

The Town of  
*Star Valley Ranch, Wyoming*

TOWN MEETING MINUTES

DRAFT

December 11, 2007

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

**Call to Order, Roll Call of Councilmen, Statement of Quorum:** The twenty-fifth regular monthly meeting of the **Town of Star Valley Ranch Town Council** was held December 11, 2007 at **Town Hall**. **Mayor Siddoway** called the meeting to order at 7:00 p.m., and declared the existence of a quorum. **Councilman Redlin** was contacted by phone.

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

**Pledge of Allegiance:** After welcoming everyone, and reminding the audience of the resolution that was passed sometime ago allowing absent members of the Council to call in and be able to vote, Mayor Siddoway led the recitation of the ***The Pledge of Allegiance***.

**Recognition:** Mayor Siddoway recognized the **Public Works Director, Town Treasurer Root, and Assistant to the Mayor Wilkes**.

**Adopt the Agenda:** Councilman Harker made a motion to approve the agenda as written. Councilman Wheeler seconded the motion. The motion carried unanimously.

**Approve Minutes of November 13, 2007 Town Meeting:** Councilman Harker asked to change the "also present were" to "also present was" in the second paragraph. **Councilman Harker moved that the Town of Star Valley Ranch approve the minutes of the November 13, 2007 town meeting as amended. Councilman Warren seconded the motion. The motion carried unanimously.**

*Copies of the latest minutes, as well as 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](http://www.starvalleyranchwy.org) as well as at the Town Hall during regular business hours or by appointment.*

**Correspondence:** Mayor Siddoway reminded the audience that the **Town of Star Valley Ranch** currently has an ad in the newspaper looking for a billing clerk and a receptionist. **The Town** has also received several letters from WAM regarding Governor Fruedenthal's budget. Although there will be no changes in this upcoming fiscal year, they are starting to talk about legislature in the 2009 fiscal year. There is some concern on how the money is distributed. If the legislation that is being discussed currently is passed, it will cause a big hit on **The Town** and their ability to obtain money for the water system. **Mayor Siddoway** stated that he has talked to everyone he could to discuss **The Town's** position on this legislature.

**Approve Accounts Payable and Payroll Disbursements:** **Brenda Bauer** stated that she had added two more items onto the list which included a check to **James Dubisz** and a check to **WAM**. **Mayor Siddoway** stated to the audience that **Assistant to the Mayor Wilkes** had been invited by the council to attend the **WAM Meeting** in January held in Casper. **Councilman Harker** moved that **The Town of Star Valley Ranch** approve the payroll and accounts payable distributions as amended. **Councilman Wheeler** seconded the motion. **The motion carried unanimously.**

**Old Business:**

**FISC III Update:** **Star Valley Ranch Association Director Jan Jonson** sent an e-mail to the **Mayor** stating that 555 confirmed consent forms have been turned in out of the 1465 needed. **Mayor Siddoway** reminded those in the audience that if they know anyone who has not yet signed those forms and turned them in to please do so.

**Street Name Changes:** **Mayor Siddoway** stated that the beginning of the project occurred while **Dave Ward** was meeting with the local EMS. The local EMS has been asking **The Town** and **Star Valley Ranch Association** to change some of the street names so that there was less confusion. **The Town** went through all of the street names looking for duplicate names that could cause confusion. Only four cul-de-sacs that were found that had been named in a confusing manner. Those four street names have been changed and a letter has been sent to everyone who lives on those streets indicating that the street's names were going to be changed. **The Town** heard nothing back from any of the individuals except for one comment of "if you got to do it, you got to do it."

**Resolution number 07-12-11-001:** Whereas **The Town of Star Valley Ranch** has via the **Town Public Safety Advisor, David Ward**, working with representatives of **Lincoln County, EMS, Fire and Homeland Security** recommended and urged these changes and whereas the **Town of Star Valley Ranch** is interested and concerned with the overall welfare and safety of its citizens and guests in emergency situations and whereas the **Town of Star Valley Ranch** has notified and requested input and any concerns of those citizens owning property on proposed roads with address changes with no adverse comments. Whereas **The Town of Star Valley Ranch** applied for and received a grant for highly reflective street name signs equal to one half the overall cost of the \$42,500. Now therefore be it resolved that **The Town of Star Valley Ranch** does hereby make the following changes; in **Plat 10 Solitude Circle** off **Vista West Drive** is changed to **Wild Road Circle**, **Plat 17 North Branch**

**Court off Last Chance Drive is changed to Last Chance Place, Plat 18 Cedar Circle off Porto Road is changed to Jade Circle, Plat 18 Cedar Court off Hardman Road changed to Paintbrush Court, Plat 20 Elkhorn Circle off Elkhorn Drive is changed to West Elkhorn Circle, it should also be noted that Prater Canyon is officially on the Town records as an established road. Councilman Harker moved that The Town of Star Valley Ranch approve Resolution 07-12-11-001: Change the name of five streets as read. Councilman Redlin seconded the motion. Ron Mueller asked whether this information was going to be updated with the county. Mayor Siddoway stated that this resolution would allow the county to update this information. The motion carried unanimously.**

**US Postal Service Activities: Councilman Warren** stated that many meetings have been held this year discussing the possibilities of mail service to the residents of **The Town of Star Valley Ranch**. The committee in charge of this has received input, guidance and counsel of a professional USPS advisor. It has been suggested that at this time a Non-Personnel Unit (NPU) building be built to house the USPS postal boxes. An NPU functions very similar to a standard post office. The exception is that it is an unmanned mailroom with no retail services. You can send and receive letters and packages from the NPU. **The Town of Star Valley Ranch** is interested in knowing how many residents would be interested in receiving mail from an NPU. **The Town** has developed a flier that will be distributed with water bills, sent out through e-mail and available on the internet. This flier will solicit the opinion of residents about the NPU. The information gathered through responses to the flier will help guide the committee in their decision regarding the NPU. **Mayor Siddoway** reminded the audience that the action of this committee and the building of an NPU will be based on whether the town is able to obtain a new location for a Town Hall and that this new location have approximately 400 square feet to house the NPU.

#### **New Business:**

**Town Clerk: Mayor Siddoway** stated that two weeks ago to the date he appointed **Brenda Bauer** as **Town Clerk**, replacing **Andy Moffett**. **Councilman Wheeler** moved that **The Town of Star Valley Ranch** approve the **Mayor's** appointment of **Brenda L. Bauer** to the position of **Town Clerk**. **Councilman Harker** seconded the motion. **The motion carried unanimously.** *The "Oath of Office Prescribed by the Constitution of Wyoming" was administered to Ms. Bauer by the Mayor Siddoway.*

**Update of banking relations with Bank of Star Valley: Resolution 07-12-11-002: Resolution to update banking relations with the Bank of Star Valley.** Whereas the **Town of Star Valley Ranch** currently has an established banking relationship with the area financial institute to provide a depository for the state issued funds received by either check or electronic fund transfers to ensure the safety of all the town coffers, to provide for a secure method for payments of goods, services and financial obligations to government agencies and to adhere to Wyoming statutes. Now therefore be it resolved regarding **The Town of Star Valley Ranch's** established accounts with the **Bank of Star Valley** at its **Thayne Branch** in **Thayne, Wyoming** a

**two signature authorization for all withdrawals and checks. Signatures must be those of the Mayor as well as one of the Councilman. The Town Clerk will be authorized to transfer funds between the accounts of The Town and shall have full access to accounts established and details via phone, electronically, or in person. The Town will not engage in online banking for the purposes of making disbursements. As adopted the Seventh day of December, 2007 by the Town of Star Valley Ranch. Councilman Warren moved that The Town of Star Valley Ranch approve resolution 07-12-11-002 to authorize Town Clerk Brenda Bauer access to the Town's funds at the Bank of Star Valley. Councilman Wheeler seconded the motion. The motion carried unanimously.**

**Future Town Hall Rental:** Mayor Siddoway stated that it had been the council's intention to come to the meeting with at least a preliminary selection. The council had met with the planning and zoning board on Friday night, Saturday morning, and Monday night. The Planning and Zoning board has pointed out so many areas that need to be resolved before a decision can be made. Therefore, it would be wise for the council to search further before making even a preliminary decision. It is the council's intent to enter an agreement of a 3 to 5 year agreement for a rental or something along that line. With such a commitment like that, it is the council's desire to carefully pursue the best plan of action. It is hoped that by January a definite decision can be made. **Lloyd Baker** asked if the **Town Council** desired the Town Hall to be located within Town boundaries. **Mayor Siddoway** answered that the **Council** would love to have the Town Hall located within Town boundaries, however, finding a building that could serve such a purpose within Town boundaries would not be likely. Only two locations would be possible inside of town boundaries, one of which is the Silo owned by the Association. The Association has been contacted and they replied that they do not have a desire to rent out that space at this time. If the council cannot find a building inside Town boundaries, their next preference would be a building adjacent to Town boundaries. The Council has had two offers to rent, one of which was built to suit and the other was for remodeling to suit. Both of these properties are adjacent to Town boundaries. However, once again the council does not feel it is ready to make a decision at this time.

**Town's Policies and Practices:** Assistant to the Mayor Wilkes stated that he was asked by the Mayor to prepare a policy/procedure manual for employees at **The Town of Star Valley Ranch**. He provided a draft copy. This manual would contain guidelines for the management of employees and many of the various details that go along with that responsibility. It is hoped that a final copy will be available by January. **Mayor Siddoway** stated that the draft had been changed already, in some cases relatively drastically. **The Mayor** also stated that the council's input was needed. **Mayor Siddoway** thanked **Assistant to the Mayor Wilkes** for his hard work on this project.

### **Council / Department Reports:**

**Planning and Zoning Report:** Robert Palmquist reported that the Planning and Zoning board had met five times since the last Council Meeting. **Robert Point and John and Peggy Anderson** applied to amend lots 44 and 45 in plat 6. They are adjoining lots. They

wish to shift the common lot line away from 45 and into 44. This would make lot 45 almost a half an acre in size and lot 44 would become just over a third of an acre. This was necessary because the house on lot 45 was built across the lot line onto lot 44. The Planning and Zoning board has reviewed the materials provided by the applicants and have come to the decision that this application should be accepted. There were three reasons why this application was accepted. These reasons include: the areas of the amended lots are consistent in size with other lots in the immediate area, a residence that meets the Town's minimum of 900 square feet can be placed on lot 44, as far as the Planning and Zoning board can tell it will meet all applicable setbacks of the County's requirement for septic systems. The Planning and Zoning board does realize that the frontage of lot 44 has been decreased from over 30 feet to about 22 feet. The two lots will share a common driveway. The Planning and Zoning board is concerned about safety and access of emergency vehicles, however, they feel that these lots have adequate access. Although the shape of the lot will change, the lot is still considered attractive. **Mayor Siddoway** asked if there were one or two owners of these lots. **Robert Palmquist** answered that there are two. **Mayor Siddoway** asked **Lloyd Baker** if both owners have signed off on this application. **Lloyd Baker** answered that he has not received a signature from **Mr. Point**, but has received signatures from the **Anderson's**. **Robert Palmquist** added that previously **Mr. Point** had expressed his acceptance of this application. **Mayor Siddoway** asked that in the future we receive both owner's signatures before applications come before the council. **Mayor Siddoway** also asked if Star Valley Ranch Association has also approved this application. It was answered that the Association has approved this application at a Board Meeting, but their signature had not yet been attained. **Mayor Siddoway** again made sure that the acreage of lot 44 was large enough to meet standards. Again the answer came back as affirmative. **Warren Webb** expressed concern about the access to the driveways by utilities in such a circumstance as a shared driveway. A discussion about the easement on these properties ensued. **Councilman Harker moved that the Town of Star Valley Ranch approve the relocation of the Lot boundary in Plat 6 between Lots 44 and 45 with a 10 foot utility easement on each side of the new lot line as recommended by the Planning and Zoning Board. Councilman Redlin seconded the motion. Councilman Wheeler** stated that he had discussed this with **Mr. Point** previously and reports that he was indeed pleased with the solution. **The motion carried unanimously. Councilman Redlin** expressed his appreciation to the Planning and Zoning Board for their hard work.

**Public Safety:** **Mayor Siddoway** reported that **The Town** had received a call from an individual from the Wyoming State Forestry recommending that **The Town** sign up as a Firewise Community. **The Town Council** is behind this effort. **Dave Ward** believes that there is more work to be done before **The Town** can sign up as a Firewise Community.

**Enforcement:** **Mayor Siddoway** reports that **The Town** has yet to hold its first court. The reason for the delay is due to a serious operation undergone by the **Municipal Court Officer**. Upon the **Municipal Court Officer's** return, a vacancy in Town Hall Office staff created a need to use her to answer phones and perform other office duties. Another reason is due to compliance of those warned to come into compliance with Town

Ordinances. The Court Clerk's November report to **The council** included no cases or citations during the month of November. No Sheriff's report was included at this time.

**Culinary Water: Councilman Harker** reports that several leaks have been repaired. The pipes in Plat 15 seem to be in poor condition. It may be necessary to look for emergency funding to replace the worst pipes in that Plat. The crew has done normal tests and maintenance on the system.

**Collections: Town Clerk Bauer** reports that there is currently about \$33,000 in outstanding accounts. This is approximately 13% of the total billing over the last two quarters. Half of the outstanding bills are for two quarters. There are 43 that still owe for two quarters and 29 still owe for this current quarter. 2 still owe for new water connections and 13 owe miscellaneous charges. Total accounts collected this quarter is approximately \$76,000. From November to Dec 11, \$24,000 has been collected. Customers have been actively contacted in hopes of educating them to **The Town's** collection process. Many customers are not used to having water bills and are confused about when bills are due. **Town Clerk Bauer** reports that these calls have been very beneficial. She states that they have collected from just shy of half of the outstanding accounts in two weeks alone.

**Water Workshop: Mayor Siddoway** reported that on November 28, **The Town** held a water workshop. Representatives from Weston Engineering and Forsgren Engineering were present. The workshop was held in order to update **The Council** on the progress of the Water Project. The Star Valley Ranch Board of Directors was invited. Joe Angelovic, Jan Jonson and Dave Ward attended. Also in attendance were Warren Webb, Brady Nelson, Bart Barge and Mark Spraktes. The first item of discussion was the WWDC's level I grant. The report from the Engineers was the same as it has been for years. They reported that we are out of water, out of storage, pipes are too small, pipes are rotten, etc. The second item of discussion was the WWDC's level II grant. The potential of sites for drilling was discussed. BLM had granted permission to use the land for drilling. The Association had denied permission to use their land. John Wickle has verbally stated that he would like to help. The Izatt's had also been contacted about use of their land, and they were preliminarily receptive. The target at this time is to start drilling sometime in March or April. Everything must be in line by October 1 of next year in order for **The Town** to be able to apply for grants. The third item of discussion was review of the Cedar Creek well status. The contract with the Association states that in a water shortage the Cedar Creek well will be turned on and used. Both entities had received a scare when an well pump expert had advised that the pump was in danger of "blowing up." In a meeting with other pump operators it was reported that the well was indeed dangerous. **The Town** then turned over this information to the Association expressing the needs that should be addressed in regards with the pump. The final item of discussion was the Green Canyon storage tank. **The Town** has made several verbal offers to buy this storage tank. Engineers sent to look at this tank reported that although it could be used for irrigation, most golf courses source of irrigation water was ponds. The Association responded by tabling the offer to buy, stating that they were not interested in selling the storage tank and had plans of their own to use it. Further discussion about the water ensued.

**Roads: Councilman Harker** reports that two-thirds of the street signs are now up. This project has been put on hold until the frost is gone next spring. The crews have been busy on the roads during days when the roads have been covered in snow. Guidelines for parking on roads with snow removal have been posted in the newspaper. Some of the guidelines are as follows: Pedestrians be careful as you walk on the roads during snow removal, please walk on the extreme side of the road opposite the snow plowing operation. Please make sure that you park on your own private driveway instead of the road. If you are having some sort of gathering in which cars may likely be parked on the road, you may contact the Road Department to receive temporary permission, and possibly even barricades. **The Town** also asks that garbage cans be put on your own private driveway towards your house. Put garbage cans out as late as possible, and bring them in as early as possible. When cleaning snow out of your driveway push snow to the sides of the driveway and make sure that snow is piled on your property. Please do not push snow across the road or pile on or along the road. Home owners using contract snow removal services are responsible for the compliance of such service to these guidelines.

**Facilities: Councilman Harker** reports that the **Town Council** is investigating what kind of building they would like to build on this land. He stated that the BLM is very particular about knowing exactly what the land will be used for. **Mr. Louder** a resident of **The Town of Star Valley Ranch** digressed back to roads to express concerns about the fact that the road he lives on needs to be sanded and that the road needs to be generally taken care of better. **Mayor Siddoway** expressed the priority of cleaning snow off roads goes to the school bus routes, and then to those roads that are a priority. He also stated that if anyone has any concerns to please let the Road Department know.

**Communication: Councilman Warren** reports that changes have been made to the website. New categories have been added. The section “About Us” has been a problem area, and they are currently working on that section. The website is [www.starvalleyranchwy.org](http://www.starvalleyranchwy.org). Suggestions and comments are welcome. **Mayor Siddoway** added that it is important for suggestions from those not involved in putting it together to be received.

**Newsletter: Councilman Warren** reports that information for the next newsletter will be gathered starting at the beginning of the year. This means the next newsletter will likely be sent at the end of January.

**Master Plan: Councilman Redlin** reports that Peterson Planning Consultants had met with parents of the youth and others in November and have conducted interviews that they feel are important. They are in the process of developing the infrastructure analysis. They will correlate this analysis with the findings of the level 1 water study. They have started writing on some portions of the draft master plan document. The project is behind schedule, but they are forecasting making significant progress in January and February. The draft is still expected to complete early in 2008. An extension of the completion date for the Community Development grant has been requested. **Mayor Siddoway** wanted to add that although this project is behind, it is due to the tremendous personal impact that this company has. The company putting this report together is run by a husband and a

wife and one of her parents had passed away. **Councilman Redlin** further stated that from the beginning it was more of a concern to have the report done right than quickly.

**Image: Councilman Wheeler** reports that the Happy Holidays sign located at the Ranch Entrance looks nice and that the **Town Council** would like to wish everyone a Happy Holiday Season. The new street signs look nice and are clearly visible both during the day and during the night. Mark Luthi from the Lincoln County Road Department has contacted **The Town** in regards to where **The Town** would like the reduced speed sign in relationship to school buses. These signs are to be placed on Muddy String Road and Clark Lane. **Councilman Wheeler** informed **Mr. Luthi** that it would be best to personally observe the areas that would pose a hazard and place the signs there. It was also brought up that the Lincoln County Commissioners had informed **Mr. Luthi** that this was a project that had not yet been finished. **Councilman Wheeler** felt that the Lincoln County Commissioners deserved some recognition for such an act.

**Public Works Uniforms: Councilman Wheeler** reports that having uniforms for all of the Public Works Employees had been under investigation. It had been decided after some investigation that the amount of money required to provide uniforms would take away from that which could be put towards maintenance of the roads. **Councilman Wheeler** added that it is important for **The Town of Star Valley Ranch** to keep their image above that which is often portrayed in newspaper articles and many opinions of others around the valley. **Mayor Siddoway** added that while at a meeting at the county building in Afton with the Lincoln County Commissioners, Attorney Josh Smith, Lincoln County Sherriff and the County Attorney. At this time **The Mayor** joking told Commissioner Archibald that she should do something nice for **The Town of Star Valley Ranch**. **The Mayor** said that they just bought a brand new telephone system and that the County could donate their old system to **The Town**. Two weeks ago Commissioner Archibald called to inform **The Town** that the County had indeed donated their old phone system to **The Town of Star Valley Ranch**. **The Mayor** brought up this story to show how much **The Town** has appreciated the help of the County.

**Financial: Mayor Siddoway** stated that replacement of Andy Moffett was done quickly and left **Town Clerk Bauer** in a trying predicament. He added how much of a pleasure she is to work with. The auditor commented that they didn't need him, they knew more about it than he did. **The Mayor** also stated that **Town Clerk Bauer** has 19 years experience working with utilities. **Town Clerk Bauer** reports that the first two weeks she has spent trying to review the accounts they have with vendors, going through invoices and trying to get an idea of where **The Town** is financially at this time. She reports that the cash report is not available for tonight, but she reports that all the bills have been paid.

**Septic Systems: Robert Palmquist** presented a draft to **The Mayor** of his report. **Dr. Palmquist** has requested that **The Town** take his report to an engineering firm and allow them to verify his calculations and references. There are a lot of assumptions that have to be made in such a report and **Dr. Palmquist** feels that it is important that the town have the correct information. **Mayor Siddoway** told those in attendance that this report would

have major impact on the town. The DEQ is very interested in what the report looks like. This report will help determine where Enhanced Septic or Sewer Systems are needed. It is likely that different systems will be needed in different parts of **The Town**. **The Mayor** added that he had asked **The Council** to approve the expenditure of funds for verification of the report. **Councilman Harker moved that The Town of Star Valley Ranch approve the contract with an engineering and consulting firm for a technical review of methods, assumptions and data quality with a request that they provide a formal reply from the conclusion of the final version of the onsite waste water study report. Councilman Warren seconded the motion. The motion carried unanimously.**

### **Activities Participated In:**

#### **Thanksgiving Holiday (Town Hall Closed) – November 22 and 23**

#### **Star Valley Mayor's Luncheon (Northern L/C Dog Control) December 5:**

Wednesday December 5, the mayor's from all over Star Valley met together. In the last Mayor's meeting **The Town of Star Valley Ranch** was asked to put together all the dog ordinances from Lincoln County and the other three town's in the Valley. That was done and a comparison was made. This meeting was hosted by **Mayor Stauffer of Afton**. **Mayor Stauffer** invited Pat Aullman and Dan Dockstader to this meeting. Upcoming legislation was discussed and again **Mayor Siddoway** expressed his position on the upcoming financial legislation. Tax issues were a big item talked about. So far the only tax the town has dealt with is the 8 mils. This is a tax that the town sees all revenue from. Property taxes are given to the state and then redistributed to the schools. There was discussion about how not all of the money from property taxes is distributed to schools, but is rather put into a general fund. The representatives were asked to look into using this money. It was also discussed how the state distributes money into three categories. The first is distributed to impacted communities, that is communities impacted by oil and gas industry. Lincoln County is not included in this category. The second category is the poor, that is a county that has no revenue, no return, no impact. Lincoln County is not included in this category either. It was discussed that the town's of Alpine, Star Valley Ranch and Afton are impacted heavily by tourism. It was also discussed that these town's are growing faster than many other town's in the county.

**Councilman Harker** reported that a letter was received regarding the 2010 census. A one page letter was sent overnight, costing approximately \$10. The letter stated that in January all of the materials should be sent so that **The Town** can update addresses and other information. It is important that every person be counted, because so much money is given per person in the town.

### **Upcoming Activities:**

**Employee Christmas Luncheon: December 14**

**Planning and Zoning Board Meeting: December 19**

**Christmas Holiday (Town Hall Closed): December 24 and 25**

**New Year Holiday (Town Hall Closed): December 31 and January 1**

**Town Hall Meeting: January 15**

**WAM Winter Workshop: January 16 – 18**

**Adjournment: Councilman Wheeler moved that The Town of Star Valley Ranch adjourn the meeting. Councilman Harker seconded the motion. The motion carried unanimously.**