

The Town of
Star Valley Ranch, Wyoming

TOWN MEETING MINUTES

FINAL

August 10, 2010

Present: Boyd Siddoway, Mayor
Kent Harker, Councilman
George "Al" Redlin, Councilman
Edwin Koch, Councilman
Carol Warren, Councilman

Call to Order, Roll Call of Councilmen, and Statement of Quorum: The fifty seventh regular monthly meeting of the Town of Star Valley Ranch Town Council was held August 10, 2010 at Town Hall. Mayor Siddoway called the meeting to order at 7:00 p.m., and with all councilmen in attendance in person, declared the existence of a quorum. Also present were Town Attorney Spencer Allred, Town Administrator Gregg Wilkes and filling in for Town Clerk, Yolanda Navarrete Billing Specialist.

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

Pledge of Allegiance: Mayor Siddoway led the recitation of *The Pledge of Allegiance*.

Special Guests: Mayor Siddoway recognized SVRA Board Members Kathy Daulton & Jere Kovach and Star Valley Independent reporter Sarah Hale.

Adopt the Agenda:

Councilman Redlin made a motion to approve the agenda as written. Councilman Koch seconded the motion. The motion carried unanimously.

Adopt the Consent Agenda:

Councilman Harker made a motion to approve the consent agenda as written. Councilman Warren seconded the motion. The motion carried unanimously.

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

Consent Agenda Items:

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

- WARWS Information
- WAM – Heads Up
- WAM – Newsletter
- WAM – Memo
- Office of Homeland Security – Hazard Mitigation

Approve Accounts Payable and Payroll Disbursements: If anyone wants to know more detail about the accounts payable, they are more than welcome to visit the **Town Hall** and review a copy of the report.

Activities Participated In:

1. Flood Workshop – Casper
2. BLM - Project

SVR Municipal Court Report

No arraignments or hearings were held during the month of July 2010.

PRIOR BUSINESS:

Ordinance 2010-08 Zoning

A copy of proposed Ordinance 2010-08 is available on the Town website
<http://www.starvalleyranchwy.org/Ordinances/Ordinance201008.pdf>

Councilman Redlin moved that the Town of Star Valley Ranch approve as written the third reading of Ordinance 2010-08, providing for establishment of a Single Family Residential Zone within the Town of Star Valley Ranch, Wyoming and providing for an effective date of August 10, 2010. Councilman Harker seconded the motion. The motion carried unanimously.

Ordinance 2010-09 Private Recreation Zone 1

A copy of proposed Ordinance 2010-09 is available on the Town website
<http://www.starvalleyranchwy.org/Ordinances/Ordinance201009.pdf>

Councilman Redlin moved that the Town of Star Valley Ranch approve as written the second reading of Ordinance 2010-09, providing for establishment of a Private recreational Zone within the Town of Star Valley Ranch, Wyoming and providing for an effective date of September 14, 2010. Councilman Koch seconded the motion. The motion carried unanimously.

Ordinance 2010-10 Public Facilities Zone 1

A copy of proposed Ordinance 2010-10 is available on the Town website
<http://www.starvalleyranchwy.org/Ordinances/Ordinance201010.pdf>

Councilman Redlin moved that the Town of Star Valley Ranch approve as written the second reading of ordinance 2010-10, providing for establishment of a Public Facilities Zone within the Town of Star Valley Ranch Wyoming and providing for an effective date of September 14, 2010. Councilman Harker seconded the motion. The motion carried unanimously.

New Business:

American Legion “Fallen Warriors”

Chuck Sutter is representing the District 3 Veterans council and has a proposal to honor Wyoming Fallen Warriors from the War on Terror. Since 9/11 we have lost 52 Service Members with a Wyoming connection. As the war on terror continues we wish to honor those who have made the ultimate sacrifice. A perminate memorial is not practical at this time as the war continues. Donations are requested to place a Kiosk memorial in different places of the State.

It would have information about our fallen heroes. Partnership has been made with the American Legion and any donations will be tax deductible. Any donations can be sent to: American Legion Department of Wyoming Attention:
Ron Wood Commander
1320 Hugher Ave.
Cheyenne, WY 82001

Joint Town/Association

After the Town was formed, a joint resolution was signed with The Star Valley Ranch Association Board. With the Community Assessment approaching a similar resolution will be signed with the current Association Board.

A copy of proposed Resolution 10-08-10-001 is available on the Town website
<http://www.starvalleyranchwy.org/Resolutions/2010AugRes1.pdf>

Councilman Redlin moved that the Town of Star Valley Ranch approve Resolution 10-08-10-001 a “Statement of Responsibilities” between the Star Valley Ranch Association and the Town. Councilman Harker seconded the motion. The motion carried unanimously.

Community Assessment

At the request of the Town, a Community Assessment will be conducted by the Wyoming Rural Development Council August 23-25, 2010. The assessment will involve several listening sessions and is intended to serve and benefit both the Town and the Association. Information on the Community Assessment, the assessment team, and a schedule for the listening session was included with the water billing statements. Copies of that information, including the schedule for the listening sessions is available for you to pick up on the table at the back of the room. You are invited to attend and participate in one or more of more of the listening sessions. The assessment is a low cost way to get the pulse of our community, how the citizens think things are going and what they would like to see happening. It will only be as good as the participation that we get from the community.

Council/Committee Reports

Special Municipal Officer

During July 2010, the Special Municipal Officer issued eight written warnings and twelve verbal warnings. No regular citations were issued. SMOs conducted 20 hours of extra evening and late night patrol during the July 4th and July 24th 3-day weekends.

At least 40 fireworks and open fire sightings and complaints were investigated over the July 4th weekend. Identifying the point of origin of fireworks in the night sky is difficult and made more so by the tendency of the fireworks setters to quickly disperse and disappear into the darkness when the SMO drives into the general area. Thanks to the highly visible and educational “No Fireworks” signs placed at each entrance in advance of the July 24th weekend, the long weekend was very quiet with no fireworks sightings or complaints and only two open fire investigations. It should be noted, however, that SMO records for the last few years indicate that the July 24th weekend s have also been relatively free of complaints and ordinance violation problems.

Throughout the month, the SMO also conducted complaint follow up and general and directed patrol for ordinance violations.

SMO activities and enforcement actions in July are as listed below and as further detailed on the attached activities and actions log.

- Animal Control Violations:
 - 1 written warning for barking dog. (Dog was a 6-week old pup and not required to be licensed until 6 months old.)
 - 1 written warning for failing to maintain dogs on own property and permitting them to roam freely.
 - 1 written warning for keeping/maintaining a dog that has propensity to be vicious. Dog bit a man who did not want to prosecute and refused to sign citizen complaint form.
 - 1 written warning for failing to license dog. Dog owner had adopted dog within last 2 weeks and was attempting to identify veterinarian and obtain rabies certification paperwork.
 - 2 verbal warnings for unleashed dogs (Dogs either had current SVR licenses or belonged to dog owners just visiting for the day or weekend and were not regular visitors.)
- Parking Violations:
 - 2 written warnings issued for parking on the road right of way
 - 1 written warning for parking in mail center lot for extended period.
 - 2 verbal warnings for parking on the road right of way.
- Property in Road Right of Way
 - 1 written warnings issued
- Unlicensed Driver of Motor Vehicle
 - 2 verbal warning issued to unlicensed driver ATVs
- Open Fire Investigations
 - 2 founded investigations resulting in
 - 2 verbal warnings issued
 - 6 unfounded investigations (fires were properly contained and ordinance complaint)
- Fireworks Investigations
 - At least 40 fireworks complaints and/or sightings which resulted in
 - 4 verbal warnings issued
 - 5 unfounded complaints (fireworks determined to be coming from areas outside of Town Limits)
 - 31 UTLs (unable to locate point of origin and/or unable to locate or identify perpetrators.

Lincoln County Sheriff's Department Report:

Lincoln County Sheriff's Activity Report

Month: May
2010

Coverage Items	Avg	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
CFS/Law Incidents	20.0	27	17	15	12	28	21	20						140
Special Patrol	11.6	21	13	9	7	13	8	10						81
Warnings	1.0	2	0	4	0	1	0	0						7
Citation	2.0	2	2	1	0	3	4	2						14
Abandoned 911 Abandoned Vehicle	0.0	0	0	0	0	0	0	0						0
Agency Assist	0.3	1	0	0	1	0	0	0						2
Animal Problem	0.4	2	0	0	0	0	1	0						3
Assault	0.1	0	0	0	0	0	0	1						1
Auto Accident	0.0	0	0	0	0	0	0	0						0
Burglary	0.0	0	0	0	0	0	0	0						0
Child Abuse	0.0	0	0	0	0	0	0	0						0
Citizen Assist	0.0	0	0	0	0	0	0	0						0
Citizen Dispute Civil	0.0	0	0	0	0	0	0	0						0
Execution/Paper Controlled	0.3	0	0	0	0	1	1	0						2
Substance Disorderly Conduct	0.0	0	0	0	0	0	0	0						0
Domestic Violence	0.0	0	0	0	0	0	0	0						0
Drugs	0.0	0	0	0	0	0	0	0						0
DUI	0.0	0	0	0	0	0	0	0						0
Fraud	0.3	0	0	0	0	1	0	1						2
Harassing	0.9	0	2	1	0	3	0	0						6
Juvenile Problem	0.3	0	0	1	1	0	0	0						2
Keep the Peace	0.0	0	0	0	0	0	0	0						0
Lost /Found Property Lost/Found	0.1	0	0	0	0	1	0	0						1
Animal Medical	0.0	0	0	0	0	0	0	0						0
Missing Persons	0.1	0	0	0	0	1	0	0						1
Motorist Assist	0.2	0	0	0	1	0	0	0						1
Other	0.0	0	0	0	0	0	0	0						0
Suspicious	2.6	1	1	2	1	1	8	4						18
Theft	0.0	0	0	0	0	0	0	0						0
Threatening	0.6	0	0	0	0	1	3	0						4
	0.0	0	0	0	0	0	0	0						0

Traffic	0.4	1	0	1	0	0	0	1	3
Trespass	0.0	0	0	0	0	0	0	0	0
Utility Problem	0.0	0	0	0	0	0	0	0	0
Vandalism	0.0	0	0	0	0	0	0	0	0
Vin Inspection	1.4	1	1	0	1	4	0	3	10
Welfare Check	0.0	0	0	0	0	0	0	0	0

Planning and Zoning Report

The Planning and Zoning Board met on July 21st with a quorum present. The only action item on the agenda was approval of the Brice garage roof extension. This was approved contingent on the Building Inspectors approval of the applicants plan to comply with the 2006 IRC/IBC building codes. As a follow up, the Building Inspector will be requested to submit a letter to the P&Z file as well as the applicant as to his interpretation of why the changes were required.

During the August 4, 2010 meeting the board met with a quorum present through a teleconference with Ron Thacker on the phone. The Board confirmed that the Brice garage addition met the requirements for the permit and the permit will be issued.

Due to the absence of many of the members, most action items were deferred until the August 18, 2010 meeting.

The Planning & Zoning Board continues to track building permits that will expire within the next 90 days. The specific permit holders have been notified 60 days in advance of the need to complete the work or to apply for an extension of the permit. Again extension applications requests should list the special conditions and circumstances requiring the extension and must be accompanied by a defined work program for completing the project.

The public is again reminded of the need to obtain a building permit from the Town for new construction or any construction that involves exterior or structural modifications to their residence.

The P&Z Board meets at 5:00 pm the first and third Wednesdays of each month throughout 2010. The Board's review of permit requests, variances and any other citizen input will remain scheduled for 6:00 pm.

The last P&Z Board meeting was held on August 4, 2010 and the next meeting will be held on August 18, 2010 at 5:00 pm MDT at the Town Hall.

Treasurers Report

As of June 30, 2010

General fund	Current Month	Last Month	Difference
General CDs	\$ 300,000.00	\$ 300,000.00	N/C
Rolling CD	\$ 66,640.05	\$ 566,640.05	\$ 500,000.00
Total CDs	\$ 366,640.05	\$ 866,640.05	\$ 500,000.00
Checking	\$ 478,375.97	\$ 127,505.21	\$ 350,870.76

Total General Funds	\$ 845,016.02	\$ 994,145.26	\$ (149,129.24)

Water fund	Current Month	Last Month	Difference
General CDs	\$ 235,000.00	\$ 200,000.00	\$ 35,000.00
Rolling CD	\$ 235,000.00	\$ 70,000.00	\$ 165,000.00
Total CDs	\$ 470,000.00	\$ 270,000.00	\$ 200,000.00
Checking	\$ 59,537.43	\$ 59,537.43	\$ N/C
Total Water Funds	\$ 529,537.43	\$ 329,537.43	\$ 200,000.00

Available Funds	
General	
Checking	\$ 478,375.97
Rolling CD	\$ 66,640.05
Total	\$ 545,016.02
Water	
Checking	\$ 59,637.43
Rolling CD	\$ 235,000.00
Total	\$ 294,537.43
Grand Total	\$ 839,553.45

Delinquent Account Status

The First billing of the 2010-2011 Fiscal year went out August 2, 2010, 1050 statements were mailed.

There are approximately 25 accounts owing balances from the last quarter, Penalties and interest have been added to these accounts.

Certified notices went out for disconnection, on older accounts.

There are now seven accounts which remain disconnected for nonpayment, and will be charged accordingly when services are restored. These accounts were vacant homes at the time they were disconnected, and remain vacant. One of these accounts is in bankruptcy court, and three are in foreclosure.

We have found a few errors in the current bills that have gone out and are in the process of correcting them. We are finding a few corrections that will need to be made for the next cycle, but, as with any new system the bumps will be smoothed out.

Many residents have called in requesting information on their new billing cycles, and amounts.

The next billing will go out September 1, 2010. At that time, If all the meters are not completely installed we will be sending out billing for the minimal use fees, as we did for August 1 billings.

We appreciate all the Town residents' patience in this new process of billing, and reading meter.

2009-2010 Budget Summary

Town Administrator Wilkes explained we are in our first month and we are right in line. We have received a little more revenue this first month than expected due to grant processes

5th Penny Tax Activities

Narrative: Presented the Town's past two years decline in overall revenues (-45%)

Discussed the pros and cons of the 5th Penny revenue on the Town (-28%)

Major area of projected cuts (up to 50%) would be in the Roads Department

Assessment: It is the public's choice to vote for or against the need for continuing the 5th Penny Revenues.

It is the Council's job to provide the maximum services based on the available revenues.

Concern: Providing enough information to the voters to make an informed decision. What do you get if you vote "For" and what you do not get if you vote "Against"

Chamber of Commerce will disperse a 5th Penny information flyer on all car windows in the valley.

Road Operations Report

During the last month the crew:

Completed re-grading and Dustgard on Cedar Drive, Cedar Way and Spurwood Drive

Working on Spruce Drive, Dogwood Drive and Solitude Drive

This week we will be starting brush pickup for people participating in the Firewise program.

Water Operations Report

During the last month the crew:

Adjusted valves as needed to maintain pressure.

Performed testing as required

Repaired 3 waterline leaks.

Did many locations for meter installation project.

Performed leak testing and raising pressure after meter installations.

Water Meter Project

<u>Work Week</u>	<u>Work Days</u>	<u>Completed</u>	<u>Per Day Average</u>	<u>Units to Go</u>	<u>Weighted Days To-Go</u>
May 10-14	2.5	31	12.4	670	54
May 17-21	5	64	12.8	606	48
May 24-28	5	27	5.4	579	59
June 1-4	4	21	5.25	558	64
June 7-11	5	29	5.8	529	66
June 14-18	5	38	7.6	491	62
June 21-25	5	44	8.8	447	55
Jun 28 - Jul 2	5	35	7	412	52
July 5-9	5	68	13.6	385	45
July 12-16	5	49	9.8	336	38
July 19-23	5	59	11.8	277	31
July 26-30	5	44	8.8	233	26
Aug 2-6	5	57	11.4	149	16

Assessment: Based on the average daily installations, our anticipated completion date will be mid-September.

The Town will try to provide “estimated usage costs” to most everyone for the month or partial month of August and September.

Water Billing based on “Usage” will most likely be billed early October for water used in September.

Winter “FLAT RATES” will continue to apply for the months of December through March.

Prater Canyon Tank & Crossover Line Project Status

Narrative: Project is under construction and proceeding well.

Tank site is being excavated in preparation for tank subgrade and formwork.

We anticipate that the pipeline will commence within the next week starting at the tank site and moving down.

The contract time commenced July 6th and goes for 130 days. We anticipate the project will be completed in that time frame prior to winter.

Assessment: We are on schedule

School Section Well Project

Narrative: Negotiations are underway with the SLIB (State Land and Investment Board) and the Lessee (Grazing Lease) for access / ROW (Right of Way) acquisition.

Water rights filings have been prepared but have not been submitted pending ROW approval. We do not anticipate this is a critical path item.

Weston Engineering (on behalf of the Town) will submit the well drilling design and DEQ permit to construct application ahead of the ROW, probably late next week.

The well house and transmission line will be designed after the drilling commences and we have affirmed well quality and capacity.

Assessment: We anticipate:

- ROW to be finalized at SLIB's next meeting.
- Bidding should occur by late September.

Assuming the well is successful, the well house and transmission piping will be constructed next spring.

Plat 15 Steel Pipe Replacement Project

Narrative: We were thrilled with very favorable bids received.

The base bid (plat 15 area) has been awarded along with schedule B incorporating steel pipe in the plat 6 and 7 area.

We have assumed that we will be able to recover most of the design costs for the overall project to pay back into the general fund. (SLIB allows up to 20% of the grant for engineering). We did not award Bid schedule C (plat 22 area), although there are adequate funds to do so even with the engineering reimbursement. However, this would leave virtually no contingency for excessive rock, etc.

We did, however, speak with ABC about the possibility of adding this work back into the contract as budget allows. He was open to this possibility and indicated that he would work with the pipe supplier to hold material unit prices.

The contract completion date is November 30th.

Assessment: Construction should begin in the next couple of weeks.

The Town plans to reapply for the balance (\$2.3 Million) of this overall project in December.

Website/Newsletter

Schedule for Ranch News, Volume 5, No. 2 August 2010

July 27th: August 2010 Newsletter Schedule sent to all Contributors and Editors (Mayor, Town Council, Town Administrator, Town Clerk, Water Utility Billing Specialist, and Special Municipal Officer).

August 6th Articles submitted to Newsletter Editors (Browns@silverstar.com) and Councilman Warren (cjw@silverstar.com).

August 12th Draft of Newsletter sent to Councilman Warren from Editors.

August 13th: Newsletter forwarded from Councilman Warren to Contributors for review/changes or additions.

August 16th All changes from Contributors forwarded to Councilman Warren and Editors.

August 20th: Final from Editors forwarded to Councilman Warren and Mayor Siddoway

August 20th: Purchase Order finalized

August 23rd Any changes back to Editors to make final – final and back to Councilman Warren

August 24th Off to printers

August 27th: Request for Labels

August 31st Newsletter mailed, e-mailed and put on website.

Suggested Topics

Previous FY Accomplishments	Mayor Siddoway
Census -----	Councilman Harker
Civic Involvement -----	Councilman Koch
Communication -----	Councilman Warren
Facilities -----	Councilman Harker
Financial -----	Councilman Koch
Planning -----	Councilman Redlin
Community Assessment-----	Councilman Redlin
Tree USA Information-----	Councilman Warren
Grants -----	Councilman Warren
Public Safety/Security-----	Councilman Koch
Roads/Water Operations-----	Councilman Harker
Water Development -----	Mayor Siddoway
Budget -----	Town Administrator
Water & Road Personnel Updates---	Town Administrator
Special Municipal Officer Update----	Peggy Parker

Upcoming Activities

- Primary Election – August 17th
- 5th Penny Referendum – August 17th
- Town Hall Meeting – September 14th

Adjournment: at. 8:40 PM

Councilman Koch moved that The Town of Star Valley Ranch adjourn this meeting. Councilman Redlin seconded the motion. The motion carried unanimously.

Respectfully Submitted

Approved

Brenda L Bauer, Town Clerk

Boyd Siddoway, Mayor