

Star Valley Ranch, Wyoming

TOWN COUNCIL MEETING

SIGN IN SHEET

January 19, 2022

	NAME		NAME
1	Sandy Willis	24	
2	Patrick Libs	25	
3	Ruzena Rok	26	
4	Annette Johnson	27	
5	Paulette Black	28	
6	MIKE BLACK	29	
7	Ron & Carolyn Thacker	30	
8	Dolores Albers	31	
9	Shana Albers	32	
10	Dolores Albers	33	
11	James Rodgers	34	
12	Ryan Welby	35	
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21		44	
22		45	

The Town of
Star Valley Ranch, Wyoming

TOWN MEETING

FINAL

January 19, 2022
6:00 PM

Proposed Agenda

1. Call to Order, Roll Call of Councilmen, Statement of Quorum
2. Pledge of Allegiance
3. Recognition (Special Guests)
4. Reconvene Council Meeting (Motion)
5. Adopt Agenda (Motion)
6. Adopt Consent Agenda (Motion)
 - A. Approve Minutes for December 15th Town Council Meeting
 - B. Correspondence Listing
 - C. Accounts Payable and Payroll Disbursement (\$345,231.66)
 - D. WIP-2021 Financial Report
 - E. Activity Reports
 1. LCED Meeting, January 3, 2022 – Teleconference
 - F. Board Reports
 1. Water Utility Board
 2. Planning & Zoning
 - G. Safety
 1. Special Municipal Officer's Report
 2. Municipal Court Report
7. Prior Business
 - A. Ordinance 2021-22 Title III Administration Chapter 35 Municipal Court (Motion)
 - B. Ordinance 2021-23 Title XV Land Usage Chapter 150 Buildings (Motion)
 - C. Ordinance 2021-24 Title XI Business Regulations Chapter 113 Short-term Rental Permits (Motion)
 - D. Ordinance 2021-25 Title V Water Utility Chapter 50 Regulations (Motion)

8. New Business
 - A. Ordinance 2022-01 Title XV Chapter 154 Zoning (Motion)
 - B. Resolution 22-01-19-001 Water Improvement Project 2022 (Motion)
 - C. Arbor Day Proclamation
 - D. Mayor's appointment of Dave Sankaran to Finance Advisory Board (Motion)
 - E. Town Council Accomplishments, Goals and Objectives
 1. Councilman Baillie
 2. Councilman Hansen
 3. Councilman Denney
 4. Councilman Ellis
9. Items Moved from Consent Agenda
 1. Sheriff's Office Report
10. Mayor's Update & Year in Review
11. Upcoming Activities/Events
 - A. Town Council Workshop, February 3, 2022 @ 9am – Town Hall
 - B. LCED Meeting, February 7, 2022 @ 10am – County Offices Afton
 - C. Coffee with the Mayor, February 14, 2022 @ 10am – Town Hall
 - D. Town Council Workshop, February 16, 2022 @ 9am – Town Hall
 - E. Town Council Meeting, February 16, 2022 @ 6pm – Town Hall
12. Adjournment (Motion)

The Town of
Star Valley Ranch, Wyoming
Suggested Motion

I move the Town of Star Valley Ranch reconvene the regular meeting of the Town Council.

Motion made by Councilman Baillie

Motion seconded by Councilman Hansen

Vote: DB – Aye LH – Aye TE – Aye RD – Aye KB – Aye

Passed and adopted this 19th day of January 2022

For the Town of Star Valley Ranch

By: Kathleen Buyers
Kathleen Buyers, Mayor

Attest:

By: Kristin Gray
Kristin Gray, Clerk



The Town of
Star Valley Ranch, Wyoming
Suggested Motion

I move the Town of Star Valley Ranch approve the agenda as amended.

Motion made by Councilman Ellis

Motion seconded by Councilman Baillie

Vote: DB – Aye LH – Aye TE – Aye RD – Aye KB – Aye

Passed and adopted this 19th day of January 2022

For the Town of Star Valley Ranch

By: Kathleen Buyers

Kathleen Buyers, Mayor

Attest:

By: Kristin Gray
Kristin Gray, Clerk



The Town of

Star Valley Ranch, Wyoming

CONSENT AGENDA

- A. Approve Minutes for December 15th Town Council Meeting
- B. Correspondence Listing
- C. Accounts Payable and Payroll Disbursement (\$345,231.66)
- D. WIP-2021 Financial Report
- E. Activity Reports
 - 1. LCED Meeting, January 3, 2022 – Teleconference
- F. Board Reports
 - 1. Water Utility Board
 - 2. Planning & Zoning
- G. Safety
 - 1. Special Municipal Officer's Report
 - 2. Municipal Court Report

The Town of
Star Valley Ranch, Wyoming
Suggested Motion

I move the Town of Star Valley Ranch approve the consent agenda as amended.

Motion made by Councilman Baillie

Motion seconded by Councilman Hansen

Vote: DB – Aye LH – Aye TE – Aye RD – Aye KB – Aye

Passed and adopted this 19th day of January 2022

For the Town of Star Valley Ranch

By: Kathleen Buyers

Kathleen Buyers, Mayor

Attest:

By: Kristin Gray
Kristin Gray, Clerk



The Town of
Star Valley Ranch, Wyoming

TOWN MEETING MINUTES

FINAL

December 15, 2021, 6:00PM

Call to Order, Roll Call of Councilmen, Statement of Quorum: The two hundred fifth regular monthly meeting of the Town of Star Valley Ranch Town Council was held December 15, 2021, at Town Hall, 171 Vista Drive. Mayor Buyers called the meeting to order at 6:00 PM, stating a quorum with Councilmen Lee Hansen, Councilman Taylor Ellis, Councilman Ron Denney via remote, and Councilman Don Baillie present. Town Clerk Kristin Gray was also in attendance.

Pledge of Allegiance:

Recognition of Special Guests: Brady Bitter, Planning & Zoning Board

Reconvene Regular Meeting: Councilman Ellis moved to reconvene the regular meeting. Councilman Baillie seconded the motion. Motion carried unanimously.

Adopt Agenda: Councilman Baillie moved to approve the agenda as written. Councilman Hansen seconded the motion. Motion carried unanimously.

Adopt Consent Agenda: Councilman Ellis moved to approve the consent agenda as written. Councilman Baillie seconded the motion. Motion carried unanimously.

Consent Agenda Items:

- A. Approve Minutes for November 17th Town Council Meeting
- B. Correspondence Listing
- C. Accounts Payable and Payroll Disbursement (\$495,903.15)
- D. WIP-2021 Financial Report
- E. Activity Reports
 - 1. LCED Meeting, November 1, 2021 – Teleconference
 - 2. WAM Region 5 Meeting, November 30, 2021 – Teleconference
- B. Board Reports
- C. Safety
 - 1. Special Municipal Officer's Report
 - 2. Sheriff's Office Report
 - 3. Municipal Court Report

Copies of the latest Town Council Meetings as well as archived agendas and minutes from all previous Town Meetings and other public hearings may be found at the Town Hall during regular business hours or on the Town's website: www.starvalleyranchwy.org.

Correspondence: The Town has all correspondence on file and if anyone would like to review the correspondence, please contact the Town Clerk.

Councilman Baillie presented the third reading of Ordinance 2021-18, Title XV Land Usage, Chapter 154 Zoning, explaining there were no changes from second reading. Councilman Baillie

moved to approve the ordinance as written. Councilman Hansen seconded the motion. Motion carried unanimously.

Councilman Baillie presented Ordinance 2021-19 Title XV Land Usage, Chapters 151 and 152, saying there were no changes from second reading. Councilman Baillie moved to approve the second reading as written. Councilman Hansen seconded the motion. Motion carried unanimously.

Councilman Baillie presented Ordinance 2021-20 Title XI, Chapter 112 Contractor Registration for third reading, explaining that the Ordinance had been updated to add plumbing, HVAC, and electrical contractors to the general registration, and to change the Town Clerk to Administrative Office for filing applications. Councilman Baillie moved to approve the third reading. Councilman Hansen seconded the motion. Motion carried unanimously.

Councilman Hansen presented the third reading of Ordinance 2021-21 Title V Water Utility, Chapter 54 Rates, explaining there were no changes from second reading. Councilman Hansen moved to approve the third reading. Councilman Baillie seconded the motion. Motion carried unanimously.

Councilman Baillie presented Ordinance 2021-22 Title III Administration, Chapter 35 Municipal Court, explaining there were no changes from first reading. Councilman Baillie moved to approve the ordinance as written. Councilman Hansen seconded the motion. Motion carried unanimously.

Councilman Baillie presented Ordinance 2021-23 Title XV Land Usage, Chapter 150 Buildings explaining there were no changes from first reading. Councilman Baillie moved to approve the Ordinance as written. Councilman Hansen seconded the motion. Motion carried unanimously.

Councilman Hansen read a motion to postpone Ordinance 2021-24 Title IX General Regulations, Chapter 97 Short-Term Rental Permits for second reading, until the January 19, 2022, regular Council meeting, stating that the Ordinance was under review by the Town attorney, and further citizen input was being reviewed. Councilman Ellis seconded the motion. Motion carried unanimously.

Councilman Hansen presented the second reading of Ordinance 2021-25 Title V Water Utility, Chapter 50 Regulations, stating there was no change from first reading. Councilman Hansen moved to approve second reading. Councilman Baillie seconded the motion. Motion carried unanimously.

Councilman Denney moved to approve the Mayor's appointment of Kim Kenney to the Economic Development Board, effective until June 30, 2024. Councilman Baillie seconded the motion. Motion carried unanimously.

Upcoming events were discussed.

Councilman Baillie moved to adjourn the meeting. Councilman Hansen seconded the motion. Motion carried unanimously.

The Town of

Star Valley Ranch, Wyoming

Correspondence

December 15 – January 18

- SV Association Holiday Closure, December 20 – Email
- SV Association Weekly Email, January 10 – Email
- State Department of Audit Cost of Government, December 17 – Email
- State Economics Division Population Estimates, December 21 – Email
- State Economics Division Economic Summary Q3, January 4 – Email
- SV Chamber Christmas Concert, December 20 – Email
- SV Chamber Newsletter, January 4 – Email

Report Criteria:

Journal Code..Journal code = "CD","CD2","CDA","CDA2","CDC","CDP","CDPT"

Journal	Payee or Description	Date	Check Number	Check Amount
CDPT	Bank of Star Valley	12/01/2021	13110	40.00
CDPT	Wyoming State Disbursement (SDU)	12/01/2021	13111	46.15
CDC	Clark, Steven	12/01/2021	13112	307.48
CDC	Izatt, Derk	12/01/2021	13113	1,700.00
CDC	Izatt, Derk	12/01/2021	13114	1,900.00
CDC	Lamming/Matz, Frederick/Tracey	12/01/2021	13115	2,000.00
CDA	Amazon Capital Services	12/01/2021	13116	1,076.29
CDA	Car Quest Auto Parts	12/01/2021	13117	142.30
CDA	Delta Dental	12/01/2021	13118	461.75
CDA	Dry Creek Enterprises, Inc.	12/01/2021	13119	100.00
CDA	Ferguson Waterworks #1701	12/01/2021	13120	3,211.18
CDA	High Country Linen Service	12/01/2021	13121	162.09
CDA	Johansen Construction, Inc.	12/01/2021	13122	30,000.00
CDA	Lawson Products	12/01/2021	13123	2,769.50
CDA	North American Benefits Company	12/01/2021	13124	2,105.64
CDA	Rhinehart Oil	12/01/2021	13125	2,720.12
CDA	RL Carriers, Inc	12/01/2021	13126	1,636.01
CDA	Salt River Motors	12/01/2021	13127	2,296.00
CDA	Silver Star Communications	12/01/2021	13128	957.35
CDA	Staples	12/01/2021	13129	107.75
CDA	Summit Insurance Services	12/01/2021	13130	60.00
CDA	Thayne True Value Hardware & Variety	12/01/2021	13131	764.94
CDA	VSP of Wyoming	12/01/2021	13132	196.89
CDA	Western States Cat	12/01/2021	13133	5,236.00
CDA	Wyoming Assn of Rural Water Systems	12/01/2021	13134	450.00
CDC	CREJM Enterprises	12/01/2021	13135	600.00
CDA	Freedom Mailing Services, Inc.	12/01/2021	13136	856.74
CDA	Hastings Ace Hardware	12/01/2021	13137	204.88
CDA	Town of Star Valley Ranch	12/01/2021	13138	644.14
CDA	VersaTube Building Systems	12/01/2021	13139	8,937.00
CDP	Gray, Kristin L	12/17/2021	13140	200.00
CDP	Dugan, Joshua T.	12/17/2021	13141	200.00
CDP	Knowlton, Bruce A	12/17/2021	13142	200.00
CDP	Rodgers, James	12/17/2021	13143	200.00
CDP	Mason, P Dylan	12/17/2021	13144	200.00
CDP	Cazier, Will	12/17/2021	13145	200.00
CDP	Taggart, Kiley	12/17/2021	13146	200.00
CDP	Long III, Donald	12/17/2021	13147	200.00
CDP	Long, Travis	12/17/2021	13148	200.00
CDP	Clark, Steven	12/17/2021	13149	200.00
CDP	Henrie, Troy	12/17/2021	13150	200.00
CDP	Campbell, Gina	12/17/2021	13151	200.00
CDPT	Bank of Star Valley	12/15/2021	13152	40.00
CDPT	Wyoming State Disbursement (SDU)	12/15/2021	13153	46.15
CDC	Buyers, Kathleen	12/15/2021	13154	40.60
CDC	Ellis, Taylor	12/15/2021	13155	152.75
CDA	All-Star Auto Parts	12/15/2021	13156	5,630.48
CDA	Avail Valley Construction	12/15/2021	13157	225.00
CDA	Caselle, Inc	12/15/2021	13158	1,086.00
CDA	Energy Laboratories	12/15/2021	13159	134.00
CDA	Ferguson Waterworks #1701	12/15/2021	13160	3,978.47
CDA	Forsgren Associates Inc	12/15/2021	13161	24,800.56
CDA	Jones Simkins, LLC	12/15/2021	13162	8,474.00
CDA	Lawson Products	12/15/2021	13163	183.41

Journal	Payee or Description	Date	Check Number	Check Amount
CDA	Leisure Valley, Inc	12/15/2021	13164	21.00
CDA	Lincoln County Sheriff's Office	12/15/2021	13165	880.00
CDA	Lower Valley Energy	12/15/2021	13166	3,185.47
CDA	Luthi & Voyles, LLC	12/15/2021	13167	2,255.00
CDA	Mosca Design	12/15/2021	13168	937.43
CDA	One-Call of Wyoming	12/15/2021	13169	6.00
CDA	Peavler's Mountain Star Inc.	12/15/2021	13170	180.00
CDA	Ridge Creek Investment Co	12/15/2021	13171	3,333.00
CDA	Salsbury Industries	12/15/2021	13172	931.61
CDA	Southco Metals LLC	12/15/2021	13173	8,131.95
CDA	Star Valley Health	12/15/2021	13174	33,000.00
CDA	Star Valley Independent	12/15/2021	13175	87.88
CDA	Star Valley Plumbing	12/15/2021	13176	2,455.00
CDA	Star Valley Water Systems LLC	12/15/2021	13177	100.00
CDA	Town of Thayne	12/15/2021	13178	26,793.50
CDA	Valley Market	12/15/2021	13179	66.48
CDA	Valley Wide Coop-BriteGas	12/15/2021	13180	818.78
CDA	WAMCAT Membership	12/15/2021	13181	65.00
CDA	Westbank Sanitation	12/15/2021	13182	443.78
CDPT	Bank of Star Valley	12/29/2021	13183	40.00
CDPT	Wyoming Retirement System	12/29/2021	13184	11,531.83
CDPT	Wyoming State Disbursement (SDU)	12/29/2021	13185	46.15
CDA	American Express	12/29/2021	13186	3,402.05
CDA	Bluebird Services LLC	12/29/2021	13187	4,225.00
CDA	Delta Dental	12/29/2021	13188	406.45
CDA	Ferguson Waterworks #1701	12/29/2021	13189	1,774.22
CDA	GreatAmerica Financial Services	12/29/2021	13190	279.75
CDA	High Country Linen Service	12/29/2021	13191	170.04
CDA	Johansen Construction, Inc.	12/29/2021	13192	28,771.43
CDA	Lawson Products	12/29/2021	13193	1,056.41
CDA	North American Benefits Company	12/29/2021	13194	1,402.98
CDA	Rhinehart Oil	12/29/2021	13195	2,906.97
CDA	Staples	12/29/2021	13196	99.96
CDA	Thayne True Value Hardware & Variety	12/29/2021	13197	751.60
CDA	Total Green Janitorial Supplies	12/29/2021	13198	1,091.65
CDA	Trustmark	12/29/2021	13199	6,601.00
CDA	VSP of Wyoming	12/29/2021	13200	196.89
CDA	Wyoming Department of Workforce Services	12/29/2021	13201	6,000.28
CDP	DIRECT DEPOSIT TOTAL	12/03/2021	92201	17,501.30
CDP	DIRECT DEPOSIT TOTAL	12/17/2021	92202	20,351.19
CDP	DIRECT DEPOSIT TOTAL	12/31/2021	92203	20,873.63
CDPT	Great-West Trust Company	12/13/2021	123011345	75.00
CDPT	IRS - 941 Taxes	12/13/2021	123011346	6,535.78
CDPT	Great-West Trust Company	12/27/2021	123011347	75.00
CDPT	IRS - 941 Taxes	12/27/2021	123011348	6,491.60
Grand Totals:				<u><u>345,231.66</u></u>

Report Criteria:

Journal Code.Journal code = "CD","CD2","CDA","CDA2","CDC","CDP","CDPT"

Water Improvement Project - 2021

Updated: 1/5/2022

Terms:	Loan:	\$1,468,208	Source:	DWSRF-231	Funding %	67%	Total Spent:	\$962,183
	Grant:	\$723,147		MRG-19074-LN		33%	Percentage Complete:	43.91%
	Total:	\$2,191,355				100%		

	DWSRF-231		MRG-19074-LN		Account # 41-49-0026									
	Draft Request #	Submitted to State?	Loan \$	Received Date	Grant \$	Received Date	Total Loan & Grant \$	Funds Received?	Forsgren \$	Forsgren Paid Date	Check #	Contractor \$	Contractor Paid Date	Check #
Sep	1	10/14/2020	\$5,205.90	11/20/2020	\$2,564.10	12/18/2020	\$7,770.00	Yes	\$7,770.00	12/31/2020		12339	N/A	
Nov	2	12/14/2020	\$6,394.90	1/20/2021	\$3,149.73	2/11/2021	\$9,544.63	Yes	\$9,544.63	3/10/2021		12471	\$0.00	
Dec	3	1/25/2021	\$5,692.17	2/10/2021	\$2,803.61	2/11/2021	\$8,495.78	Yes	\$8,495.78	3/10/2021		12471	\$0.00	
Jan	4	2/11/2021	\$27,606.27	3/5/2021	\$13,597.12	3/31/2021	\$41,203.39	Yes	\$2,655.00	4/6/2021		12531	\$38,548.39	4/6/2021 12535
Feb	5	3/15/2021	\$3,356.70	4/6/2021	\$1,653.30	4/6/2021	\$5,010.00	Yes	\$5,010.00	5/5/2021		12585	\$0.00	
Apr	6	4/20/2021	\$894.45	5/10/2021	\$440.55	5/10/2021	\$1,335.00	Yes	\$1,335.00	6/23/2021		12694	\$0.00	
May	7	6/29/2021	\$4,476.42	7/7/2021	\$2,204.81	7/15/2021	\$6,681.23	Yes	\$6,681.24	7/13/2021		12750	\$0.00	
Jun	8	7/14/2021	\$38,880.14	7/26/2021	\$19,149.93	7/26/2021	\$58,030.07	Yes	\$6,324.08	8/11/2021		12837	\$51,705.99	8/11/2021 12843
Jul	9	8/9/2021	\$117,222.79	8/25/2021	\$57,736.60	8/30/2021	\$174,959.39	Yes	\$12,080.48	9/8/2021		12904	\$162,878.91	9/8/2021 12908
Aug	10	9/27/2021	\$244,259.30	9/21/2021	\$120,306.82	9/21/2021	\$364,566.12	Yes	\$9,572.72	10/6/2021		12979	\$354,993.39	10/6/2021 12982
Sep	11	10/11/2021	\$150,409.31	10/19/2021	\$74,082.19	10/25/2021	\$224,491.50	Yes	\$24,824.04	11/3/2021		13039	\$199,667.46	11/3/2021 13044
Oct	12	11/9/2021	\$34,667.19	11/19/2021	\$17,079.80	12/8/2021	\$51,746.99	Yes	\$22,985.56	12/15/2021		13161	\$28,771.43	12/29/2021 13192
Nov	13	12/8/2021	\$5,593.56	12/21/2021	\$2,755.04		\$8,348.60	No	\$8,348.60				\$0.00	
Totals:			\$644,659.10		\$317,523.60		\$962,182.70		\$125,627.13			\$836,565.57		

Owed:	\$8,348.60	Owed:	\$0.00
Ready to Pay:	\$0.00	Ready to Pay:	\$0.00

Notes:

<https://sao.wyo.gov/vendors/>

Put "Town of Star Valley Ranch" in the "Vendor Name" box and any Start Date and the results will appear. These are dates the State releases funding, not necessarily the day it appears in our bank account.

*25% Loan Forgiveness will be applied after completion of project and interest is paid.

Activity Report

Activity: Lincoln County Economic Development Board

Reporting: Kathleen Buyers

Participants: Commissioners Harmon, Hansen, King, Towns of Star Valley Ranch, Kemmerer, Diamondville, Thayne, Cokeville, and Alpine. Also, County Planning, Wyoming Business Council, Southern Lincoln County Economic Development, Southern Lincoln County Chamber of Commerce, County Engineer (Amy) and Cokeville Mainstreet.

Time & Place: January 3, 2022 @ 10:00am

Description: **Approved:** No grant applications received.

Town Reports:

Alpine: Winter Jubilee will be in February, motor cross race will be by Melvin's. Working on some new annexations.

Star Valley Ranch: The Town is working on a short-term rental ordinance. Building permits are starting to come in again and the Town needs a building inspector.

Kemmerer: Housing is selling fast even the old, dilapidated houses around the city. The city was chosen for the new nuclear plant which is a partnership with Pacific Corp and Tera Corp. The County and communities will be asked to help get ready for this project. Initial housing for construction workers will be over 1000 people. The County and surrounding communities are looking at zoning and what changes need to be made to accommodate this project. The County will also need to increase

staff in both Zoning and Engineering to make this happen.

Thayne: Quiet in Thayne

Afton: not present

Cokeville: The motel has new owners, and the new owners are working with the Town on ATV trails. They are still trying to fill Police Department positions. Pine Ridge ski resort has opened opportunities for business retreats during the weekdays.

Lincoln County: The County planning office is still short a planner and assistant planner, Amy the County Civil Engineer is helping as much as possible.

Wyoming Business Council: Kiley Ingersoll mentioned a few different grant opportunities for business. Build Back Better funding, ARPA and EDA. Also shared a link to learn more about today's nuclear power.

Next meeting is scheduled for February 7, 2022 @ 10:00 am, County Commissioners Room in Afton or Zoom.

Activity Report
Water Utility Board
December

Reporting: Boyd Siddoway

Participants: Board Members: All were in attendance; either in person or via Zoom
Liaison: Councilman Lee Hansen

Time & Place: 01/03/22 – 1:00 PM – Town Hall

Activity Report:

The Board, while not interfering nor involving ourselves in the day to day operations of the Water Utility, do observe those activities in order to make recommendations to the Town Council.

1. As a result of a **Customer Complaint Letter**, the Board was asked to research and recommend a response. Due to our investigation, the following recommendations were submitted to the Council (It is our understanding the Council accepted all of our recommendations and agree to implement them.)

a) **Service Availability Fee Billing Issue.**

Customers who were billed annually in the past, but as of 1/1/21 should have been billed monthly, were billed in 3rd Quarter from 1/1/21 to date with Late Fees and Interest. While the SAF was a legitimate cost, the delinquent fees and interest were not. Our recommendation was to rebill according to our Ordinances and credit those customers who had already paid in future billings.

b) **Customer Complaint Letter.**

We drafted a Customer Reply Letter for the Town's response. It addressed all of the above issues and planned corrections as well as reference to our Newsletters of late last year addressing the fees, allocations & costs of the Water Utility.

c) **Customer Statement Issue.**

Our monthly bills do not reflect our Town Ordinances. The latest ordinance on water billing states the bill is "Due upon Receipt" and delinquent twenty-one (21) days after the "Billing Date". Our recommendation was to notify the billing service to update our bills, so they are compliant.

2. The Board has been monitoring the repairs on the following equipment that were inoperative: (long delays have been experienced as a results of a lack of parts availability and outside contractor delays in meeting our requirements.

a) Fox Run Well

b) Main Well east of Town Hall

c) Main Well's backup Generator

3. We have been attempting to acquire the historical data captured by our SCADA System to analyze. We plan to use the results to focus on minimizing future electrical costs of pumping

water and to improve forecasting major additions, upgrades and replacements to our existing system. Overwhelming delays in getting the data have and are still being experienced.

**TOWN OF STAR VALLEY RANCH
ZONING AND PLANNING BOARD
2021 ANNUAL REPORT**

Ed Koontz completed a successful term on the Planning and Zoning Board as Chair on June 30, 2021. Mike Black was elected Chair of the Planning and Zoning Board on June 23, 2021, effective July 1, 2021. I want to thank Ed for his years of service and dedication to the Town of Star Valley Ranch. Ed's encouragement and support made my transition to Chair of the Planning and Zoning Board smooth and effective. The planning and Zoning Board members are dedicated and give freely of their time and support making the Planning and Zoning Board successful. I wish to publicly thank the current members of the Planning and Zoning Board for their time, volunteerism and support. I truly enjoy working with these conscientious and thoughtful individuals; Kiley Taggart, Board Clerk, Kathy Daulton, Dolores Albers, Brady Bitter, Gordon Howe and William Kirk as board members. I also want to thank Carolyn Thacker Vice Chair of the Star Valley Ranch Association and Councilman Don Baillie for their help and support. I might add that all member of the Zoning and Planning Board are year-round residents.

Sadly, on January 2, 2022 Bruce Knowlton, Town of Star Valley Ranch building inspector lost his battle with cancer. His knowledge and insight with building codes and enforcement leaves a huge void with the number of building permits currently being administered. Bruce loved Star Valley Ranch and his job. He was a professional in every sense of the word and always had safety and welfare as his priorities while fulfilling his duties on behalf of the permit holders and the Town of Star Valley Ranch. Bruce enjoyed sharing his knowledge and teaching others and working for solutions about our building codes and procedures.

The following permits and reviews were approved January 1, 2021 through December 31, 2021.

Single Family Resident Permits approved	44
Garages	7
Decks	6
Fences	9
Driveways	3
Roofs	1

Accessory Buildings	2
Plat Amendments	1
Boundary Adjustments	2
Lot Combined	1
Rezoned Plats	1
Demolitions	1

Respectively,



Michael D. Black

Chair, Planning and Zoning Board

Special Municipal Officer

12/1/2021 –12/31/2021

Verbal Warnings	5
Written Warnings	12
Citations	5

Animal Complaint	3	Water Shut-off Delivery	0
Building & Zoning	0	Meter Pit Tampering	1
Road Right-of-Way	13	LCSO Assist	0
Snow Complaint	2	Fire Prevention\open fire	0
Nuisance	3		



Town of Star Valley Ranch

171 Vista Drive #7007

Star Valley Ranch, Wyoming 83127

Phone: 307-883-8696

Fax: 307-883-8329

January 12th, 2022

Municipal Court Report December 2021

- There were no citations from Lincoln County Sherriff's Office.
- There were seven citations written by our SMO this month.
 - Two were dismissed as follows:
 1. One was a nuisance ticket, and the plaintiff took care of the issue
 2. One was a cargo trailer in Town Hall parking lot and after trailer was towed, we discussed the ticket with the Judge and decided to dismiss the ticket
 - One was paid no contest as follows:
 1. Feeding wildlife- Fined \$750.00
 - One was postponed until they are served with the ticket per the ordinance
 - Three are scheduled for court on 01/12/2022 as follows:
 1. Nuisance order violation for derelict vehicles and campers
 2. Vehicle parked in yard
 3. Tampering with town water meter

Respectfully Submitted,
Gina Campbell
Court Clerk

The Town of

Star Valley Ranch, Wyoming

ORDINANCE 2021-22

Title III Administration

CHAPTER 35 MUNICIPAL COURT

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

Explanation: This is an update to the court bond schedule.

This Ordinance will become effective 10 days after the completion of third reading and passage.

Existing Title III Chapter 35 are in BLACK, changes are in RED.

CHAPTER 35: MUNICIPAL COURT

§ 35.01 BOND SCHEDULE AND COURT APPEARANCES.

Code Section Number	First Offense	Second Offense	Third Offense
150.019(B) (failure to post building permit)	\$50	\$100	Court appearance
150.019(C) (failure to obtain a building permit)	\$100	\$200.00	Court appearance
150.020 (failure to notify the town when inspections are required)	\$100	\$200	Court appearance
150.057 (failure to comply with a stop work order)	\$300	Court appearance	Court appearance
150.057(B) (failure to comply with approved drawing and specification)	\$200	\$300	Court appearance
150.057(C) (failure to comply with town adopted International Code Council)	\$200	Court appearance	Court appearance
150.060(D) (construction noise between 8:00 p.m. to 7:00 a.m.)	\$50	\$100	Court appearance
150.060(E) (living on the job site/structure prior to receiving the acceptable final construction inspection)	\$100	\$200	Court appearance
150.060(J) (failure to provide portable toilet)	\$100	\$200	Court appearance
150.060(K) (failure to properly dispose of construction material)	\$100	\$200	Court appearance
150.060(N) (failure to keep construction materials, portable toilet and construction vehicles off private property and road right-of-way)	\$50	\$100	Court appearance
150.060(Q) (failure to secure job site)	\$150	\$300	Court appearance

The Town of
Star Valley Ranch, Wyoming

Suggested Motion

I move the Town of Star Valley Ranch approve the third reading of Ordinance 2021-22 Title III Administration, Chapter 35 Municipal Court as written and read.

Motion made by Councilman Baillie

Motion seconded by Councilman Hansen

Vote: DB – Aye LH – Aye TE – Aye RD – Aye KB – Aye

Passed and adopted this 19th day of January 2022

For the Town of Star Valley Ranch

By: _____

Kathleen Buyers

Kathleen Buyers, Mayor

Attest:

By: _____

Kristin Gray

Kristin Gray, Clerk



The Town of

Star Valley Ranch, Wyoming

ORDINANCE 2021-23

Title XV LAND USAGE CHAPTER 150 BUILDINGS

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

Explanation. Updating for clarification.

This Ordinance will become effective 10 day after the completion of third reading and passage.

Existing Title XV Chapter 150 are in BLACK, changes are in RED.

§ 150.076 INTERNATIONAL RESIDENTIAL CODE

(8) R301.1 Design. Add the following: "Residential structures, regardless of occupancy, 5000 square feet or larger on the main living floor, shall be protected by an approved automatic fire sprinkler system, installed in accordance with further requirements of the IRC and/or NFPA 13, 13D or 13R, whichever applies, based on type of occupancy and use of structure."

The Town of
Star Valley Ranch, Wyoming

Suggested Motion

I move the Town of Star Valley Ranch approve the third reading of Ordinance 2021-23 Title XV Land Usage Chapter 150 Buildings as written.

Motion made by Councilman Baillie

Motion seconded by Councilman Hansen

Vote: DB – Aye LH – Aye TE – Aye RD – Aye KB – Aye

Passed and adopted this 19th day of January 2022

For the Town of Star Valley Ranch

By: Kathleen Buyers
Kathleen Buyers, Mayor

Attest:

By: Kristin Gray
Kristin Gray, Clerk



The Town of
Star Valley Ranch, Wyoming

Ordinance 2021-24

**Title XI Business Regulations
Chapter 113 Short-term Rental Permits**

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

Explanation: This ordinance formalizes the requirements and regulations for all entities renting property to individuals on a short-term (less than 30 days) basis to ensure the health, safety, and welfare of all individuals residing in or visiting the Town of Star Valley Ranch.

Existing Title XI Chapter 113 is in **BLACK**, changes are in **RED**, new wording is in **BLUE**.

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

Sections:

~~113.01 Preamble: Intent and purpose~~

113.01 Definitions

113.02 Prohibitions

113.03 Short-term Rental Permit Required

113.04 Short-term Rental Permit Application Requirements

113.05 Permit Renewal

113.06 Permit Expiration

113.07 Permit Denial

113.08 Appeal

113.09 Fraud and Misrepresentation

113.10 Administrative Enforcement

113.11 Civil Penalty

~~113.12 Criminal Penalty~~

~~§113.01 Preamble: Intent and purpose~~

~~A. The scenic beauty, the uncrowded small town ambiance, the peaceful serenity, and the comfortable feeling of country style living combined with many varieties of recreational opportunities along with the closeness to the native wildlife found in Star Valley are vital components of the charm of the Town of Star Valley Ranch. While tourism has an impact on the economic base for our community and the State of Wyoming, the commonly held sentiment by the Town's residents is to maintain this most desirable aspect of our Town.~~

~~B. The intent and purpose of this ordinance is to establish standards, guidelines, and procedures by which Short term Rental must be managed to ensure that the essential character of Star Valley Ranch is maintained. It is the responsibility of the property owners that offer this lodging option to tourists seeking a vacation opportunity in the Town of Star Valley Ranch, to properly communicate to their guests, the established and existing laws, standards, rules, and regulations that must be followed. as established by the Town, the home owners association (Star Valley Ranch Association), Lincoln County, and the State of Wyoming. This will protect the residents of our Town while providing our guests a safe and enjoyable experience during their visit.~~

~~§113.01 Definitions~~

~~A. "Short-term Rental" means the rental of all or a portion of a residential unit such that occupancy is limited to less than one (1) calendar month. A calendar month is the period from a day of one month to the corresponding day of the next month if such exists; or if not, to the last day of that month. A calendar month shall be computed by excluding the first and including the last day (as from January 4 to February 3 or from January 31 to February 29).~~

- a. ~~“Hosted” Short term Rentals—Owner occupied home with part of the home rented to a transient short term visitor.~~
 - b. ~~“Non-hosted” Short term Rental—Rental of the entire residence to a transient short term visitor with the owner absent.~~
- B. “Qualified Bedrooms” mean that they meet the parameters outlined in the International Residential Code, adopted by the Town, for a legitimate bedroom. See IRC R304, R305, R310, R311 and R314.
- C. Words or phrases in this Chapter necessitating a definition shall be defined pursuant to the Town Zoning Regulations, as amended.

§113.02 Prohibitions

- A. ~~No person or property manager shall lease or operate a Short term Rental without complying with all Town Ordinances, e.g., open fires prohibited, snow clearing requirements.~~
- B. No person ~~or property manager~~ shall ~~lease or~~ operate a Short-term Rental in the Town without first obtaining a Short-term Rental Permit (“Permit”) in accordance with the provisions of this Chapter.
- C. ~~No person or property manager shall sub-lease part of a Short term Rental unit to an unrelated renter, nor shall a property be rented to multiple families that have no common relationship.~~ Multiple bookings during the same period for a Short-term Rental unit are not allowed.
- D. ~~No person nor property manager shall lease or operate a Short term Rental unit in violation of the provisions set forth in this Chapter.~~
- E. ~~Tents, yurts, RVs, and other provisions intended for temporary occupancy are not allowed to be rented as a part of a Short term Rental unit.~~ Short-term rentals are not permitted outdoors, in tents, campers, recreational vehicles or unattached accessory structures (e.g., sheds, garages). Only short-term rentals in residential units with Qualified Bedrooms are permitted.

§113.03 Short-term Rental Permit Required

- A. ~~An application for a~~ A Short-Term Rental Permit Application must be submitted and approved by the Town before a residential unit can be rented as a Short-term Rental. ~~For The owner of a Short term Rental Unit already functioning as a hosted or non-hosted property prior to this Ordinance being enacted, the owners~~ Any persons currently operating a Short-term Rental, as defined herein, must ~~come into compliance~~ comply with this ordinance within ~~sixty (60)~~ ninety (90) days ~~to avoid penalties~~ of enactment.
- B. Permit Applications are available at Town Hall and must be filled out and approved by Town Administrative Staff.

- a. ~~The legal name, phone contact number(s) and mailing address of the Short-term Rental unit owner Permit applicant.~~
- b. ~~The physical and mailing address of the Short term Rental unit.~~
- c. ~~The name, address, phone number, and mailing address, and an emergency contact number of an individual who will be on call 24 hours a day while the residential unit is being operated as a Short term Rental, a designated owner representative for the rental unit, who must be located within north Lincoln County, Wyoming and who must be on call 24 hours a day, seven (7) days a week to manage the property; and~~
- d. ~~The signature of the unit owner indicating his or her promise to collect and remit all applicable taxes, specifically to include sales and lodging taxes, and to provide the Town receipts for proof thereof and the sales tax number. A signed statement that the applicant will pay all taxes applicable to Short term Rentals required under Wyoming law.~~

C. The **annual** initial fee (~~starting January 1st~~) for a Short-term Rental Permit is **fifteen** five hundred dollars (~~\$1500.00~~ 500.00) for each Short-term Rental **unit** being permitted. The annual renewal fee is two hundred fifty (\$250.00). ~~For applications applied for after July 1 of any year, the permit fee shall be seven hundred fifty (\$750) dollars. There will be~~ No refunds shall be given for any residential unit that is ~~removed from~~ no longer operated under a Short-term Rental Permit **classification**.

D. Each Short-term Rental **unit** Permit will be assigned a unique permit number for each residential unit and a permit fee is required for **every** each residential unit.

~~E. It is the applicant's responsibility to notify~~ A Short-term Rental Permit holder shall be responsible for providing notice to the Town of any changes to the information included in a Short-term Rental Application. ~~items set forth in this subsection if it changes during the year~~

F. Short-term Rental Permits are nontransferable, except that upon death of a Short-term Rental Permit holder, the permit may be transferred to a **n-immediate** family member who holds an interest in title to the residential unit.

G. The Short-term Rental Permit holder must maintain a record of ~~the~~ each renter of the residential unit, including the name and contact information for the renter and ~~to~~ **include** time(s) and date(s) of the rental **contract, and all contact information**. This **will** information shall be made available to the Town, ~~Sherriff's Department, or HOA~~ upon request.

§113.04 Short-term Rental Permit Application Requirements

- A. **Notice to Neighbors within 300 Feet Of Lot Boundary: and applicable homeowner's association:** Short-term Rental Permit holders ~~unit owners or their agents~~ must provide notice by certified mail to the owners of neighboring parcels within three hundred (300) feet, ~~and appropriate homeowner's association,~~ of the residential unit being used as a short-term rental property, ~~informing these neighbors that a~~

~~Short-term Rental Permit has been requested and~~ The Permit holder must provide their name and contact information or the contact information for the person identified as the 24-hour contact. ~~local owner representative.~~ The Short-term Rental Permit holder shall ~~also has an affirmative duty to re-~~notify all applicable neighbors ~~and the Town upon a change in the local owner representative~~ if the contact information changes.

- B. **Management and Advertising Requirements:** ~~All Short-term Rental units must be managed by an online platform company such as VRBO or Airbnb or a local bonded property management company.~~ Any advertising, including but not limited to newspaper, radio, print, digital, or voice (signage is not allowed) advertising of Short-term Rental units must include:
- a. The valid permit number issued ~~to~~ for the unit; and
 - b. For digital advertising, an effective internet link to the Town's ~~of Star Valley Ranch~~ Short-term Rental ~~law~~ ordinance.
- C. **Lodging and Sales Taxes:** ~~Short-term Rental unit owners are subject to and responsible for collecting and remitting all applicable taxes, specifically including the sales and lodging taxes (see Town Clerk/Treasurer for relevant taxes). The Short-term Rentals shall obtain a Wyoming Tax Identification number that must be included on all written application information.~~ Short-term rentals are classified as lodging facilities by the State of Wyoming. Short-term rental Permit holders are responsible for the payment of all lodging and sales taxes required under Wyoming law.
- D. **Compliance with ~~Building and Fire Codes~~ Permit to Occupy Requirements:** All Short-term Rentals ~~units are subject to the applicable building and fire codes and~~ must pass an annual safety inspection, proof of which must be submitted with an initial or renewal application ~~prior to occupancy~~. This inspection must be ~~reviewed and approved for compliance with such codes~~ completed by a licensed Building/Housing Inspector ~~secured and employed~~ hired by the applicant. (See the Short-Term Rental Checklist included with the Application packet).
- E. **Parking Requirements ~~and Occupancy Limitations~~:** All Short-term Rental units must provide ~~approved~~ on-site parking spaces, such that no ~~visiting~~ vehicles are allowed to be parked on Town streets or Town right of ways.
- F. **Occupancy ~~Limitations and Listing~~ Requirements:** Occupancy of a Short-term Rental Unit ~~is dictated by two factors: (1).~~ shall be based on the number of Qualified Bedrooms as defined in §113.01 B. ~~by the Town of Star Valley Ranch's current building code and (2). Septic system capacity requirements as defined by Lincoln County Regulations.~~ **Qualified Guestrooms:** All bedrooms must meet Building Code requirements e.g., egress, smoke alarms, etc. Short-term rentals are limited to two (2) persons per qualified bedroom plus ~~two (2)~~ four (4) additional persons per property unit, excluding children under three years of age. EXAMPLE: a certified three (3) bedroom home is permitted to have ~~6+2~~ 4=8 10 guests; a certified four (4) bedroom home is permitted to have ~~8+2~~ 4=10 12 guests. The number of Qualified Bedrooms permitted for a Short-term Rental unit shall not exceed the number of bedrooms

approved for the residence on the Septic System Permit issued by the Lincoln County. A copy of the Septic Permit shall be provided with the Short-term Rental Permit Application. Where there is no Septic Permit on record, the Short-term Rental unit shall be limited to four bedrooms unless validation is provided to the Town using septic pumping records to prove the existence of a larger septic tank and that the septic system can handle the additional flows per Lincoln County Regulations.

- G. **Septic System Requirements:** ~~Lincoln County requires 1000-gallon septic tank minimum for residences up to 4 bedrooms. Septic tank size must be increased 150 gallons for every additional bedroom.~~ Septic system capacity requirements are defined by Lincoln County Regulations (See Lincoln County Small Wastewater Facility Permit Application). ~~For homes on a conditional or non-standard septic system, or those with capacity limited by a voluntary repair, the maximum overnight occupancy for vacation rentals shall be equal to the design load of the septic system. All Short-term Rental unit owners must have their septic tanks pumped and/or inspected every two-three years. Verification must be submitted to the Town Clerk. If there is an existing residence being offered as a Short-term Rental, the septic tank must be pumped or inspected prior to the application being approved unless it can be verified that the septic tank was pumped within the last year. The health of the drain field must be evaluated and documented as well. This is best done by the septic tank servicing company at the time the septic tank is pumped.~~
- H. **Listing Requirements:** The property owner shall ensure that all contracts and online listings and advertisements clearly set forth the maximum number of overnight guests permitted at the property.
- I. **Solid Waste Collection Requirements:** All Short-term Rental ~~unit owners~~ Permit holders must provide solid waste collection container(s) for all time periods that the residential unit is offered for Short-term rental. ~~When the renters exit the property more than one day before the trash is scheduled to be picked up, the~~ All trash must be securely stored ~~inside the building~~ to prevent it from becoming an attractant to wildlife. ~~It is the responsibility of the property owner or manager to set it out for~~ The Permit holder shall arrange for trash pickup on the designated day and for placing and returning the waste container(s) to ensure that the waste container(s) do not hinder Town road maintenance.
- J. **Information Posting Requirements:** ~~The following~~ Information must be posted inside the Short-term Rental units. The information requirement shall be part of the posting and included as part of the permit application.
- a. The property owner's Short-term Rental Permit
 - b. Maximum occupancy of the Short-term Rental unit
 - c. Location of assigned parking ~~including trailer and RV parking~~
 - d. Documentation of the Licensed Building/Housing Inspector's annual inspections

- e. Compliance ~~Information dealing~~ with relevant Town ordinances - e.g., but not limited to, ~~, pet leash requirements, open fires, fireworks, Town speed limit of 25 mph or less, etc.~~
 - i. ANIMAL CARE, CONTROL, AND REGULATIONS - §90.05 E
 - ii. DISCHARGE OF FIREWORKS – §92.03
 - iii. RECREATIONAL FIRES - §92.04
 - iv. OPEN FIRES - §92.05
 - v. VIOLATION - §92.06
- f. ~~Regulations for off road vehicles—snow machines, 4wheelers, golf carts, etc.~~
- g. 24-hour contact information for the Permit holder ~~property owner and local representative~~
- h. ~~Information for~~ Solid waste disposal: phone numbers, pick-up times, receptacle locations, etc.
- i. ~~Renter's responsibilities~~
- j. ~~Information regarding access to and proper use of the area's amenities (see SVRA and TSVR requirements)~~
- k. ~~Information regarding the proper waste disposal in a residence that is connected to a septic tank and drain field~~

§113.05 Permit Renewal

- A. Short-term Rental Permits must be renewed annually.
- B. Short-term Rental Permit renewal applications shall be filed annually with the Town of Star Valley Ranch's Administrative Department. The Town may, for good cause, refuse to renew a permit.
- C. Short-term Rental Permit renewal applications must comply with this ordinance. ~~be statements in writing. and must specify:~~
 - 1. ~~What, if any, information has changed since the previous year's application was filed~~
 - 2. ~~That the owner will remit all applicable taxes to the State of Wyoming~~
 - 3. ~~An approved inspection by a licensed Building/Housing Inspector~~

§113.06 Permit Expiration

- ~~A.~~ All Short-term Rental Permits expire on the thirty-first (31) day of December each year and must be renewed ten (10) business days prior to the expiration. If a permit is allowed to expire, the Permit holder will be required to submit a new application.

~~B. It is the duty of each permittee to renew and maintain a valid permit in conformance with the requirements of this Chapter. The Town Clerk's Office will mail to all permittees of the Town a renewal statement ninety days (90) prior to expiration. However, failure to send out such notice or the failure of the permittee to receive it, shall not excuse the permittee from a failure to obtain a renewal of their permit, nor shall it be a defense in a case alleging Short-term Rental operation without a permit.~~

§113.07 Permit Violation

A first violation of the ~~conditions~~ requirements of this chapter ~~exposed~~ identified by a citizen complaint or by inspection of a Town Official will result in a written notification with a time limit to eliminate the violation. Failure to correct the violation within the time limit will result in a fine and may result in revocation of the Short-term Rental Permit. (See fine schedule in Title 3, Chapter 35)

§113.08 Permit Revocation

A. A Short-term Rental Permit issued under this ~~section~~ chapter shall be a personal privilege, good for the period for which issued, subject to the condition that it may, for good cause, be suspended, revoked, or denied. Good cause shall include, but is not restricted to:

1. Violating any of the provisions of this Chapter;
2. Making a false material statement in the permit application;
3. Violating any ordinance relating to health and safety of the premises being rented or relating to zoning; or
- ~~4. Operating a rental property that does not fully comply with the Town building and safety codes or the Land Usage Regulations~~
5. Otherwise becoming disqualified for the issuance of a permit under the terms of this Chapter. ~~or~~
- ~~6. Violating any of the provisions of this Code or other ordinances of the Town or the laws of the United States or the State of Wyoming, the violation of which reflects unfavorably on the fitness of the holder to offer Residential Short-Term Rental Unit(s).~~

B. Suspension, revocation, or denial must be ~~agreed to and~~ instituted by a ~~majority of~~ the Town ~~Council~~ Administrative Staff. Immediately upon such suspension, revocation, or denial written notice thereof shall be provided by the Town ~~Council~~ Administrative Staff to the Permit holder by certified United States mail, which will be addressed to the Permit holder ~~registered agent as identified in the then-current Short-term Rental Permit~~. Immediately upon the ~~giving~~ delivery of such notice the Short-term Rental Permit shall become null and void.

§113.09 Appeal

If a Short-term Rental Permit is suspended, revoked, or denied by the Town Administrative Staff, the Permit holder or applicant may seek review of the decision, in which case the Town Council of Star Valley Ranch shall govern the hearing and appeal processes.

§113.10 Fraud and Misrepresentation

- A. It is unlawful for any Short-term Rental ~~unit owner or their agent~~ Permit holder to induce or attempt to induce any person to rent a residential unit by knowingly ~~or wantonly~~ misinforming or misleading such person as to the ~~time~~ period for which the residential unit is available, the regulations applicable to Short-term Rental units, the location of the residential unit within the Town ~~of Star Valley Ranch~~, or the rental rate ~~of~~ for the unit.
- B. It is unlawful for any Short-term Rental ~~unit owner or their agent~~ Permit holder to knowingly or ~~wantonly~~ misinform or mislead any Town agent or department during the initial ~~p~~Permitting process or a Permit renewal, or during any revocation, suspension, or denial process or hearing.

§113.11 Administrative Enforcement

- A. Advertising that offers a property as a Short-term Rental shall constitute prima facie evidence of the operation of a Short-term Rental unit. The burden of proof shall be on the owner, operator, or lessee of record to establish that the subject property is not being used as a legal Short-term Rental. ~~or that it is no longer in operation~~
- B. Any communication by a property owner, manager, operator, or lessee to any person where the owner, manager, operator, or lessee offers their home for rent as a Short-term Rental shall constitute prima facie evidence of the operation of a Short-term Rental. The burden of proof shall be on the owner, operator, or lessee of record to establish that the subject property is not being used as a Short-term Rental. ~~or is not in operation~~
- D. Other evidence of the operation of a Short-term Rental ~~without a valid permit number~~ may include, but is not limited to: guest testimony, rental agreements, advertisements, etc.
- E. ~~A conviction under §113.14 or a finding of guilt under §113.13 for the o~~Operation of a Short-term Rental without a ~~p~~Permit shall result in the property owner being ineligible to apply for a ~~p~~Short-term Rental Permit for ~~five (5)~~ one (1) year.
- F. ~~A conviction under §113.14 or a finding of guilt under §113.13 for the operation of a Short term Rental without a permit will result in the Town notifying the appropriate county and state authorities of the Short term Rental operation and its failure to comply with tax law.~~

§113.12 Civil Penalty

~~A. Any Permit Holder in violation of any provision(s) of this Chapter is liable for a civil penalty not to exceed seven hundred fifty dollars (\$750.00) per day per violation.~~

~~B. The civil penalty may be recommended in an administrative hearing and the proceedings shall be governed by the Town Council of Star Valley Ranch.~~

~~C. In addition to the penalty above set forth, the Town may institute an injunction or any other appropriate action to prevent or enjoin the operation of a Short-term Rental within the Town.~~

§113.14 Criminal Penalty

~~A. A person may be prosecuted criminally in Municipal Court for violating any provision(s) of Sections §113.05, §113.06, §113.07, §113.08 or §113.11 of this Chapter if said person has already been found guilty of violating any provision of this Chapter under Sec. §113.13~~

~~B. Upon conviction the person shall be guilty of a misdemeanor and punished according to penalties provided in Title 9. Each day during which a person operates a Short-term Rental Unit for which a permit is required, constitutes a separate violation hereof.~~

The Town of
Star Valley Ranch, Wyoming

Suggested Motion

I move the Town of Star Valley Ranch approve the second reading of Ordinance 2021-24 Title XI Business Regulations, Chapter 113 Short-term Rental Permits as written.

Motion made by Councilman Hansen

Motion seconded by Councilman Baillie

Vote: DB – Aye LH – Aye TE – Aye RD – Aye KB – Aye

Passed and adopted this 19th day of January 2022

For the Town of Star Valley Ranch

By: Kathleen Buyers

Kathleen Buyers, Mayor

Attest:

By: Kristin Gray

Kristin Gray, Clerk



The
Town of Star Valley Ranch

ORDINANCE 2021-25

Title V Water Utility

CHAPTER 50 REGULATIONS

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

Explanation: This update to the Ordinance is for clarification of wording and to further set up the process for appeals.

This Ordinance will become effective 10 days after the completion of third reading and passage.

Existing Title V Water Utility Chapter 50 is in BLACK; changes are in RED; new wording is in BLUE.

§50.26 Appeals

A. Following any unsatisfactory discussion regarding a water related issue, a person may file a written appeal with the Town Clerk to be evaluated based upon current policy.

A written appeal should state the reasons:

- Why they consider the billing statement to be incorrect (if applicable).
- What unusual extenuating circumstances existed (if applicable).
- What special conditions or circumstances existed.
- What corrective action has been taken.
- Why strict application is unreasonable.
- What consideration they are requesting from the Town.

B. Any written appeal that is not satisfied by the Town Clerk may be forwarded at the request of the person filing the appeal to the Town Council for a final review and decision.

C. Any delinquent interest charges shall be suspended during the process above from the date of the Town's receipt of an appeal until the date of a formal decision (If the appeal is filed via an electronic method, the Town may respond in a similar method)

§50.30 Plant Investment Fee

Any non-metered lot denied water for non-payment (see §50.20, #3) shall be required to pay a Plant Investment Fee prior to any reinstatement of their right to water.

When applicable, the annexation of any subdivision or plat amendment of existing lot that creates additional lots shall be required to pay a Plant Investment Fee for each additional lot.

- Payment terms for the Fee will be part of a Subdivision Development Agreement or Plat Amendment. These payment terms and conditions shall be agreed to by the Applicant, Water Utility Board and Town Attorney, then approved by the Town Council.

The revenue from this fee shall be deposited in a Plant Investment Reserve. There will be no refunds of the Plant Investment Fee.

Limits of Service

No water service connection shall be installed on any property that is located outside the Town Boundary of the Town of Star Valley Ranch, except to honor those connections committed by previous owners of the Town's water system. Those commitments are located in Service Areas #1, #2 and #4.

§50.36 Water Service Connection Fee

The **Water Service Connection fee is a fee** to be charged for providing a new water service connection, including the connection. The Water Service Connection Fee must be paid in full before the water service connection **will** be made. A maximum of one connection per lot shall be allowed in any "Single Family Residential" Zone with the exception of a second connection dedicated solely for Fire Suppression.

For a new service connection, all funds in excess of the actual installation costs will be placed into the System Reserve. A denied request administrative fee of 10% will be withheld from any refund amount.

- 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.
- A Water Service Connection Fee for service exclusively dedicated to Fire Suppression will be one-half (1/2) the regular Water Connection Fee. This reduced fee is applicable when another water line connection provides normal water use to the property and this service is used only for emergencies.

The Town of
Star Valley Ranch, Wyoming

Suggested Motion

I move the Town of Star Valley Ranch approve the third reading of Ordinance 2021-25 Title V Water Utility Chapter 50 Regulations as written.

Motion made by Councilman Hansen

Motion seconded by Councilman Baillie


Vote: DB – Aye LH – Aye TE – Aye RD – Aye KB – Aye

Passed and adopted this 19th day of January 2022

For the Town of Star Valley Ranch

By: 
Kathleen Buyers, Mayor

Attest:

By: 
Kristin Gray, Clerk



The Town of
Star Valley Ranch, Wyoming

ORDINANCE 2022-01

**TITLE XV LAND USAGE
CHAPTER 154 ZONING**

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

Explanation. Updating for Short-Term Rentals.

**This Ordinance will become effective 10 days after the completion of third reading
and passage.**

**Existing Title XV Chapter 150 are in BLACK, changes are in RED, new wording is
in BLUE.**

§ 150.062 BULK REGULATIONS

(H) Short-Term Rentals are only allowed in the Single-Family Residential zone unless
otherwise excluded by a Homeowner's Association (HOA) or equivalent legal entity.

The Town of
Star Valley Ranch, Wyoming

Suggested Motion

I move the Town of Star Valley Ranch approve the first reading of Ordinance 2022-01 Title XV Land Usage, Chapter 154 Zoning as written and read.

Motion made by Councilman Ellis

Motion seconded by Councilman Hansen

Vote: DB – Aye LH – Aye TE – Aye RD – Aye KB – Aye

Passed and adopted this 19th day of January 2022

For the Town of Star Valley Ranch

By: *Kathleen Buyers*

Kathleen Buyers, Mayor

Attest:

By: *Kristin Gray*

Kristin Gray, Clerk



The Town of

Star Valley Ranch, Wyoming

Resolution No. 22-01-19-001

A **RESOLUTION** authorizing submission of an application to the STATE LOAN AND INVESTMENT BOARD for a FEDERAL MINERAL ROYALTY CAPITAL CONSTRUCTION ACCOUNT GRANT on behalf of the governing body for the Town of Star Valley Ranch for funding of the Star Valley Ranch Water Improvement Project-2022.

WHEREAS, the Town of Star Valley Ranch desires to participate in a FEDERAL MINERAL ROYALTY CAPITAL CONSTRUCTION ACCOUNT GRANT program to assist in financing this project; and

WHEREAS, the Town of Star Valley Ranch recognizes the need for the project; and

WHEREAS, the FEDERAL MINERAL ROYALTY CAPITAL CONSTRUCTION ACCOUNT GRANT requires that certain criteria be met, as described in the State Loan and Investment Board's Rules and Regulations governing the program, and to the best of our knowledge this application meets those criteria; and

WHEREAS, the Town of Star Valley Ranch plans to match the requested FEDERAL MINERAL ROYALTY CAPITAL CONSTRUCTION ACCOUNT GRANT from the following source(s)

- o **Wyoming American Rescue Plan Act funding**

NOW THEREFORE, BE IT RESOLVED, that a grant application in the amount of \$1,225,785.00 be submitted to the State Loan and Investment Board for consideration at the State Loan and Investment Board Meeting to assist in the funding of the Town of Star Valley Ranch Water Improvement Project-2022.

BE IT FURTHER RESOLVED, that Kathleen Buyers, Mayor be hereby designated as the authorized representative for the Town of Star Valley Ranch to act on behalf of the Governing Body on all matters relating to this grant application.

Passed and adopted this 19th day of January 2022

For the Town of Star Valley Ranch

By: Kathleen Buyers
Kathleen Buyers, Mayor

Attest:

By: Kristin Gray
Kristin Gray, Clerk



The Town of
Star Valley Ranch, Wyoming

Suggested Motion

I move the Town of Star Valley Ranch approve Resolution 22-01-19-001 Water Improvement Project 2022 Mineral Royalty Grant as written and read.

Motion made by Councilman Hansen

Motion seconded by Councilman Baillie

Vote: DB – Aye LH – Aye TE – Aye RD – Aye KB – Aye

Passed and adopted this 19th day of January 2022

For the Town of Star Valley Ranch

By: _____

Kathleen Buyers

Kathleen Buyers, Mayor

Attest:

By: _____

Kristin Gray
Kristin Gray, Clerk



Town of Star Valley Ranch, Wyoming
Arbor Day Proclamation
June 11, 2022

Whereas, the Town of Star Valley Ranch understands the importance of trees to the health and wellbeing of our Town residents and

Whereas, the Town of Star Valley Ranch understands that trees to reduce erosion, provide shade, reduce heating and cooling costs, clean the air, produce oxygen and provide wildlife habitat and

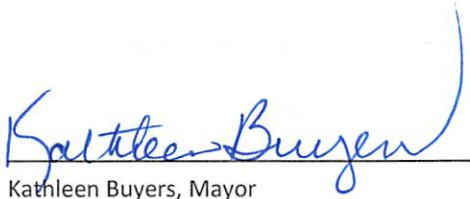
Whereas, trees in our town increase property values, enhance the economic vitality and beautify our community, and

Whereas, planting trees brings the community together and is a source of annual spiritual renewal and

Whereas, the Town of Star Valley Ranch wishes to celebrate Arbor Day each spring to remind ourselves of the importance of trees in our community.

Now, therefore, we the Town Council and Mayor of the Town of Star Valley Ranch, Wyoming, do hereby proclaim June 11th, 2022 as Arbor Day to be celebrated within our community.

In Witness whereof, we have here unto set our hands this 19th day of January, 2022.


Kathleen Buyers, Mayor


Kristin Gray, Town Clerk



The Town of
Star Valley Ranch, Wyoming

Suggested Motion

I move the Town of Star Valley Ranch approve the Mayor's appointment of Dave Sankaran to replace Boyd Siddoway on the Finance Board. This appointment is effective immediately and extends through June 30, 2022.

Motion made by Councilman Denney

Motion seconded by Councilman Baillie

Vote: DB – Aye LH – Aye TE – Aye RD – Aye KB – Aye

Passed and adopted this 19th day of January 2022

For the Town of Star Valley Ranch

By: Kathleen Buyers
Kathleen Buyers, Mayor

Attest:

By: Kristin Gray
Kristin Gray, Clerk



Councilman Don Baillie

2021 Accomplishments

The review and updates for the Zoning and Subdivision Ordinances, at the top of my list, and with assistance of the P&Z Board and Town Council, that objective, accomplished. As with all Ordinances the review process never stops.

The ArcGIS building inspection program is operating better than I would have ever thought. A town inspector can do an inspection, through the program, on their phone, know the progress of that permit and see any notes relevant to the permit. The town now is also receiving plans electronically, not as may bulky plans to store.

As of January 1st, the town is now registering contractors. The adoption of this ordinance is to preserve and maintain the highest quality of workmanship for the residents of the Town.

The Master Plan is an objective of all Council Members. In January, town residents will start to see what the Master Plan committee has been working very diligently on.

Don Baillie

Councilman Lee Hansen

Performance to 2021 Objectives

My primary focus for my 2021 Objectives was in Water Utility area and on my role as a Liaison. In that role, you become a conduit for information to and from the Board. The Board is made up of some of the most experienced and knowledgeable individuals on the Ranch in our water system as well as some additions of new individuals with excellent backgrounds. In 2021, the Water Board tackled a rewrite of the Water Utility Ordinance Chapters in Title 5 based on their own understanding of a long-promised revision. The existing Ordinance language had multiple areas of duplication, was hard to follow, and had some inconsistencies. I participated in all of the meetings that were held to critique the proposed rewrites of the ordinance as well as all of the monthly meetings. The existing chapter, Culinary Water, was rewritten, broken into Two Chapters, the first providing direction for our citizens, Regulations, and a new Chapter, more appropriately called Definitions. The existing two chapters, Water Conservation and Liquid Asset Management, were left unchanged. These rewrites were presented to and approved by the Town Council and then were passed through three readings in Town Hall meetings.

Another major piece of work of the Water Board was to recommend the new water rates for 2022. This annual work received extensive review by the Water Board and then was presented to the Town Council for their review. Following the Council's agreement, the new rates were passed in three readings before the end of 2021.

The other two areas that I had identified for my involvement he 2021 objectives were in Facilities and Roads. I was involved but did not have any significant input.

Councilman Ron Denney

- 1. Completed WAM Training for New Councilpersons**
- 2. Led the annual TSVR Safety Day preparations.**
- 3. Became acquainted with Midvalley Fire District issues with TSVR Emergency Response Building and assisted with resolution. Supported completion of TSVR/MidValley Fire District agreement. Identified steps needed for TSVR to join Midvalley Fire District via vote in 2022.**
- 4. Became acquainted with Star Valley Health EMS director and assisted with identifying a potential location for an EMS building in our local area. Supported completion of agreement between TSVR, Thayne, Alpine, and Star Valley Health for a single EMS service.**
- 5. Was instrumental in development of the new ordinance to set up a Finance Advisory Board and to get appointments made.**
- 6. Was instrumental in revising ordinance for the Economic Development Board and to get appointments made.**
- 7. Supported the ordinance for the 2021-2022 town budget.**
- 8. Supported development of the ordinance for short term rentals.**
- 9. Researched the TSVR Emergency Management documentation.**
- 10. Became acquainted with all TSVR road to understand needs.**
- 11. Became acquainted with TSVR facilities to understand needs.**

Councilman Taylor Ellis
Accomplishments 2021

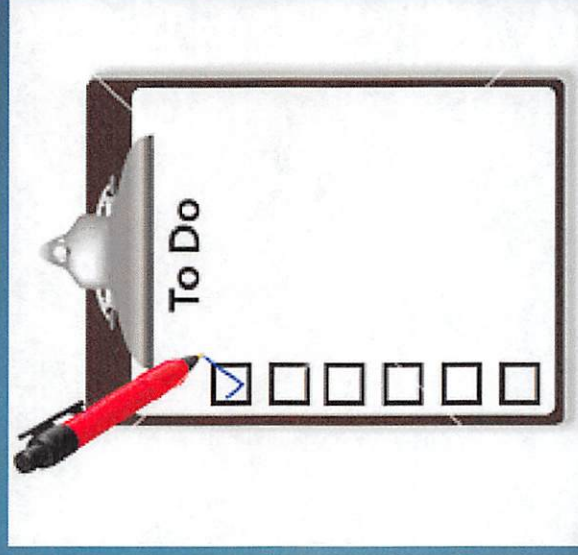
- Grow boxes in Fox Run Park were installed and a big success with the residents who participated.
- Playground plans were not completed or moved on due to COVID issues.
- Ordinance 10 update was not possible due to legal concerns and annexation issues.
- War on Weeds was a big success again as usual.
- Arbor Day was a positive event with multiple trees planted next to the Dog Park to provide shade for dog owners.
- The trail maintenance crew receive a Regional Award from the Forest Service for their work on the Town trails. This was a Huge Honor.
- The Town Hall Landscaping project was delayed due to the lack of sprinkler system.
- The land behind the old Mail Center was placed in a land bank pending best possible use determination.
- Dark Sky Program was cancelled due to smoke conditions from wildfires in California.
- Data is just now starting to be obtained from SCADA to determine the amount of water the Town has available for new construction and possible annexation.
- Master Plan update has completed the review of the 2014 Master Plan, 5 citizen focus groups, creation of the resident survey, and is in the process of being printed for distribution.

Town Star Valley Ranch

YEAR IN REVIEW 2021


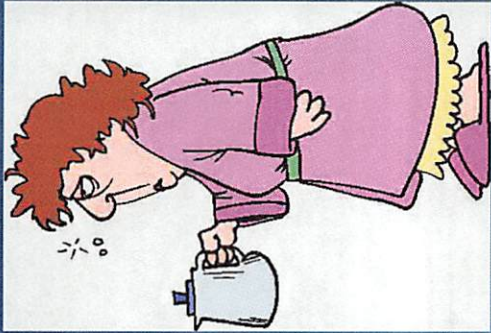
Focus Areas

- ▲ Communication
- ▲ Education
- ▲ Water Utility
- ▲ Facilities
- ▲ Public Safety
- ▲ Finance
- ▲ Town Complex
- ▲ Planning & Zoning
- ▲ Natural Resource Board



Communication

- ▲ Facebook
- ▲ Coffee with the Mayor
- ▲ Mail Center
- ▲ TSVR Newsletter
- ▲ Website
- ▲ Email
- ▲ Safety Day and NRB Week
- ▲ Radio Interview – Mayor
- ▲ Meetings



SVR Newsletter
May 2015

Public Meeting

There will be a public meeting regarding the Bark Beetle / Fire Mitigation Grant Project on Monday, May 11th at 7:00 pm in the Board Room at Town Hall.

Come hear the future plans for removal of standing dead and downed trees, treating areas adjacent to the town by applying Under Bark and reducing standing and downed fuels.

This would include both National Forest, and private lands. Landowners within the outlined areas will be solicited to voluntarily participate in the project. (See maps at the Mail Center)

If you are in the outlined area, don't miss this valuable opportunity to have your property cleaned up from standing dead and downed trees. Help to make our Town a safer place.

Scheduled Meetings

Town Council Meeting
Wednesday, May 13th at 7:00 PM

Trell Crew Meeting
May 7th, 12th, and 27th at Town Hall
7 to 9 pm

Public Meeting
Bark Beetle
May 14th at Town Hall 7-8 pm

Events

Coffee with Mayor
At Town Hall
May 26th @ 9 to 10 am

Contact

Town Hall
307-880-5268
307-880-5269
info@starvalleyranch.com

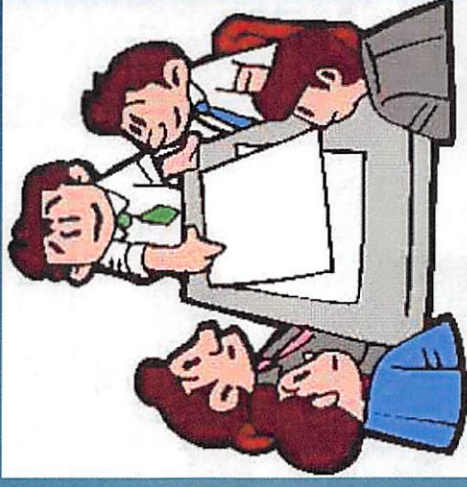
Public Works
307-880-5525

Special Municipal Officer
307-880-2668

May 2015 Bulletin #57

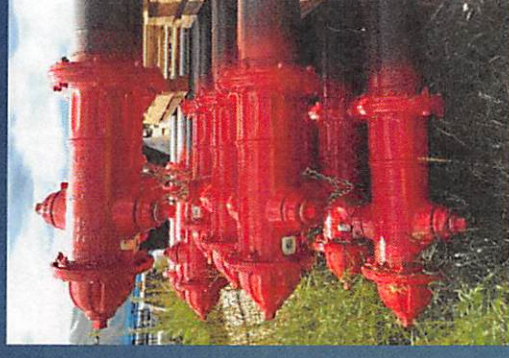
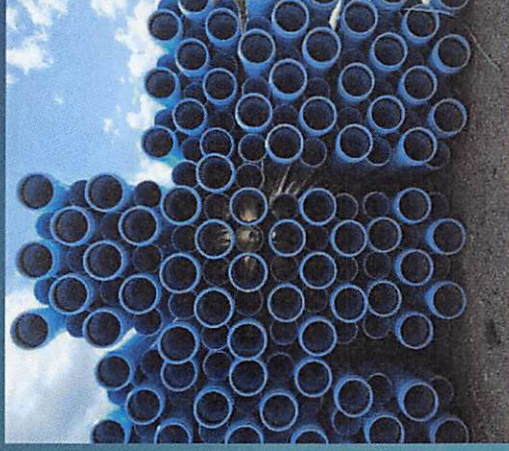
Education

- ▶ Meetings
- ▶ Codification for Town Code
- ▶ Newsletter Articles
 - ▶ Firewise
 - ▶ House numbers
 - ▶ War-on-Weeds
 - ▶ Short Term Rental
 - ▶ Municipal Water Utility
 - ▶ Septic's
 - ▶ Snow Removal Policy
- ▶ Building Permit Application



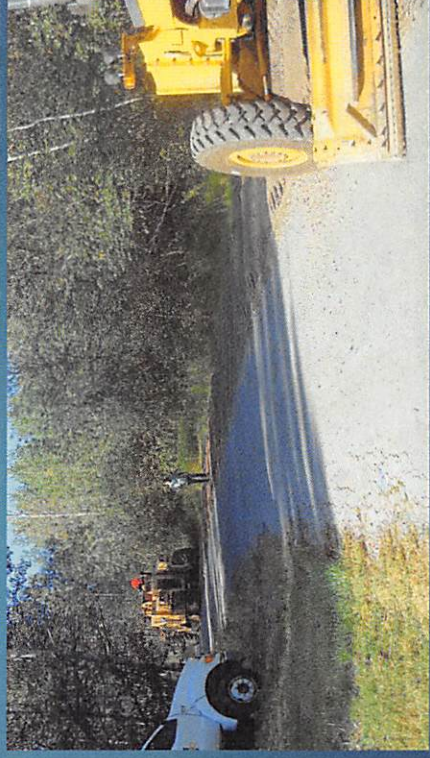
Water Utility

- ▶ WIP 2019-Complete
- ▶ WIP 2021
- ▶ Fire Hydrant Testing (213)
- ▶ PRV Maintenance
- ▶ Three Water Operators on Staff
- ▶ WIP 2022-Application (MRG-ARPA)
- ▶ Water Utility Rate Education Campaign
- ▶ Water Utility Historical Education Campaign
- ▶ 38 New Water Connections (paid)



Facilities

- ▶ Chip Seal (7 miles)
- ▶ Widen Cedar Creek Dr, Vista East
- ▶ Ditches
- ▶ Regular Maintenance
- ▶ Fuel Tank Canopy
- ▶ Upgrade Equipment
- ▶ Increased Staffing
- ▶ Firewise pickup



Public Safety

- ▶ Star Valley Health Ambulance Service Contract in Place
- ▶ Mid-Valley Fire District Contract in Place
- ▶ Back up generator repair
- ▶ Weekly Osha Training for Public Works
- ▶ Emergency Plan Training
- ▶ Safety Day Planning and Execution
- ▶ Firewise
- ▶ House Number Project
- ▶ Nuisance Ordinance

Safety Day



Finance

- ▶ Balance Budget 2020-21
- ▶ Budget 2021-2022
- ▶ Audit 2021
- ▶ Finance Board in place
- ▶ Investment Adviser
- ▶ Increased return on our investments
- ▶ Automated Financial Reports



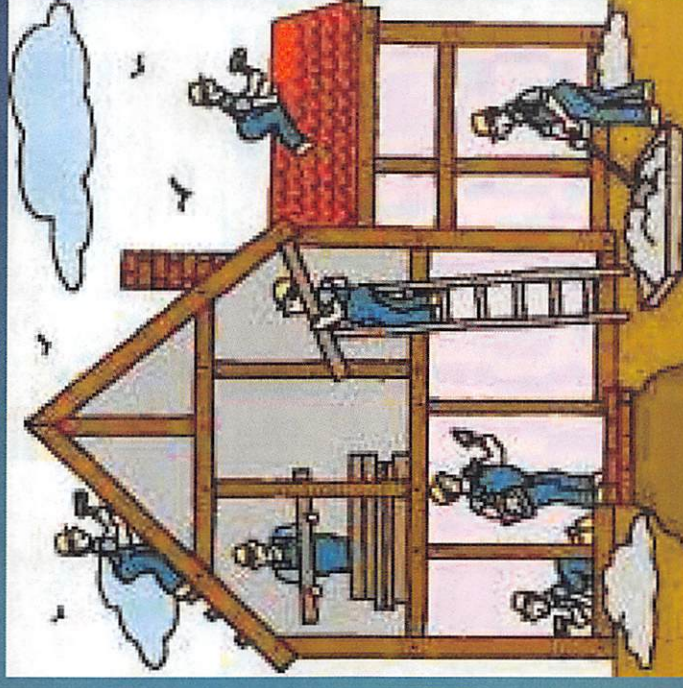
Town Complex

- ▶ Purchased January 2021
- ▶ Moved into Town Hall January 2021
- ▶ Mail Center opened April 2021
- ▶ Additional Parking Completed
- ▶ Old Mail Center gone



Planning & Zoning Board

- ▲ Update Zoning Ordinance
- ▲ Contractors Registration Ordinance
- ▲ Buildings 2021
 - ▲ Certificate of Occupancy Issued 40
 - ▲ Total Permits Issued 76

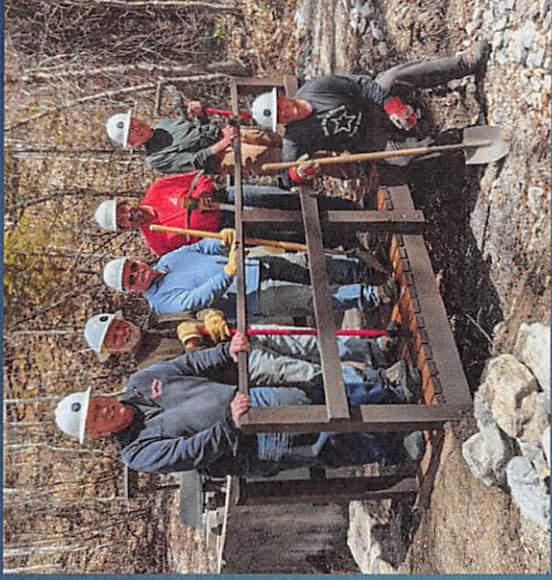
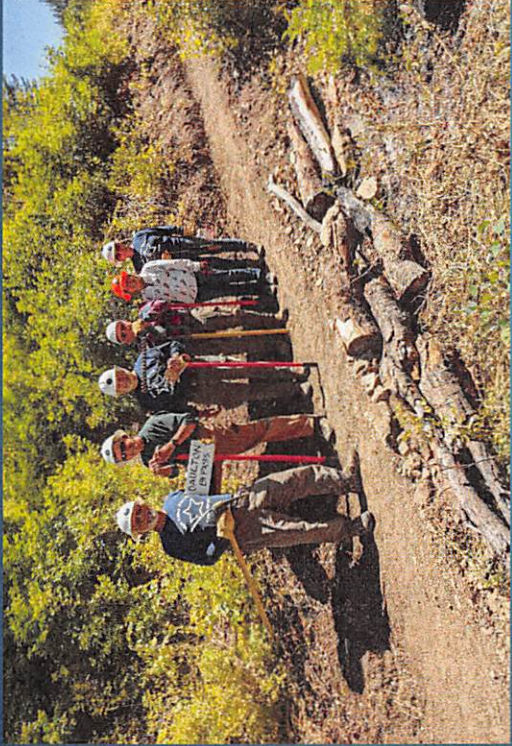


Natural Resource Board

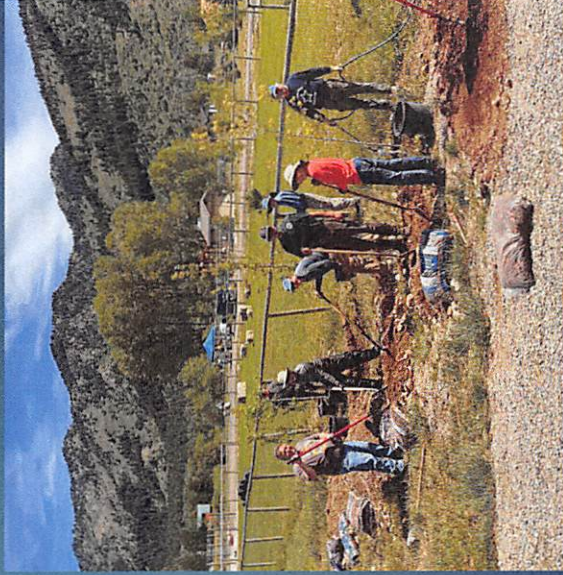
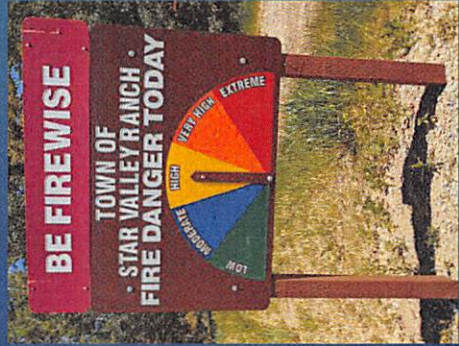
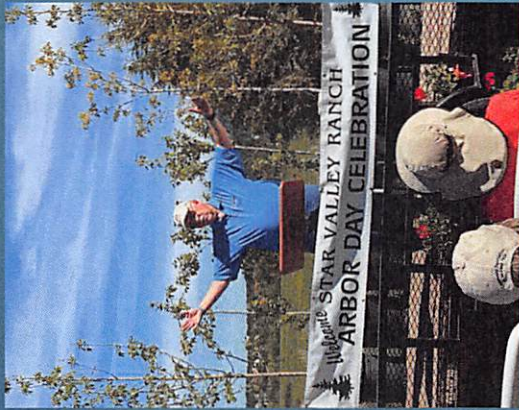
- ▶ Arbor Day / Tree City
- ▶ Firewise
- ▶ War-on-Weeds with LCW&P
- ▶ Cooperation with Forest Service
- ▶ Bridger-Teton National Forest
- ▶ Regional Forester's Award
- ▶ Recreation Trails Program
- ▶ Cedar Creek Trailhead
- ▶ Parks & Landscaping Committee
- ▶ Community Garden
- ▶ Trails Committee
- ▶ Fox Run Park 5-year Plan to BLM



NRB - Trails

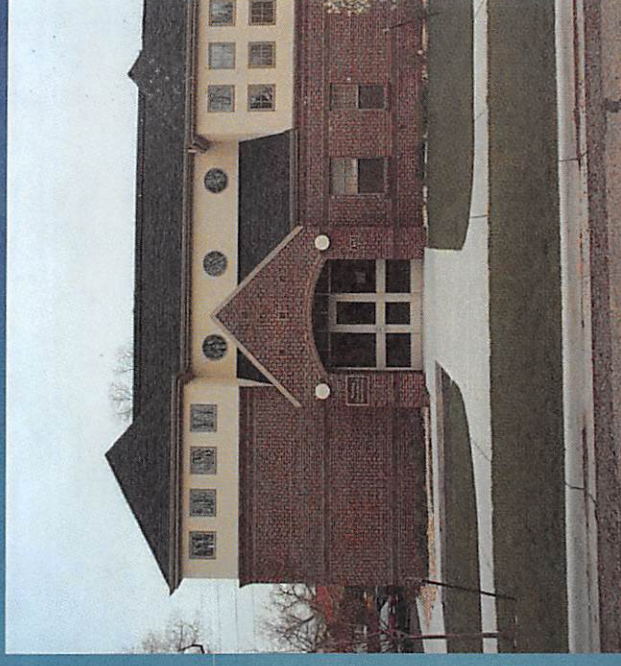


NRB – Arbor Day / War-on-Weeds



Wyoming Association of Municipalities (WAM)

- ▶ Continued Involvement
- ▶ Training at Winter WAM 2021 Cancelled
- ▶ ARPA Training
- ▶ WAM Executive Board-Mayor Buyers



2022 Objectives

- ▶ WIP 2021
- ▶ WIP 2022
- ▶ Master Plan
- ▶ Mid-Valley Fire District Ballot Initiative
- ▶ Lodging Tax Ballot Initiative
- ▶ Road Projects 2022-23
- ▶ Increase staffing levels
- ▶ First Response Center

Lincoln County Sheriff's Office

Star Valley Ranch

12/1/21 to 12/31/21

Citations	0
Warnings	0
CFS/Law Incidents	48
Special Patrol	14

Animal Problem		Abandoned Vehicle	1
Agency Assist		Alarm	1
Assault	1	Auto Accident	1
Burglary		Animal problem	
Citizen Assist	1	Citizen Dispute	1
Civil Execution/paper		Controlled Burn	
Civil Standby		Alcohol problem	
Controlled Substance		Disturbance	1
Child abuse		Domestic Violence	
Drugs		Dead body	
e911	15	Harassing	2
Intoxication		Fire Structure	1
Fraud	1	Littering	
Information		Lost/Found Property	
Juvenile Problem	1	Motorist assist	
Lost/Found Animal		Message delivery	1
Public relations		Medical	4
Property damage		Trespassing	2
Reckless driving		Protection Order Violat	
REDDI		Suspicious	4
Theft		Threatening	
Traffic	2	Vin inspection	2
Welfare check	3	Vandalism	1
Trespassing		Weapon offense	
Utility problem	1	VIN Stamp	1

The Town of
Star Valley Ranch, Wyoming

**Upcoming Activities:
After January 19th Meeting**

- A. Town Council Workshop, February 3, 2022 @ 9am – Town Hall
- B. LCED Meeting, February 7, 2022 @ 10am – County Offices Afton
- C. Coffee with the Mayor, February 14, 2022 @ 10am – Town Hall
- D. Town Council Workshop, February 16, 2022 @ 9am – Town Hall
- E. Town Council Meeting, February 16, 2022 @ 6pm – Town Hall

The Town of
Star Valley Ranch, Wyoming

Suggested Motion

I move the Town of Star Valley Ranch adjourn this meeting.

Motion made by Councilman Baillie

Motion seconded by Councilman Hansen

Vote: DB – Aye LH – Aye TE – Aye RD – Aye KB – Aye

Passed and adopted this 19th day of January 2022

For the Town of Star Valley Ranch

By: *Kathleen Buyers*

Kathleen Buyers, Mayor

Attest:

By: *Kristin Gray*

Kristin Gray, Clerk

