

The Town of
Star Valley Ranch, Wyoming

TOWN MEETING MINUTES

DRAFT

August 14, 2007

Present: **Boyd Siddoway, Mayor**
Kent Harker, Councilman
George "Al" Redlin, Councilman
Carol Warren, Councilman
Jim Wheeler, Councilman

The twenty-first regular monthly meeting of the **Town of Star Valley Ranch Town Council** was held on August 14, 2007 at **Town Hall**. **Mayor Siddoway** called the meeting to order at 7:00 p.m., and declared the existence of a quorum. Thirty people were present, including all members of the Town Council.

Also present were Town Attorney **Josh Smith** of **Bowers Law Firm, PC**, Town Clerk **Andy Moffett** and Town Public Works Director **Warren Webb**.

Notable guests in attendance included **Jay Hokanson**, Deputy Director of Homeland Security for Lincoln County, Town Public Safety Advisor and homeowners association director **David Ward** and homeowners association director **Jan Jonson**. Alpine Firefighter **Terri Potter** had planned to attend but was called away to fight the wildfire that was burning in the Greys River watershed.

A list of attendees (sign-in sheet) is on file and available for inspection at the Town Clerk's Office.

After welcoming everyone, Mayor Siddoway led the recitation of *The Pledge of Allegiance*.

Adoption of the Agenda: Mayor Siddoway added to the agenda, under New Business, item "A" *Court Clerk*, and Town Clerk Moffett asked that agenda line "B" under Finance, *Draft Financial Statements* be deleted. **Councilman Harker moved to adopt the agenda as amended. Councilman Redlin seconded the motion. The motion carried unanimously.**

Approval of the July 17, 2007 Town Meeting Minutes: **Councilman Harker moved to approve the July 17, 2007 Town Meeting Minutes as written. Councilman Warren seconded the motion. The motion carried unanimously.**

Approval of the August 4, 2007 Special Town Meeting Minutes: **Councilman Warren moved to approve the August 4, 2007 Special Town Meeting Minutes. Councilman Wheeler seconded the motion. The motion carried unanimously.**

Copies of the latest minutes are available at Town Hall. The minutes are also emailed, as a courtesy, to all interested parties on the Town's email distribution list. Archived agendas, minutes and highlights from all previous Town Meetings and other public hearings may be found on the town's website at www.starvalleyranchwy.org.

Old Business:

Street Sign Proposal – Public Safety Advisor David Ward reported on the final vendor selection for the Town Street Sign project and added there had been only one bidder, **Intermountain Traffic Safety**. Mr. Ward provided an overview of the types of sign post materials and the longevity of galvanized verses painted posts. He recommended the brown painted posts for aesthetic reasons. Mr. Ward advised the residents that based upon their input, ***brown signs and brown posts had been chosen.***

Mayor Siddoway called for a motion *as follows*:

Councilman Harker moved the Town of Star Valley Ranch accept Intermountain Traffic Safety’s bid and David Ward’s recommendations. Councilman Wheeler seconded the motion. The motion carried unanimously.

Mayor Siddoway noted that Intermountain Traffic Safety’s bid came in within the Town’s total requested SLIB grant awarded previously (a 50/50 grant).

Discussion ensued: **John Parrott** asked for clarification regarding sign size, procedure for installation and location. Mayor Siddoway advised the signs will be 7ft tall, brown with brown posts and explained the Town’s planned procedure for installation and location.

Ordinance 2007-03 – Municipal Judge (Third Reading): Councilman Warren conducted the third and final reading of Ordinance 2007-03 for a Municipal Judge:

ORDINANCE: 2007-03

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

TOWN OF STAR VALLEY RANCH CODE

Chapter 2 - Administration

Article 3 – Appointed Officers – Municipal Judge

Section 3.100: Municipal Judge - Number and Jurisdiction

Pursuant to Title 5, Chapter 6 of the Wyoming Statutes Annotated the Municipal Court of the Town of Star Valley Ranch (“Town”) shall have one judge with jurisdiction as prescribed by the general laws of the state of Wyoming and by general laws of the Town not inconsistent with state law.

Section 3.101: Municipal Judge - Appointment and Compensation.

The Municipal Judge shall be appointed as provided by state law. Compensation shall be established by the Town Council at the time of appointment and, from time-to-time thereafter, as deemed appropriate by the Town Council. The Town Council may, under such terms as the Town Council deems appropriate, employ the Municipal Judge as a Town employee or by contract.

Section 3.102: Municipal Judge - Bond

A bond in the amount of \$5,000 shall be given to the Town by the Municipal Judge and shall be conditioned on the performance of the Judge's duties in accordance with law and ordinance of the Town including the duty to turn over to the Town all monies collected by him by virtue of his office. The expense of the bond shall be paid by the Town.

Section 3.103: Municipal Court Costs

For each trial before the Municipal Court, court costs shall be imposed in the amount of ten dollars (\$10.00). In addition, a court automation fee of ten dollars shall be charged to every person guilty of a violation of a Town ordinance.

Councilman Wheeler moved the Town of Star Valley Ranch approve the third and final reading of Ordinance 2007-03 – Municipal Judge as amended. Councilman Warren seconded the motion. The motion carried unanimously.

Town Attorney **Josh Smith** suggested rewording a portion of section 3.102 that referenced the bond. After a short discussion, the council agreed to place a dollar amount of \$5,000 for the bond, rather than leaving the dollar amount blank.

New Business:

Appointment and Confirmation of Municipal Judge: Mayor Siddoway introduced the Town's Municipal Judge Appointee; The Mayor officially appointed attorney **Robert J. Logan** to the municipal bench.

Councilman Wheeler moved the Town of Star Valley Ranch confirm the Mayor's appointment of Mr. Robert J. Logan to the office of Municipal Judge. Councilman Harker seconded the motion. The motion carried unanimously.

Clerk Moffett administered the "Oath of Office Prescribed by the Constitution of Wyoming" to Mr. Logan, and applause ensued. Judge Logan added that he "truly looked forward to serving this community."

Appointment of Municipal Court Clerk: Mayor Siddoway explained that along with an appointment for a Municipal Judge, a Municipal Court Clerk must also be appointed. The Mayor appointed the Town Clerk to serve as interim Clerk of the Municipal Court until a suitable individual could be identified to serve in this capacity.

Councilman Harker moved the Town of Star Valley Ranch confirm the Mayor's appointment of William Andrew Moffett, Jr. as Municipal Court Clerk. Councilman Warren seconded the motion. The motion carried unanimously.

Mayor Siddoway explained that because Clerk Moffett had previously taken Wyoming's Constitutional Oath after his appointment as Town Clerk, he was not required to be sworn in a second time.

Ordinance 2007-05 – Penalties – Town Ordinance Violations (First Reading): Councilman Redlin

conducted the first reading of Ordinance 2007-05 outlining the penalties associated with violations of Town Ordinances.

ORDINANCE: 2007-05

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

TOWN OF STAR VALLEY RANCH CODE

Chapter 2 - Administration

Article 3 – Penalties – Violation of Town Ordinances

Section 3.____: Penalties – Violation of Town Ordinances

1PENALTY, WHERE NOT OTHERWISE PROVIDED: Whenever in any ordinance, resolution or regulation promulgated by any officer or agency of the Town under authority vested in him or it by law or ordinance, any act is prohibited or is declared to be unlawful or an offense or a misdemeanor, or the doing of any act is required, or the failure to do any act is declared to be unlawful or an offense or a misdemeanor, and no specific penalty is provided therefore, the violation of any such provision of any such ordinance, resolution or regulation shall be punished by a fine of not more than seven hundred fifty dollars (\$750.00). Provided however, that the imposition of any such fine shall not bar institution of appropriate legal actions or proceedings by the Town to restrain, correct or abate the violation, nor shall the institution of such legal actions or proceedings be deemed a bar to the imposition of such fine. Except as otherwise provided, each day that any violation of any ordinance, resolution or regulation continues shall constitute a separate offense.

Mayor Siddoway explained the purpose of this ordinance. He said that some of the Town’s ordinances currently do not have *specific* fines associated with them when violated. Mayor Siddoway further explained that judges are relegated to the rules put in front of them; therefore this ordinance was a “catch all.” Mayor Siddoway commented that state statutes allow a maximum fine of \$750.00, and that the Town went with that dollar figure.

Councilman Redlin moved the Town of Star Valley Ranch approve the first reading of Ordinance 2007-05 – Penalties – Violation of Town Ordinances as amended. Councilman Wheeler seconded the motion. The motion carried unanimously.

FISC III: Jan Jonson reported that the SVRA’s FISC III Committee (in charge of gathering the consent of at least 2/3 of the property owners inside Town limits in order to qualify the homeowners association to sell the building and property (1.7 acres) at 251 Vista Drive to the Town) has been slightly delayed due to requested language changes by Mayor Siddoway on the consent forms. The new consent forms would be completed within the next two weeks and door to door canvassing will begin shortly thereafter. The Town currently leases the property with an option to buy, contingent upon the success of the committee’s signature-gaining efforts.

First Responders’ Open House/Preparedness Fair: Mayor Siddoway introduced **Jay Hokanson**, Deputy Director of Homeland Security for Lincoln County and Volunteer Firefighter/EMT. Mr. Hokanson invited everyone to attend the First Responders’ Open House/Preparedness Fair scheduled to be held on **August 25** from **10:00 to 2:00** at the Silo Barn. Deputy Director Hokanson said the Open House was designed to answer questions and exhibit equipment as they relate to preparedness. Mr. Hokanson suggested several

special guests would be in attendance. Representatives from Planning and Zoning, the Lincoln County Sheriff's office, Air Idaho – Life Flight, Lower Valley Energy, Lincoln County Public Health, a representative from Fire Wise, and more. Mr. Hokanson also mentioned the introduction of a possible new “pilot” program for the Town. It would be a collaborative effort between Homeland Security and the Lincoln County Sheriff's office. Mr. Hokanson suggested the details of the program would be announced the day of the Open House. The Deputy Director strongly urged everyone to come and get information. The Fair would be advertised in the *Star Valley Independent* as well as through Town e-mail.

Fire Wise Project: Public Safety Officer **David Ward** reported on a hazard mitigation project called Fire Wise. He discussed the state of the Town's potential fire hazards and suggested this program should have total community involvement so the Town has the ability to survive a wild fire.

LUAG Project Prioritization & Plan Development: Mayor Siddoway reviewed the **State Land Investment Board (SLIB) Block Grant** and explained the details as follows: “The State of Wyoming has allocated funds for infrastructure and various municipal projects through the SLIB Board. In the past, municipalities would present grant requests and all would go into the same pot. Two years ago, towns impacted by oil and gas put together a lobby requesting a special fund that only those towns could access and the legislature set aside said funds. This year, the legislature formed two pots, one for those counties/towns impacted by oil and gas, and one for the counties who from the legislature's point of view were poor. The Town of Star Valley Ranch fell in the middle. The Governor stepped in and said the group in the middle, should also have some money. The rules are that the counties and towns in this group must meet and agree on who gets the money. During this meeting the Lincoln County municipalities agreed 100% on the split of the money. The Block Grant was divided by taking the county's share out (based upon population outside of towns) and Thayne and Diamondville's shares based upon previously submitted SLIB grant requests. The remainder was divided in half. 50% was divided equally among the remaining 7 towns and 50% was divided by population.” *Reprint from April 17, 2007 Town Meeting minutes.*

Mayor Siddoway suggested that not all towns have equal needs; therefore, he would be attending a meeting the following day to explore the idea that the Town might follow a new process the state requires for all towns to detail their wants and needs. *The Mayor outlined the Priority Project Summary for the Town as follows and asked for input:*

1. Street/Road Projects:
 - a. Highly reflective street name signs (Grant Approved)
 - b. Road reconstruction
 - c. Surface water control study and construction
2. Water/Sewer Treatment or Water Source Development
 - a. Well exploration (WWDC Level II Approved)
 - b. Well development
 - c. Storage Tank (800,000 capacity)
 - d. Septic Inspection System Study and Implementation
3. Water/Sewer Lines:
 - a. Culinary water distribution system study and implementation
4. Emergency Services:
 - a. Fire/EMS sub-station building and associated land
 - b. Fire Pump truck
 - c. EMS Ambulance
5. Government-owned Facilities
 - a. Town facility and associated land (2007/8 SLIB Grant)
 - b. Administrative building
 - c. Maintenance sheds and shop
 - d. Town Hall
 - e. Fire and EMS

6. Community Facilities
 - a. Community Center
 - b. Park facilities
 1. Outdoor meeting area
 2. Recreational fields
 3. Walking/Jogging paths
7. Industrial Park Development: *None at this time*
8. Projects with Regional Impact: *None at this time*
9. Other (social problem projects such as Drug Court; special focus projects such as telecommunications infrastructure; pilot environmental projects, etc) *None at this time*

USPS Local Delivery Status/Plans: Councilman Warren reported that the USPS Citizens' Committee met on August 2 at Town Hall. In attendance were Co-Chairman Mayor Siddoway, Councilman Warren and committee member Ron Mueller. The topic of the meeting dealt with a letter dated July 5, from Gary Sims, Manager Post Office Operations, Riverton, WY. The Committee identified two issues that need to be researched which are: the process for the Town to request its own zip code and the various mail delivery options available to Town residents. Councilman Warren reported that current procedures to complete the task of requesting a new Town zip code will have to be identified. The Councilman suggested the biggest challenge with mail delivery options was the understanding of Post Office terminology. Councilman Warren recommended a meeting with retired Afton Postmaster Ron Bassett to glean a better understanding of the options. The Councilman said the committee had currently identified the following proposed mail delivery options:

- Installing 19 Cluster Box Units throughout the Town – at an initial cost of \$1,600.00 per unit, including installation, for a total of \$30,400. These boxes would service 304 homes.
- Installing Cluster Box Units on demand
- Creating an unmanned Central Mailroom with indoor locked boxes or a hybrid system of a central mailroom.
- Creating a Community Post Office (Contract Post Office)
- Implementing a Commercial Mail Receiving Agent such as UPS Store

Council Reports:

Communications – Councilman Carol Warren: Councilman Warren reported that the next edition of the Town newsletter, **The Ranch News**, Volume 2, Number 3 was in pre-production. She anticipated that the edition should be out by the end of August. Councilman Warren once again thanked editors **Carl and Kelly Brown** who volunteer their time and expertise.

Councilman Warren encouraged everyone to visit the Town's website, www.starvalleyranchwy.org. She thanked **Town Webmaster Angela Aitken** for all her time and effort in getting the Town website up and running. Councilman Warren indicated Angela would continue to assist when needed but was in the process of moving away. The Councilman indicated she was working on a plan of action to secure another volunteer to handle minor website maintenance. Councilman Warren also encouraged everyone who was not currently receiving e-mail updates and notices from the Town to please contact Town Hall at svrtown@silverstar.com. Councilman Harker encouraged residents whose e-mail address changes or terminates to please notify the Town as quickly as possible.

Culinary Water – Mayor Siddoway: Mayor Siddoway presented an overview of the **August 4 Special (Emergency) Town Meeting** and began with an explanation of the purpose and procedure of passing an *emergency ordinance*. The Mayor explained the difference between reading an ordinance and reading an *emergency ordinance*. He noted that the Town’s standard procedure is to publicly read an Ordinance three (3) times, on three (3) different days. Mayor Siddoway further explained that state statute provides the Town the ability to pass an *emergency ordinance* if three quarters of the council vote in favor of waiving the three readings; it must also pass by a three quarter vote. Mayor Siddoway noted this was the only way the Town could act responsibly and quickly to address the residents concerns.

(Emergency) ORDINANCE: 2007-04

APPENDIX 4-1 – WATER CONSERVATION PLAN MODIFICATIONS

This emergency Water Conservation Plan is to modify **Ordinance 2007-02, Appendix 4-1 Water Conservation Plan, Section 3, Water Shortage Classifications – subsection titled “Level I – Moderate”** for the following reasons:

1. Recognize the conservation efforts of the citizens and property owners of the Town of Star Valley Ranch for their demonstrated, responsible use of water during the initial declared LEVEL I water conservation period.
2. Address concerns voiced by the Town’s citizens and property owners.
3. Correct ambiguities in the initial Ordinance.
4. Redefine the “watering period”.
5. Provide a more systematic assignment of watering days that lend themselves to a more efficient use of automatic sprinkler systems.

Replacement Text for **Ordinance 2007-02, Appendix 4-1 Water Conservation Plan, Section 3, Water Shortage Classifications – subsection titled “Level I – Moderate”** to Read:

“Level I – Moderate” YELLOW

(Storage tanks are not refilling in a 24 hour period, but have a high level mark of at least 50% of capacity during that period)

On going conservation measures plus:

Initiate alternate evening watering periods for the purpose of home yard and outside irrigating only based on street address:

House numbers ending in an EVEN number may water Sunday evening, Tuesday evening and Thursday evening, watering period limited from 7:00 PM thru 7:00 AM the following morning.

House numbers ending in an ODD number may water Monday evening, Wednesday evening and Friday evening, the watering period limited from 7:00 PM thru 7:00 AM the following morning.

No open end hose watering, must use a restrictive device on the end of the hose

Up to a maximum of one hour per sprinkle setting (location or area)

No outside watering on weekends from Saturday 7:00 AM thru Sunday 7:00 PM No outside watering the evening before a national holiday

No washing of vehicles, driveways or any outside cleaning with water

No recharging of yard fountains or artificial streams

Request:

Golf Course and irrigation of “non-golf common property” watering limited to 7:00 PM thru 7:00 AM, Sunday 7:00 PM thru Friday 7:00 AM

Limit indoor water use.

Mayor Siddoway remarked that he had more good news. The Mayor consulted with the Council and proposed to officially lift the water restrictions as the tanks were approaching capacity. *Mayor Siddoway strongly encouraged everyone to continue to voluntarily follow the Town's Level I Conservation rules.*

Mayor Siddoway reported he was very encouraged after Special Municipal Officer **Bob Byam** patrolled our Town for three hours and covered nineteen miles throughout the Town to find only one resident violating the water restrictions. The resident in question is renting the home and had not been made aware of the restrictions. A citation for a warning was written.

Councilman Redlin asked everyone to check their e-mail and continue to look for yellow ribbons at the entrances to the Town should the Mayor need to reinstate Level I Conservation.

Councilman Warren noted that in the next issue of the Town newsletter there would be several articles on both indoor and outdoor water conservation to continue to encourage residents to conserve.

Mayor Siddoway officially lifted Level I Conservation restrictions.

Councilman Harker reported that since the last Town meeting, the Water Department had been very busy. One of the major jobs was to replace the pressure-reducing valve that supplies the water to Plats 4 and 5. This valve had been in dangerous condition for quite some time and was no longer safe for the men to get down in the vault to work on. The Councilman discussed two new and one repaired water connection that had been made during the month. Eight leaks had been repaired during the month; the biggest had just been completed to a section of pipe in Green Canyon that had deteriorated. Water to Plat 13 was completely shut off to make this repair and residents were asked to conserve as much water as possible while the repair was completed. Councilman Harker expressed his appreciation to the Town's Water employees for a job well done.

Mayor Siddoway recognized **David Ward** who represents the homeowners association with respect to *utilities*. The Mayor thanked Mr. Ward for his involvement and cooperation during the pipe repair.

Mayor Siddoway reported on the new two-way radio challenges. **Jim Allred** discussed at length the need for a *repeater system* in order for the radios to have long range capabilities, as well as the costs associated with installation. The Town would own and utilize the system exclusively. Mayor Siddoway said that the intent is for the Town Public Works crew to have radios that work properly. Following the discussion, Mayor Siddoway indicated there would be no decision at the meeting that evening and asked that Councilman Harker and Public Works Director **Warren Webb** work together to make a decision.

Mayor Siddoway introduced the topic of **Quarterly Billing Issues** and called for discussion. *A short discussion* ensued that encompassed topics such as: change of address and rates and billing cycles as they pertain to full and part time residents. The Mayor and Council continued to encourage residents to provide suggestions with regard to the current system. Any suggestions submitted for change will be considered.

Facilities – Councilman Harker: Councilman Harker reported on the BLM **“Right-of-Way” Grant and Lease**. He indicated the Town is waiting to make a final decision on the size of the parcel applied for until the next scheduled meeting which will be held on or about August 23, 2007. Councilman Harker suggested this is the “easiest method to acquire the use of the property, rather than lease it.” The Councilman hoped to have enough information on the facilities and plans to build, at that meeting. He added that the Town has learned the BLM requires a detailed plan of the proposed improvements to the property. Councilman Harker encouraged everyone to attend the BLM Public Meetings as the ultimate goal is to come closer to an overall plan for the entire forty (40) acres as the Town looks to the future. Mayor Siddoway advised a concerned resident that he had asked **Steve Ashworth** to come to the next meeting with a *final recommendation* for the Town to consider.

A Public Hearing on the subject of the BLM Parcel's future use shall be held August 29th at Town

Hall.

Financial – Clerk Andy Moffett: Clerk Moffett reported the Town’s external audit of Fiscal Year 2006-2007 (year ended June 30th, 2007) was under way. for the Town’s first fiscal period. Town Auditor **Jim Dubisz** had just issued the final audit report and the Clerk noted it was a very good report. Clerk Moffett strongly encouraged anyone who wanted to review the report that it would be available both at Town Hall and eventually on the Town website www.starvalleyranchwy.org.

Town Cash Position Report at August 14, 2007: Clerk Moffett discussed the Town Cash Position Report (General Fund), and indicated that after the evening’s approved payroll and accounts payable disbursements (*pending*) the balance in the Town’s operating account (Bank of Star Valley) was \$93; the balance in the Town’s reserve CD #20610 (Bank of Star Valley) was \$55,882 (4.13% APY); the balance in the Town’s reserve CD #20642 (Bank of Star Valley) was \$121,994 (5.0% APY); the balance in the Town’s reserve CD # 20700 (Bank of Star Valley) was \$126,654 (5.25% APY); the balance in the Town’s reserve CD #20758 (Bank of Star Valley) was \$192,000 (5.63% APY); the balance in the Town’s reserve CD #20764 (Bank of Star Valley) was \$255,000 (5.63% APY); and the balance in the Town’s reserve CD #65806 (The Jackson State Bank & Trust) was \$300,000 (5.19% APY). **The Town’s invested reserves totaled \$ 928,892.**

Clerk Moffett noted that the Town’s cash levels had begun to descend as payrolls and payables were trending upward as the municipality engages in more and varied operations. The disappearance of the 1% local option tax, a probable loss of about \$550,000 for the current fiscal year, only compounds this model. The Clerk said he was “determined not to rely on the Town’s invested reserves for operations, but would continue to meet the municipality’s cash obligations with conventional periodic state revenue sources as long as possible.” He further advised that some of the shorter term decision making in managing the treasury is contingent upon a pending agenda item with regard to Town roads (proposed grader purchase). Clerk Moffett discussed the Town’s largest payable disbursement in the amount of \$123,000 to **Kilroy, LLC** for Town roads build up and grading through July 31. He advised he would hold that check for a day or two as the Town was scheduled to receive the second half of **Section 314** funds totaling about \$113,000. Clerk Moffett reminded everyone that the Town received the first half of these funds, about \$108,000, in August 2006. This year’s second half amount was slightly higher as it the State of Wyoming calculated this distribution utilizing the new 2006 Special US Census figure.

Municipal Water Utility: Clerk Moffett discussed the Town Water Utility Cash Position Report, and indicated that after the evening’s approved disbursements (*pending*) the balance in the Town’s Municipal Water operating account (Bank of Star Valley) was **\$40,500.**

Clerk Moffett spoke in detail about the funds originally transferred from the Town General Fund to the Water Utility at that entity’s inception. The Clerk stated, “***The water utility is self-supporting; it is independent and it operates on its own revenues.***” He reminded all that in order to acquire and start up the municipal water utility a substantial amount of cash from the Town’s General fund had been required to subsidize that operation. The Clerk explained a basic principal of statutorily mandated fund accounting as it relates to the Town’s Water Utility. He stated that there was a “one-way street in fund accounting.” “The water utility cannot generate cash to send to the Town General fund for the Town to use for other purposes; it has to stay within the water department.” The Clerk said the funds can transfer back to the General fund up to the point at which the two entities’ interagency obligations are zero (about \$200,000 total to date, and funds would continue to be transferred from the water utility’s operating account to the Town’s general operating account for on-going payroll related funding obligations.

Clerk Moffett indicated the Water Utility had received payments from approximately 50% of the number of accounts billed in mid-July. Clerk Moffett thanked all those for their patience during this initial billing cycle and once again commended **Municipal Water Utility Billing Specialist Brenda Bauer** for exceeding all expectations with this historic first billing cycle. The Clerk also asked for continued and ongoing assistance from public water customers with any corrections to the invoices’ billing information.

The latest statement of the Town’s cash position is available at Town Hall, and copies are also available by

email attachment upon request.

Draft July Financial Statements: In lieu of formal presentation of July financial statements for both municipal entities, Clerk Moffett briefed everyone on some significant figures for the month of July as follows: July revenue for the general fund: Sales and Use Taxes: \$36,876; Food Tax Make Up: \$4,604; Gasoline and Special Fuels Tax: \$1,477; and the Town's last local option tax revenue from FY 2006-2007 of \$31,045 for total July state shared revenue in the amount of \$74,002. With interest earned from municipal investments of about \$4,000 for the month of July, the Town's **total revenue** was about **\$78,000**. The Clerk noted various accounts payable highlights and indicated **Roads had an approximate expenditure of \$140,000 in July for dust guard and road base build up.**

Draft Water Utility Financial Statements: Clerk Moffett reported that the Water Utility had posted \$99,920 in water service fees, less 10% for the approximately 100 people who had paid annually for a total net revenue to date of about \$90,000 in water service fees. Total revenues, including base fees, of \$125,000 were posted in the first quarter. Expense highlights were discussed briefly.

Financial Statements and information are routinely available for public examination and discussion at Town Hall during normal business hours. The Clerk encouraged anyone wishing to discuss any aspect(s) of the Town's financial statements in depth to contact him for more details and information.

Image – Councilman Wheeler: Councilman Wheeler discussed July projects and activities as follows: Army National Guard Helicopter fly in, the new flag at the main entrance, the removal of old buildings by Leisure Valley, Inc, along Vista Drive, new signage in the Town public works building and the recent road build up and dust guarding.

Mayor Siddoway added that the deadline for the LVI (Leisure Valley, Inc.) clean-up along Vista Drive is August 31 (LVI had committed to removal of all buildings north of Vista Drive entrance, except the red barn, in conjunction with the Town Council's approval of Bridger Mountain estates Subdivision Phase I in May 2006). The Mayor added that LVI appeared to be making good progress and thought that everything would be removed by August 31 with the exception of the Barn.

Planning – Councilman Redlin: Councilman Redlin reported that the Planning and Zoning Board is continuing to work on developing their rules of procedure, proposed requirements for developments in the vicinity of Star Valley Ranch and requirements for buildings and building permits within the Town. The Councilman indicated he hoped to be in a position to present the requirements for buildings and building permit requirements in the form of an ordinance at the September 11, 2007 Town Meeting. The current plan is to begin issuing Town building permits January 1, 2008.

Councilman Redlin noted in last month's Town meeting that **Dan Whiteside** had resigned from the P&Z Board due to job relocation. The Councilman suggested that the Mayor's appointment of **Dr. Robert Pamquist**, to fill the vacancy, be confirmed.

Councilman Redlin moved the Town of Star Valley Ranch confirm the Mayor's appointment of Dr. Robert Palmquist to the Town Planning and Zoning Board to fill the vacancy created by the resignation of Mr. Dan Whiteside. Councilman Harker seconded the motion. The motion carried unanimously.

Councilman Redlin introduced **Jim and Sandy Pederson of Pederson Planning Consultants**, the firm selected to work on the development of a Master Plan for the Town of Star Valley Ranch. The Councilman reported that an initial presentation and information gathering meeting had been held at Town Hall on August 13. The Residents of the community, adjacent property owners, Lincoln County officials and staff were invited to attend. Councilman Redlin noted that approximately twenty-five people attended the meeting. The Town Master Plan is scheduled for completion in early 2008.

Jim Pederson commented on one specific topic that presented itself at the meeting the evening prior. The Board would like *input* from as many residents as possible regarding the development of the Master Plan for the Town. Mr. Pederson suggested that in order to “hear from as many residents as possible” a flyer would be developed and sent out as well as placed on the Town website (www.starvalleyranchwy.org). The contents of the flyer would address three primary questions regarding a ten year vision for the Town, current and future issues and recommendations for infrastructure.

Public Safety – Councilman Wheeler: Councilman Wheeler indicated he had no formal report on the status of the **Fire/EMS Contract** with the **Town of Thayne**. *Mayor Siddoway provided the following update:* The Mayor had conducted a comparative study on the number of EMS/Fire calls to Thayne, the County and the Town of Star Valley Ranch. He also compared the number of structures in each. Mayor Siddoway advised the residents that the county had made it clear it will not subsidize the Town of Star Valley Ranch and that “this Town is not in the business of subsidizing the county.” Mayor Siddoway compared the dollar amounts of payments from the three entities and felt that if the county is paying \$57,000 for essentially the same percentage (almost 50%) in calls and structures as the Town of SVR then the Town’s offer of \$55,000 is “pretty much in line.” Mayor Siddoway indicated he had tried to reach the Mayor of Thayne to discuss the contract, but had been unsuccessful in receiving a response. Mayor Siddoway returned the original contract with the Town’s offer of \$55,000 (10% increase from previous fiscal year) and had asked Town Clerk Moffett to cut the quarterly check (\$13,750 for July-September).

Roads – Councilman Harker: The Councilman offered the following report:

Roads Department Report August 2007

Since the last Town meeting, the Road crew has improved many of the roads. They have re-graded and dust guarded the roads in Plats 1, 2,3,7,8,13,15,20 and 22 as well as Cedar Creek Drive. Over the last several days, the Crew had been patching the paved roads and would be continuing this effort over the next several days. Mowing along the sides of the roads will be next. The Councilman asked everyone to come and visit the shop to see the massive cleaning job done both inside and out including closing in the storage area with shelves and racks to keep inventory neat and orderly. Councilman Harker also noted that considerable repairs and maintenance to the equipment purchased from the homeowner’s association in the water transfer agreement had also taken place.

Public Works Director **Warren Webb** reported on the status of equipment repairs. Mr. Webb updated residents on a preliminary Snow Removal plan. Mayor Siddoway asked Mr. Webb to report on a used road grader he had interest in purchasing (\$70,000) and the positive impact it would have for the Town.

Septic Systems – Mayor Siddoway: Mayor Siddoway reported that **Bob Palmquist** was scheduled to present his preliminary findings on Septic Systems that evening but was unable to attend. Mayor Siddoway began the discussion by reiterating the purpose of the study which was to understand the concept of whether or not the Town’s septic system was causing a potential problem downstream. The Mayor indicated that the answer to this question was “yes”; therefore he had requested Mr. Palmquist to conduct a study to see how large an impact this may have on the Town.

Mayor Siddoway read Mr. Palmquist’s *August 8 Update – Initial Analysis of Existing Data for Potential Areas of Concern as follows:*

Most studies of this nature are done on a subdivision by subdivision basis. Although our study will be subdivided on a plat by plat basis, the sum total of the study is our whole town or the

equivalent of approximately 21 subdivisions. If you compare this with other studies in the county or state, we have the largest study in the county and possibly the state. This study or similar studies are being required for any new subdivision before they are approved at a county level. We have a lot of eyes watching us. Especially since we are doing this study on a totally voluntary, pre-emptive basis with our current systems already grandfathered in. Our data was collected electronically via GIS (Geographical Information System) which is based on County, State and Federal data bases. We need to thank our County Planner, **John Woodward** for all his help and interest. Basic Data has been gathered, assembled and preliminary analysis completed. Two areas of focus: Nitrates and Viral. Nitrate tolerance level is 10 milligrams per liter. Initial analysis shows the maximum current level at .85 and the average current level at .42. Several assumptive factors are included in these numbers; therefore you may conclude these are worst case scenarios. The Viral area of focus is less exact with many assumptive factors. The current position is there is reason for concern, but not for alarm or content. The conclusion is that more information and analysis must be done before any valid determination can be made. Dr. Palmquist hopes the four test wells will provide the Town with additional factual data in the future. In addition to further study, the Town may consider requesting grants for shallow well monitoring and recording from the Environmental Protection Agency (EPA).

Activities Participated In:

- A. Planning & Zoning Board Meeting #1 – July 18**
- B. WWDC Regional Water Plan Meeting – Thayne – July 18**
- C. US Army Helicopter Fly-In and Stopover – Airfield – July 20**
- D. Street Sign Project RFP Deadline and Unsealing – July 31**
- E. Planning & Zoning Board Meeting #2 – August 1**
- F. Special Town Meeting – Culinary Water – August 4**
- G. Street Sign Project RFP Preliminary Selection – August 7**
- H. Employee Benefits Lunch – August 10**
- I. Town Master Plan Workshop – August 13**

Upcoming Activities:

- A. Street Sign Project RFP Contract Award – August 15**
- B. LUAG Board Meeting – Mountain View – August 15**
- C. Planning & Zoning Board Meeting #3 – August 15**
- D. BLM Meeting – August 23**
- E. First Responder Equipment Display & Demonstrations – August 25**
- F. Labor Day (Town Hall Closure) – September 3**
- G. Planning & Zoning Board Meeting #4 – September 5**
- H. September Town Meeting – September 11**
- I. Preliminary FY 2006-2007 Audit Report – September 11**
- J. Planning & Zoning Board Meeting #5 – September 19**

Correspondence:

Postal Correspondence Received – July 13 2007 - August 10 2007

Bank of Star Valley	FFIEC 041 at June 30, 2007
Jackson State Bank and Trust	Check Imaging Demonstration/Solicitation Thank You Letter
Lincoln Uinta Association of Governments	LUAG Board Meeting – Mountain View – August 15, 2007
Local Government Liability Pool (LGLP)	Resignation of LGLP Field Representative Don Whiteaker
Star Valley Medical Center Foundation	Letter – Annual Phone-a-thon Campaign
US Senator Mike Enzi	Notice of “Town Meeting” – Thayne – August 9, 2007
Western Wyoming Timber Service, LLC	Letter – Documentation of Valve Damage
Wyoming Association of Municipalities (WAM)	Memo – National League of Cities Annual Congress of Cities Scholarship Memo – WAM-WCCA Energy Lease Program Request for Proposals (RFP) <u>WAM News</u> August 2007 (7)
Wyoming Department of Revenue Liquor Division	Electronic Liquor License Renewal Application Package

All correspondence is available for review at Town Hall during regular business hours.

Reading of Bills and Signing of Checks – Town Clerk Moffett: The Clerk read the list of disbursements for accounts payable and payroll. The checks issued by the Town of Star Valley Ranch, dated July 18, 2007 through August 14, 2007 are as follow:

**TOWN MEETING
August 14, 2007**

LIST OF CHECKS – MUNICIPAL WATER UTILITY

<u>PAYEE:</u>	<u>CHECK #:</u>	<u>ITEM:</u>	<u>AMOUNT:</u>
Municipal Water Utility	2032	Change Bank	50.00
All Star Auto Parts	2033	Parts	1,870.62
Bartlow Barge, Jr.	2034	Consultant	1,962.50
Carol J. Warren	2035	Expense Report	37.67
Jenkins Ace Home Center	2036	Parts	684.99
Kilroy, LLC	2037	Sand	489.13
Lower Valley Energy	2038	Electricity	2,186.46
Outlaw T's of Star Valley	2039	Ordinance Officer	88.21
Paperworks Plus	2040	Office Supplies	41.95
Silver Star Communications	2041	Phone/DSL	68.57
Thayne True Value Hardware	2042	Parts	725.59
Town of Afton	2043	Lab tests	30.00
Waterworks Industries, Inc.	2044	Parts	3,865.00

LIST OF CHECKS – GENERAL FUND

<u>PAYEE:</u>	<u>CHECK #:</u>	<u>ITEM:</u>	<u>AMOUNT:</u>
Employee Paychecks	1813-1832	Net Pay	19,756.91
Wyoming Retirement System	1833	Monthly	374.62
Employee Paycheck	1834	Net Pay	3,045.88
All-Star Auto Parts	1835	Parts	1,845.67
Bird Welding & Repair	1836	Repairs	5,557.87
Bowers & Associates Law Offices PC	1837	Legal Services	674.56
Colorado Tractor Corporation	1838	Parts	317.52
Dry Creek Enterprises	1839	Shop Pumping	285.00
Dustbusters	1840	Dustguard	15,188.33
Freedom Star Construction & Properties	1841	Town Hall Rent/Elec	2,041.63
Gregg Wilkes (1099)	1842	Consultant	2,375.00
H-K Contractors	1843	Roads	3,658.00
Hansen Oil Company	1844	Fuel	1,872.28
J. Boyd Siddoway	1845	Expense Report	297.08
Jenkins Ace Home Center	1846	Parts	167.97
Kilroy, LLC	1847	Road Grading	122,732.44
Maverik Credit Card Services	1848	Gasoline	66.19
Northern Tool and Equipment	1849	Roads	1,824.91
Nu-Tek Computers	1850	Network	509.85
Olenlager's Repair	1851	Repairs	1,115.20
Paperworks Plus	1852	Supplies/TC Binders	225.82
Robinson Motors	1853	Repairs	1,170.76
Silver Star Communications	1854	Telecommunication	361.82
Star Valley Independent	1855	Ads & Notices	75.00
Turf Power Products, LLC	1856	Equipment	414.95
William Moffett	1857	Expense Report	356.39
Wyoming Association of Municipalities	1858	Dues	1,840.00
Wyoming Technology Center	1859	Seminar	45.00
Total All Disbursements – July 18 – August 14:			----- \$ 200,297.34 =====

Councilman Wheeler asked, "Is it required by law that we read each check?" Mayor Siddoway responded that as "far as he knew it was." Town Clerk Moffett noted that Wyoming Statutes require that all disbursements be approved by the Town Council during Town Meetings (Wyoming statutes are non-specific about the actual recitation of the month's disbursements; it is unclear how Councilmen would be in a position to approve the disbursements during a public meeting if the items were not listed for their review before the public audience). The Clerk strongly suggested that not reading the disbursements "defeats the purpose of letting the public know how their tax dollars are being spent." Clerk Moffett said he felt "it was important that each bill be read and the purpose of each payment be noted." Although citizens may always inspect the Town's financial information, Clerk Moffett concluded that he thought it was in the public interest to continue this practice, and possibly move it up on the agenda so the information is provided earlier in the meeting.

Councilman Wheeler commented that he would like to "poll the audience to see how they felt."

Councilman Harker moved the Town of Star Valley Ranch pay all payroll and accounts payable obligations for both the Town of Star Valley Ranch and the Municipal Water Utility as attested to by the Town Clerk, and as read. Councilman Redlin seconded the motion. The motion carried unanimously.

Adjournment: Councilman Warren moved to adjourn the meeting. Councilman Wheeler seconded the motion. The motion carried unanimously.

The twenty-first regular Town Meeting was adjourned at 10:28 p.m.

Boyd Siddoway, Mayor _____
Date

ATTEST:

Andy Moffett, Clerk _____
Date