



Town of Star Valley Ranch

REGULAR TOWN MEETING

March 11, 2025
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 and Proclamations
6. Public Comment

This section is reserved for comments from the public on items that are not otherwise included in this agenda. Public comments are limited to 3 minutes. As a general practice the Council does not discuss, debate, or act on issues raised, or comments made, under public comments.

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 the Council. Public comments may be made.

- A. Approve minutes for February 11 Work Session, February 11 Regular Meeting
- B. Community Board Appointments
 1. Boyd Siddoway – Water Utility Board – 2026
- C. Disbursements
- D. Lincoln County Dispatch Report
- E. Special Municipal Officer Report

8. Ordinances

- A. Old Ordinances
 1. Ordinance 2025-01 Title XV Land Usage Chapter 154 Zoning – 3rd reading
- B. New Ordinances
 1. Ordinance 2025-03 Title III Administration Chapter 33 Town Organizations – 1st reading

9. Resolutions and Motions

- A. Motion – Select Mayor Rok as WAM Voting Delegate

10. Public Hearing and Action Items

11. Mayor and Council

12. Adjournment



Town of Star Valley Ranch

Town Council Work Session

Tuesday, February 11, 2025 – 10:00 AM

1. Call to Order and Roll Call

- All council present plus Town Admin Aitken, Town Clerk Gray, Treasurer Mason

2. Approve the Agenda (motion)

- Councilman Ellis moved to approve the agenda, Councilman Toolson seconded, all ayes.

3. Mr. King (County Travel and Tourism)

- Mr. King spoke about wanting to establish a county-wide travel and tourism committee with an MOU with the communities so that they can help facilitate grants and projects. They are looking for a fund of \$200-250k a year with each community contributing a portion of their lodging tax funds. They would also like to hire a marketing person out of those funds.
- Mr. Bell of the town's Travel and Tourism Board asked how the committee would be paid, out of a portion of the county or a cut from each community, and that the perception of taking what was voted as a local option tax for non-local projects would be objectionable to the town residents.
- Mr. Bell asked if some communities chose not to participate, would they still have to provide funding, which Mr. King clarified that no, each community can provide or participate as they would like with no obligation.
- Councilman Ellis asked what the minimum contribution would be to have a voice, Mr. King answered that he doesn't have an answer, it would be up to the committee.
- Councilman Merrill expressed concern that the residents don't want to increase tourism, so this committee seems to go against those wishes.
- Councilman Toolson asked if the contribution amount determines the level of input, which Mr. King assured the council that it would be equal.
- Mr. King said the end goal is to get each community involved to help increase the revenue for the entire county and have a cohesive county-wide presence.

4. Discussion Items

a. Administration Update

- Admin Aitken spoke about the First Response building being finished. The sign got damaged and will be put back up once it has been replaced.

- Public Works has been doing a great job keeping roads safe, Admin Aitken has been working with the county to do a better job with the intersections on Muddy String safe.
- The crew is working on expanding the water office, keeping the work in-house will keep the costs down.
- Mr. Izatt has offered to meet or provide the council with information for the Mountain Estates development.
- The town's accountant is working with the staff on a fraud risk vulnerability assessment in light of the recent court case dealing with theft. He will be interviewing all staff and the council.
- The council will be participating in a retreat on the 19th hosted by Mr. Bell.
- Admin Aitken has been working with Karl Scherbel regarding utility easements on all the plats which will be kept on file.

b. Financials

- Treasurer Mason went over the financials.

c. Mountain Estates

- Mayor Rok mentioned that she would like to set up a meeting with Mr. Izatt for the council to get answers and have a better discussion.
- Councilman Merrill spoke about a councilman possibly having a conflict of interest which would need to be handled. Mayor Rok said the council would discuss it before it became an issue.
- Councilman Ellis spoke about the plans being confusing with what appears to be two separate phase ones.
- Councilman Toolson spoke about the county being adamant that the town grant emergency egress road access. She suggested the council meet and discuss it with the fire chief. She believes the burden should be on the developer to maintain that access.
- Councilman Merrill expressed concern with providing access benefiting the developments and not benefitting the town. She would like Mr. Izatt to write up an explanation of what he is willing to pay for or take responsibility for.
- The mayor would like to have a thorough discussion at the March work session and would like the fire chief to be at that meeting.
- The Public Works Director is concerned about having it in writing who is responsible for damage and access to the town property.

d. Lodging Tax Grant Application (SVRA)

- The town has received a typed resubmittal of the application which was forwarded to the T&T board for review. The council would like the board to provide a recommendation to approve in the regular meeting.
- Councilman Toolson will make the motion in the regular meeting.

5. Board Reports

a. Finance Advisory

- The board has not met since last work session.

b. Natural Resources

- Will be meeting on the 20th at 2pm.

c. Planning Commission

i. Bear Mitigation Zone Ordinance – Recommendation

- Councilman Merrill felt it is not the commission's place to recommend the ordinance not be read and wanted them to focus on the zoning portion of the ordinance.
- She also had residents suggest to her that residents take responsibility for keeping their trash containers put away instead of having an ordinance.
- There is a feeling from residents and council alike that education is needed.

ii. Commercial Property Development – Recommendation

- Councilman Toolson feels that there is not enough information to allow it to happen.
- The council has many concerns, including noise, water usage, energy usage, and whether this would be considered industrial use in an area that would detract from the town by being at the main entrance.

- iii. Mrs. Thacker asked about a "certificate of conformity" that the association would like to be required for building permits. The town attorney said that the town could not require it. We could have it on the checklist but could not deny a permit if the certificate is not provided.

d. Roads Advisory

- Met on Feb 4. The board had a motion to deny the road access to the Mountain Estates development, which was passed, as well as a motion to require the development to pave and maintain their roads and pay a yearly fee to the town which also. There is not currently a recommendation provided to the council. They are proposing an ordinance to create a combined public works board.

e. Travel and Tourism

- The board has not met since the last work session. They will have a new member appointed at the regular meeting.
- The board would like to hire someone for management of the Saturday market if allowed by statute.
- The board would like to run an ad about the application for the grant in activities in the town.
- The next meeting is March 5 at 2pm.

f. Water Utility

- The board is moving forward with suggestions on water operations.

- The rep from the SCADA company walked the operators through the system and fixed a few small problems.

6. Regular Agenda Items

- Silver Star will be presenting their fiber project.
- The agenda will be amended to add the SVRA application.

7. Matters from the Mayor and Council

- Councilman Merrill asked about the property tax emails that the council has received from Mr. Allen. Mayor Rok would like to discuss it during the council retreat.
- Councilman Merrill feels there needs to be more communication especially for items that need discussion.
- Councilman Merrill would like to hold the annual public meeting in May.
- The mayor would like the council to have their pictures on the town website if they are willing.

8. Recess (motion) at 12:32pm

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



Town of Star Valley Ranch

REGULAR TOWN MEETING

February 11, 2025
7:00 PM

1. Call to Order, Roll Call of Councilmen, Statement of Quorum
 - All council present plus Town Administrator Aitken and Town Clerk Gray
2. Pledge of Allegiance
3. Reconvene Regular Meeting
 - Councilman Ellis moved to reconvene, Councilman Merrill seconded, all ayes.
4. Adopt Agenda
 - Councilman Toolson moved to amend the agenda and add item 9.B Approval of Travel & Tourism lodging tax grant application, Councilman Ellis seconded, all ayes.
5. Announcements/Proclamations
 - A. Silver Star Communications – Fiber Presentation
 - Mr. Eric Heap and his team from Silver Star Communications spoke about the fiber installation initiative for the town. The engineering has been completed and should be able to begin construction and installation in the spring of 2025. They would like to have weekly meetings to give updates on progress, and they are hoping to have the presented construction completed in 2025 and plats 4 & 5 completed in 2026, and installation for houses completed as they go.
6. Public Comment
 - Mr. Buckley commended the council for attending the county commission meeting regarding the Mountain Estates development and spoke about his stance on not allowing the developer to have access to the town's roads.
 - Mr. Siddoway said that there is currently a crash gate between plat 5 and the Country Club Estates. There are actually two gates off of Scrub Oak Drive.
 - Mr. Smith expressed concern about the development and road access.
7. Adopt Consent Agenda
 - Councilman Merrill moved to adopt the consent agenda, Councilman Bitter seconded, all ayes.
 - A. Approve minutes for January 7 Special Meeting, January 14 Work Session, January 14 Regular Meeting, January 28 Special Meeting, February 4 Special Meeting
 - B. Community Board Appointments
 1. Patricia Naumoff – Planning Commission – Alternate Member – June 2025
 2. Tyler Gomez – Travel & Tourism Board – June 2026
 - C. Disbursements
 - D. Lincoln County Dispatch Report
 - E. Special Municipal Officer Report
8. Ordinances
 - A. Old Ordinances

1. Ordinance 2025-01 Title XV Land Usage Chapter 154 Zoning – 2nd reading

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

B. New Ordinances

9. Public Hearing and Action Items

A. Plat Amendment – Melton, Plat 8, Lots 14, 15, 16

- Clerk Gray read the recommendation from the Planning Commission.
- Councilman Toolson moved to approve, Councilman Merrill seconded, all ayes.

B. Approve Travel & Tourism lodging tax grant application (SVRA)

- Councilman Toolson presented the application. The Star Valley Ranch Association applied to the Travel and Tourism board for a grant to purchase ice skates as well as storage for the skates.
- Councilman Toolson moved to approve the application, Councilman Bitter seconded, all ayes.

10. Mayor and Council

- Councilman Toolson spoke about the commercial property next to town hall and that there is currently a bitcoin mining operation looking to develop the property. The property has not been purchased currently, and a Planning Commission recommendation indicates town code may allow this type of use of the property.
- Councilman Merrill spoke about the lodging tax grant application being on the town website.
- Councilman Bitter spoke about the property tax exemption which has passed the state senate and is now before the house, which would result in revenue decreases for the town.
- Mayor Rok spoke about the town starting the budget process, the first reading of the budget will be in April.

11. Adjournment

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

Town of

Star Valley Ranch, Wyoming

The governing body of the Town of Star Valley Ranch does hereby appoint the following volunteers to the following positions as set in Title III Administration, Chapter 33 Town Organizations of the Town Code.

- Boyd Siddoway to the Water Utility Board, term ending June 2026

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	740570	Engine Heater Power Cord	10430201	02/04/2025	26.09	15243	02/12/2025
Total 116:						26.09		
120	Amazon Capital Services	179RCVFQM	Amazon orders	10410258	02/01/2025	213.60	2142501	02/14/2025
		179RCVFQM	Amazon orders	10430402	02/01/2025	284.95	2142501	02/14/2025
		179RCVFQM	Amazon orders	41430402	02/01/2025	107.88	2142501	02/14/2025
		179RCVFQM	Amazon orders	10410238	02/01/2025	53.59	2142501	02/14/2025
		179RCVFQM	Amazon orders	41410238	02/01/2025	26.39	2142501	02/14/2025
		179RCVFQM	Amazon orders	10430201	02/01/2025	347.05	2142501	02/14/2025
		179RCVFQM	Amazon orders	10430100	02/01/2025	113.85	2142501	02/14/2025
		179RCVFQM	Amazon orders	41430239	02/01/2025	15.15	2142501	02/14/2025
		179RCVFQM	Amazon orders	41410257	02/01/2025	115.99	2142501	02/14/2025
Total 120:						1,278.45		
143	Barber Shop Inc.	1887	1 1/4 All thread	10430201	02/04/2025	221.00	15238	02/12/2025
Total 143:						221.00		
154	Blue Cross Blue Shield	25021102830	Employee Benefits	10410130	02/11/2025	2,180.37	2122501	02/12/2025
		25021102830	Employee Benefits	10430130	02/11/2025	3,906.85	2122501	02/12/2025
		25021102830	Employee Benefits	10460130	02/11/2025	704.23	2122501	02/12/2025
		25021102830	Employee Benefits	41440130	02/11/2025	6,400.15	2122501	02/12/2025
		25021102830	Employee Benefits	10420130	02/11/2025	469.49	2122501	02/12/2025
		3-25	Employee Benefits	10410130	02/13/2025	2,180.37	2242506	02/24/2025
		3-25	Employee Benefits	10430130	02/13/2025	5,080.57	2242506	02/24/2025
		3-25	Employee Benefits	10460130	02/13/2025	704.23	2242506	02/24/2025
		3-25	Employee Benefits	41440130	02/13/2025	7,573.87	2242506	02/24/2025
		3-25	Employee Benefits	10420130	02/13/2025	469.49	2242506	02/24/2025
Total 154:						29,669.62		
173	Car Quest Auto Parts	102683	35 lb Grease pumb and 35	10430402	02/04/2025	507.14	2142502	02/14/2025
		102683	35 lb Grease pump and 35	41430402	02/04/2025	507.14	2142502	02/14/2025
		103991	Cig lighter, paint markers	10430201	02/04/2025	24.76	2142502	02/14/2025
Total 173:						1,039.04		
177	Caselle, Inc	138833	Software	10410804	02/01/2025	944.03	2102503	02/10/2025
		138833	Software	41410803	02/01/2025	464.97	2102503	02/10/2025
Total 177:						1,409.00		
197	CNA Surety	64591887	Surety bond	10410265	02/01/2025	262.50	15239	02/12/2025
Total 197:						262.50		
228	Delta Dental	3-2025	split distribution	10410130	02/14/2025	117.89	2242505	02/24/2025
		3-2025	split distribution	10420130	02/14/2025	5.24	2242505	02/24/2025
		3-2025	split distribution	10430130	02/14/2025	212.52	2242505	02/24/2025
		3-2025	split distribution	10460130	02/14/2025	20.96	2242505	02/24/2025
		3-2025	split distribution	41440130	02/14/2025	316.44	2242505	02/24/2025

Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
Total 228:						673.05		
241	Dry Creek Enterprises, Inc.	M9261	Portable toilet	10510204	02/01/2025	85.00	2142504	02/14/2025
Total 241:						85.00		
269	Forsgren Associates Inc	2412540	Water improvement project	41490027	02/01/2025	6,235.00	2282503	02/28/2025
Total 269:						6,235.00		
270	Freedom Mailing Services,	49679	Bill processing	41410273	02/01/2025	971.52	15240	02/12/2025
Total 270:						971.52		
288	GreatAmerica Financial Se	38476899	Copier Service	10410260	02/03/2025	160.62	2102502	02/10/2025
		38476899	Copier Service	41410260	02/03/2025	79.11	2102502	02/10/2025
Total 288:						239.73		
311	High Country Linen Service	487085	Shop Towels	10430402	02/03/2025	25.73	2142505	02/14/2025
		487085	Shirts	10430121	02/03/2025	19.79	2142505	02/14/2025
		487085	Shirts	41430121	02/03/2025	9.75	2142505	02/14/2025
		488319	Shop Towels	10430402	02/10/2025	25.73	2142505	02/14/2025
		488319	Shirts	10430121	02/10/2025	19.79	2142505	02/14/2025
		488319	Shirts	41430121	02/10/2025	9.75	2142505	02/14/2025
		489561	Shop Towels	10430402	02/17/2025	25.73	2282504	02/28/2025
		489561	Shirts	10430121	02/17/2025	19.79	2282504	02/28/2025
		489561	Shirts	41430121	02/17/2025	9.75	2282504	02/28/2025
		490834	Shop Towels	10430402	02/24/2025	25.73	2282504	02/28/2025
		490834	Shirts	10430121	02/24/2025	19.79	2282504	02/28/2025
		490834	Shirts	41430121	02/24/2025	9.75	2282504	02/28/2025
Total 311:						221.08		
347	Jenkins Ace Home Center	37837	2" Dow stroform sb 4X8 R	41430100	02/06/2025	367.72	15241	02/12/2025
Total 347:						367.72		
359	Conrad & Bischoff	577826	Diesel	10430301	02/21/2025	2,448.46	2282501	02/28/2025
		577826	Diesel	41430301	02/21/2025	1,205.96	2282501	02/28/2025
		IN55181225	Diesel	10430301	02/07/2025	2,019.14	2142503	02/14/2025
		IN55181225	Diesel	41430301	02/07/2025	1,050.87	2142503	02/14/2025
		IN55181225	Gas	10420005	02/07/2025	114.44	2142503	02/14/2025
Total 359:						6,838.87		
369	Lawson Products	9312223688	Welding goggles	10430402	02/12/2025	35.28	15253	02/25/2025
		9312227735	Zip ties, cable clamps, drill	10430402	02/13/2025	66.75	15253	02/25/2025
Total 369:						102.03		
382	Lincoln County Sheriff's Off	01-25	January communications	10420204	02/04/2025	880.00	15242	02/12/2025
Total 382:						880.00		
389	Local Government Liability	15540	Deductible for AA257242	10430243	02/18/2025	1,000.00	15254	02/25/2025

Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
Total 389:						1,000.00		
392	Lower Valley Energy	2-2025	Electric- Town Hall	10430008	02/10/2025	1,540.72	2102507	02/10/2025
		2-2025	Electric- Shop	41430098	02/10/2025	4,495.91	2102507	02/10/2025
		29225	Repair vault hit on Vista W	10430409	02/05/2025	3,115.44	2242502	02/24/2025
Total 392:						9,152.07		
398	Luthi & Voyles LLC	3475	Town Attorney	10440601	01/31/2025	330.00	2142506	02/14/2025
		3476	Town attorney	10440601	01/31/2025	990.00	2142506	02/14/2025
		3477	Town Attorney	10440601	01/31/2025	165.00	2142506	02/14/2025
		3483	Town attorney	10440601	01/31/2025	220.00	2142506	02/14/2025
		3484	Town Attorney	10440601	01/31/2025	1,045.00	2142506	02/14/2025
Total 398:						2,750.00		
449	One-Call of Wyoming	74503	January tickets	41420106	02/07/2025	30.25	2142507	02/14/2025
Total 449:						30.25		
489	Ridge Creek Investment C	02-25	Town Hall Payment	10430003	02/01/2025	2,233.11	15245	02/12/2025
		02-25	Town Hall Payment	41430001	02/01/2025	1,099.89	15245	02/12/2025
Total 489:						3,333.00		
521	Silver Star Communication	2-2025	Town Hall Alarm System	10420214	02/01/2025	85.32	2102504	02/10/2025
		2-2025	Town Hall Alarm	41420108	02/01/2025	42.66	2102504	02/10/2025
		2-2025	Office Lines	10410225	02/01/2025	338.92	2102504	02/10/2025
		2-2025	Office Lines - Water	41410225	02/01/2025	166.93	2102504	02/10/2025
Total 521:						633.83		
539	Star Valley Independent	25158	Legals	10410204	02/01/2025	76.00	2142508	02/14/2025
Total 539:						76.00		
589	Town of Afton	18671 18670	Water lab	41430411	02/05/2025	54.00	15246	02/12/2025
Total 589:						54.00		
591	Town of Star Valley Ranch	2-25	Town hall water	10430010	02/01/2025	358.94	2102501	02/10/2025
		2-25	Water public works	10430011	02/01/2025	35.46	2102501	02/10/2025
		2-25	Water First Response	10420155	02/01/2025	67.03	2102501	02/10/2025
		2-25	Water Dog Park	10510207	02/01/2025	67.00	2102501	02/10/2025
		2-25	Water Town Hall	41430004	02/01/2025	163.00	2102501	02/10/2025
		2-25	Water public works	41430097	02/01/2025	35.46	2102501	02/10/2025
Total 591:						726.89		
613	USA BlueBook	601086	TNT Lead, Test kits	41430239	02/01/2025	125.00	15247	02/12/2025
		608222	Digital Incubator	41430239	02/01/2025	1,088.00	15247	02/12/2025
Total 613:						1,213.00		
628	VSP of Wyoming	3-25	Employee Benefits	10410130	02/17/2025	26.83	2242503	02/24/2025
		3-25	Employee Benefits	10420130	02/17/2025	17.17	2242503	02/24/2025

Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
		3-25	Employee Benefits	10430130	02/17/2025	77.03	2242503	02/24/2025
		3-25	Employee Benefits	10460130	02/17/2025	20.82	2242503	02/24/2025
		3-25	Employee Benefits	41440130	02/17/2025	90.19	2242503	02/24/2025
		Total 628:				232.04		
656	WYDOT Motor Vehicle Ser	FEB-25	Plates for water truck	10430401	02/13/2025	10.00	15255	02/25/2025
		Total 656:				10.00		
658	Wyoming Assn of Rural Wa	20211	Registrations for 2025 Ann	41410209	02/01/2025	1,185.00	2142510	02/14/2025
		Total 658:				1,185.00		
693	Yost Business Systems	B76338	Copier Contract	10410260	02/01/2025	20.94	15248	02/12/2025
		B76338	Copier Contract	41410260	02/01/2025	10.31	15248	02/12/2025
		B76686	Copier Contract	10410260	02/01/2025	313.16	15248	02/12/2025
		B76686	Copier Contract	41410260	02/01/2025	154.25	15248	02/12/2025
		B77972	Copier Contract	10410260	02/20/2025	1,196.73	15256	02/25/2025
		B77972	Copier Contract	41410260	02/20/2025	598.27	15256	02/25/2025
		Total 693:				2,293.66		
714	Westbank Sanitation	4723038T02	Split Distribution	10430407	02/01/2025	30.77	2102505	02/10/2025
		4723038T02	Split Distribution	41430407	02/01/2025	15.15	2102505	02/10/2025
		4723537T02	Split Distribution	10430407	02/01/2025	269.86	2102505	02/10/2025
		4723537T02	Split Distribution	41430407	02/01/2025	132.92	2102505	02/10/2025
		4723537T02	Garbage pick up	10510207	02/01/2025	44.02	2102505	02/10/2025
		Total 714:				492.72		
762	Verizon	6105314902	Cell Phones	10410225	02/01/2025	416.80	2242501	02/24/2025
		6105314902	Cell Phone SMO	10420004	02/01/2025	95.17	2242501	02/24/2025
		6105314902	Cell Phones Water Dept.	41410225	02/01/2025	915.84	2242501	02/24/2025
		Total 762:				1,427.81		
785	Principal Life Insurance Co	3-25	Employee Benefits	10410130	02/14/2025	57.20	2242504	02/24/2025
		3-25	Employee Benefits	10420130	02/14/2025	23.86	2242504	02/24/2025
		3-25	Employee Benefits	10430130	02/14/2025	76.27	2242504	02/24/2025
		3-25	Employee Benefits	41440130	02/14/2025	99.54	2242504	02/24/2025
		3-25	Employee benefits	10460130	02/14/2025	24.19	2242504	02/24/2025
		Total 785:				281.06		
798	Union Wireless	2-25	Scada data card	41410225	02/03/2025	77.10	2102506	02/10/2025
		Total 798:				77.10		
807	US Bank	130225A	License fee	10430401	02/13/2025	25.00	Multiple	02/24/2025
		130225B	License fee	10430401	02/13/2025	1.50	2242526	02/24/2025
		20392311	Mailchimp service	10410802	02/17/2025	17.75	2242526	02/24/2025
		20392311	Mailchimp service	41410802	02/17/2025	8.75	2242526	02/24/2025
		2480197504	Laser level	10430409	02/12/2025	999.99	2242526	02/24/2025
		292826960	Zoom subscription	10410802	02/13/2025	10.71	2242526	02/24/2025
		292826960	Zoom subscription	41410802	02/13/2025	5.28	2242526	02/24/2025
		29K1EHNS9	UPS shipment	41410271	02/17/2025	9.05	2242526	02/24/2025

Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
		29K1EHNS9	UPS shipment	41410271	02/17/2025	16.23	2242526	02/24/2025
		29POL1AA7	UPS shipment	41410271	02/17/2025	9.05	2242526	02/24/2025
		29POL1AA7	UPS shipment	41410271	02/17/2025	16.23	2242526	02/24/2025
		304200	Light bar for loader	10430201	02/17/2025	65.62	2242526	02/24/2025
		40387	Casper college classes	10410209	02/10/2025	138.00	2242526	02/24/2025
		418099	Gavel set	10450257	02/17/2025	105.68	2242526	02/24/2025
		5341246	Bi-Metal hole saw kit	41430107	02/05/2025	99.00	2242526	02/24/2025
		6433377	QuillBot annual subscriptio	10410224	02/12/2025	99.95	2242526	02/24/2025
		89542	750 W 240V Heater	41430100	02/17/2025	232.08	2242526	02/24/2025
		ALL TERRA	Monopole adapter, Monopo	41430107	02/17/2025	375.00	2242526	02/24/2025
		CS2576086	SHRM membership	10410228	02/03/2025	264.00	2242526	02/24/2025
		NTC1139606	Name plate and Name tag	10410258	02/17/2025	37.85	2242526	02/24/2025
		NTC1139692	Walnut desk plate, metal n	10410258	02/17/2025	36.25	2242526	02/24/2025
		NTC1139787	Plastic name plate	10410258	02/17/2025	26.15	2242526	02/24/2025
		OMOUMF1H	Judge's robe	10450257	02/17/2025	101.90	2242526	02/24/2025
		P130940	Vaporproof 4" box	41430100	02/17/2025	87.80	2242526	02/24/2025
		VPPV655WL	Name cards	10410258	02/17/2025	52.26	2242526	02/24/2025
		VPS1GVDO	Name cards	10410258	02/17/2025	39.88	2242526	02/24/2025
Total 807:						2,880.96		
811	Melody Leseberg	6	January court clerk	10450300	02/14/2025	500.00	2282505	02/28/2025
Total 811:						500.00		
814	Valley Cleaning Services L	312	Monthly cleaning	10430100	02/01/2025	1,219.40	2142509	02/14/2025
		312	Monthly cleaning	41430100	02/01/2025	600.60	2142509	02/14/2025
Total 814:						1,820.00		
815	Reiman Corp	APP 1	Middle Branch Bridge	10490010	02/01/2025	378,337.50	15244	02/12/2025
Total 815:						378,337.50		
816	Home Depot	9341326	Materials for shop	10430100	02/11/2025	544.49	2242527	02/24/2025
		9341326	Materials for shop	41430100	02/11/2025	362.99	2242527	02/24/2025
		9341327	Materials for shop	10430100	02/11/2025	4,759.12	2242527	02/24/2025
		9341327	Materials for shop	41430100	02/11/2025	3,172.74	2242527	02/24/2025
Total 816:						8,839.34		
817	Elan City	204256	Radar signs	10430409	02/01/2025	9,000.00	2282502	02/28/2025
Total 817:						9,000.00		
Grand Totals:						476,865.93		

Report Criteria:
Detail report type printed

Report Criteria:

Includes all check types

Includes unprinted checks

Pay Period Date	Description	Amount	Check Number
02/01/2025	457 Contribution 457 Wyoming Re	125.00-	123011531
02/01/2025	FICA/FWH Tax Deposit Federal Wi	10,364.28-	123011532
02/15/2025	457 Contribution 457 Wyoming Re	125.00-	123011533
02/15/2025	FICA/FWH Tax Deposit Federal Wi	12,062.40-	123011534
02/15/2025	Retirement Contributions Wyoming	15,694.27-	123011535
02/01/2025		2,353.67-	602203012
02/01/2025		1,056.55-	602203013
02/01/2025		332.46-	602203014
02/01/2025		2,972.69-	602203015
02/01/2025		332.46-	602203016
02/01/2025		1,018.40-	602203017
02/01/2025		2,163.27-	602203018
02/01/2025		2,402.91-	602203019
02/01/2025		2,383.19-	602203020
02/01/2025		3,873.81-	602203021
02/01/2025		2,530.94-	602203022
02/01/2025		1,838.50-	602203023
02/01/2025		2,306.53-	602203024
02/01/2025		2,825.01-	602203025
02/01/2025		2,033.64-	602203026
02/01/2025		1,895.99-	602203027
02/01/2025		443.28-	602203028
02/15/2025		2,353.67-	602203029
02/15/2025		1,833.47-	602203030
02/15/2025		221.64-	602203031
02/15/2025		3,036.57-	602203032
02/15/2025		1,288.25-	602203033
02/15/2025		221.64-	602203034
02/15/2025		1,586.87-	602203035
02/15/2025		2,930.53-	602203036
02/15/2025		2,402.91-	602203037
02/15/2025		2,840.76-	602203038
02/15/2025		3,873.81-	602203039
02/15/2025		3,122.64-	602203040
02/15/2025		2,594.11-	602203041
02/15/2025		1,858.79-	602203042
02/15/2025		2,740.19-	602203043
02/15/2025		1,943.20-	602203044
02/15/2025		2,050.70-	602203045
02/15/2025		221.64-	602203046
02/15/2025		138.52-	602203047
02/15/2025		221.64-	602203048
Grand Totals:		108,615.8	

Star Valley Ranch

2/1/25 to 2/28/25

Citations	0
Warnings	0
CFS/Law Incidents	8
Special Patrol	29

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

Town of Star Valley Ranch

Special Municipal Officer

2/01/2025 2/28/2025

Verbal Warnings	8
Written Warnings	3
Citations	3

Animal Complaint	2	Water Shut-off	0
Building & Zoning	0	Meter Pit Tampering	0
Road Right-of-Way	2	LCSO Assist	0
Snow Complaint	8	Fire Prevention\open fire	0
Nuisance Comp.	1	Stop work order	0
Road damage	0	Animal Impound	0
STR Complaint	0	Other	0

The Town of
Star Valley Ranch, Wyoming
Ordinance 2025-01

**Title XV Land Usage
Chapter 154 Zoning**

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

Explanation: Update to existing language to remove the deposit for a plat amendment, update the administrative fee to be set by resolution, and change language to better match other town code.

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

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

§154.241 APPLICATION REQUIREMENTS

- (A) Applications from a property owner shall be filed with the ~~Planning and Zoning Board~~ **Planning Commission** on the specified forms and accompanied by necessary data and information to ~~ensure~~ **assure** the fullest presentation of the facts.

§154.242 LIMITATIONS

A plat amendment that requires the least modification to a plat will be the preferred alternative when more than one alternative will solve the perceived problem with the present plat. No application from a property owner for the same property that has been denied by the town shall be received or processed by the town within one year from the date of such denial except by unanimous vote by the ~~Town Council~~ **Planning and Zoning Board**.

§154.243 FEE AND DEPOSIT SCHEDULE

- (A) A non-refundable plan review permit and inspection fee in the amount specified will be charged. ~~A refundable deposit in the amount specified will be held by the town until all action on the request is completed either by denial of the request or by approval of the request and recording of the amended plat by the county. Interest will not be paid on deposits being held. Deposits will be refunded on approved amended plat applications~~

~~after Town Planning and Zoning Board Clerk has received a copy of the recorded amended plat from the County Clerk's office.~~

- (B) Plat amendment fee is reviewed annually as part of the town budget process and ~~and deposit: the plat amendment fee and deposit~~ may be changed by resolution. The fee is found in the fee schedule published by the town.

~~(1) Non-refundable fee (per original affected lot): \$250; and
(2) Refundable deposit (per original affected lot) \$250.~~

§154.244 PROCEDURES FOR AMENDING A PLAT

- (A) An application for amending a plat shall be submitted to the Planning ~~Commission and Zoning Board.~~
- (B) A complete amended plat application must include the proposed amended plat and other required documents, and survey markers must be in place for review by the ~~Planning Commission Board~~. To be placed on the ~~Planning Commission's Board's~~ agenda, the application must be received a minimum of two weeks in advance of a regular Planning ~~Commission and Zoning Board~~ meeting. Regular ~~Planning Commission Board~~ meetings are held the ~~second first~~ and ~~fourth third~~ Wednesday of each month. The Planning ~~Commission and Zoning Board~~ may have the application reviewed by a third party.
- ~~(C) The applicant is to coordinate with the Planning and Zoning Board to establish the planned schedule for review and action on the application and to schedule the public hearing. The applicant or the applicant's representative is required to attend both the Planning and Zoning Board meeting and the Town Council meeting when the application is intended to be discussed, reviewed, schedules developed or action taken.~~
- (D) Subdividing ~~previously combined lots~~, creation of new lot(s)
- (1) Only lots that were combined with the Procedures for Amending a Plat shall be eligible for subdividing.
 - (2) Any newly created lot shall have the same governance and restrictions as were in effect prior to the subdividing.
 - (3) No structures shall remain on the newly created lot(s) that violates or conflicts with any Town Ordinance.
 - (4) Lot(s) size shall be no smaller than that allowed in their respective Zoning District.

(5) A Plant Investment Fee shall be required. See Title V, Water Utility, Chapter 50 Regulations, Section Plant Investment Fee.

(E) Public involvement and hearing.

(1) For all plat amendments, all property owners within 300 feet of every boundary of the property being requested for adjustment shall be notified of the pending amended plat application and of a public hearing to be held. The ~~town Planning and Zoning Board~~ will notify affected property owners within 300 feet of every boundary of the property being requested for adjustment and any homeowner's association by ~~certified~~ mail at least 30 days in advance of the scheduled hearing. The above-mentioned property owners and any homeowner's association may give written comment expressing consent or dissent to the proposed changes.

(2) The application will be reviewed by the Planning Commission at such time as all necessary information pertinent to the application is received. The ~~Planning Commission Town Planning and Zoning Board~~ will schedule and conduct a public hearing, to be held during a regularly scheduled Planning ~~Commission and Zoning~~ meeting, to decide on a recommendation to the Town Council on the amended plat application. Oral and written comments from the adjoining property owners, public, and other interested parties will be ~~considered~~ by the ~~Planning Commission Board~~ at that hearing.

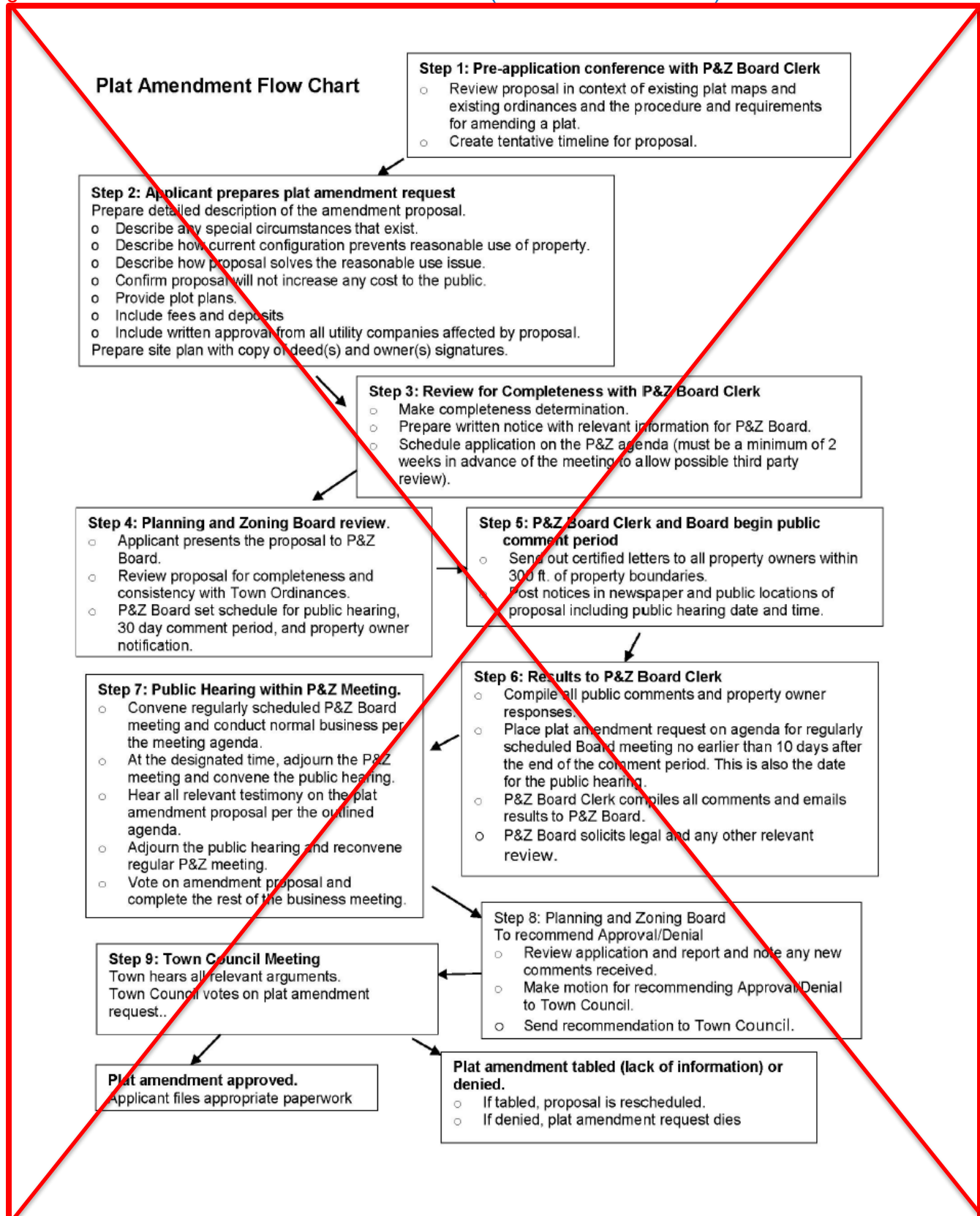
(3) After the hearing, the ~~Planning Commission Board will reconvene its regularly scheduled meeting, with a quorum in attendance, to~~ will consider the public comments and other pertinent information and ~~to~~ make a recommendation to the Town Council. This recommendation will be presented to the Town Council at its next regularly scheduled meeting. The ~~Planning Commission Board~~ reserves the right to table the application until such time as it has all necessary information pertaining to the application.

(F) The Town Council shall entertain a motion to approve, deny or table the application as well as hear any new and relevant evidence from the applicant, neighbors, and other concerned citizens before taking final action on an application.

(G) The applicant or his or her representative is responsible for recording an approved amended plat with the County Clerk's office.

~~(H) The applicant or their representative is required to attend both the Planning and Zoning Board meeting and the Town Council meeting. If the applicant or their representative is not present at either the Planning and Zoning Board meetings or the Town Council meeting, the applicant shall reapply.~~

~~§154.246 PLAT AMENDMENT FLOW CHART (REMOVE DIAGRAM)~~



The above ordinance has been posted as per W.S.15-1-116b and recorded in the office of the Town Clerk.

Mayor

Attest: Town Clerk

The Town of
Star Valley Ranch, Wyoming
Ordinance 2025-03

**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 updates existing code to add the alternate member and clarify language.

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.

§33.122 APPOINTMENT.

(A) *Council Liaison (non-voting)*: The Mayor shall assign a Councilman as a liaison to the Travel and Tourism Board.

(B) *Regular members*. The four “regular” members of the Travel and Tourism 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. The fifth member shall be the Town Treasurer.

(C) *Alternate member*. An additional member, known as the “alternate” member of the Travel and Tourism 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 alternate member may be eligible for reappointment. The alternate member will have

the same responsibilities and duties of a regular member, except voting will be limited to those situations where the number of regular members present is less than what is required for a quorum.

(D)(C) ~~Advisory members.~~ *Expert advice.* The Chairperson of the Travel and Tourism Board may, from time to time, ~~appoint certain~~ seek advice or expertise from certain experts ~~advisory members~~ to provide advice and counsel to the Board. Experts will be sought ~~Advisory members will be appointed~~ based on special skills, knowledge or experience in the travel and tourism industry and agree to assist the regular members on a meeting-by-meeting basis.

The above ordinance has been posted as per W.S.S. §15-1-116(b) and recorded in the office of the Town Clerk.

Mayor

Attest: Town Clerk

Town of

Star Valley Ranch, Wyoming

I move to appoint Mayor Ruzena Rok as the voting delegate and Town Administrator Trevor Aitken as the alternate voting delegate to represent the town at the Wyoming Association of Municipalities during the summer convention business meeting June 11-13, 2025.

Passed and adopted this 11th day of March 2025

For the Town of Star Valley Ranch:

By:

Ruzena Rok, Mayor

Attest:

By: _____

Kristin Gray, Clerk