

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

**Title III Administration
Chapter 33 Town Organizations**

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

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

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

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

§33.110 CREATION.

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

§33.111 OBJECTIVES

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

§33.112 APPOINTMENT.

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

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

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

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

§33.113 VACANCIES AND REPLACEMENT.

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

- (1) A member voluntarily resigns;
- (2) A member becomes incapacitated due to health or accident;
- (3) A member dies; or
- (4) The Town Council may, by majority vote, remove any member of the Roads

Advisory Board whenever it appears such removal would be in the best interest of the town.

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

§33.114 ORGANIZATION.

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

§33.115 MINUTES/RECORDS.

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

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

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

§33.116 QUORUM.

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