL CALL

- All the council present plus Mayor Buyers, Clerk/Treasurer Gray and Public Works Director Cazier.
- Councilman Rok moved to approve the agenda, Councilman Merrill seconded, all ayes.

2. WORK SESSION ITEMS

a. Public Works Update (William Cazier)

- PW Director Cazier explained how he is checking the water loss monthly with data from the SCADA system and usage reports from billing. He plans on putting a meter on hydrants when they fill water trucks and is aware of two leaks that are being fixed.
- PW Director Cazier explained that they are grading roads and capping them with new road base, and they will be working on drainage problems.
- WIP 2023 will start on the 15th with potholing on Green Canyon.
- The 2024 road projects will begin June 1st and take about 2 weeks for Brambleberry paving.
- Councilman Merrill would like to know the legality of allowing town employees to work on personal vehicles in the town facilities after hours, citing WS 15-1-128.

b. Administration Update (Kristin Gray)

- Billing Clerk Mason has returned to work and Clerk/Treasurer Gray is very excited about that, she is very effective and helped discover the calculation issue with penalties and interest.
- The new building official has accepted the job offer and will start soon.
- A new website design is in the works with a kickoff meeting happening on the 20th; any ideas or pictures are welcome. Councilman Rok would like to see a news blog as an option, as well as the town's history.

c. Financials

- The financial reports are delayed while the issue with the penalty and interest calculations and billing adjustments is worked out with the town's accountant and FAB board chairman.

d. Board Reports

- Councilman Rok spoke about P&Z and the building fees which are still under discussion.
 - Councilman Merrill would like to see if we can get saplings to hand out on Arbor Day, and will look into what will be needed for Safety Day.
- e. Regular Town Council Agenda
- The council discussed who will present what agenda items.

3. MATTERS FROM THE MAYOR AND COUNCIL

- The PW Director has spoken to a landscaping engineer about the design and ideas for the town commons, the council will come up with ideas and hold public meetings.
- The council discussed the service levels for snow removal and what the town's responsibility is.
- The mayor let the council know the appraisal on the property on East Forest Drive is being scheduled.

4. EXECUTIVE SESSION

- Councilman Rok moved to move into Executive Session for a discussion on personnel matters, Councilman Denney seconded, all ayes.
TA questions.
- Councilman Ellis moved to return to regular session, Councilman Denney seconded, all ayes.

5. RECESS at 12:31pm until 7pm.

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



REGULAR TOWN MEETING

May 14, 2024
7:00 PM

1. Call to Order, Roll Call of Councilmen, Statement of Quorum
 - All the council were present at town hall, plus Mayor Buyers, Clerk/Treasurer Gray, and Billing Clerk Mason.
2. Pledge of Allegiance
3. Reconvene Regular Meeting
 - Councilman Denney moved to reconvene, Councilman Rok seconded, all ayes.
4. Adopt Agenda
 - Councilman Ellis moved to adopt, Councilman Merrill seconded, all ayes.
5. Announcements/Proclamations
 - A. Mid-Valley Fire District Fire Chief Ted Jenkins
 - Chief Jenkins spoke about the “All Fire Days Training” day that will take place on May 18th, and the proposed budget for the Mid-Valley Fire District including equipment for the fire station across from Town Hall.
 - B. Lincoln County Chief of Staff Stephen Allen
 - Mr. Allen spoke to the council about his role with the county and what he has accomplished since taking the position. He also spoke about plans for the county and how they will impact the town.
6. Public Comment
 - Ms. Lowe spoke about the elections, voter registration, and candidate filing.
 - Mr. Bitter thanked the council for making Firewise earlier.
 - Mr. Marquardt asked about the building permit fees and asked that they be standardized.
7. Adopt Consent Agenda
 - Councilman Denney moved to approve the consent agenda, Councilman Rok seconded, all ayes.
 - A. Approve Minutes for April 9 Work Session, April 9 Regular Meeting, May 7 Work Session
 - B. Disbursements
 - C. Community Board Appointment – Matt Lenz – Roads Advisory Board - 2026
 - D. Dispatch Report
 - E. Court Report

F. Special Municipal Officer Report

8. Public Hearings and/or Action Items

A. Resolution 24-05-14-001 for Lodging Tax

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

B. Resolution 24-05-14-002 for Special Purpose Tax

- Councilman Merrill read the resolution, and moved to approve, Councilman Denney seconded, all ayes.

C. Liquor License – The Grill, LLC

- Clerk/Treasurer Gray read a recommendation to approve the liquor license, and the applicant answered questions from the Council. Comments were also taken from the public in attendance, the record of which is in the recording of the meeting on YouTube. General comments were made about glass containers in the pool area, minors being around the sale and consumption of alcohol, and the liability exposure of having alcohol served near the pool as well as residents and customers accepting responsibility for their own actions. Councilman Merrill moved to approve the issuance of a retail liquor license to The Grill, LLC, Councilman Rok seconded, Councilman Ellis abstained, Councilmen Rok, Denney, Merrill, and Mayor Buyers ayes.

9. Ordinances

- Councilman Rok moved to approve the ordinances by title and explanation, Councilman Denney seconded, all ayes.

A. Ordinance 2024-04 Title XV Land Usage Chapter 154 Zoning – 3rd Reading

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

B. Ordinance 2024-05 Appropriations for Fiscal Year 2024-2025 – 2nd Reading

- Clerk/Treasurer Gray presented, Councilman Rok moved to approve, Councilman Denney seconded, Councilman Merrill nay, Councilmen Denney, Rok, Ellis and Mayor Buyers aye.

C. Ordinance 2024-06 Title V Public Works Chapter 54 Water Rates – 2nd Reading

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

D. Ordinance 2024-07 Title V Public Works Chapter 52 Liquid Assets – 1st Reading

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

E. Ordinance 2024-08 Title XV Land Usage Chapter 154 Zoning – 1st Reading

- Councilman Merrill moved to postpone the reading until the July meeting, Councilman Rok seconded, all ayes.



F. Ordinance 2024-09 Title VII Traffic Code Chapter 71 Roads, Vehicles and Traffic Control – 1st Reading

- Councilman Merrill moved to postpone the reading until the July meeting, Councilman Rok seconded, all ayes.

G. Ordinance 2024-10 Title XV Land Usage Chapter 150 Buildings – 1st Reading

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

10. Mayor and Council

- Mayor Buyers spoke about the open council seats and how to apply, and the water project starting this month.
- Councilman Merrill spoke about Arbor Day on June 15th, Safety Day on June 8th.
- Councilman Rok spoke about the Travel and Tourism Board and Planning and Zoning Board meetings.

11. Adjournment

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

Report Criteria:
Detail report type printed

Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
116	NAPA Auto Parts	712596	Parts	10430402	04/01/2024	84.36	14867	05/15/2024
		712628	Parts	10430201	04/01/2024	61.71	14867	05/15/2024
		712650	Parts	41430219	04/01/2024	117.54	14867	05/15/2024
		712713	Parts	10430201	04/02/2024	30.56	14867	05/15/2024
		712714	Parts	10430402	04/02/2024	1,350.00	14867	05/15/2024
		712839	Parts	10430201	04/03/2024	696.19	14867	05/15/2024
		713107	Parts	10430201	04/05/2024	72.97	14867	05/15/2024
		713379	Parts	10430107	04/08/2024	17.98	14867	05/15/2024
		713381	Parts	41430402	04/08/2024	147.96	14867	05/15/2024
		713626	Parts	10430402	04/10/2024	10.98	14867	05/15/2024
		713789	Parts	10430402	04/11/2024	26.99	14867	05/15/2024
		714165	Credit	10430201	04/15/2024	950.00-	14867	05/15/2024
		714174	Parts	10430201	04/15/2024	70.32	14867	05/15/2024
		714557	Parts	10430201	04/18/2024	83.87	14867	05/15/2024
		714575	Parts	10430201	04/18/2024	35.09	14867	05/15/2024
		714906	Parts	10430201	04/22/2024	124.94	14867	05/15/2024
		715236	Parts	10430201	04/24/2024	73.74	14867	05/15/2024
		715275	Parts	10430201	04/25/2024	33.80	14867	05/15/2024
		715346	Parts	10430402	04/25/2024	38.94	14867	05/15/2024
		715347	Parts	10430402	04/25/2024	38.94	14867	05/15/2024
		715630	Parts	10430201	04/29/2024	19.99	14867	05/15/2024
		715632	Parts	10430402	04/29/2024	33.96	14867	05/15/2024
		715652	Parts	10430201	04/29/2024	78.57	14867	05/15/2024
		715753	Parts	10430201	04/30/2024	113.50	14867	05/15/2024
Total 116:						2,412.90		
120	Amazon Capital Services	1KYH-MQKK	Amazon orders	10410258	05/01/2024	262.00	5292401	05/29/2024
		1KYH-MQKK	Amazon orders	41410258	05/01/2024	14.55	5292401	05/29/2024
		1KYH-MQKK	Amazon orders	10430402	05/01/2024	38.00	5292401	05/29/2024
		1KYH-MQKK	Amazon orders	41430402	05/01/2024	66.99	5292401	05/29/2024
		1KYH-MQKK	Amazon orders	10430409	05/01/2024	941.48	5292401	05/29/2024
		1KYH-MQKK	Amazon orders	10410238	05/01/2024	77.24	5292401	05/29/2024
		1KYH-MQKK	Amazon orders	41410238	05/01/2024	38.05	5292401	05/29/2024
		1KYH-MQKK	Amazon orders	10430201	05/01/2024	971.92	5292401	05/29/2024
		1KYH-MQKK	Amazon orders	41430219	05/01/2024	1,318.71	5292401	05/29/2024
		1KYH-MQKK	Amazon orders	10430107	05/01/2024	126.10	5292401	05/29/2024
		1KYH-MQKK	Amazon orders	41430107	05/01/2024	77.73	5292401	05/29/2024
Total 120:						3,932.77		
122	American Express	00026504	Spring WARWS expense	41410210	04/16/2024	75.54	5212401	05/21/2024
		10I9YJ	Spring WARWS expense	41410210	04/19/2024	113.12	5212401	05/21/2024
		10J06I	Spring WARWS expense	41410210	04/19/2024	113.12	5212401	05/21/2024
		10J06J	Spring WARWS expense	41410210	04/19/2024	113.12	5212401	05/21/2024
		1107503	Parts	10430201	05/07/2024	1,263.14	5212401	05/21/2024
		1Z0T6E5H02	UPS to SLIB	41410271	04/15/2024	36.03	5212401	05/21/2024
		1Z0T6E5H02	UPS to SLIB	41410271	05/13/2024	35.85	5212401	05/21/2024
		2755789999	Adobe	10410802	05/05/2024	14.06	5212401	05/21/2024
		2755789999	Adobe	41410802	05/05/2024	6.93	5212401	05/21/2024
		3145761	Spring WARWS expense	41410210	04/18/2024	78.14	5212401	05/21/2024
		432	Parts	10430201	04/24/2024	75.16	5212401	05/21/2024
		6267491969	Spring WARWS expense	41410210	04/15/2024	87.87	5212401	05/21/2024
		811741	Spring WARWS expense	41410210	04/19/2024	36.35	5212401	05/21/2024

Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
		817019	Spring WARWS expense	41410210	04/17/2024	28.53	5212401	05/21/2024
		817944	Spring WARWS expense	41410210	04/17/2024	90.15	5212401	05/21/2024
		845237	Spring WARWS expense	41410210	04/16/2024	27.90	5212401	05/21/2024
		888836	Spring WARWS expense	41410210	04/18/2024	18.23	5212401	05/21/2024
		9381575630	Registration for online clas	10410210	05/15/2024	237.00	5212401	05/21/2024
		9921152158	Office supplies	10410258	04/24/2024	23.99	5212401	05/21/2024
		G045181732	Office	10410802	05/05/2024	26.26	5212401	05/21/2024
		INV2566144	Zoom	10410802	05/13/2024	11.25	5212401	05/21/2024
		INV2566144	Zoom	41410802	05/13/2024	5.54	5212401	05/21/2024
		MC18239662	Mailchimp	10410802	04/18/2024	17.75	5212401	05/21/2024
		MC18239662	Mailchimp	41410802	04/18/2024	8.75	5212401	05/21/2024
		SDT5088	Programmer for water truck	41430219	04/23/2024	600.00	5212401	05/21/2024
Total 122:						3,143.78		
154	Blue Cross Blue Shield	2405030796	Employee Benefits	10410130	05/03/2024	1,643.31	582404	05/08/2024
		2405030796	Employee Benefits	10430130	05/03/2024	5,409.29	582404	05/08/2024
		2405030796	Employee Benefits	10460130	05/03/2024	235.55	582404	05/08/2024
		2405030796	Employee Benefits	41440130	05/03/2024	6,486.46	582404	05/08/2024
Total 154:						13,774.61		
173	Car Quest Auto Parts	15407	Parts	10430201	04/29/2024	17.79	5152401	05/15/2024
		43666	Parts	10430402	04/01/2024	90.97	5152401	05/15/2024
		45371	Parts	10430201	04/29/2024	17.79	5152401	05/15/2024
		45437	Parts	10430201	04/30/2024	17.79	5152401	05/15/2024
Total 173:						144.34		
177	Caselle, Inc	132773	Software	10410804	05/01/2024	791.37	582403	05/08/2024
		132773	Software	41410803	05/01/2024	395.63	582403	05/08/2024
Total 177:						1,187.00		
228	Delta Dental	5-2024	Employee Benefits	10410130	04/15/2024	59.12	4252402	04/25/2024
		5-2024	Employee Benefits	10430130	04/15/2024	194.36	4252402	04/25/2024
		5-2024	Employee Benefits	10460130	04/15/2024	19.38	4252402	04/25/2024
		5-2024	Employee Benefits	41440130	04/15/2024	307.39	4252402	04/25/2024
		6-2024	Employee Benefits	10410130	05/15/2024	59.12	5282401	05/28/2024
		6-2024	Employee Benefits	10430130	05/15/2024	194.36	5282401	05/28/2024
		6-2024	Employee Benefits	10460130	05/15/2024	19.38	5282401	05/28/2024
		6-2024	Employee Benefits	41440130	05/15/2024	307.39	5282401	05/28/2024
Total 228:						1,160.50		
241	Dry Creek Enterprises, Inc.	M4729	BLM toilet rent and clean	10510204	05/01/2024	110.00	5152402	05/15/2024
Total 241:						110.00		
269	Forsgren Associates Inc	2403080	WIP 2023 Project manage	41490027	03/25/2024	7,925.00	5152403	05/15/2024
		2404122	Hardman/Middle Branch Br	10490010	04/25/2024	3,772.50	5152403	05/15/2024
		2404123	2023 Road Project design	10490010	05/03/2024	2,115.00	5152403	05/15/2024
		2404124	Municipal Engineering	41410401	05/02/2024	890.00	5152403	05/15/2024
		2404126	Water Master Plan update	41410401	04/25/2024	3,655.00	5152403	05/15/2024
Total 269:						18,357.50		

Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
270	Freedom Mailing Services,	47739	Bill processing	41410273	05/01/2024	966.24	14861	05/15/2024
Total 270:						966.24		
288	GreatAmerica Financial Se	36484501	Copier Service	10410260	05/02/2024	160.62	582402	05/08/2024
		36484501	Copier Service	41410260	05/02/2024	79.11	582402	05/08/2024
Total 288:						239.73		
311	High Country Linen Service	0435418	Shop Towels	10430402	04/18/2024	24.98	512405	05/01/2024
		0435418	Shirts	10430121	04/18/2024	25.12	512405	05/01/2024
		0435418	Shirts	41430121	04/18/2024	12.37	512405	05/01/2024
		0436304	Shop Towels	10430402	04/25/2024	24.98	512405	05/01/2024
		0436304	Shirts	10430121	04/25/2024	25.12	512405	05/01/2024
		0436304	Shirts	41430121	04/25/2024	12.37	512405	05/01/2024
		0437307	Shop Towels	10430402	05/02/2024	24.98	5152404	05/15/2024
		0437307	Shirts	10430121	05/02/2024	25.12	5152404	05/15/2024
		0437307	Shirts	41430121	05/02/2024	12.37	5152404	05/15/2024
		0438344	Shop Towels	10430402	05/09/2024	25.73	5152404	05/15/2024
		0438344	Shirts	10430121	05/09/2024	25.14	5152404	05/15/2024
		0438344	Shirts	41430121	05/09/2024	12.38	5152404	05/15/2024
		0439479	Shop Towels	10430402	05/16/2024	25.73	5292402	05/29/2024
		0439479	Shirts	10430121	05/16/2024	25.14	5292402	05/29/2024
		0439479	Shirts	41430121	05/16/2024	12.38	5292402	05/29/2024
		0440724	Shop Towels	10430402	05/23/2024	25.73	5292402	05/29/2024
		0440724	Shirts	10430121	05/23/2024	25.14	5292402	05/29/2024
		0440724	Shirts	41430121	05/23/2024	12.38	5292402	05/29/2024
Total 311:						377.16		
323	RDO Equipment Co.	P02349R8	Parts for 310SL Backhoe	41430219	04/01/2024	491.87	14845	05/01/2024
		P02441R8	Parts for 310SL Backhoe	41430219	04/04/2024	121.56	14845	05/01/2024
Total 323:						613.43		
359	Conrad & Bischoff	IN-034736-2	Gas & Diesel	10430301	04/25/2024	928.95	512404	05/01/2024
		IN-034736-2	Gas & Diesel	41430301	04/25/2024	478.70	512404	05/01/2024
		IN-034736-2	Gas	10420005	04/25/2024	42.97	512404	05/01/2024
Total 359:						1,450.62		
361	Avail Valley Construction	24864	Waste	10430409	05/03/2024	1,481.00	14858	05/15/2024
		24876	Waste	10430409	05/07/2024	1,425.00	14858	05/15/2024
Total 361:						2,906.00		
369	Lawson Products	9311436652	Shop supplies	10430402	04/05/2024	556.64	14891	05/29/2024
		9311436652	Shop supplies	41430402	04/05/2024	556.63	14891	05/29/2024
		9311440477	Parts	41430239	04/08/2024	405.50	14891	05/29/2024
		9311440478	Parts	10430402	04/08/2024	63.16	14891	05/29/2024
		9311443778	Tools	41430107	04/09/2024	176.74	14843	05/01/2024
		9311443779	Parts	10430402	04/09/2024	46.10	14891	05/29/2024
		9311447403	Bins	10430100	04/10/2024	330.60	14843	05/01/2024
		9311506170	Parts	41430239	05/02/2024	1,021.02	14891	05/29/2024
		9311506171	Shop supplies	10430402	05/02/2024	255.30	14891	05/29/2024
		9311506171	Shop supplies	41430402	05/02/2024	255.30	14891	05/29/2024

Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
Total 369:						3,666.99		
382	Lincoln County Sheriff's Off	5-2024	April Dispatch	10420204	05/01/2024	880.00	14865	05/15/2024
		Q2 2024	Q2 Contract for services	10420205	05/02/2024	15,000.00	14866	05/15/2024
Total 382:						15,880.00		
392	Lower Valley Energy	5-2024	Electric - General	10430008	05/13/2024	755.81	5132401	05/13/2024
		5-2024	Electric - Water	41430098	05/13/2024	3,400.90	5132401	05/13/2024
Total 392:						4,156.71		
393	Lower Valley Glass	1328	Replace windshield	10430201	04/08/2024	515.00	14844	05/01/2024
		1398	Windshield repair	10430201	05/03/2024	515.00	14892	05/29/2024
Total 393:						1,030.00		
398	Luthi & Voyles LLC	2958	Water Collections	41410601	05/01/2024	1,225.91	5152405	05/15/2024
		2960	Lodging Tax	10440601	05/01/2024	55.00	5152405	05/15/2024
		2967	PFAS Lawsuit	41410601	05/01/2024	330.00	5152405	05/15/2024
Total 398:						1,610.91		
475	PrintStar	1000196486	Signs	10430409	04/29/2024	258.10	14868	05/15/2024
Total 475:						258.10		
486	Revize, LLC	18244	Annual support	10410216	05/01/2024	1,608.00	512406	05/01/2024
		18244	Annual support	41410216	05/01/2024	792.00	512406	05/01/2024
Total 486:						2,400.00		
489	Ridge Creek Investment C	6-2024	Town Hall Payment	10430003	05/09/2024	2,233.11	14869	05/15/2024
		6-2024	Town Hall Payment	41430001	05/09/2024	1,099.89	14869	05/15/2024
Total 489:						3,333.00		
508	Salt River Motors	68907	Alignment	41430219	05/14/2024	139.95	14893	05/29/2024
Total 508:						139.95		
521	Silver Star Communication	5-2024	Town Hall Alarm System	10420214	05/01/2024	79.55	512402	05/01/2024
		5-2024	Town Hall Water Alarm	41420108	05/01/2024	39.78	512402	05/01/2024
		5-2024	Office Lines	10410225	05/01/2024	328.05	512402	05/01/2024
		5-2024	Office Lines - Water	41410225	05/01/2024	161.57	512402	05/01/2024
Total 521:						608.95		
539	Star Valley Independent	23037	Advertising - General	10410204	05/01/2024	66.50	5152406	05/15/2024
Total 539:						66.50		
550	Sterling Medical	OCM11684	Employee Drug Testing	10420132	05/07/2024	77.05	14871	05/15/2024
		OCM11684	Employee Drug Testing	41420132	05/07/2024	37.95	14871	05/15/2024

Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
Total 550:						115.00		
570	Team Laboratory Chemical	40279	Cold Patch	41430111	03/31/2024	4,565.00	512408	05/01/2024
		40702	Cleaner	10430100	04/25/2024	1,802.00	5292404	05/29/2024
Total 570:						6,367.00		
575	Thayne True Value Hardwa	B729192	Parts	41430219	04/08/2024	59.97	14847	05/01/2024
		B729299	Credit	41430219	04/09/2024	39.98-	14847	05/01/2024
		B729326	Tools	10430107	04/10/2024	40.99	14847	05/01/2024
		B729386	Parts	41430402	04/11/2024	30.46	14847	05/01/2024
		C660385	UPS shipment	41410271	03/26/2024	170.13	14847	05/01/2024
		C660483	Parts	41430219	03/27/2024	8.58	14847	05/01/2024
		C661070	Parts	10430201	04/02/2024	12.17	14847	05/01/2024
		C661691	Parts	10430100	04/08/2024	128.94	14847	05/01/2024
		C661743	Parts	10430100	04/08/2024	4.79	14847	05/01/2024
		C661949	Parts	10430100	04/10/2024	100.65	14847	05/01/2024
		C662675	Parts	10430402	04/15/2024	55.47	14847	05/01/2024
Total 575:						572.17		
589	Town of Afton	17939, 1794	monthly water test	41430411	05/01/2024	54.00	14872	05/15/2024
Total 589:						54.00		
591	Town of Star Valley Ranch	5-2024	Town Hall Water - General	10430010	05/01/2024	325.44	512401	05/01/2024
		5-2024	Public Works Water - Gene	10430011	05/01/2024	98.76	512401	05/01/2024
		5-2024	First Response Water	10420155	05/01/2024	64.02	512401	05/01/2024
		5-2024	Town Hall Water- Water	41430004	05/01/2024	160.29	512401	05/01/2024
		5-2024	Public Works Water - Wate	41430097	05/01/2024	34.76	512401	05/01/2024
Total 591:						683.27		
617	Valley Tech LLC	3881	Computer Consulting	10410801	05/01/2024	113.01	14873	05/15/2024
		3881	Computer Consulting	41410801	05/01/2024	56.49	14873	05/15/2024
Total 617:						169.50		
628	VSP of Wyoming	820275174	Employee Benefits	10410130	04/17/2024	25.38	4182401	04/18/2024
		820275174	Employee Benefits	10420130	04/17/2024	13.00	4182401	04/18/2024
		820275174	Employee Benefits	10430130	04/17/2024	51.44	4182401	04/18/2024
		820275174	Employee Benefits	10460130	04/17/2024	8.32	4182401	04/18/2024
		820275174	Employee Benefits	41440130	04/17/2024	110.90	4182401	04/18/2024
		820475846	Employee Benefits	10410130	05/17/2024	25.38	5202401	05/20/2024
		820475846	Employee Benefits	10420130	05/17/2024	13.02	5202401	05/20/2024
		820475846	Employee Benefits	10430130	05/17/2024	68.56	5202401	05/20/2024
		820475846	Employee Benefits	10460130	05/17/2024	8.32	5202401	05/20/2024
		820475846	Employee Benefits	41440130	05/17/2024	128.02	5202401	05/20/2024
Total 628:						452.34		
640	Western States Cat	2745998	Oil samples	10430201	04/05/2024	237.50	512409	05/01/2024
		2745998	Oil samples	41430219	04/05/2024	237.50	512409	05/01/2024
Total 640:						475.00		

Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
649	WETCO Inc	2116	Services and repairs	41420204	03/31/2024	10,299.00	14848	05/01/2024
Total 649:						10,299.00		
659	Wyoming Association of M	17800	Registration for 3 for Sum	10410209	04/24/2024	810.00	14849	05/01/2024
		17827	WYOCMA Membership for	10410228	05/06/2024	50.25	14874	05/15/2024
		17827	WYOCMA membership for	41410228	05/06/2024	24.75	14874	05/15/2024
		17840	WYOCMA Meeting	10410209	05/08/2024	35.00	14874	05/15/2024
Total 659:						920.00		
693	Yost Business Systems	B57425	Copier Contract	10410260	04/24/2024	20.83	14850	05/01/2024
		B57425	Copier Contract	41410260	04/24/2024	10.42	14850	05/01/2024
		B59263	Copier Contract	10410260	05/19/2024	20.83	14894	05/29/2024
		B59263	Copier Contract	41410260	05/19/2024	10.42	14894	05/29/2024
Total 693:						62.50		
712	Hastings Ace Hardware	287904	Parts	10430201	04/15/2024	258.99	14862	05/15/2024
Total 712:						258.99		
714	Westbank Sanitation	4518596T02	Split Distribution	10430407	05/01/2024	29.80	512403	05/01/2024
		4518596T02	Split Distribution	41430407	05/01/2024	14.68	512403	05/01/2024
		4519118T022	Split Distribution	10430407	05/01/2024	253.33	512403	05/01/2024
		4519118T022	Split Distribution	41430407	05/01/2024	124.77	512403	05/01/2024
		4519118T022	Dog Park can	10510207	05/01/2024	42.64	512403	05/01/2024
Total 714:						465.22		
731	Star Valley Plumbing	1000099	Emergency drain repair	10430100	04/29/2024	480.00	14846	05/01/2024
		1000115	Sump pump alarm	10430100	05/09/2024	258.03	14870	05/15/2024
		1000115	Sump pump alarm	41430100	05/09/2024	127.09	14870	05/15/2024
		1388	Service call at Town Hall	10430100	04/29/2024	342.50	14846	05/01/2024
Total 731:						1,207.62		
736	IDAWY Solid Waste	80918	Trash	10430409	03/19/2024	20.70	14842	05/01/2024
		83610	Dump	10430409	05/06/2024	11.50	14863	05/15/2024
Total 736:						32.20		
739	C Arrow Backhoe Services	24-01	Trucking	10430202	05/06/2024	1,305.00	14859	05/15/2024
Total 739:						1,305.00		
741	DBS Services LLC	189	Trucking	10430202	05/06/2024	3,600.00	14860	05/15/2024
Total 741:						3,600.00		
761	Tawnie Lee Cazier	100	Cleaning Services	10430100	04/28/2024	217.75	512407	05/01/2024
		100	Cleaning Sevices	41430100	04/28/2024	107.25	512407	05/01/2024
		101	Cleaning Services	10430100	04/21/2024	217.75	5152407	05/15/2024
		101	Cleaning Sevices	41430100	04/21/2024	107.25	5152407	05/15/2024
		102	Cleaning Services	10430100	05/05/2024	217.75	5152407	05/15/2024
		102	Cleaning Sevices	41430100	05/05/2024	107.25	5152407	05/15/2024
		103	Cleaning Services	10430100	05/12/2024	217.75	5152407	05/15/2024

Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
		103	Cleaning Sevices	41430100	05/12/2024	107.25	5152407	05/15/2024
		104	Cleaning Services	10430100	05/19/2024	217.75	5292403	05/29/2024
		104	Cleaning Sevices	41430100	05/19/2024	107.25	5292403	05/29/2024
		105	Cleaning Services	10430100	05/27/2024	217.75	5292403	05/29/2024
		105	Cleaning Sevices	41430100	05/27/2024	107.25	5292403	05/29/2024
Total 761:						1,950.00		
763	A+ Elevators & Lifts	12700	Yearly maintenance	10420213	04/11/2024	429.47	14839	05/01/2024
		12700	Yearly maintenance	41420107	04/11/2024	211.53	14839	05/01/2024
Total 763:						641.00		
779	Broulim's	01-373376	Towels and water	10410258	04/16/2024	46.09	14841	05/01/2024
Total 779:						46.09		
783	Bailey Stock Harmon Cotto	31987	Correspondence with SMO	10440601	04/24/2024	125.00	14840	05/01/2024
		32270	Town attorney	10440601	05/26/2024	1,475.00	14890	05/29/2024
Total 783:						1,600.00		
785	Principal Life Insurance Co	6-2024	Employee Benefits	10410130	05/20/2024	28.73	5202402	05/20/2024
		6-2024	Employee Benefits	10420130	05/20/2024	15.15	5202402	05/20/2024
		6-2024	Employee Benefits	10430130	05/20/2024	80.58	5202402	05/20/2024
		6-2024	Employee Benefits	10460130	05/20/2024	6.36	5202402	05/20/2024
		6-2024	Employee Benefits	41440130	05/20/2024	88.48	5202402	05/20/2024
Total 785:						219.30		
798	Union Wireless	5-2024	SCADA card	41410225	05/03/2024	77.16	582401	05/08/2024
Total 798:						77.16		
804	Kilroy Construction LLC	1106	Trucking	10430202	05/05/2024	4,865.00	14864	05/15/2024
Total 804:						4,865.00		
Grand Totals:						120,365.05		

Report Criteria:

Includes all check types

Includes unprinted checks

Pay Period Date	Description	Amount	Check Number
04/27/2024	HSA Contribution HSA Pay Period	105.00-	14837
04/27/2024	Randy Mills Case #209481 Garnis	114.92-	14838
05/11/2024	HSA Contribution HSA Pay Period	105.00-	14856
05/11/2024	Randy Mills Case #209481 Garnis	114.92-	14857
05/25/2024	HSA Contribution HSA Pay Period	155.00-	14888
05/25/2024	Randy Mills Case #209481 Garnis	114.92-	14889
05/11/2024	457 Contribution 457 Wyoming Re	75.00-	123011484
05/11/2024	FICA/FWH Tax Deposit Federal Wi	6,890.74-	123011485
05/25/2024	457 Contribution 457 Wyoming Re	75.00-	123011486
05/25/2024	FICA/FWH Tax Deposit Federal Wi	6,940.04-	123011487
05/25/2024	Retirement Contributions Wyoming	10,269.25-	123011488
04/27/2024		2,444.36-	602202672
04/27/2024		2,111.44-	602202673
04/27/2024		1,464.64-	602202674
04/27/2024		2,637.91-	602202675
04/27/2024		1,989.26-	602202676
04/27/2024		1,747.15-	602202677
04/27/2024		2,304.24-	602202678
04/27/2024		1,490.53-	602202679
04/27/2024		1,760.76-	602202680
04/27/2024		1,888.45-	602202681
04/27/2024		2,043.09-	602202682
05/11/2024		1,246.25-	602202683
05/11/2024		2,444.36-	602202684
05/11/2024		2,092.41-	602202685
05/11/2024		138.52-	602202686
05/11/2024		1,405.04-	602202687
05/11/2024		2,637.91-	602202688
05/11/2024		110.82-	602202689
05/11/2024		110.82-	602202690
05/11/2024		1,921.62-	602202691
05/11/2024		1,747.15-	602202692
05/11/2024		277.05-	602202693
05/11/2024		1,832.23-	602202694
05/11/2024		110.82-	602202695
05/11/2024		1,490.53-	602202696
05/11/2024		1,802.86-	602202697
05/11/2024		1,646.53-	602202698
05/11/2024		835.33-	602202699
05/11/2024		1,758.07-	602202700
05/25/2024		2,534.48-	602202701
05/25/2024		2,092.41-	602202702
05/25/2024		1,385.17-	602202703
05/25/2024		2,637.91-	602202704
05/25/2024		332.46-	602202705
05/25/2024		332.46-	602202706
05/25/2024		1,852.96-	602202707
05/25/2024		1,618.08-	602202708
05/25/2024		1,832.23-	602202709
05/25/2024		332.46-	602202710
05/25/2024		1,490.53-	602202711
05/25/2024		1,760.76-	602202712
05/25/2024		1,603.43-	602202713
05/25/2024		1,742.18-	602202714

Pay Period Date	Description	Amount	Check Number
05/25/2024		<u>1,985.28-</u>	602202715
Grand Totals:		<u><u>93,982.74-</u></u>	

Star Valley Ranch

5/1/24 to 5/31/24

Citations	0
Warnings	0
CFS/Law Incidents	34
Special Patrol	17

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



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

June 3, 2024

Municipal Court Report for May 2024

1. There were 3 (three) court cases on the docket this month. 1 (one) was a citation issued in April and carried over into May.
 - 1 (one) for \$71.05- No parking on any Town Roadway.
 - 1 (one) 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. \$20.00 in Court Costs were assessed and \$10.00 in Court Costs were collected.
4. \$50.00 in fines were assessed and \$50.00 in fines were collected.

Respectfully Submitted,

Gina Corson

Court Clerk- Town of Star Valley Ranch, WY

Town of Star Valley Ranch

Special Municipal Officer

5/1/2024- 5/31/2024

Verbal Warnings	3
Written Warnings	8
Citations	0

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

The Town of

Star Valley Ranch, Wyoming

Resolution No. 24-06-11-001

A resolution to establish fees and rates for the fiscal year 2024-2025 for the Town's Water Utility.

Water Connection Fee (Tap Fee)

Residential (Inside Town Limits)	3/4-inch service	\$7,500.00
Non-Town Limits	3/4-inch service	\$9,375.00
Commercial	3/4-inch service	\$7,500.00
	1-inch service	\$15,000.00
	2-inch service	\$52,500.00
	4-inch service	\$210,000.00

This fee does not include any additional cost for non-standard installation, which will be identified prior to construction and be billed in addition to the above fee.

A service dedicated to fire suppression that is used only for emergencies will be billed at half the regular fee. This reduced fee is only applicable when another service provides normal water use to the property.

Water Base Fee

Residential (Inside Town Limits)	3/4-inch service	\$67.00 per month
Non-Town Limits	3/4-inch service	\$83.75 per month
Commercial	3/4-inch service	\$67.00 per month
	1-inch service	\$94.00 per month
	1.5-inch service	\$191.00 per month
	2-inch service	\$290.00 per month
	4-inch service	\$716.00 per month

Residential Undeveloped Lot (Service Availability Fee)		\$28.00 per month
Commercial Undeveloped Lot (Service Availability Fee)		\$46.00 per month

Usage Fee

In Town Limits	\$0.00250 per gallon
Outside Town Limits	\$0.00312 per gallon

Other Fees

Turn on/off Fee	Mon – Thurs (except holidays) 8am to 4pm	\$50.00 flat charge
Excessive wait time for service call	Half hour grace period from scheduled service appointment	\$100.00 per hour, min one hour
Out-of-hours Fee	Fri – Sun, Holidays, Before 8am or after 4pm	\$150.00 per hour, min one hour

Passed and adopted this 11th day of June 2024

For the Town of Star Valley Ranch:

By: _____

Kathleen Buyers, Mayor

Attest:

By: _____

Kristin Gray, Clerk

The Town of
Star Valley Ranch Wyoming
Resolution 24-06-11-002

**RESOLUTION APPROVING THE TOWN OF STAR VALLEY RANCH'S
PURCHASE OF LOT 37, PLAT 22**

WHEREAS, Wyoming Statutes § 15-1 -103(a)(iii) authorizes the Town of Star Valley Ranch to purchase real property for Town use; and

WHEREAS, the Town has identified real property, specifically Lot 37 of Star Valley Ranch Plat 22, Lincoln County, Wyoming, as described on the official plat filed in the records of the Lincoln County Clerk as Instrument No. 638245, hereafter, the "Property", that it desires to purchase in order to: (a) resolve the misalignment of a Town road that is located thereon; and (b) eliminate a trespass by the Town arising from a water infrastructure built thereon; and

WHEREAS, the Town and the property owners have reached tentative agreement for the purchase of the Property for the sum of \$90,000.00; and

WHEREAS, the Property has appraised for the sum of \$90,000.00, according to an Appraisal of Real Property dated May 15, 2024, prepared for the Town by Randall Smith, of Mountain Valley Appraisal, LLC.

NOW, THEREFORE BE IT RESOLVED BY THE GOVERNING BODY OF THE TOWN OF STAR VALLEY RANCH, WYOMING: That the Star Valley Ranch Town Council hereby approves the Town's purchase of Lot 37 of Star Valley Ranch Plat 22, Lincoln County, Wyoming, and hereby authorizes the Mayor of the Town of Star Valley Ranch to execute all documents necessary and appropriate to complete the purchase of that property for the Town.

Passed and adopted this 11th day of June 2024

For the Town of Star Valley Ranch:

By: _____

Kathleen Buyers, Mayor

Attest:

By: _____

Kristin Gray, Clerk



Town of

Star Valley Ranch, Wyoming

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

Passed and adopted this 11th day of June, 2024

For the Town of Star Valley Ranch:

By:

Kathleen Buyers, Mayor

Attest:

By: _____
Kristin Gray, Clerk-Treasurer

The Town of

Star Valley Ranch, Wyoming

ORDINANCE: 2024-05

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

Appropriations for Fiscal Year 2024-2025

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

General Fund Operating Budget – FY 2024 – 2025

GENERAL FUND		Budget
REVENUES	2nd Reading	3rd Reading
5 th Penny Sales Tax	\$700,000	\$700,000
Sales and Use Tax	\$700,000	\$700,000
Property Tax	\$500,000	\$500,000
Motor Vehicle, Gas, and Special Fuels	\$100,000	\$100,000
Direct Distributions	\$202,262	\$202,262
Mineral Royalties and Severance Taxes	\$230,633	\$230,633
Licenses & Permits	\$75,000	\$75,500
Miscellaneous Revenues and Interest	\$86,835	\$86,835
TOTAL REVENUES	\$2,595,230	\$2,595,230
EXPENSES		
General Government	\$359,470	\$365,981
Public Safety	\$524,983	\$548,096
General Fund Operations	\$1,160,007	\$1,160,007
Attorney	\$8,000	\$8,000
Municipal Court	\$1,907	\$1,907
Planning & Zoning	\$159,466	\$194,134
Executive Overhead	\$35,293	\$35,293
Travel & Tourism	\$4,000	\$4,000
Natural Resources	\$16,710	\$16,710
Contribution to Capital Reserves	\$325,939	\$261,101
TOTAL EXPENSES	\$2,595,230	\$2,595,230

General Fund Capital Improvement Budget – FY 2024 – 2025

GENERAL FUND

Budget

Capital Improvement Budget

SOURCE OF FUNDS	2 nd Reading	3 rd Reading
Contributions		
Contribution from General Fund	\$325,393	\$261,101
Application of Reserves:		
Roads Improvement Reserve	\$1,203,500	\$1,240,500
Capital Equipment	\$113,000	\$113,000
Town Facilities	\$166,000	\$291,000
Total Revenue from Reserves:	\$1,482,500	\$1,644,500
TOTAL SOURCE OF FUNDS	\$1,807,893	\$1,905,601

USE OF FUNDS

Hardman Bridge Replacement	\$540,000	\$540,000
Middle Branch Bridge Replacement	\$540,000	\$540,000
Chip Seal Projects (Various)	\$100,000	\$100,000
Move Power Box on Vista	\$23,500	\$23,500
Road Work on Vista West	\$0	\$37,000
Total Roads-Pavement:	\$1,203,500	\$1,240,500
Capital Equipment	\$113,000	\$113,000
Total Equipment:	\$113,000	\$113,000
Town Facilities	\$166,000	\$291,000
Total Misc Capital Projects:	\$166,000	\$291,000
Reserve for Future Improvements	\$325,393	\$261,101
Total Contribution to Reserves:	\$325,393	\$261,101
TOTAL USE OF FUNDS	\$1,807,893	\$1,905,601

Water Fund Operating Budget – FY 2024 – 2025

WATER FUND		Budget
REVENUES	2nd Reading	3rd Reading
Water Usage Fees	\$204,545	\$204,545
Water Base Fees - Metered	\$969,624	\$969,624
Water Base Fees - Unmetered	\$270,816	\$270,816
Tap Fees	\$75,000	\$75,000
Penalties	\$15,000	\$15,000
Miscellaneous & Interest Revenues	\$111,000	\$111,000
TOTAL REVENUES	\$1,645,985	\$1,645,985
EXPENSES		
Water Administration	\$139,390	\$139,390
Water Service	\$23,725	\$23,725
Water Operations	\$312,327	\$312,327
Water Salary & Wages	\$478,168	\$481,375
Principal & Interest Payments	\$649,515	\$649,515
Contribution to Capital Reserves	\$42,860	\$39,654
TOTAL EXPENSES	\$1,645,985	\$1,645,985

Water Fund Capital Improvement Budget – FY 2024 – 2025

WATER FUND

Budget

Capital Improvement Budget

SOURCE OF FUNDS	1st Reading	2nd Reading
ARPA - Reserve	\$287,484	\$287,484
ARPA - Water Improvement Project 2023 Grant	\$1,399,024	\$1,399,024
System Reserve	\$954,000	\$954,000
Total Water Projects:	\$2,640,508	\$2,640,508
Contribution from Water Operations:	\$42,860	\$39,654
Revenue – Non-Grants:	\$42,860	\$39,654
Town Facilities - Water Portion	\$4,000	\$4,000
Application of Reserves - System Reserve	\$-	\$-
Application of Reserves - Capital Equipment	\$28,000	\$28,000
Application of Reserves:	\$32,000	\$32,000
TOTAL SOURCE OF FUNDS	\$2,715,369	\$2,712,162
USE OF FUNDS		
Water Improvement Project 2023	\$2,640,508	\$2,640,508
Total Projects:	\$2,640,508	\$2,640,508
Capital Equipment	\$28,000	\$28,000
Total Equipment:	\$28,000	\$28,000
Town Facilities - Water Portion	\$4,000	\$4,000
Contribution to Reserves	\$42,860	\$39,654
Total Contribution to Reserves:	\$46,860	\$43,654
TOTAL USE OF FUNDS	\$2,715,369	\$2,712,162

The Town of

Star Valley Ranch, Wyoming

Ordinance 2024-06

Title V Public Works

Chapter 54 Water Rates

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

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

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

CHAPTER 54: WATER RATES

Section:

54.01 General

~~54.02 Base Fee~~

~~54.03 Fire Suppression Fee~~

~~54.04 Late Payment Fee~~

~~54.05 Late Payment Interest~~

~~54.06 On-Site Service Fee~~

~~54.07 Plant Investment Fee~~

~~54.08 Return Check Fee~~

~~54.09 Service Areas~~

~~54.10 Service Availability Fee~~

~~54.11 Turn-On/Turn-Off Fees~~

- ~~54.12 Turn On/Turn Off Violation~~
- ~~54.13 Usage Fee~~
- ~~54.14 Water Connection Fee (Tap Fee)~~

§ 54.01 GENERAL.

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

- ~~(A) This rate schedule is normally established for each calendar year but will remain in effect until revised by future ordinance.~~
- ~~(B) The new water rates will become effective for the January billing period of each year. The January, billing is for the water services that are provided generally in the month of January and for which the water service bills will be sent out in early February.~~

§ 54.02 BASE FEE:

~~(A) Residential:~~

~~¾ Inch Service:~~

~~Billing Period Base Fee~~
~~Within Corporate Limit — \$64.00~~
~~Area #1 thru #5 inclusive — \$80.00 *~~

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

~~(B) Commercial:~~

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

§ 54.03 FIRE SUPPRESSION FEE:

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

~~§ 54.04 LATE PAYMENT FEE.~~

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

~~§ 54.05 LATE PAYMENT INTEREST.~~

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

~~§ 54.06 ON SITE SERVICE FEE.~~

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

~~§ 54.07 PLANT INVESTMENT FEE.~~

~~—(A) Residential:~~

Size	Fee
$\frac{3}{4}$ inch	\$8,000

~~—(B) Commercial:~~

Size	Fee
$\frac{3}{4}$ inch	1 x Residential
1 inch	2 x Residential
2 Inch	7 x Residential
4 inch	28 x Residential *

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

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

~~§ 54.08 RETURN CHECK FEE.~~

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

~~§ 54.09 SERVICE AREAS.~~

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

~~§ 54.10 SERVICE AVAILABILITY FEE:~~

	Monthly Fee
Residential	\$25.00
Commercial	\$43.75

~~§ 54.11 TURN ON/TURN OFF FEES:~~

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

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

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

~~§ 54.13 USAGE FEE:~~

~~Within Corporate Limits — \$0.00220~~

~~Out of Town Services~~

~~Option A — Areas #1 to #5~~

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

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

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

~~—(A) Residential:~~

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

~~Areas #1 to #5 \$9,375.00~~

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

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

~~—(B) Commercial:~~

~~¾ inch 1 x Residential~~

~~1 inch 2 x Residential~~

~~2 inch 7 x Residential~~

~~4 inch 28 x
Residential~~

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

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.~~