

The Town of
Star Valley Ranch, Wyoming

TOWN MEETING MINUTES

FINAL

December 13, 2011

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 seventy third regular monthly meeting of the Town of Star Valley Ranch Town Council was held December 13, 2011 at Town Hall. Mayor Siddoway called the meeting to order at 7:05 p.m., and with Councilman Redlin, Councilman Harker, Councilman Koch and Councilman Warren in attendance in person, declared the existence of a quorum. Also present were Town Administrator Gregg Wilkes and Town Clerk Brenda Bauer.

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

Mayor Siddoway thanks those residents who attended the Steel Pipe Replacement Hearing.

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

Adopt the Agenda:

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

Adopt the Consent Agenda:

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

Consent Agenda Items:

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.

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:

- Letter from Bowers Law Firm
- Wyoming Business Council – Prospective Residential Revolving Loan Program
- WAM – Heads Up – November 10th
- Chamber of Commerce – Rotary Invitation

- WAM Convention Award Applications
- Wyoming Government Investment Fund – Invest your tax revenue
- WARWS – Training Opportunities
- County Commissioners – Post Office Support Letter
- Q&A Session for Brownfields Grant Questions
- WAM – Heads Up – November 17th
- Chamber of Commerce – Redistricting Issue
- Wyoming T2 Center – Training Opportunities
- Chamber of Commerce – Chamber Banquet Nomination Form
- Wyoming T2 Center – Asset Management 2011 Brochure
- WAM – Heads Up – November 23rd
- WAM News
- Chamber of Commerce – Chamber Luncheon
- Chamber of Commerce – New Coffee Shop
- Chamber of Commerce – Redistricting Issues
- Casper College’s Waste and Wastewater Certificates
- EPA Requests Proposals for Urban Water Small Grants
- Free EPA Sponsored Webinar
- Thayne Senior Center Newsletter
- WARWS – Quick Tap
- Chamber of Commerce Newsletter
- WAM – Heads Up – December 1st
- CBI Focus on Lincoln County
- Economic Analysis Division – New edition of Report
- WAM – Energy Lease Program
- County Commissioners Meeting Agenda

- Economic Development Conference Call

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. Veterans Day – Town Hall Closed – November 11th
2. Thanksgiving Holiday – Town Hall Closed – November 24th & 25th

Website/Newsletter

Website Status: www.starvalleyranchwy.org

	November	October
Unique Visitors	678	926
Average Pages Viewed per Visitor	2	2
Top 5 pages Viewed	1. Home 2. About Us 3. Public Announcements 4. Town News 5. Documents	1. Home 2. About Us 3. Public Announcements 4. Town News 5. Documents
Total Hits	18,101	24,010

Town Bulletin #16 - December 2011

(Please go the Town’s website: www.starvalleyranchwy.org to view the entire Bulletin.

Go to Town News and then click on Town Bulletins.)

Town Bulletin #16 was sent out with the December water bills, and covered the following Town news articles: Snow Removal Reminder, TSVR Planning and Zoning Board report, Natural Resource Board information, Christmas Tree note, and Dog Re-Registrations.

Construction – Water Projects

Summer 2011 Construction Projects – Status

All pipelines are in place

Project Transmission & Distribution Lines as well as Fire Hydrants

Prater Canyon Tank

Both Tanks are Fenced

Reclamation including reseeding

Disinfectant Building Operational

Green Canyon Tank

Booster Pump Building nearly completed

Well No. 3 (Town Property: Vista & Vista West)

Variable Speed Pump (up to 1,000 gallons per minute) is installed

Pump House is operational

Assessment: Another good summer of improvements and expansion of our system.

1. Total Storage Requirements: met
2. Source Requirements: Prater Spring redevelopment pending next year
 1. Transmission Lines Expansion or Replacement : completed
 2. Disinfectant Capabilities: complete
 3. All new lines: tested and “on-line”
 4. All three buildings: nearing completion
3. Budget: Under

Special Municipal Officer Report:

During November, the SMO issued eleven written warnings and nine verbal warnings. No regular citations were issued. Refer to the following SMO Enforcement Actions and Activities Log for further details.

NOVEMBER SMO ENFORCEMENT ACTIONS / ACTIVITIES

DATE	VIOLATION	LOCATION	ACTION TAKEN
11/1/11	Parking on road right of way – Utility trailer- no plate	Spruce Dr.	Issued written warning
11/4/11	Property (trash receptacle) on road right of way	Hardman	Issued written warning
11/7/11	Fail to maintain dog on own property	Alpine Way	Issued written warning – dog had escaped from kennel
11/7/11	Fail to license dog	Alpine Way	Issued written warning. Owner agreed to immediately license dog for both 2011 and for 2012
11/9/11	Walking unleashed dog	East Forest	Issued verbal warning. Dog had electronic collar. Owner from out of state – here for 2 days only – so no SVR license required.
11/13/11	Parking on road right of way	Alta	Issued written warning
11/14/11	Pushing snow across roadway	Hardman Circle	Issued verbal warning but was unfounded as subsequently confirmed the snow was pushed by Town maintenance crew
11/18/11	Parking on road right of way	Snow Forest	Issued written warning – snow removal contractor who could not get his truck and trailer up to the client’s residence

11/18/11	Property (trash receptacle) left on road right of way	Cedar Creek Dr.	Issued written warning
11/18/11	Property (trash receptacle) left on road right of way	Hardman	Issued written warning
11/19/11	Walking unleashed dog	Bramble-berry	Issued verbal warning to young boy. Dog licensed
11/27/11	Unleashed dogs following snowmobiles	Vista Dr.	Issued verbal warning. Out of state dog owners here for Thanksgiving -so no SVR license required.
11/27/11	Unleashed dog following snowmobile	Alpine Way	Issued verbal warning. Out of state dog owner here for Thanksgiving – so no SVR license required.
11/27/11	Walking unleashed dog	Vista West	Issued verbal warning. Out of state dog owner here for Thanksgiving – so no SVR license required.
11/27/11	Dog following kids sledding	Golf Course above Town Hall	Issued verbal warning. Out of state dog owner here for Thanksgiving – so no SVR license required
11/27/11	Walking unleashed dog	Cedar Creek By the pool	Issued verbal warning. Out of state dog owner here for Thanksgiving - so no SVR license required.
11/28/11	Walking unleashed dog	Cedar Dr. at Prater Canyon trailhead	Issued verbal warning. Dog has SVR license
11/28/11	Parking on road right of way	Aspen Way at Mahogany	Issued written warning – vehicle owner working on construction project in area
11/28/11	Parking on road right of way	Aspen Way at Choke Cherry	Issued written warning – vehicle owner working on construction project in area
11/29/11	Parking trailer on road right of way	35 Vista Court cul de sac	Issued written warning

Lincoln County Sheriff's Report

Coverage

Items	Avg	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
CFS/Law														
Incidents	15.9	5	4	18	7	9	15	39	20	26	13	9		165
Special														
Patrol	16.4	6	8	16	8	12	25	31	24	18	26	32		206
Warnings	0.3	0	0	0	0	0	0	0	3	0	0	0		3

Citation	1.3	0	3	0	0	2	3	3	0	1	5	0	17
Abandoned 911	0.0	0	0	0	0	0	0	0	0	0	0	0	0
Abandoned Vehicle	0.1	0	0	0	0	0	0	0	1	0	0	0	1
Agency Assist	0.3	1	1	0	0	0	0	0	0	1	1	0	4
Animal Problem	0.6	0	1	1	1	0	2	0	0	0	0	0	5
Assault Auto	0.1	0	0	1	0	0	0	0	0	0	0	0	1
Accident	0.3	0	0	1	0	1	0	0	1	0	0	1	4
Burglary	0.1	0	0	0	0	0	0	0	0	1	0	0	1
Child Abuse Citizen	0.1	0	0	0	0	0	0	0	0	1	0	0	1
Assist Citizen	1.4	2	0	0	0	1	1	8	0	1	0	0	13
Dispute Civil	0.8	0	1	0	0	1	0	0	3	2	0	1	8
Execution /Paper	0.0	0	0	0	0	0	0	0	0	0	0	0	0
Controlled Substance	0.0	0	0	0	0	0	0	0	0	0	0	0	0
Disorderly Conduct	0.0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0.4	0	0	1	0	1	0	2	0	0	0	1	5
Drugs	0.0	0	0	0	0	0	0	0	0	0	0	0	0
DUI	0.0	0	0	0	0	0	0	0	0	0	0	0	0
Fraud	0.3	0	0	0	2	0	0	0	0	1	0	0	3
Harassing Juvenile	0.2	0	0	2	0	0	0	0	0	0	2	0	4
Problem	0.3	0	0	1	0	0	0	0	0	0	0	0	3
Keep the	0.0	0	0	0	0	0	0	0	0	0	0	0	0

Peace				0	0	0							
Lost /Found													
Property	0.4	0	0	1	0	0	0	0	2	1	0	0	4
Lost/Found													
Animal	0.2	0	0	0	0	0	1	1	0	0	0	0	2
Medical	0.2	0	0	0	0	1	0	0	0	1	2	0	4
Missing													
Persons	0.0	0	0	0	0	0	0	0	0	0	0	0	0
Motorist													
Assist	0.2	0	0	0	0	0	0	1	0	1	0	0	2
Other	2.8	0	1	6	1	2	2	7	3	3	2	1	28
Suspicious	0.8	1	0	0	0	0	1	0	4	1	1	3	11
Theft	0.8	0	0	0	0	0	2	0	3	2	3	1	11
Threatening	0.2	0	0	0	0	1	0	1	0	0	0	0	2
Traffic	0.1	1	0	0	0	0	0	0	0	0	1	0	2
Trespass	0.1	0	0	0	0	0	0	0	0	1	0	0	1
Utility													
Problem	0.2	0	0	1	0	0	0	1	0	0	0	0	2
Vandalism	0.3	0	0	0	0	0	1	1	0	1	0	0	3
Vin													
Inspection	2.7	0	0	2	2	1	3	6	3	7	0	1	25
Welfare													
Check	0.3	0	0	1	1	0	0	0	0	1	1	0	4

Town Economic Development Board

No report given

PRIOR BUSINESS:

Prater Canyon Flood Reimbursement Status

A "Request for Reimbursement" has been sent to the Wyoming Office of Homeland Security for expenditures made by the Town in the Prater Canyon Drive Water Line Replacement, road and storm channel/creek reconstruction.

This reimbursement included expenditures for the following:

Materials	\$ 33,584.13
Labor	9,176.41
Equipment	13,146.00
Contract Labor	<u>117,431.05</u>
TOTAL	\$ 173,337.59

Reimbursement and the Town's contribution for these expenditures are as follows:

FEMA	\$130,003.19
State	32,500.80
Town	<u>10,833.60</u>
TOTAL	\$173,337.59

A following request will be for the release of retainage for \$9,617.98 which will be sent on January 11th, 2012 after the 41 days of advertisement.

Policy & Procedures Update

The employees of the Town of Star Valley Ranch met on December 1st to discuss and be informed of changes and additions made to the Policy and Procedure Manual. All received an updated manual that included recent changes in Town Policy, IRS Guidelines and other regulations.

These changes included the following:

- 1- Time Card, All employees are required to fill out a Time-card to allocate work performed
- 2- Automatic Deposit will be required of all payroll payments
- 3- Town Vehicles for employees will be considered a fringe benefit if taken home at night and the employee will have the required IRS guideline addition to their salary
- 4- Cell Phones used for brief and infrequent personal use will be allowed but monitored by the employee's supervisor
- 5- Sick Leave communication between the employee and their supervisor will be required throughout the employees' absence from work
- 6- Travel. If a Town vehicle is available and an employee or representative of the Town wishes to use their private vehicle rather than the Town's vehicle; the Town will reimburse only the cost of fuel for that business or training trip.
- 7- Same Day Travel, employees traveling to and from the intended destination for Town business in the same day will be allowed a reasonable reimbursement for the amount of normal meals with receipts for those meals.

Each employee signed that they had read, understood and received a copy of these Town's Policies.

Mayor Siddoway explained the Council agreed to follow the vehicle policy as well as the employees.

Councilman Redlin moved that The Town of Star Valley Ranch approve the changes made to the Town of Star Valley Ranch, Policy and Procedure Manual. Councilman Harker seconded the motion. The motion carried unanimously.

Accept Audit Recommendations

Town Administrator explained the Auditors presented their information during the last council meeting and a copy of their report is available at Town Hall.

Councilman Koch moved that The Town of Star Valley Ranch accept the Audited Financial Statements prepared from the Financial Records of the Town of Star Valley Ranch as performed by Jones Simkins, Certified Public Accountants for the 2010/2011 fiscal year ended June 30, 2011 as recommended by Town Administrator Gregg Wilkes. Councilman Warren seconded the motion. The motion carried unanimously.

New Business

Council Resignation

Please accept this letter as formal notice of my resignation as Councilman for the Town of Star Valley Ranch effective January 1, 2012.

It has been a personal pleasure to work with the dedicated and hardworking council members these last five years. Together, as a body, we have achieved many things and made improvements to the water system and improvements to the roads. We have obtained numerous grants, the front entrance being an example of one of these grants. We have a patent in place on the 40 acre BLM property, now named Fox Run Park and a year-round maintenance shop on this property. The leadership of our Mayor has contributed immeasurably in marshaling our efforts to provide the best community we can to the residents of our Town.

There are also some individual contributions I am proud to have made during my tenure such as, keeping our residents regularly informed about the actions and policies of the Town Council via monthly Bulletin inserts included in the Town water bills, Quarterly Newsletters, website development and monitoring and e-mails; establishing a Natural Resource Board to protect, sustain and promote the health and safety of the forests and vegetation within the Town, and holding the Town's first Arbor Day celebration. The Town is now in the process of becoming a Tree City USA.

I want to express my thanks to the staff who have tirelessly given their professional and personal support over the last five years.

Finally, and most importantly, I want to thank the residents who elected me and gave me the opportunity to serve as their representative on the Town council. Your continued trust and support over the past five years is perhaps the most important measure of my success. As I take my leave, I encourage your continued involvement in electing and supporting the representatives who will guide our Town in the future.

Sincerely,

Carol J. Warren

Mayor Siddoway expressed his gratitude for her time she served on the Council.

Councilman Warren stated she enjoyed her time on the Council and that she is not leaving the Town as Star Valley Ranch as this is her home. She wanted to thank everyone for all their support during the last 5 year.

Councilman Harker moved that The Town of Star Valley Ranch reluctantly approve Councilman Carol J. Warren's letter of resignation, Councilman Redlin seconded the motion. The motion carried unanimously.

Mayor Siddoway explained we have had 11 residents inquire about appointment to the Council and 4 Applications were submitted. 3 of the 4 applicants have already been interviewed and the 4th and any others that we receive will be interviewed tomorrow. This appointed term will be until the next election. The Town will have one two-year position and two four-year positions open for the Primary next year. Any interested applicants can file in May with the Town Clerk.

Appointment of Town Engineer

Councilman Harker moved that The Town of Star Valley Ranch approve Clarence Kemp P.E., Vice President of Forsgren Associates, Inc. as the Town's Engineer. Councilman Redlin seconded the motion. The motion carried with 4 Yea and Councilman Warren abstained.

Appointment of P&Z Alternate Member

Councilman Redlin moved that The Town of Star Valley Ranch approve the Mayor's appointment of Dr. Robert Palmquist to the Planning and Zoning Board of the Town of Star Valley Ranch as an alternate member whose term shall end on June 30, 2012. This appointment is to replace Steve Ashworth who has resigned. Councilman Koch seconded the motion. The motion carried unanimously.

Appointment of TED Board Member

Councilman Warren moved that The Town of Star Valley Ranch accept the Mayor's appointment of Rick Nelson to the Town's Economic Development Board, whose term shall end on June 30, 2014. Councilman Harker seconded the motion. The motion carried unanimously.

Star Valley Artist

Star Valley Artists Studio Tours (SVAST)

Presenter: Mark Marino

1. Pursuant to "brainstorming" conversations with Boyd, I propose that a limited arrangement between the Town of Star Valley Ranch and SVAST be made for the purpose of presenting a winter art show to be held at the Town Hall building. The Mayor appears to be in favor of the arrangement. The following terms have been discussed (but not documented.)
2. SVAST will handle all arrangements for the preparation, execution, and clean up after the art show. The Town will provide the display area (Council Room) and facilities for support activities (restrooms, refreshments preparation area, cleanup equipment, trash disposal, parking...).
3. In a separate conversation with Eric Byan of the Flying Saddle, it was suggested that the upstairs room may also be available for art show space. Actual logistics have not been worked out, but it appears that we have preliminary approval for that use.
4. SVAST is checking on availability of freestanding easels for display. Some wall mounted picture hangers may be necessary. Repair of possible nail holes has not been discussed.
5. The Mayor suggested that the SVR Association is the proper entity to actually host the planned art show and to also advertise in the local newsletter.
6. The purpose of the SVR Winter Art Show is to attract local artists to enter and compete, and to stimulate the latent artists living in Star Valley to join the art community. We hope to encourage this by advertising and the offer of 1st, 2nd, and 3rd place prize money. This idea was suggested by the Mayor and he indicated that he might be able to attract enough donors to offer significant prize money. The verbally proposed goal was set at \$500 total for all 3 prizes.
7. The proposed format is to hold an artist's reception and prize awards on the evening of Friday, February 10 from 6:00 to 9:00pm, and to host an all day display time on Saturday, February 11 from 10:00am to 5:00pm.
8. Non-alcoholic beverages and some finger-foods are planned to be served.

The objective of this proposed art show is:

- to raise the awareness of the arts community in Star Valley,
- to include Star Valley Ranch as a player in that art community,
- to attract emerging artists to come forward from the local community,

- to offer an art venue that has not been available prior,
- and to hopefully establish an annual event for the community.

The bottom line is that an involved community makes a better, more attractive place to live, which will attract new tourism and permanent residents.

Mayor Siddoway explained that the town will lease the upstairs from Ridgecreek Investment for \$1.00 to allow the art show to also be upstairs. Prizes for the artists will be provided by Flying Saddle.

Councilman Koch moved that **The Town of Star Valley Ranch** approve the **Star Valley Artist's request for the use of Town Hall as requested (amended), as well as assign Gregg Wilkes to be the Town's official contact.** **Councilman Redlin** seconded the motion. The motion carried unanimously.

EMS Radio Repeater

Councilman Harker moved that **The Town of Star Valley Ranch** approve the **Thayne Volunteer EMS request to install a Radio Repeater antenna and associated equipment on and in the First Response Center.** It is further approved at a later time to move this installation to the **Prater Canyon Tank Building.** **Councilman Koch** seconded the motion. The motion carried unanimously.

Town Code Updates

Councilman Redlin read this Ordinance in its entirety.

An Ordinance providing modifications to Titles 1, 6 and 9 of the Town Code to improve terminology, provide clarifications, and remove conflicts. The Town Code is a living document that includes the requirements of all the Town Ordinance that have been approved. It is anticipated that future periodic modifications will continue to be required as conditions change, conflicts are recognized, improvements are identified and additional requirements and regulations are established.

Councilman Redlin moved that **The Town of Star Valley Ranch** approve the **first reading of the Ordinance 2012-01, Modifications Titles 1, 6 and 9 of the Town Code, as read.** **Councilman Harker** seconded the motion. The motion carried unanimously.

Lower Valley Patronage Certificate

It is a pleasure to be your energy provider. You are an owner of Lower Valley Energy, and it is our goal to provide you with exceptional service and some of the lowest rates in the country.

The enclosed certificate represents your 2010 patronage capital allocation from Lower Valley Energy. The total dollar amount at the bottom of the enclosed certificate is the dollar amount you will receive if you choose to leave your money invested with Lower Valley Energy for the next 20 years. It also spells out the present value of your investment if you decide to cash out during this year, or any of the next 20 years.

Simply mail in or bring your signed certificate to either of the Lower Valley Energy offices in Afton or Jackson. If the present value of your 2010 patronage capital is less than \$250, we will write you a check at the front desk. All checks over \$250 will be prepared and mailed on the 25th of each month.

We hope by now it is evident that Lower Valley Energy prides itself on great customer service and great rates. After all, there are advantages to owning your utility cooperative. Should you have any questions, please call us at (307) 733-2446 in Jackson, (307) 885-3175 in Afton, or toll free at (800) 882-5875. We appreciate the opportunity to serve your energy needs.

Councilman Koch moved that The Town of Star Valley Ranch approve the Town Clerks recommendation to continue to invest the 2010 Patronage Capital Allocation with Lower Valley Energy. Councilman Redlin seconded the motion. The motion carried unanimously.

Committee Reports

Water Report

During the last month the crew:

Adjusted valves as needed to maintain pressure.

Performed testing as required

Turned water services off for snowbirds

Road Report

During the past month, the road crew worked on the following projects:

Plowed the roads twice

Worked in the shop preparing and repairing equipment

Sanded icy places on roads

We remind everyone to be sure their garbage cans are not in the roadway to keep them from being hit by snowplows

Please remember that **only licensed** drivers are allowed to operate **any** motorized vehicles, including snowmobiles, golf carts, 4 wheelers, motorcycles, automobiles, etc. on the roads of Star Valley Ranch.

Municipal Court Report

ARRAIGNMENTS

DOCKET #	ORDINANCE VIOLATION #	PLEA	FINES, FEES, PENALTIES	
			Fine	Court Fee
11-9-20	7.02.070(s)	Guilty	\$200.00	10.00

Since the Dog Ordinance went into effect on September 1, 2008 there have been 21 Citations issued, \$7,760.00 in assessed Fines, \$369.00 average per Citation.

337 Dogs Registered in 2009, 279 in 2010, 282 in 2011 and 150 have pre-registered for 2012.

Natural Resources Board Report

The Natural Resource Board met on December 2, 2011.

Discussion revolved around the application for Tree City USA. The application is due by December 31st and is to be sent to Mark Hughes, Wyoming State Forestry, 1100 West 22nd Street, Cheyenne, WY 82002. He will review it and forward it to the Arbor Day Foundation. The Arbor Day Foundation will send a letter notifying us of our Tree City USA designation and award materials will be sent to us in early spring. Councilman Warren will be putting this application together.

Goals for 2012 were discussed and as follows:

Set the official Arbor Day for the Town. The second Saturday of June was discussed.

Notify residents donations of \$50.00 or more can be made to the Town for purchasing trees for the Arbor Day celebration. The donations must be made before May 1st. A donation plaque will be purchased and displayed in a prominent place. If the donor wants the donation to be "in memory of someone", the name can be engraved and attached to this plaque.

Signage was also discussed for Fox Run Park. One or two signs could be developed for the entrance to the park with brown with white lettering on Hardman pointing to the park.

P&Z Report

This year the P&Z board issued 25 permits; 5 of those are new residences. The rest were for fences, retaining walls and accessory buildings, etc.

This summer P&Z issued 4 "stop-work" orders in one month for building projects started without a permit. Because of this P&Z initiated an action plan which has included installing signs posted at the Town entrance roads, permit reminder signs posted in the Town public areas, articles written monthly in the water bill newsletter and letters to area contractors and realtors, also public notices in the newspaper.

This education effort is already beginning to show positive results.

As a courtesy service to the public, the P&Z Board continues to track building permits expiring within 90 days. Permit holders are then notified 60 days in advance of the expiration date.

P&Z continues its efforts to coordinate the Town's master plan land use with Lincoln County.

The Board also continues its work to recommend proposed additions, amendments and definitions in the Town's building and zoning ordinances.

The P&Z Board meets on the first and third Wednesdays of the month at 5:00 p.m. the public is always welcome to attend these meetings.

Financial Reports
2010-2011 Budget Summary

Town of Star Valley Ranch - General Fund

Operating Budget for 2011 - 2012 / November

SOURCE OF FUNDS	Monthly Actual	Monthly Budget	YTD Actual	YTD Budget
Local Revenue	\$23,874	\$ 19,620	\$99,148	\$101,100
Interest Earned	3,803	1,000	7,262	5,000
Licenses & Permits	3,920	40	24,225	2,060
State Shared Revenue	38,834	32,000	383,783	328,348
Three-Mil Property Tax	15,490	10,500	22,362	11,625
Miscellaneous Revenue	3,476	305	8,028	1,690
Excess Funds	(15,523)	(1,565)	(119,910)	97,424
Total Source of Funds	\$73,874	\$ 61,900	\$424,898	\$ 547,247
USE OF FUNDS	Monthly Actual	Monthly Budget	YTD Actual	YTD Budget
Town Administration	\$27,610	\$16,040	\$123,109	\$131,134
Public Works - Roads	20,039	33,630	226,817	294,289
Executive Overhead	2,204	2,705	11,555	13,528
Municipal Court	202	315	850	4,920
Planning & Zoning Board	1,992	1,742	16,398	19,012
Economic Development	0	0	926	1,000
Natural Resources Board	0	0	70	1,000
Legal	882	1,150	7,177	5,750
Fire, EMS, Pub Safe & SMO	20,945	6,318	37,996	76,614
Total Use of Funds	\$73,874	\$61,900	\$424,898	\$547,247

Town of Star Valley Ranch - General Fund

Capital Improvement Budget for 2011 - 2012 / November

SOURCE OF FUNDS	Monthly Actual	Monthly Budget	YTD Actual	YTD Budget
Grants	\$0	\$27,940	\$0	\$55,879
Reserves	98,496	0	98,496	29,750
From General Fund	0	0	0	0
Excess Funds	0	0	0	0
Total Source of Funds	\$98,496	\$27,940	\$98,496	\$85,629
USE OF FUNDS	Monthly Actual	Monthly Budget	YTD Actual	YTD Budget
Projects:				
BLM Property	\$0	\$0	\$4,259	\$0
Public Work Storage Sheds	0	27,939	2,850	55,879
Other Projects	98,496	0	104,960	0
Total Projects	\$98,496	\$27,939	\$112,069	\$55,879
Equipment				
Public Works Equip	\$0	\$0	\$21,014	\$87,500
1st Response Equip	0	0	0	-25,000
Other Capital Projects	0	0	0	0
Total Equipment	\$0	\$0	\$21,014	\$62,500
Total Use of Funds	\$98,496	\$ 27,939	\$ 133,083	\$ 118,379

Town of Star Valley Ranch - Water Operating Budget

Operating Water Budget for 2011 - 2012 / November

SOURCE OF FUNDS	Monthly Actual	Monthly Budget	YTD Actual	YTD Budget
Operating Fees	\$33,796	\$30,390	\$211,934	\$176,625
Property Tax - Five Mills	22,149	17,500	37,270	19,375
5th Cent Sales Tax - 25%	7,955	6,500	32,302	33,500
Miscellaneous Revenue	0	330	1,450	1,665
Excess Funds	-29,272	-17,471	-58,232	19,734
Total Source of Funds	\$34,628	\$37,249	\$224,724	\$250,899
USE OF FUNDS	Monthly Actual	Monthly Budget	YTD Actual	YTD Budget
Administration	\$5,659	\$4,020	\$29,573	\$35,690
Public Works - Water Op	9,160	12,740	64,394	85,535
Water Service Agreem	239	375	28,247	25,000
Wages & Withholdings	19,570	20,114	102,510	104,674
Total Use of Funds	\$34,628	\$37,249	\$224,724	\$250,899

Town of Star Valley Ranch - Capital Water Department Budget

Capital Improvement Water Budget for 2011 - 2012 / November

SOURCE OF FUNDS	Monthly Actual	Monthly Budget	YTD Actual	YTD Budget
Grants & Loans	-\$66,090	\$0	\$1,015,462	\$1,867,600
Contribution from Reserve	485,682	0	0	0
Contribution Water Fund	0	0	0	0
Excess Funds	0	0	-27,602	-29,500
Total Source of Funds	\$419,592	\$0	\$987,860	\$1,838,100
USE OF FUNDS	Monthly Actual	Monthly Budget	YTD Actual	YTD Budget
Projects				
WWDC Level III Const	417,642	0	1,464,074	1,867,600
Steel Pipe Replacement	0	0	1,233	0
Emergency Use	0	0	6,285	0
Total Projects Costs	\$417,642	\$0	\$1,471,592	\$1,867,600
Investments				
Water Dept Sinking Fund	-	-	-	\$ (50,000)
Water Meter Reserve	0	0	0	0
Total Investment Costs	\$0	\$0	\$0	-\$50,000
Equipment				
Equipment Upgrade/Soft	1,950	0	1,950	20,500
Total Equipment Cost	\$1,950	\$0	\$1,950	\$20,500
Total Use of Funds	\$419,592	\$0	\$1,473,542	\$1,838,100

Treasury Report

Treasurer's Report

As of: 11/30/2011

<u>GENERAL FUNDS</u>	<u>November-11</u>	<u>October-11</u>	<u>Difference</u>
Certificates of Deposit	\$250,000.00	\$250,000.00	\$0.00
Reserve Municipal Complex	\$250,000.00	\$250,000.00	\$0.00
Rolling CD	\$613,120.05	\$613,120.05	\$0.00
Total CDs	\$1,113,120.05	\$1,113,120.05	\$0.00
Checking	\$175,302.07	\$130,751.74	\$44,550.33
Total Funds	\$1,288,422.12	\$1,243,871.79	\$44,550.33

<u>WATER FUNDS</u>	<u>November-11</u>	<u>October-11</u>	<u>Difference</u>
Sinking Fund Reserve	\$250,000.00	\$250,000.00	\$0.00
Certificates of Deposit	\$100,000.00	\$100,000.00	\$0.00
Rolling CD	\$170,000.00	\$170,000.00	\$0.00
Total CDs	\$520,000.00	\$520,000.00	\$0.00
Checking	-\$95,789.18	\$368,662.42	(\$464,451.60)
Total Funds	\$424,210.82	\$888,662.42	(\$464,451.60)

<u>STAR VALLEY RANCH</u>	<u>November-11</u>	<u>October-11</u>	<u>Difference</u>
Grand Totals	\$1,712,632.94	\$2,132,534.21	(\$419,901.27)

Town Clerk Reconciliation Report

Towns Clerk Reconciliation Report		
Treasurer's Report	Town	Water
Change in cash during month	44,550.33	(464,451.60)
Reconciling amounts		
(decrease) increase in receivables	2,905.66	(133,536.17)
decrease (Increase) in payables	(74,500.29)	85,650.77
decrease in long-term debt	-	-
Other miscellaneous differences (entered bill /credit in prior billing)	(55,928.70)	55,928.70
Budget Summary		
Month's excess (deficit) per budget report	(82,973.00)	(456,408.30)
Other Misc Differences = Adjustments in Payroll, wrecked truck & 5th Penny		

Water Billing Department

Billings

Billing Period

Ending November 2011

Number of Water Accounts:

1056

- Total Bills Mailed 1044
- Exception 12
 - Customer request no bill mailed 3
 - New Services 0
 - Held to issue manual bill 9

COLLECTIONS

Month Ending: November

Total Accounts:

1055

	<u>This Month</u>	<u>% Nov</u>	<u>% Oct</u>
<u>Collection Status</u>			
Current	923	87.4%	89.0%
1 Month Delinquent	84	8.0%	6.3%
2 Month Delinquent w/ Payment Program	31	2.9%	3.0%
3+ Month Delinquent w/ Payment Program	2	0.2%	0.3%
Disconnected Services:			
Houses	13	1.2%	1.0%
Vacant Lots	3	0.3%	0.4%
Total	1056	100.0%	100.0%

*** There were three (3) water disconnects for non-pay, they were all foreclosure bank takeovers. ***

Upcoming Activities

1. Joint TED & P&Z Board Meeting – December 14th
2. 2011 Wrap Up – 2012 Assignments – December 15th
3. Plastic Pipe Replacement Meeting – December 15th
4. WAM-Video Conference 2012 Legislative Topics – December 15th
5. Employee/Volunteer Christmas Luncheon – December 16th
6. Christmas – Town Hall Closed – December 26th
7. New Year's Day – Town Hall Closed – January 2nd
8. Town Council Meeting – January 10th

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

Adjournment: at 9:00 PM

Respectfully Submitted

Approved

Brenda L Bauer, Town Clerk

Boyd Siddoway, Mayor