

The Town of
Star Valley Ranch, Wyoming
REGULAR TOWN MEETING

January 9, 2024
7:00 PM

1. Call to Order, Roll Call of Councilmen, Statement of Quorum
2. Pledge of Allegiance
3. Reconvene Regular Meeting
4. Adopt Agenda
5. Announcements/Proclamations
6. Public Comment

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

7. Adopt Consent Agenda

All matters in this section are considered routine by the governing body and will be enacted in one motion unless removed from the consent agenda and considered separately by Council. Public comment may be given.

A. Approve Minutes for December 12 Work Session, December 12 Regular Meeting

B. Community Board Appointments

1. Frank Bell – Travel and Tourism Board – 2027
2. Vince Barbisan - Travel and Tourism Board – 2025
3. Katie Toolson - Travel and Tourism Board – 2026
4. Barb Watkins - Travel and Tourism Board – 2027

C. Disbursements

D. Dispatch Report

E. Court Report

F. Special Municipal Officer Report

8. Public Hearings and/or Action Items

9. Ordinances

A. Ordinance 2023-12 Title IX General Regulations Chapter 94 Nuisance – 2nd Reading.

B. Ordinance 2024-01 Title XI Business Regulations Chapter 113 Short-Term Rentals – 1st Reading

10. Mayor and Council

11. Adjournment

Town of Star Valley Ranch
Town Council Chambers
Tuesday, December 12, 2023, 2:00 PM

1. CALL TO ORDER AND ROLL CALL

- Councilman Ellis absent, Councilmen Merrill, Rok, Denney present, Mayor Buyers present, plus Town Clerk Gray.
- Councilman Rok moved to approve the agenda, Councilman Denney seconded, all ayes.

2. WORK SESSION ITEMS

a. Zoning

- Mayor Buyers spoke to the town attorney about fencing multiple lots, that our ordinance does not prohibit it and the attorney does not recommend denying applications based on existing ordinance; council suggests that P&Z board reconsider the application with the legal opinion in mind. Councilman Rok will pull the prior meeting minutes from the consent agenda to amend.

b. Town Administrator?

- Mayor Buyers sent items such as job description and ordinance update to the council for review; Councilman Denney asked that financial consideration to be taken before action is taken; Mrs. Willis pointed out that spending money on an Administrator instead of roads or safety would be less appealing to residents. Mayor suggested running an ad on the International City and County Managers Association (ICMA) website, and Councilman Rok suggested the community board chairs being used as a hiring panel to interview before council decision.

c. SPT (6th penny)

- Zoom meeting on the 14th at 3pm.

d. Ordinances

- Council, and Mayor suggested having a work session to work on ordinances, scheduled for January 16 at 2pm.
- Councilman Denney suggested a right-of-way ordinance instead of driveway to permit access to the road and protect services, approved by the Public Works Director.

e. Water - EPA update

- After discussion with EPA and MAP the town will have to start continuous chlorination by the 15th of December

f. Financials

- Clerk Gray answered questions regarding the financials. Councilman Rok is going to update the image for the Council goals for posting and for the financial packet.

g. Board reports

- Councilman Rok gave an update on NRB; winter parking for Cedar Creek trailhead has been signed and the Association is plowing an area for

parking, but an anonymous person plowed the road and NRB is asking to notify residents to not drive back beyond the plowed area.

- Councilman Rok has a list of candidates for the Travel and Tourism Board and will get a list to the mayor for possible appointment in January.
- Councilman Merrill gave an update on the Roads Advisory Board who spoke about the 6th penny tax, and the board was interested in looking at potential projects and looking at setting board objectives. Mayor would like the board to look at long-term planning and funding; the board discussed snow gates on the plows, council wants to see if it would be feasible for our roads and plowing process; the board also suggested to investigate an ADA program for berm mitigation for vulnerable residents.
- Mayor Buyers gave an update on the water board and suggested they need to agree on objectives.

3. MATTERS FROM THE MAYOR AND COUNCIL

- SLIB approved the funding scope request for the 2022 water project, and the interest rates adjustment on existing loans; representative Byron will be attending the regular meeting to observe.
- Councilman Rok is still trying to get a zip code for the town and is working with Senator Dockstader; still working on the newsletter; working on a coat drive for possibly January; would like to see more effort for communication to the town residents; is working on a pamphlet for mountain lion education; would like to investigate an adopt-a-hydrant program tied to ArcGIS.
- Councilman Merrill is still working on the fire audit for insurance rates for the town.
- Councilman Denney is looking into funding for low-cost housing, that the state put forward money for towns to request.

4. RECESS

- Councilman Rok moved to recess at 4:25pm, Councilman Merrill seconded, all ayes.

The Town of
Star Valley Ranch, Wyoming
REGULAR TOWN MEETING

December 12, 2023
7:00 PM

1. Call to Order, Roll Call of Councilmen, Statement of Quorum
 - All council present, plus Town Clerk Gray and Billing Clerk Mason
2. Pledge of Allegiance
3. Reconvene Regular Meeting
 - Councilman Rok moved to reconvene the meeting, Councilman Ellis seconded, all ayes.
4. Adopt Agenda
 - Councilman Ellis moved to approve the agenda, Councilman Merrill seconded, all ayes.
5. Announcements/Proclamations
 - A. Representative Andrew Byron – State Representative
 - B. Jones-Simkins Audit Presentation
 - Andy Hernandez presented the audited financials for the fiscal year 2022-2023.
6. Public Comment
7. Adopt Consent Agenda
 - Councilman Rok moved to approve the consent agenda, Councilman Merrill seconded, all ayes.
 - A. Approve Minutes for November 14 Work Session, November 14 Regular Meeting
 - B. Disbursements
 - C. Dispatch Report
 - D. Court Report
 - E. Special Municipal Officer Report
8. Public Hearings and/or Action Items
 - A. Plat Adjustment – Plat 21, Lots 34 & 35 – Nielson
 - Chairman Black read the recommendation of the Planning & Zoning Board. Councilman Ellis moved to approve the recommendation, Councilman Rok seconded, all ayes.
9. Ordinances
 - Councilman Rok moved to approve by title, Councilman Merrill seconded, all ayes.
 - A. Ordinance 2023-11 Title III Administration Chapter 35 Municipal Court – 3rd reading.
 - Councilman Ellis read the explanation for the ordinance, and moved to approve the ordinance, Councilman Denney seconded, all ayes.
 - B. Ordinance 2023-12 Title IX General Regulations Chapter 94 Nuisance – 1st Reading.
 - Mayor Buyers read the explanation for the ordinance, and moved to approve the ordinance, Councilman Rok seconded, all ayes.
10. Mayor and Council
 - Mayor Buyers provided an update on the water system and the coliform issue as monitored by the EPA; the town will begin chlorination on the 15th of December, the EPA reassured the town that the chlorination would not be permanent, just necessary to address the problem.

- Councilman Rok spoke about the Cedar Creek trailhead parking and the winter procedure and reminded residents not to plow the roadway or drive on the road beyond what is plowed by SVRA for the purpose of winter parking. Councilman Rok spoke about the new Travel and Tourism board and that the search for candidates is still active with the council hoping to appoint members in the January meeting.

11. Adjournment

- Councilman Ellis moved to adjourn the meeting, Councilman Merrill seconded, all ayes.

Community Board Appointments

Frank Bell – Travel and Tourism

June 2027

- Frank is a former Town Manager for multiple mountain west resort towns to include Telluride and Crested Butte. He also served as the Director of Olympic Planning and Services for Park City Utah and was responsible for coordinating all aspects of the 2002 Olympic Winter Games. He holds a PhD in Political Science and MPA from the University of Utah.

Vince Barbisan – Travel and Tourism

June 2025

- Vince has worked for many years in the ski industry and as a ski instructor. He is a TSVR resident and was an active participant during the Town's early development of short-term rental property regulation.

Katie Toolson – Travel and Tourism

June 2026

- Katie was born and raised in Jackson, Wyoming. She attended the University of Wyoming and earned a dual major in Business Marketing and Management. She currently operates The Grill and Three Canyons Restaurant in Star Valley Ranch. She is also an active mortgage broker who owns an 8-unit apartment building in Thayne, that is currently fully rented to hard-working community members.

Barb Watkins – Travel and Tourism

June 2027

- Barb is a corporate strategist and an avid traveler. Her background includes work with The Boeing Company and as a Board Director for the State Bank of Park Rapids Minnesota (a small community bank in a rural town of ~4k people).

Report Criteria:
Detail report type printed

Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
116	All-Star Auto Parts	699099	Parts	10430402	11/02/2023	280.19	12132301	12/13/2023
		699289	Parts	10430402	11/04/2023	119.94	12132301	12/13/2023
		699739	Parts	10430201	11/09/2023	45.56	12132301	12/13/2023
		699851	Parts	10430402	11/10/2023	43.94	12132301	12/13/2023
		699855	Parts	10430201	11/10/2023	7.99-	12132301	12/13/2023
		700374	Parts	10430201	11/15/2023	42.08	12132301	12/13/2023
		700389	Parts	10430201	11/15/2023	49.76	12132301	12/13/2023
		700444	Parts	10430201	11/15/2023	672.39	12132301	12/13/2023
		700467	Parts	10430201	11/16/2023	286.30	12132301	12/13/2023
		700479	Credit	10430201	11/16/2023	81.00-	12132301	12/13/2023
		700774	Parts	10430201	11/20/2023	228.56	12132301	12/13/2023
		700793	Credit	10430201	11/15/2023	49.76-	12132301	12/13/2023
Total 116:						1,629.97		
120	Amazon Capital Services	1HV9-J6XT-	Amazon orders	10410258	12/01/2023	954.93	12282301	12/28/2023
		1HV9-J6XT-	Amazon orders	10430100	12/01/2023	785.47	12282301	12/28/2023
		1HV9-J6XT-	Amazon orders	10430402	12/01/2023	590.73	12282301	12/28/2023
		1HV9-J6XT-	Amazon orders	10410238	12/01/2023	122.50	12282301	12/28/2023
		1HV9-J6XT-	Amazon orders	41410238	12/01/2023	60.34	12282301	12/28/2023
		1HV9-J6XT-	Amazon orders	10430201	12/01/2023	1,098.27	12282301	12/28/2023
		1HV9-J6XT-	Amazon orders	10420001	12/01/2023	358.44	12282301	12/28/2023
		1HV9-J6XT-	Amazon orders	10510207	12/01/2023	73.90	12282301	12/28/2023
Total 120:						4,044.58		
122	American Express	0013638925-	Parts	41430239	12/04/2023	517.59	12262304	12/26/2023
		00151741	Travel expense	41410210	12/06/2023	73.87	12262304	12/26/2023
		12-2-2023	Microsoft sub	10410802	12/02/2023	70.34	12262304	12/26/2023
		12-2-2023	Microsoft sub	41410802	12/02/2023	34.65	12262304	12/26/2023
		12-7-23	Travel expense	41410210	12/07/2023	70.56	12262304	12/26/2023
		12-8-23	Travel expense	41410210	12/08/2023	133.34	12262304	12/26/2023
		1Z0T6E5H02	UPS to SLIB	41410271	11/14/2023	33.99	12262304	12/26/2023
		2622479187	Adobe sub	10410802	12/05/2023	14.06	12262304	12/26/2023
		2622479187	Adobe sub	41410802	12/05/2023	6.93	12262304	12/26/2023
		29VBM30HN	UPS pickup	10410270	12/11/2023	8.00	12262304	12/26/2023
		37852	Tire beads	10430201	12/11/2023	400.00	12262304	12/26/2023
		68526	Tire chains	10430201	11/21/2023	8,535.36	12262304	12/26/2023
		70494345	Safety supplies	10430121	12/05/2023	996.60	12262304	12/26/2023
		70494345	Safety supplies	41430121	12/05/2023	996.59	12262304	12/26/2023
		847346	Office supplies	10410258	12/14/2023	23.63	12262304	12/26/2023
		9916652726	Tax forms	10410258	11/29/2023	71.98	12262304	12/26/2023
		9916935289	Office supplies	10410258	12/06/2023	101.32	12262304	12/26/2023
		BKD-736472	Acronis sub	10410802	12/06/2023	91.45	12262304	12/26/2023
		BKD-736472	Acronis sub	41410802	12/06/2023	45.04	12262304	12/26/2023
		BKD-736472	Sophos sub	10410802	12/07/2023	42.20	12262304	12/26/2023
		BKD-736472	Sophos sub	41410802	12/07/2023	20.79	12262304	12/26/2023
		E0800Q74H	Microsoft sub	10410802	12/12/2023	17.59	12262304	12/26/2023
		E0800Q74H	Microsoft sub	41410802	12/12/2023	8.66	12262304	12/26/2023
		INV2313995	Zoom sub	10410802	12/13/2023	11.25	12262304	12/26/2023
		INV2313995	Zoom sub	41410802	12/13/2023	5.54	12262304	12/26/2023
		MC17034121	Mailchimp sub	10410802	11/18/2023	17.75	12262304	12/26/2023
		MC17034121	Mailchimp sub	41410802	11/18/2023	8.75	12262304	12/26/2023

Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
Total 122:						12,357.83		
154	Blue Cross Blue Shield	2312202772	Employee Benefits	10410130	12/20/2023	1,643.62	12262303	12/26/2023
		2312202772	Employee Benefits	10430130	12/20/2023	4,987.25	12262303	12/26/2023
		2312202772	Employee Benefits	10460130	12/20/2023	235.48	12262303	12/26/2023
		2312202772	Employee Benefits	41440130	12/20/2023	5,739.48	12262303	12/26/2023
Total 154:						12,605.83		
173	Car Quest Auto Parts	35428	Parts	10430402	11/01/2023	47.98	12132302	12/13/2023
		35470	Credit	10430201	11/01/2023	55.01-	12132302	12/13/2023
		35887	DEF	10430301	11/08/2023	424.61	12132302	12/13/2023
		36018	DEF	41430301	11/09/2023	424.61	12132302	12/13/2023
		37114	Parts	10430201	11/30/2023	44.48	12132302	12/13/2023
		37136	Parts	10430201	11/30/2023	23.40	12132302	12/13/2023
		37139	Credit	10430201	11/30/2023	44.48-	12132302	12/13/2023
Total 173:						865.59		
177	Caselle, Inc	129317	Software	10410804	12/01/2023	791.37	12042301	12/04/2023
		129317	Software	41410803	12/01/2023	395.63	12042301	12/04/2023
Total 177:						1,187.00		
184	Cedar Creek Grill	000081	Employee Luncheon	10410250	12/17/2023	500.94	14710	12/27/2023
		000081	Employee Luncheon	41410251	12/17/2023	500.94	14710	12/27/2023
Total 184:						1,001.88		
212	Core & Main LP	T753571	Poly pipe	41430239	10/13/2023	1,035.00	14682	12/13/2023
Total 212:						1,035.00		
228	Delta Dental	1-2024	Employee Benefits	10410130	12/15/2023	36.33	12262305	12/26/2023
		1-2024	Employee Benefits	10430130	12/15/2023	166.77	12262305	12/26/2023
		1-2024	Employee Benefits	10460130	12/15/2023	19.36	12262305	12/26/2023
		1-2024	Employee Benefits	41440130	12/15/2023	212.59	12262305	12/26/2023
Total 228:						435.05		
241	Dry Creek Enterprises, Inc.	M3135	BLM toilet rent and clean	10510204	11/30/2023	110.00	12132304	12/13/2023
		M3175	Cedar Creek Canyon toilet	10510208	11/30/2023	110.00	12132304	12/13/2023
		M3176	Green Canyon Dr. Toilet re	10510208	11/30/2023	110.00	12132304	12/13/2023
Total 241:						330.00		
254	Energy Laboratories	600655	Special sampling	41430406	12/12/2023	116.00	14683	12/13/2023
Total 254:						116.00		
269	Forsgren Associates Inc	2310422	WIP 2023 Project manage	41490027	11/02/2023	4,565.00	12132305	12/13/2023
		2311464	2023 Road Project design	10490010	12/04/2023	575.00	12132305	12/13/2023
		2311465	Hardman/Middle Branch Br	10490010	12/04/2023	7,548.39	12132305	12/13/2023
		2311466	Municipal Engineering	41410401	12/04/2023	8,100.00	12132305	12/13/2023

Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
Total 269:						20,788.39		
270	Freedom Mailing Services,	46622	Special mailing for water n	41410222	11/27/2023	1,451.13	14684	12/13/2023
		46716	Bill processing	41410273	12/04/2023	977.82	14684	12/13/2023
Total 270:						2,428.95		
288	GreatAmerica Financial Se	35436354	Copier Service	10410260	12/04/2023	132.56	12052301	12/05/2023
		35436354	Copier Service	41410260	12/04/2023	65.29	12052301	12/05/2023
Total 288:						197.85		
311	High Country Linen Service	0411768	Shop Towels	10430402	11/23/2023	25.00	12132306	12/13/2023
		0411768	Shirts	10430121	11/23/2023	25.12	12132306	12/13/2023
		0411768	Shirts	41430121	11/23/2023	12.37	12132306	12/13/2023
		0412769	Shop Towels	10430402	11/30/2023	24.98	12132306	12/13/2023
		0412769	Shirts	10430121	11/30/2023	25.12	12132306	12/13/2023
		0412769	Shirts	41430121	11/30/2023	12.37	12132306	12/13/2023
		0413855	Shop Towels	10430402	12/07/2023	24.98	12132306	12/13/2023
		0413855	Shirts	10430121	12/07/2023	25.12	12132306	12/13/2023
		0413855	Shirts	41430121	12/07/2023	12.37	12132306	12/13/2023
		0414963	Shop Towels	10430402	12/14/2023	24.98	12272301	12/27/2023
		0414963	Shirts	10430121	12/14/2023	25.12	12272301	12/27/2023
		0414963	Shirts	41430121	12/14/2023	12.37	12272301	12/27/2023
		0416132	Shop Towels	10430402	12/21/2023	24.98	12272301	12/27/2023
		0416132	Shirts	10430121	12/21/2023	25.12	12272301	12/27/2023
		0416132	Shirts	41430121	12/21/2023	12.37	12272301	12/27/2023
Total 311:						312.37		
355	Jones Simkins, LLC	57601	Final bill for audit	10410401	11/30/2023	1,375.51	14686	12/13/2023
		57601	Final bill for audit	41410400	11/30/2023	677.49	14686	12/13/2023
Total 355:						2,053.00		
359	Conrad & Bischoff	IN-820863-2	Gas & Diesel	10430301	12/06/2023	1,566.06	12132303	12/13/2023
		IN-820863-2	Gas	10420005	12/06/2023	179.50	12132303	12/13/2023
		IN-820863-2	Gas & Diesel	41430301	12/06/2023	859.75	12132303	12/13/2023
Total 359:						2,605.31		
369	Lawson Products	9311130385	Parts	10430402	12/06/2023	490.37	14687	12/13/2023
		9311160172	Parts	41430239	12/18/2023	130.68	14711	12/27/2023
		931160173	Shop supplies	10430402	12/18/2023	1,370.31	14711	12/27/2023
		931160173	Shop supplies	41430402	12/18/2023	1,370.31	14711	12/27/2023
		931160174	Shop supplies	10430402	12/18/2023	246.45	14711	12/27/2023
		931160174	Shop supplies	41430402	12/18/2023	246.45	14711	12/27/2023
		9566543	Parts	10430402	11/05/2023	573.77	14687	12/13/2023
Total 369:						4,428.34		
382	Lincoln County Sheriff's Off	12-2023	November dispatch	10420204	12/01/2023	880.00	14688	12/13/2023
		Q4 2023	Quarter 4 2023 contract	10420205	11/28/2023	15,000.00	14688	12/13/2023
Total 382:						15,880.00		

Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
392	Lower Valley Energy	12-2023	Electric - General	10430008	12/11/2023	1,091.84	12112302	12/11/2023
		12-2023	Electric - Water	41430098	12/11/2023	3,935.15	12112302	12/11/2023
Total 392:						5,026.99		
398	Luthi & Voyles LLC	2648	Split Distribution	10440601	11/30/2023	110.55	12132308	12/13/2023
		2648	Split Distribution	41410601	11/30/2023	54.45	12132308	12/13/2023
Total 398:						165.00		
489	Ridge Creek Investment C	1-2024	Town Hall Payment	10430003	12/12/2023	2,233.11	14689	12/13/2023
		1-2024	Town Hall Payment	41430001	12/12/2023	1,099.89	14689	12/13/2023
Total 489:						3,333.00		
508	Salt River Motors	RO-235	Repairs	41430219	10/03/2023	689.95	14690	12/13/2023
Total 508:						689.95		
521	Silver Star Communication	12-2023	Town Hall Alarm System	10420214	12/01/2023	79.71	12042304	12/04/2023
		12-2023	Town Hall Water Alarm Sys	41420108	12/01/2023	39.85	12042304	12/04/2023
		12-2023	Office Lines	10410225	12/01/2023	329.29	12042304	12/04/2023
		12-2023	Office Lines - Water	41410225	12/01/2023	162.19	12042304	12/04/2023
Total 521:						611.04		
539	Star Valley Independent	21932	Water public notice adverti	41410205	11/30/2023	258.75	12112301	12/11/2023
Total 539:						258.75		
589	Town of Afton	17869, 1787	Special testing	41430406	11/22/2023	592.00	14692	12/13/2023
		17876, 1787	Special testing	41430406	11/22/2023	592.00	14692	12/13/2023
		17892, 1789	Special testing	41430406	11/30/2023	592.00	14692	12/13/2023
		17909, 1790	monthly water test	41430411	12/06/2023	54.00	14692	12/13/2023
		17912, 1791	Repeat samples	41430411	12/06/2023	185.00	14692	12/13/2023
Total 589:						2,015.00		
591	Town of Star Valley Ranch	12-2023	Water - Town Hall - Genera	10430010	12/01/2023	325.25	12042302	12/04/2023
		12-2023	Water - Public Works - Gen	10430011	12/01/2023	97.57	12042302	12/04/2023
		12-2023	Water - First Response	10420155	12/01/2023	64.11	12042302	12/04/2023
		12-2023	Water - Town Hall - Water	41430004	12/01/2023	160.21	12042302	12/04/2023
		12-2023	Water - Public Works - Wat	41430097	12/01/2023	33.40	12042302	12/04/2023
Total 591:						680.54		
611	Upper Case Printing, INK.	1180	Drinking water notice	41410222	11/28/2023	285.64	14694	12/13/2023
Total 611:						285.64		
617	Valley Tech LLC	3826	Computer Consulting	10410801	11/29/2023	150.01	14695	12/13/2023
		3826	Computer Consulting	41410801	11/29/2023	74.99	14695	12/13/2023
Total 617:						225.00		
628	VSP of Wyoming	819428020	Employee Benefits	10410130	12/17/2023	21.21	12262301	12/26/2023
		819428020	Employee Benefits	10420130	12/17/2023	13.01	12262301	12/26/2023

Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
		819428020	Employee Benefits	10430130	12/17/2023	68.00	12262301	12/26/2023
		819428020	Employee Benefits	10460130	12/17/2023	4.17	12262301	12/26/2023
		819428020	Employee Benefits	41440130	12/17/2023	76.63	12262301	12/26/2023
Total 628:						183.02		
640	Western States Cat	IN002606392	Electrical system for plow	10430409	11/27/2023	1,100.47	12132311	12/13/2023
		IN002629324	Grapples	10430201	12/15/2023	27,000.00	12272303	12/27/2023
		IN002634554	Parts	10430201	12/20/2023	38.41	12272303	12/27/2023
		IN002634567	Parts	10430201	12/20/2023	59.18	12272303	12/27/2023
		IN002634571	Parts	10430201	12/20/2023	217.55	12272303	12/27/2023
		IN002635769	Parts	10430201	12/21/2023	1,679.95	12272303	12/27/2023
		IN002635769	Parts	41430219	12/21/2023	1,679.94	12272303	12/27/2023
Total 640:						31,775.50		
658	Wyoming Assn of Rural Wa	18873	2024 Annual Membership	41410228	11/21/2023	475.00	14696	12/13/2023
		19102	Virtual mini conference for	41410209	11/30/2023	438.00	14696	12/13/2023
Total 658:						913.00		
693	Yost Business Systems	B47221	Printer cartridges	41410258	12/04/2023	34.52	14697	12/13/2023
		B47221	Printer cartridges	10410258	12/04/2023	70.09	14697	12/13/2023
Total 693:						104.61		
705	Southco Metals LLC	358492	Metal	10430402	12/11/2023	2,925.54	14691	12/13/2023
Total 705:						2,925.54		
714	Westbank Sanitation	4406357T02	Split Distribution	10430407	12/01/2023	29.57	12042303	12/04/2023
		4406357T02	Split Distribution	41430407	12/01/2023	14.57	12042303	12/04/2023
		4406915T02	Split Distribution	10430407	12/01/2023	246.64	12042303	12/04/2023
		4406915T02	Split Distribution	41430407	12/01/2023	121.48	12042303	12/04/2023
		4406915T02	Dog Park can	10510207	12/01/2023	42.32	12042303	12/04/2023
Total 714:						454.58		
736	IDAWY Solid Waste	75399	Dump	10430409	11/06/2023	83.95	14685	12/13/2023
		76708	Dump	10430409	11/29/2023	42.55	14685	12/13/2023
Total 736:						126.50		
758	SOH Roofing LLC	1123	Garage doors	10430100	11/30/2023	8,000.00	12132309	12/13/2023
Total 758:						8,000.00		
761	Tawnie Lee Cazier	080	Cleaning Services	10430100	12/03/2023	217.75	12132310	12/13/2023
		080	Cleaning Sevices	41430100	12/03/2023	107.25	12132310	12/13/2023
		081	Cleaning Services	10430100	12/10/2023	217.75	12132310	12/13/2023
		081	Cleaning Sevices	41430100	12/10/2023	107.25	12132310	12/13/2023
		082	Cleaning Services	10430100	12/17/2023	217.75	12272302	12/27/2023
		082	Cleaning Sevices	41430100	12/17/2023	107.25	12272302	12/27/2023
		083	Cleaning Services	10430100	12/23/2023	217.75	12272302	12/27/2023
		083	Cleaning Sevices	41430100	12/23/2023	107.25	12272302	12/27/2023

Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
Total 761:						1,300.00		
762	Verizon	12-2023	Cell Phones - General	10410225	12/05/2023	46.89	12122301	12/12/2023
		12-2023	Cell Phone and Tablet - SM	10420004	12/05/2023	61.28	12122301	12/12/2023
		12-2023	Cell Phones and Tablet - W	41410225	12/05/2023	128.27	12122301	12/12/2023
Total 762:						236.44		
784	Kari June Productions, LLC	102023	Social media management	10410204	12/05/2023	341.70	12132307	12/13/2023
		102023	Social media management	41410205	12/05/2023	168.30	12132307	12/13/2023
Total 784:						510.00		
785	Principal Life Insurance Co	1-2024	Employee Benefits	10410130	12/17/2023	29.62	12262302	12/26/2023
		1-2024	Employee Benefits	10420130	12/17/2023	15.15	12262302	12/26/2023
		1-2024	Employee Benefits	10430130	12/17/2023	60.35	12262302	12/26/2023
		1-2024	Employee Benefits	10460130	12/17/2023	7.25	12262302	12/26/2023
		1-2024	Employee Benefits	41440130	12/17/2023	68.04	12262302	12/26/2023
Total 785:						180.41		
794	Christina Codman	103	Contract for admin assistan	10460204	12/12/2023	337.50	14681	12/13/2023
Total 794:						337.50		
798	Union Wireless	12-2023	SCADA alarm system	41410225	12/03/2023	77.18	12062301	12/06/2023
Total 798:						77.18		
799	Traffic Logix Corporation	SIN22073	Batteries for speed signs	10430409	09/08/2023	1,475.00	14693	12/13/2023
Total 799:						1,475.00		
800	Rusty's Tree Service	1431	Tree removal in right-of-wa	10430409	12/12/2023	2,850.00	14707	12/14/2023
		1431-1	Tree removal in right-of-wa	10430409	12/12/2023	2,850.00	14712	12/27/2023
Total 800:						5,700.00		
Grand Totals:						151,893.13		

Report Criteria:

Includes the following check types:

Transmittal

Includes unprinted checks

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Description	GL Account	Amount	D
12/09/2023	CDPT	12/13/2023	14679	Bank of Star Valley	10	HSA Contribution HSA Pay Period	01-10001	105.00-	
12/09/2023	CDPT	12/13/2023	14680	Wyoming Child Support	8	Randy Mills Case #209481 Garnis	01-10001	114.92-	
12/23/2023	CDPT	12/27/2023	14708	Bank of Star Valley	10	HSA Contribution HSA Pay Period	01-10001	105.00-	
12/23/2023	CDPT	12/27/2023	14709	Wyoming Child Support	8	Randy Mills Case #209481 Garnis	01-10001	114.92-	
12/09/2023	CDPT	12/11/2023	123011456	Great-West Trust Company	4	457 Contribution 457 Wyoming Re	01-10001	75.00-	
12/09/2023	CDPT	12/11/2023	123011457	IRS - 941 Taxes	1	FICA/FWH Tax Deposit Federal Wi	01-10001	8,894.61-	
12/23/2023	CDPT	12/26/2023	123011458	Great-West Trust Company	4	457 Contribution 457 Wyoming Re	01-10001	75.00-	
12/23/2023	CDPT	12/26/2023	123011459	IRS - 941 Taxes	1	FICA/FWH Tax Deposit Federal Wi	01-10001	7,691.16-	
12/23/2023	CDPT	12/26/2023	123011460	Wyoming Retirement System	5	Retirement Contributions Wyoming	01-10001	11,764.76-	
Grand Totals:								28,940.37-	

Star Valley Ranch

12/1/23 to 12/31/23

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

Animal Problem		Abandoned Vehicle	
Agency Assist		Alarms	1
Assault		Auto Accident	1
Burglary		Animal problem	
Citizen Assist		Citizen Dispute	
Civil standby		Controlled Burn	1
Child abuse		Alcohol problem	
Controlled Substance		Disturbance	
Custodial Interference		Domestic Violence	1
Drugs		Dead body	
e911	5	Harassing	1
Intoxication		Field contact	
Fraud	1	Littering	
Information	1	Lost/Found Property	
Juvenile Problem		Missing person	
Lost/Found Animal		Game & Fish	1
Motor assist	1	Medical	3
Reckless driving		Suicidal attempt	
Stalking	1	Sex offense	1
REDDI		Suspicious	5
Theft	1	Threatening	
Traffic	1	Vin inspection	3
Welfare check	4	Warrant	1
Trespassing		Vandalism	
Utility problem		VIN Stamp	



Town of Star Valley Ranch

171 Vista Drive #7007

Star Valley Ranch, Wyoming 83127

Phone: 307-883-8696

Fax: 307-883-8329

January 3, 2023

Municipal Court Report for December 2023

1. Two (2) cases were scheduled for court in December. The following citations were issued:
 - One (1) citation for \$150.019 (S)- Failure to renew a building permit 30 days before expiration.
 - One (1) citation for \$71.05- No parking on Town streets.
2. One (1) defendant did not show up for their arraignment hearings.
3. \$0.00 in fines and \$10.00 in Court Costs were assessed with \$0.00 in fines collected and \$10.00 in Court Costs collected this month.
4. Another \$50.00 in citation fines were assessed on the citation for the defendant who did not show up for his arraignment.

Respectfully Submitted,

Gina Campbell

Court Clerk- Town of Star Valley Ranch, WY

Town of Star Valley Ranch

Special Municipal Officer

12/1/2023- 12/31/2023

Verbal Warnings	8
Written Warnings	11
Citations	0

Animal Complaint	0	Water Shut-off	0
Building & Zoning	1	Meter Pit Tampering	0
Road Right-of-Way	10	LCSO Assist	0
Snow Complaint	3	Fire Prevention\open fire	0
Nuisance Comp.	5	Stop work order	0
Road damage	0	Animal Impound	0
STR Complaint	0	Other	0

The Town of
Town of Star Valley Ranch
Ordinance 2023-12

Title IX General Regulations

Chapter 94 Nuisance

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

Explanation: Update to existing code to provide clarification, improved timeline for abatement, and more concise language.

Existing Title XI Chapter 94 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 third reading and passage.

§ 94.01 VIOLATION PROHIBITED.

It is unlawful for any person, property owner(s) or occupant to maintain or permit the existence of any nuisance, as defined herein, on any property within the town. Any person in violation of this section shall, in addition to any penalty that may be imposed for the violation of this code, be subject to the provisions of this chapter and be required to reimburse the town for expenses incurred in the abatement of the nuisance.

§ 94.02 NUISANCE CONDITIONS DEFINED.

Each of the following conditions described shall constitute a public nuisance. The various nuisances described and enumerated in this section shall not be deemed to be exclusive but shall be in addition to all other nuisances described and prohibited by this code.

(A) ~~With the exception of off-road recreational vehicles as defined in § 70.18. Inoperative, unlicensed, and derelict vehicles parked upon private property or public property are declared to be nuisances. The presence of the above-described vehicles as defined below are declared to constitute a public nuisance that may be abated as such in accordance with the provisions of this chapter.~~

(A) Derelict, junked, etcetera, vehicles: unlicensed, derelict, or junk vehicles and parts or remains thereof parked upon private property, public property, public

streets, alleys, easements, rights of way or other ways are declared to be nuisances. The presence of an unlicensed vehicle, wrecked, dismantled, derelict or inoperative vehicle, on private or public property, is declared to constitute a public nuisance that may be abated as such in accordance with the provisions of this chapter. The tearing down, stripping or junking of such vehicles shall be permitted only where and when such use is specifically authorized, permitted or licensed under other ordinances of the town and in strict accordance therewith; or which use is conducted entirely within the confines of an accessory garage building, then only provided that such vehicle is the property of the owner or occupier of the lot and that such use is not a commercial use of the property, unless such use is authorized by other ordinances of the town.

(1) Derelict Vehicles: A vehicle, or parts thereof, shall be deemed to be "derelict" if the vehicle is:

- (a) Partially or wholly dismantled.
- (b) In a condition that prevents legal operations.
- (c) Junked or intended to be recycled or scrapped.

(2) Definition Of Vehicles: For purposes of this chapter, "vehicles" shall include vehicles, motor vehicles, passenger cars, multipurpose vehicles, utility trailers, motorcycles, pickup trucks, and snowmobiles as defined in either Wyoming Statutes §§ 31-1-101 or 31-5-102, and watercraft as defined in Wyoming Statutes § 41-13-101.

(3) Exceptions: The section defining and prohibiting derelict vehicles shall not apply to the following:

- (a) Vehicles that are enclosed within a secure building.
- (b) A vehicle which is covered by an intact cover which is securely attached to the vehicle, and which covers the entire vehicle, with the exception of the wheels. Residents shall not have more than one covered vehicle unless out of public view.
- (B) Junk: refrigerators, freezers, washers, dryers, tires, ~~electronic equipment or appliance that is not being used for its intended use, or other waste and discarded material of any nature or substance whatsoever or any scrap or salvage materials which are left or permitted to remain upon any real property within the town~~ and castoff or discarded articles and materials ready for destruction, when stored outside of a building are a nuisance and an immediate threat to the health, safety, and welfare. ~~of children.~~
- (C) ~~Vacant~~ Undeveloped lots: Parking or storage of any vehicle of any type or any watercraft, trailers and the storage of junk, as described in paragraph B above, shall be declared a nuisance, and subject to ~~the penalties in Section § 94.05.~~
- (D) Developed lots: Only personal type vehicles may be parked or stored on developed lots and all such vehicles shall be in compliance with town ordinances. These personal type vehicles shall be limited to passenger cars, pickup trucks, multipurpose vehicles, snowmobiles, motorhomes, utility trailers, RV trailers and

watercraft as defined in Wyoming Statutes §§ 31-1-101, 31-15-102 and 41-13-101. Other vehicles shall be declared a nuisance. No vehicle shall be parked in that portion of the front yard of a residential lot which would normally be landscaped.

§ 94.03 ~~RIGHT OF ENTRY.~~ NOTICE TO ABATE NUISANCE; COMPLIANCE REQUIRED:

~~—The filing of a written complaint with the Town regarding a nuisance will require an immediate investigation by the Town's Special Municipal Officer (SMO) or other authorized agents. If access to the property is required for a complete investigation, the Town's agents are authorized to enter upon any property or premises only with the owner's permission.~~

A. It shall be the duty of any person receiving the notice of a public nuisance as provided in this chapter to comply with the provision of the notice and to abate such nuisance within fifteen (15) calendar days after delivery of such notice, and if such person shall fail or refuse to abate such nuisance within fifteen (15) calendar days from receipt of such notice without just cause, such failure is declared to be unlawful and shall constitute a misdemeanor. Each day such nuisance persists shall constitute a separate violation.

B. It is unlawful and shall constitute a misdemeanor for any person, after having received notice as provided in this chapter, to remove any vehicle or junk from private property to any other private property upon which storage is not permitted, or onto any public property.

C. If the nuisance is not abated within the time provided, and after notice as provided by section 94.04 of this chapter, the town may abate the nuisance, and the cost of abatement may be charged to the owner of the nuisance or assessed against the land upon which the nuisance exists or both.

D. For purposes of this chapter, the term "delivery" shall refer to the date a notice is hand delivered to the property owner or an occupant who is at least eighteen (18) years at the last known address of the property owner; or the date of delivery as shown on a certified mailing receipt; or the last date of publication if service is by publication.

§ 94.04 ~~ABATEMENT AND COST.~~ ENFORCEMENT; INITIATION OF COMPLAINT; NOTICE TO ABATE NUISANCE; CONTENTS; PROCEDURE:

~~—(A) No owner(s), occupant, lessee, or agent shall allow property under their control to become a storage location for any unlicensed or derelict vehicle or junk as described in this chapter. Notice that a nuisance exists shall be given no more than once in any calendar year for property located within the Town, and thereafter action may be taken against the property owner(s), occupant, lessee, or agent of said property without the requirement to provide additional notice. When notice is given, the owner(s), occupant, lessee, or agent thereof shall have ten business days to abate the nuisance condition. Notice shall be deemed given when the Special Municipal Officer (SMO), whose duties include municipal code enforcement, gives verbal notice followed by written notice sent by certified mail to the owner(s), occupant, lessee, or agent of the property. The Special~~

~~Municipal Officer (SMO) shall send written notice by certified mail to the last known occupant or owner(s) address. The owner(s) of the property is ultimately responsible for correcting the nuisance.~~

~~—(B) Failure to abate the nuisance and bring the property into compliance within ten business days of the issuance of the ten business day notice or permitting the property to again deteriorate into a nuisance state anytime within the calendar year in which the notice has been issued for the property, may shall result in additional action being taken. Additional action may include, but is not limited to, the issuance of a citation with a fine and a mandatory court appearance.~~

~~—(C) A statement that a hearing upon the allegations of a nuisance may be requested by the owner(s), occupant, lessee, or agent of the property by giving written notice to the clerk of the court within ten business days from the date of delivery of the notice. The request must specify the property at issue, the requesting party's name and address, and the nature of the interest held by the requesting party. Upon that request a hearing will be scheduled to determine if a nuisance exists. If a hearing is not requested the right to a hearing, and the issue of whether a nuisance exists shall be waived. The Court will issue its findings to the Town.~~

A. Any person may initiate a complaint against a property owner or occupant if, in their opinion, a nuisance condition as defined in this title, exists on a property or lot within the town. The written complaint shall be on a form to be provided by the town, and shall be signed by the complaining party, dated and shall be delivered to the town special municipal officer for investigation. Nothing in this section shall be construed to prevent the initiation of an investigation by a special municipal officer or peace officer or other employee of the town without such a complaint.

B. Whenever the town receives a written, signed complaint as described above, that any condition is a public nuisance as defined in this chapter, or in the event that an officer or town employee observes a condition which appears to be a public nuisance as defined in this chapter, the town shall investigate such complaint, and if the officer determines that a nuisance exists, the officer shall attempt to give written notice to the owner of the condition, if his or her address is known, to the owner of the land where the condition is located, and to any other person or entity known by the town to have a security interest in the vehicle or junk. The notice shall be attempted by certified mail, return receipt requested, or personal service, if the address of the individual or entity is known. In the case of vehicles, where practical, the notice shall also be affixed to the windshield or some other part of the vehicle where it can be easily seen. Where affixing the notice to a vehicle is impractical, and in the case of junk, the notice shall be posted at the site or on the premises where the nuisance exists. Such notice shall be in effect for the next twelve (12) consecutive months, and the owner of the lot, parcel or vehicle shall be responsible for controlling the nuisance condition as prescribed above for the duration of the twelve (12) month period, without the need for renotification. After the initial notice, any subsequent period of noncompliance shall also be a violation of this section.

C. Such notice shall include substantially the following information:

1. A statement that a certain condition is a nuisance within the provisions of section 94.02 of this chapter; in the case of a vehicle, the notice should include the make, year and vehicle identification number if reasonably possible;

2. A description of the real property, by street address or otherwise, on which the nuisance exists;

3. A statement that such nuisance must be abated within fifteen (15) calendar days from the delivery of the notice;

4. A statement that if the nuisance is not abated within the time provided, the town may abate the nuisance, and the cost of abatement may be charged to the owner of the nuisance or assessed against the land upon which the nuisance exists or both.

5. A statement that a hearing upon the allegation of a public nuisance and the assessment of costs may be requested by giving written notice to the clerk of municipal court within ten (10) calendar days from the date of delivery of the notice, and that a request must specify the property concerning which the request is made, the requesting party's name and address, and the nature of the interest held by the requesting party; that upon request a hearing will be scheduled to determine if a public nuisance exists and as to the assessment of administrative costs and the costs of abatement; that if a hearing is not so requested the right to a hearing, and the issue of whether a nuisance exists shall be waived;

6. A statement that failure to abate the nuisance may result in a town abatement and/or criminal charges.

D. In the event that notice cannot be served by certified mail or in person as described above, service shall be made by publication in a newspaper of general circulation in Lincoln County. The notice by publication shall contain the same information required in the notice described above. The notice shall be published at least twice, with each notice appearing at least seven (7) calendar days apart. Notice by publication may contain multiple listings of public nuisances.

E. Proof of notice shall be made by certification of any officer or employee of the Town, or affidavit of any person over eighteen (18) years of age, naming the person to whom notice was given and specifying the time, place and manner thereof. Proof of notice shall be made in each case and maintained for a period of two (2) years from the date of abatement of the nuisance for which notice has been given.

94.05: HEARING PROCEDURE:

A. A request for a hearing upon the allegation of a public nuisance and the assessment of costs shall be made in writing and delivered to the municipal court clerk within ten (10) calendar days from the date of delivery of the notice to abate. Such request shall specify the property concerning which the request is made, the requesting party's name and address, and nature of the interest held by the requesting party in the vehicle or junk.

B. In the event of a public nuisance as defined in section 94.02 of this chapter of which notice has been given, and which remains unabated for more than fifteen (15) calendar days after delivery, the town special municipal officer, peace officer or their designee is granted authority to abate, remove or cause the removal of the nuisance; provided however, that if a proper request for hearing is filed, abatement shall only proceed upon order of the municipal court judge or hearing examiner.

C. In the event a request for hearing is filed as provided, a hearing shall be held before a hearing examiner or municipal judge designated by the governing body. The purpose of the hearing shall be to confirm or deny the existence of a public nuisance and for taking such further action as is authorized under this chapter. Notice of the time, place and hour of the hearing shall be sent at least ten (10) calendar days in advance of the hearing to the requesting parties and the town attorney.

D. At such hearing, all parties and the town shall be afforded an opportunity to present evidence, to cross examine and present argument; provided that all persons testifying shall be sworn; irrelevant, immaterial or unduly repetitious evidence shall be excluded; and the decision of the hearing examiner shall be based upon the evidence submitted at the hearing. The hearing examiner shall allow evidence according to the rules generally applicable to contest case hearing under the Wyoming administrative procedure act.

E. At or after such hearing, and in the event of confirmation that a public nuisance exists, the municipal court may resolve or order that the town and/or employee or agents remove or otherwise abate the nuisance; provided, however, that if the circumstances justify, in the opinion of the municipal court, the time for abatement may be delayed. In the event a nuisance is confirmed, administrative removal costs may also be assessed at the hearing. If it is found that a public nuisance does not exist, abatement authority shall be denied and costs shall not be assessed.

F. Appeals from adverse decisions rendered by the municipal court may be made to the district court in the same manner as an appeal from an adverse decision rendered by an agency in a contested case under the provisions of Wyoming Statutes section 16-3-114.

94.06: REMOVAL; VOLUNTARY CONSENT; AFFIDAVIT:

The owner of any vehicle or junk or the owner of real property where any junk or vehicle has been abandoned may voluntarily consent to the removal of such property by the town. In order to give such consent, all owners of the property shall execute an affidavit in a form acceptable to the town prosecuting attorney, stating that there are no other owners of the property or lienholders having a security interest in the property; that the owners will reimburse the town for the actual costs of removal or such other costs as are established by the town administrator and/or employee for such removal; and that such reimbursement will be made to the town within thirty (30) calendar days of removal. Such affidavit shall constitute a statement by the owners signing such affidavit that they will indemnify the town for any loss or expense alleged by any other party as a result of removal or disposal. The execution of such affidavit shall also release the town from any obligation to account or pay over to the owners any amount the town receives

for the property. The owner's consent to the removal of any junk or vehicle by the town, and the town's subsequent removal of junk and/or vehicles from the owner's property, shall not in any way be deemed a continuing obligation or responsibility on the part of the town to maintain the property, and shall not relieve the property owner of their obligation and responsibility to continue to maintain the property.

94.07: DISPOSAL; ASSESSMENT OF COSTS:

A. Any vehicle or junk which is impounded or removed and taken into custody, as provided in this chapter, may be disposed of according to the provisions of Wyoming Statutes section 7-2-105, or 31-13-108, 31-13-109 and 31-13-110.

B. The town administration, or the town designee, shall determine the costs of removal and disposal in each case. The town administration and/or employee shall take into account the amount of time spent by town employees, the cost and time involved for the use of town equipment and fuel, and the costs and expenses for disposing of the vehicles, junk and/or other materials constituting the nuisance. The town administration and/or employee may contract with a company, firm or individual who is not an employee of the town to remove or abate the nuisance, and the cost of such removal shall be assessed against the property owner. The town may take any action allowed by law to collect the actual costs of removal and storage of any property constituting a public nuisance. Nothing herein shall prohibit the town from waiving the cost of removal.

C. Upon the owner's failure and/or refusal to comply with the written notice to remove the nuisance within the specified time period, the town administration or special municipal officer or their designee may, in addition to issuing the owner a citation, after the expiration of the time to request a hearing, or if a hearing is requested, after the hearing examiner or municipal judge find that a nuisance exists, authorize the removal of such nuisance, and the owner of the lot or parcel from which the nuisance is removed shall be liable for all costs of the removal.

D. The town administration or special municipal officer or their designee may initiate legal proceedings for the collection of costs of removal against the owner of the lot or parcel, upon the owner's failure and/or refusal to pay the costs within thirty (30) calendar days following demand for payment by the town.

94.08: SEARCH WARRANT:

A. The special municipal officer and peace officer may make application to the municipal court for authority to enter upon land to examine vehicles, junk, weeds or any other condition for the purpose of making a determination as to whether a public nuisance exists and/or securing information as to the ownership of a vehicle or junk thought to constitute a public nuisance and/or securing information as to the identity of the person or persons in control of the land where the vehicle or junk is situated. This section shall not in any way be construed to limit the authority of law enforcement to lawfully enter upon and search premises without a warrant to the extent such entry and search is authorized by and consistent with the United States and Wyoming constitutions.

B. The municipal court has authority to issue search warrants and other process necessary to enforce this chapter.

C. A warrant shall issue only upon affidavit sworn to before a person authorized by law to administer oaths and establishing the grounds for issuing the warrant. If the judge is satisfied that the grounds for the application exist or that there is probable cause to believe that they exist, he shall issue a warrant identifying the purpose of the search, and naming or describing the place to be searched. The warrant shall be directed to the sheriff's office, or any officer authorized to enforce or assist in enforcing the laws of the town or state. The warrant shall state the grounds or probable cause for its issuance and the names of the persons whose affidavits have been taken in support thereof. It shall command the officer to search, within a specified period of time not to exceed ten calendar (10) days, the property identified. The warrant shall direct that it be served between six o'clock (6:00) A.M. and ten o'clock (10:00) P.M., unless the court, upon reasonable cause shown, authorizes the execution at other times.

94.09: ABATEMENT; COURT ACTION AUTHORIZED:

The town prosecuting attorney is authorized to institute such proceedings in the name of the town in any court having jurisdiction over such matters against any property, entity or individual for which the charge for abating a nuisance under this chapter has remained unpaid for a period of thirty (30) calendar days after a bill therefore has been rendered to the owner of the property involved.

~~§ 94.05 10 PENALTIES.~~

~~—Anyone convicted of violating any section of this chapter shall be punished by a fine of not more than \$750.00 per day to which restitution and court fees may also be added.~~

The Town of

Star Valley Ranch, Wyoming

Ordinance 2024-01

Title XI Business Regulations

Chapter 113 Short-Term Rental ~~Permits~~ of Residential Units

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

Explanation: Update to existing code to clarify Short-term Rental permit requirements, conditions for permit issuance, and to better-define conditions that constitute violation of this chapter.

Existing Title XI Chapter 113 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 third reading and passage.

113.01 Intent and Purpose

113.02 Definitions

113.03 Requirements and Prohibitions

113.04 Standards ~~Short-Term Rental Permit Required~~

113.05 Issuance ~~Short-Term Rental Permit Application Requirements~~

113.06 Violation; Infraction; Penalty ~~Permit Renewal~~

~~113.07 Permit Expiration~~

~~113.08 Permit Revocation~~

~~113.09 Appeal~~

113.0740 Fraud and Misrepresentation

~~113.11 Administrative Enforcement~~

~~113.12 Operating Without a Permit~~

§ 113.01 INTENT AND PURPOSE.

The intent and purpose of this chapter is to establish standards, guidelines, and procedures by which the owners of Short-term Rental Units shall comply to ensure that the essential character of the Town is maintained. Such owners have the responsibility to properly communicate to their guests the laws, standards, rules, and regulations that must be followed as established by the Town, the home-owners associations, 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.

(Ord. 2021-24, passed 3-16-2022)

§ 113.02 DEFINITIONS.

(A) The following terms shall apply to this chapter as written unless context indicates or requires a different meaning:

LOCAL REPRESENTATIVE. An area property manager, owner, or agent of the owner, who within 1 to 2 hours can respond to questions or concerns from short-term rental guests, residents of the surrounding neighborhood, or representatives of the Town.

SHORT-TERM RENTAL(S). The rental of all or any portion of a residential dwelling unit for a period less than one 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 the next 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).

SHORT-TERM RENTAL UNIT(S). A property used for Short-term Rental.

(B) Words or phrases in this Chapter necessitating a definition shall be defined pursuant to the Town Zoning Regulations, as amended.

§ 113.03 REQUIREMENTS AND PROHIBITIONS.

(A) No person shall operate a Short-term Rental Unit in the Town without first obtaining a Short-term Rental Permit ("Permit") in accordance with the provisions of this Chapter.

(B) Multiple bookings during the same period for a Short-term Rental Unit are not allowed.

(C) Short-term Rentals are not permitted outdoors, in tents, campers, recreational vehicles, [attached](#) or unattached accessory structures (e.g., sheds, garages).

(D) [Camping, outdoor sleeping, or occupancy of any camper or recreational vehicle on the property while the licensed premises is being used as a Short-term Rental or hosted Short-term Rental is prohibited.](#)

§ 113.04 STANDARDS. ~~SHORT-TERM RENTAL PERMIT REQUIRED.~~

[\(A\) Permit.](#)

[\(1A\)](#) A Short-term Rental Permit Application must be submitted and approved by the Town before a residential [dwelling](#) unit can be used for Short-term Rentals. Any persons currently operating a Short-term Rental, as defined herein, may continue to do so, but must submit a Permit Application and otherwise come into compliance with this Chapter within 90 days of its enactment.

[\(2B\)](#) Permit Applications are available at Town Hall and must be filled out and approved by Town Administrative Staff.

[\(3C\)](#) ~~The A initial fee for a~~ Permit [Application fee is \\$250.00](#) for each Short-term Rental Unit being permitted [is required. An](#) ~~The~~ annual [permit](#) renewal fee is [also required \\$125.00](#). No refunds shall be given for initial, or renewal fees paid. [Fees will be set by resolution and reviewed annually.](#)

[\(4D\)](#) Each Permit will be assigned a unique permit number.

[\(5E\)](#) A Permit holder shall be responsible for providing notice to the Town [within 10 business days](#) of any changes to the information included in a Short-term Rental Application.

[\(6F\)](#) Permits are nontransferable, except that upon death of a Permit holder, the Permit may be transferred to a family member who holds an interest in title to the Short-term Rental Unit at issue.

[\(7G\)](#) The Permit holder must maintain a record of each renter of the Short-term Rental Unit for five (5) years, including the name and contact information for the renter and the time(s) and date(s) of the rental. This information shall be made available to the Town upon court order.

[\(B\) Permit renewal.](#)

[\(1A\)](#) [Permits must be renewed annually. Permits must be renewed ten business days prior to the last day of December.](#)

[\(2B\)](#) [Permit renewal applications shall be filed annually with the Town Administrative Department. The Town may, for good cause, as defined herein, refuse to renew a Permit.](#)

(3C) The Permit is valid for one calendar year, or portion thereof. Renewal of the Permit requires the submission of a complete Permit renewal application and designated fee. If a complete renewal application and applicable fees have not been received by the Town on the annual renewal date (see §113.04 (C) below), the Short-term Rental Unit shall be conclusively presumed to be discontinued and the Town shall revoke the Short-term Rental Permit without further notice required.

(4) Permit renewal applications must comply with this Chapter.

(C) Permit expiration.

(1) All Permits expire on the last day of December each year and must be renewed ten business days prior to expiration. If a Permit is allowed to expire, the Permit holder will be required to pay a late fee in addition to the ~~for a~~ Permit renewal Permit fee. Any Permit not renewed by January 15 will be deemed revoked. Any person who continues to operate a Short-term Rental without a Permit shall be operating a Short-term Rental in violation of this Chapter.

§ 113.05 ISSUANCE. ~~SHORT-TERM RENTAL PERMIT APPLICATION REQUIREMENTS.~~

The issuance of a Short-term Rental Permit shall be subject to the following requirements.

(A) Notice to Neighbors within 300 Feet Of Lot Boundary: Permit holders must provide notice by mail to the owners of neighboring parcels within 300 feet of the lot boundaries of the Short-term Rental Unit. The Permit holder must sign an affidavit under penalty of perjury that the neighbors have been notified. The Permit holder must provide ~~their~~ his/her name and contact information, and the name and contact information of a local representative, living in Star Valley, designated by the Permit holder to handle complaints or correspondence ~~of~~ regarding the Short-term Rental Unit. The Permit holder shall notify all applicable neighbors if the contact information changes.

(B) Management and Advertising Requirements: Short-term Rentals may not be advertised with physical signage within Town Limits. Any advertising by other means, must include the Permit number issued for the respective Unit. Any digital advertising must include a functioning internet link to this Chapter.

(C) Lodging and Sales Taxes: Short-term Rental Units are classified as lodging facilities by the State of Wyoming. Permit holders are responsible for paying all lodging and sales taxes required by Wyoming law.

(D) Annual Safety Inspection Required: All Short-term Rentals must pass an annual safety inspection, proof of which must be submitted with an initial or renewal application. This inspection can be completed by the Permit holder, a local representative of the Permit holder, or by a licensed Building/Housing inspector (The Short-term Rental Checklist is included with the Application packet). The Town may choose to physically

reinspect any property at any time if it reasonably believes that it is not maintaining compliance with these requirements.

(E) **Parking Requirements:** All Short-term Rental Units must provide on-site parking spaces. On-site parking spaces consist of established driveways or garages at the Short-term Rental Unit. Short-term Rental guest vehicles are not allowed to be parked on lawns or in other areas of the Short-term Rental Unit property in the event that existing on-site parking spaces are full. No vehicles are allowed to be parked on Town streets or Town rights-of-way.

(F) **Solid Waste Collection Requirements:** All Permit holders must provide solid waste collection container(s) for all time periods that the residential dwelling unit is offered for Short-term Rental. All trash must be securely stored to prevent it from attracting wildlife. The Permit holder or Permit holder's representative shall arrange for trash pickup on the designated day and for placing and returning the waste container(s) to ensure that they do not hinder Town road maintenance. Solid waste storage and disposal shall not become a nuisance. Failure to maintain solid waste collection service in accordance with this paragraph, or containers left on the street for more than 24 hours after pickup shall constitute a violation pursuant to section §113.06 of this chapter.

(G) **Exterior Identification Signage and Other Signage Requirements:**

(1) **Identification of Short-term Rental Unit Signage:** Each Short-term Rental Unit shall be equipped with one exterior identification sign, not to exceed two square feet in area. No other signs promoting or identifying the Short-term Rental Unit shall be permitted. The required exterior Identification Sign shall be attached to the home in a location, which is clearly visible from the road, and shall clearly display all the following information in lettering of sufficient size to be easily legible:

- (a) "24/7 Agent" and a telephone number at which the 24/7 agent may be reached on a twenty-four (24) hour basis; and
- (b) The maximum number of occupants permitted to be at the property; and
- (c) The maximum number of vehicles allowed to be parked on the property; and
- (d) The telephone number of the Town's Special Municipal Officer.



(2) Additional Signage for Short-term Rental Unit Bordering any Golf Course: Any Short-term Rental Unit with a property line bordering a Golf Course within the Town shall install "Private Property/No Trespassing" signs at the property line/golf course boundary. These signs will be provided by the Town at the point in time that an approved Short-term Rental Permit is issued.

(HG) Interior Information Posting Requirements: Permit holders must prominently place display the following information on or adjacent to the front door inside in their Short-term Rental Units and, as appropriate, include it in their Permit Application:

(1) The Unit's Short-term Rental Permit (or copy thereof).

(2) The maximum number of occupants and guests permitted at the permitted premises.

(2) A description or map to indicate the unit's assigned parking.

(3) Documentation of the annual safety inspection of the unit.

~~—(4) A packet, provided by the Town, of relevant Town ordinances that guests are required to follow.~~

(45) Contact information for the Unit's owner and/or local representative; and

(56) The phone number, pick-up time, and receptacle location for the Unit's solid waste disposal service.

(I) Information Packet: An Information Packet, provided by the Town, of relevant Town ordinances, rules and regulations that guests are required to follow shall be provided to renters and displayed conspicuously in a common area of the Short-term Rental Unit.

(J) Local Representative.

(1) Each Short-term Rental Unit shall identify a Local Representative including their phone number, who resides within Star Valley Wyoming.

(2) The designated Local Representative may be changed by the Permit holder from time to time throughout the term of the Permit. However, to change the Local Representative, the Permit holder must file a revised Permit application that includes the name, address and telephone number of the new Local Representative. Failure to notify the Town of a change in the Local Representative constitutes a violation pursuant to section §113.03 of this chapter.

(3) If the Town or Town Special Municipal Officer is not able to contact the Local Representative in a timely manner more than twice during the term of the annual Permit, this shall be considered a violation pursuant to section §113.06 of this chapter.

(J) Applicants with a history of previous violations may be barred from receiving a Permit.

~~§ 113.06 PERMIT RENEWAL.~~

~~—(A) Permits must be renewed annually.~~

~~—(B) Permit renewal applications shall be filed annually with the Town Administrative Department. The Town may, for good cause, as defined herein, refuse to renew a permit.~~

~~—(C) Permit renewal applications must comply with this Chapter. (Ord. 2021-24, passed 3-16-2022)~~

~~§ 113.07 PERMIT EXPIRATION.~~

~~—All Permits expire on the last day of December each year and must be renewed ten business days prior to expiration. If a permit is allowed to expire, the Permit holder will be required to pay a late fee of fifty (\$50.00) dollars for a renewal Permit. Any Permit not renewed by January 15 will be deemed revoked. Any person who continues to operate a Short-term Rental without a Permit shall be operating a Short-term Rental in violation of this Chapter.~~

~~(Ord. 2021-24, passed 3-16-2022)~~

~~§ 113.08 PERMIT REVOCATION.~~

~~—(A) A Permit issued under this Chapter shall be a personal privilege, good for the period for which it is issued, subject to the conditions that it may, for good cause, be suspended, revoked, or denied. Good cause shall mean making a false material statement in the Permit Application. Multiple documented failures of the local representative to respond to complaints from residents will also lay a foundation for good cause.~~

~~—(B) Suspension, revocation, or denial must be instituted by the Town Administrative Staff. Immediately upon suspension, revocation, or denial written notice thereof shall be provided by the Town Administrative Staff to the Permit holder by certified United States mail, which will be addressed to the Permit holder. Immediately upon the delivery of such notice the Permit shall become null and void.~~

~~(Ord. 2021-24, passed 3-16-2022; Ord. 2022-15, passed 11-16-2022)~~

~~§ 113.09 APPEAL.~~

~~—If a 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 shall govern the hearing and appeal processes.~~

~~(Ord. 2021-24, passed 3-16-2022)~~

~~§ 113.11 ADMINISTRATIVE ENFORCEMENT.~~

~~—(A) 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.~~

~~—(B) Other evidence of the operation of a Short-term Rental may include but is not limited to guest testimony and rental agreements.~~

~~(Ord. 2021-24, passed 3-16-2022)~~

~~§ 113.12 OPERATING WITHOUT A PERMIT.~~

~~—Property owners who are found to be operating a Short-term Rental Unit without a Permit will receive a \$750.00 fine and notice of violation in writing from the Town. The notice of violation will request that the violator file an Application for a Short-term Rental Permit within 14 days of receipt of the violation notice in the event they desire to continue offering Short-term Rentals. Anyone who has received a notice of violation and does not apply for a Permit, but subsequently rents to another short-term guest, will be given a citation requiring a mandatory court appearance. A property owner that continues to rent to a short-term guest will receive another citation for a mandatory court appearance and the ability to apply for a short-term rental permit will be suspended for one year. (See § 35.01 Bond Schedule and Court Appearances.)~~

~~(Ord. 2021-24, passed 3-16-2022; Ord. 2022-15, passed 11-16-2022)~~

§ 113.06 VIOLATION; INFRACTION; PENALTY.

The following conduct shall constitute a violation for which the penalties and sanctions specified in this section may be imposed:

(A) Violations.

(1) The rental guests of the Short-term Rental residential dwelling unit have created noise, disturbances, or nuisances, in violation of this code, or have disrupted the peaceful enjoyment of neighbors. Each incident shall be counted as a separate violation, even within the same day.

(2) The owner has failed to comply with the standards of section §113.03, §113.04 or §113.05 of this chapter. Each day of non-compliance shall be considered a separate violation.

(B) Penalties.

(1) For the first two violations within a 12-month period, the sanction shall be a warning notice.

(2) For the third violation within a 12-month period, the sanction shall be a revocation of the Permit.

(C) Written notice. The Town shall provide the Permit holder with written notice of any violation of this section that has occurred. If applicable, a copy of the warning notice shall be sent to the local representative as well as the owner. First-class mailing by United States Postal Service shall constitute adequate notice. Email shall also constitute adequate notice, provided the email doesn't 'bounce' or is otherwise returned undeliverable within 24 hours of sending.

(D) Appeal of suspension or revocation. Pursuant to this section, the Town shall provide the Permit holder with a written notice of the Permit suspension or revocation and the reasons, therefore. The Permit holder may appeal the suspension or revocation and seek review of the decision, in which case the Town Council shall govern the hearing and appeal processes.

(E) Application for Permit after revocation. A person who has had a Short-term Rental Permit revoked shall not be permitted to apply for a subsequent Short-term Rental Permit for a period of one year from the date of revocation.

(F) Infraction. Unless otherwise provided, any person who shall commence or continue to operate a Short-term Rental for which a valid Permit is required by any provision of this title without first procuring the same shall be deemed guilty of an infraction. Property owners who are found to be operating a Short-term Rental Unit without a Permit will receive a fine and notice of violation in writing from the Town. The notice of violation will require that the violator file an Application for a Short-term Rental Permit within 14 days of receipt of the violation notice in the event they desire to continue offering Short-term Rentals. Anyone who has received a notice of violation and does not apply for and receive an approved Permit, but subsequently rents to another Short-term Rental guest, will be given a citation requiring a mandatory court appearance. A property owner that continues to rent to a Short-term Rental guest will receive another citation for a mandatory court appearance and the ability to apply for a Short-term Rental Permit will be suspended for one year. (See §35.01 Bond Schedule and Court Appearances.)

(G) An advertisement promoting the availability of Short-term Rental property in violation of Town code is prima facie evidence of a violation and may be grounds for denial or revocation of a permit. Other evidence of the operation of a residential Short-term Rental without a valid Permit number may include, but is not limited to: guest testimony, rental agreements, advertisements, and receipts or bank statements showing payments to the owner by a guest.

§ 113.07~~40~~ FRAUD AND MISREPRESENTATION.

(A) It is unlawful for any Permit holder to induce or attempt to induce any person to rent a Short-term Rental Unit by knowingly misinforming or misleading such person as to the Unit's period of availability, location, rental rate, or applicable regulations.

(B) It is unlawful for any Permit holder to knowingly misinform or mislead any Town agent or department during the initial Permitting process or a Permit renewal, or during any revocation, suspension, or denial process or hearing.