

The Town of
Star Valley Ranch, Wyoming

TOWN MEETING MINUTES

FINAL

January 10, 2012

Present: Boyd Siddoway, Mayor
Kent Harker, Councilman
George "Al" Redlin, Councilman – By Phone
Edwin Koch, Councilman
David Ward, Councilman – By Phone

Call to Order, Roll Call of Councilmen, and Statement of Quorum: The seventy-fourth regular monthly meeting of the Town of Star Valley Ranch Town Council was held January 10, 2012 at Town Hall. Mayor Siddoway called the meeting to order at 7:00 p.m., and with Councilman Harker and Councilman Koch in attendance in person and Councilmen Redlin and Ward by phone, declared the existence of a quorum. Also present were Town Administrator Gregg Wilkes, Town Attorney Spencer Allred and Town Clerk Brenda Bauer.

Special Guest: Mayor Siddoway welcomed Star Valley Independent Representative Sarah Hale and Chamber of Commerce representatives Maridee Matson and Melanie Wilkes.

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*

Adopt the Agenda:

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

Adopt the Consent Agenda:

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

Consent Agenda Items:

Copies of the latest Town Council Meeting minutes and Steel Pipe Line Replacement Public Hearing 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:

- WSGS News
- FEMA Notification
- 290 Acre Development Project Follow Up

- WAM Video Conference
- Homeland Security Change of Address
- WAM's Webinar
- WAM Heads Up – December 16th
- Lincoln County Commissions Agenda – December 20th
- 2011 State Population Estimate
- WAM Heads Up – December 22nd
- Local Government Appropriation Model
- Lincoln County Commissions Agenda – December 28th
- Levee Approach & Public Review Factsheet
- WAM Heads Up – December 29th
- WARWS – Metering 101 Webinar
- 2011 Art Show
- CBI Focus on Lincoln County
- WAM Heads Up – January 5th

Website/Newsletter

Website Status: www.starvalleyranchwy.org

	November	December
Unique Visitors	678	807
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	20,823

Town Bulletin #17 – January 2012

(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 #17 was sent out with the January water bills, and covered the following Town news articles: Retiring Councilman, New Councilman, TSVR Planning and Zoning Board, Natural Resource Board, Winter Road Information, and Star Valley Ranch Winter Art Show.

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. Joint TED & P&Z Board Meeting – December 14th
2. 2011 Objectives/2012-2011 Accomplishments – December 15th
3. Plastic Pipe Replacement Meeting – December 15th
4. WAM – Video Conference 2012 Legislative Topics – December 15th
5. Legislative Redistricting

Special Municipal Officer Report:

During December, the SMO issued one regular citation (PP-11-0009), fourteen written warnings, nine verbal warnings, and twenty written water shut off notices. Refer to the following SMO Enforcement Actions and Activities Log for further details.

DECEMBER SMO ENFORCEMENT ACTIONS / ACTIVITIES

DATE	VIOLATION	LOCATION	ACTION TAKEN
12/1/11	Unpaid water bill	Spruce Dr.	Issued written water shut off notice
12/1/11	Unpaid water bill	Aspen Way	Issued written water shut off notice
12/1/11	Unpaid water bill	Mahogany Circle	Issued written water shut off notice
12/1/11	Unpaid water bill	Choke Cherry Dr.	Issued written water shut off notice
12/1/11	Unpaid water bill	Bramble berry	Issued written water shut off notice
12/1/11	Unpaid water bill	Barberry	Issued written water shut off notice
12/1/11	Unpaid water bill	Scrub Oak (house is numbered for Barberry)	Issued written water shut off notice
12/1/11	Unpaid water bill	Scrub Oak	Issued written water shut off notice
12/1/11	Unpaid water bill	Scrub Oak	Issued written water shut off notice
12/1/11	Unpaid water bill	Vista West	Issued written water shut off notice
12/1/11	Unpaid water bill	Alpine Circle	Issued written water shut off notice
12/1/11	Unpaid water bill	Green Canyon	Unable to issue written water shut off notice/ dog would not let me near the door
12/1/11	Unpaid water bill	Solitude	Issued written water shut off notice

12/1/11	Unpaid water bill	Alpine Way/ address found to be metered vacant lot	Unable to Issue water shut off notice to vacant lot
12/1/11	Unpaid water bill	Vista Dr.	Issued written water shut off notice
12/1/11	Unpaid water bill	Hardman	Issued written water shut off notice
12/1/11	Unpaid water bill	Hardman/ address found to be a metered vacant lot	Unable to issue water shut off notice to vacant lot
12/1/11	Unpaid water bill	W. Elkhorn	Issued written water shut off notice
12/1/11	Unpaid water bill	Bonneville	Issued written water shut off notice
12/1/11	Unpaid water bill	Butte Dr.	Issued written water shut off notice
12/2/11	Property (trash receptacle) left on road right of way	Walnut	Issued verbal warning
12/2/11	Property (trash receptacle) left on road right of way	Choke Cherry	Issued written warning
12/5/11	Parking on road right of way	Butte Dr.	Issued verbal warning
12/6/11	Parking on road right of way	Bramble berry	Issued written warning
12/8/11	Barking dogs	Oak Dr.	Issued written warning/ no signed complaint from reporting party
12/8/11	Failure to maintain dogs on own property	Oak Dr.	Issued written warning/ no signed complaint from reporting party
12/8/11	Unlicensed dogs	Oak Dr.	Issued written warning/ owner licensed dogs on 12/12/11
12/9/11	Property (trash receptacle) left on road right of way	Bonneville Dr.	Issued written warning
12/11/11	Property (trash receptacle) left on road right of way	Scrub Oak	Issued written warning
12/14/11	Parking on roadway / impeding road maintenance	Middle Branch Court	Issued written warning
12/16/11	Barking dogs	Butte Dr.	Issued written warning – dogs were licensed
12/16/11	Keeping more than three dogs on property	Butte Dr.	Issued written warning (residents had three dogs of their own, all of which were licensed in 2011. They were also keeping two additional dogs for friends on an extended basis. The residents returned the two extra dogs to their friends immediately upon being advised of the complaint.)
12/17/11	Walking unleashed dog	Cedar Creek Dr. by pool	Issued verbal warning/ dog was licensed and owners had leash with them

12/19/11	Pooper Scooper violation	Ridgecrest	Issued verbal warning and verified that owner cleaned up after his dog
12/20/11	Walking unleashed dog	Hardman	Issued verbal warning/ owners visiting from CA.
12/21/11	Unleashed dog	Hardman	Issued verbal warning/ owner let dog off leash to play & run in vacant lot. Dog licensed in 2011
12/26/11	Fail to maintain dog on own property	Aspen Way	Issued written warning – Dog licensed in 2011
12/26/11	Keeping dog that has propensity to be vicious charging and biting a neighbor's dog	Aspen Way	Issued written warning. Complainant did not wish to sign complaint or testify in court. Dog was licensed in 2011
12/27/11	Trailer left parked on road right of way impeding snow removal operations	Redwood Rd.	Issued written warning. Trailer was moved within 30 minutes
12/28/11	Failure to maintain dog on own property and permitting dog to roam freely and chase vehicle towing small kids on a sled	Bramble berry	Issued citation PP-11-0009 – court date 1/10/12
12/28/11	Failure to license dog	Bramble berry	Issued citation PP-11-0009
12/28/11	Vehicle parked on road right of way	Cottonwood	Issued written warning.
12/29/11	Vehicle parked on road right of way	Piute	Issued verbal warning
12/30/11	Vehicle towing sleds in unsafe manner	Vista West	Issued verbal warning
12/30/11	Kids sledding down middle of roadway posing safety risk to themselves and oncoming traffic	Vista East	Issued verbal warning

Municipal Court Report

No arraignments or hearings were held during the month of December 2011.

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	8	173
Special														
Patrol	16.4	6	8	16	8	12	25	31	24	18	26	32	27	233
Warnings	0.3	0	0	0	0	0	0	0	3	0	0	0	0	3

Citation	1.3	0	3	0	0	2	3	3	0	1	5	0	0	17
Abandoned 911	0.0	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	0	1
Agency Assist	0.3	1	1	0	0	0	0	0	0	1	1	0	0	4
Animal Problem	0.6	0	1	1	1	0	2	0	0	0	0	0	0	5
Assault Auto	0.1	0	0	1	0	0	0	0	0	0	0	0	0	1
Accident	0.3	0	0	1	0	1	0	0	1	0	0	1	1	5
Burglary	0.1	0	0	0	0	0	0	0	0	1	0	0	0	1
Child Abuse Citizen	0.1	0	0	0	0	0	0	0	0	1	0	0	0	1
Assist Citizen	1.4	2	0	0	0	1	1	8	0	1	0	0	0	13
Dispute Civil	0.8	0	1	0	0	1	0	0	3	2	0	1	0	8
Execution /Paper	0.0	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	0
Disorderly Conduct	0.0	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	1	6
Drugs	0.0	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	0
Fraud	0.3	0	0	0	2	0	0	0	0	1	0	0	0	3
Harassing Juvenile	0.2	0	0	2	0	0	0	0	0	0	2	0	0	4
Problem	0.3	0	0	1	0	0	0	0	0	0	0	0	0	3

Keep the Peace	0.0	0	0	0	0	0	0	0	0	0	0	0	0	0
Lost /Found Property	0.4	0	0	1	0	0	0	0	2	1	0	0	1	5
Lost/Found Animal	0.2	0	0	0	0	0	1	1	0	0	0	0	0	2
Medical Missing Persons	0.2	0	0	0	0	1	0	0	0	1	2	0	0	4
Motorist Assist	0.0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0.2	0	0	0	0	0	0	1	0	1	0	0	0	2
Suspicious Theft	2.8	0	1	6	1	2	2	7	3	3	2	1	3	31
Threatening Traffic	0.8	1	0	0	0	0	1	0	4	1	1	3	2	13
Trespass	0.8	0	0	0	0	0	2	0	3	2	3	1	0	11
Utility Problem	0.2	0	0	0	0	1	0	1	0	0	0	0	0	2
Vandalism	0.3	0	0	0	0	0	1	1	0	1	0	0	0	3
Vin Inspection	2.7	0	0	2	2	1	3	6	3	7	0	1	0	25
Welfare Check	0.3	0	0	1	1	0	0	0	0	1	1	0	0	4

PRIOR BUSINESS:

Town Councilman Confirmation

Councilman Harker moved that The Town of Star Valley Ranch approve Mayor Siddoway's appointment of David Ward as Councilman. Councilman Koch seconded the motion. The motion carried unanimously.

Town Code Update

Councilman Redlin read Town Code Updates by Title and changes only. A copy of these changes can be found in the Town Code Title 1, 6 & 9.

Mayor Siddoway asked **Councilman Redlin** and **P&Z Chairman Ron Thacker** if there should be some clarification on the language as there may be some misunderstanding with the picture next to it.

Town Attorney Allred suggested language is more important and he will be willing to work with Ron Thacker for clarification and clear understanding.

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

New Business

2012 Assignments

Harker

- A. Public Works
 - a. *Water Board*
- B. Personnel
- C. Road Master Plan – Initiate a Plan

Koch

- A. Financial
- B. Economical Development Boards
 - a. *Town Economic Development Board*
 - b. County Economic Development Board
 - c. Scenic By-way

Redlin

- A. Planning
 - a. *P&Z Board*
 - b. Town Complex – Initiate a Plan
- B. Waste Water Watch Program

Ward

- A. Public Safety
 - a. Town Emergency Plan
 - b. Fire Safety
 - c. EMS
- B. Community Involvement
 - a. *Natural Resources Board*

Siddoway

- A. Water–Development (Culinary)
 - a. Wrap-up 2011 Project's Odds & Ends
 - b. Prater Canyon Spring Development / SCADA Projects
 - c. Steel Pipe Replacements Phase II Project
 - d. Initiate Plastic Pipe Replacement Plan
- B. Project Funding
- C. Communications

Chamber of Commerce

Chairman Meridee Matson explained over the past year they have developed a very good relationship with the individual towns. They are trying to be more effective than they have in the past.

Byway – A first draft of the byway plan is done and ready to go to the meeting tomorrow. After that meeting a final draft will be done and sent to the committee members as the due date to submit it is the end of February.

Redistricting – Meetings were held about the redistricting and they were not very well attended. This proposal had Star Valley split up in several different areas. The Chamber received approximately 600 signatures to request a change. Senator Dockstader & Representative McKim were asked to try to come up with other options. This is because of a Wyoming State Law and the 2010 Census that is making us have to redistrict based on population. The current plan would have the Valley lose almost 2,000 votes, and we would like to maintain the integrity of the voting power.

LDS Business College – Just celebrated their 100th Anniversary. They provide certificates and degrees and the Chamber has developed a partnership with them to come up and hold business seminars.

Job Fair – February 11th 9AM – 2PM at the Lincoln County Job Fair. The Chamber is requesting assistance from the Town to help advertise.

Tourism – Officials will be visiting in the spring and the Chamber would appreciate support from Mayor and Councilman to help show that our County is not receiving a fair share of advertising money. The Chamber would be willing to have volunteers help if we have a function that needs support.

PBR - Will be held in July and the Chamber will be co-sponsoring it with the Town of Afton. The Lincoln County Commissioners agreed to pay the \$1500.00 to reserve a space for the Chamber.

Golf Tournament - Will be held in August in Star Valley Ranch and they would love to have a Mayor's Team and a Council Team.

Natural Resources Board Member Confirmation

Councilman Harker moved that The Town of Star Valley Ranch approve Mayor Siddoway's appointment of Ron Denney to the Natural Resources Board Member for a three-year term ending June 30, 2014. Councilman Koch seconded the motion. The motion carried unanimously.

Natural Resources Board Chairman Confirmation

Councilman Koch moved that The Town of Star Valley Ranch approve Mayor Siddoway's appointment of Carol Warren as the Chair of the Natural Resources Board. Councilman Harker seconded the motion. The motion carried unanimously.

Board Reports

P&Z Report

Since our last report the Planning and Zoning Board approved one permit for front and rear roof extensions on a residence. This compares to one permit, which was approved in the same time period last year.

During the year 2011 the Planning and Zoning Board approved twenty five (25) construction permits. Of these, five were for homes and 4 were for fences. The remaining sixteen were for miscellaneous projects. This compares to seventeen (17) total projects for the year 2010, when five were for homes

and none were for fences (Fences were not required to be permitted that year). There are currently 20 projects still in progress, six of which are homes.

Currently, the Board is continuing its study and work on the Town's Master Plan and Land Use. We are also making a concentrated effort on advertising the need for citizens to apply for the appropriate construction permits before beginning work on such projects as homes, garages, storage buildings, fences, driveways, boundary changes, etc. To accomplish this, we are sending letters to contractors and realtors, placing notices in the newsletter of the water bill and placing signs in high traffic areas of the Ranch. We will be increasing this effort in the spring as people return from their winter homes.

At this time the Board is fully staffed. We appreciate the willingness of Mr. Robert Palmquist who graciously volunteered to return to the Board last month when a vacancy occurred due to a resignation. Robert brings with him a vast amount of knowledge and many years of experience, which will greatly benefit the Board. This year, one or more vacancies may occur due to expiration of terms of office. Therefore, we are currently looking for individuals who might be willing to serve our community on the Planning & Zoning Board. Interested individuals should notify any current member of the Board or the city clerk in the Town Hall.

The Planning and Zoning Board meets at 5:00 pm on the first and third Wednesday of each month in the Town Hall, and the public is invited to attend. The last meeting was held January 4, 2012 and the next one will be January 18.

Committee Reports

Water Report

During the last month the crew:

Repaired 3 leaks

Adjusted valves as needed to maintain pressure.

Performed testing as required

Turned water services on and off

Road Report

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

Plowed the roads three times

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.

Financial Reports
Prater Canyon Flood – Financial Status

The estimated cost of the Prater Canyon Drive Flood Disaster was \$200,000 of which 75% was to be reimbursed by FEMA. This would have left the 25% or \$50,000 in this situation of non-reimbursed funds that would have to be covered by the Town. Mayor Siddoway approached the Lincoln County Commissioners for assistance in making the repairs to Prater Canyon Drive. The County supplied material, labor and equipment in assisting the Town in the amount of \$13,713.61.

After we had received this estimate, Governor Mead made a proclamation for the State of Wyoming to reimburse County and Towns affected by the Spring Flooding of 2011 an additional 75% of the remaining 25% that FEMA did not cover.

The actual cost for the flooding came in as follows:

PRATER CANYON DRIVE FLOOD DISASTER				
Cost Analysis				
<u>EXPENSE ITEMS</u>	<u>ESTIMATE</u>	<u>TOTAL</u>	<u>TOWN</u>	<u>COUNTY</u>
Material		33,584.13	24,606.63	8,977.50
Labor		9,176.41	7,170.30	2,006.11
Equipment		13,146.00	10,416.00	2,730.00
Emergency Work		12,310.96	12,310.96	
Contract Labor		127,609.28	127,609.28	
	=====	=====	=====	=====
Totals	\$200,000	\$195,826.78	\$182,113.17	\$13,713.61
FEMA = 75%	-\$150,000	\$ (146,870.09)	\$(146,870.09)	\$0.00
State = 75% of 25%	N/A	\$ (36,717.52)	\$(36,717.52)	\$0.00
	=====	=====	=====	=====
Non-reimbursed	\$50,000	\$12,239.17	-\$1,474.44	\$13,713.61
Town to County			\$7,594.02	7,594.02
			=====	=====
Local Cost of Disaster			\$6,119.59	\$6,119.59

With this situation FEMA's 75% would reimburse the town \$146,870.09 and with the 75% of the 25% contribution from the State of \$36,717.52 would leave the Town with non-reimbursed funds of 12,239.17.

With the Town's reimbursement in excess of our shared costs of \$1,474.44 and the County's contribution of \$13,713.61 for the work; total non-reimbursed amount of the Flooding project would equal \$12,239.17. This amount divided equally between the Town and the County would be \$6,119.59 for each entity.

To balance the cost equally, Town Administrator Wilkes recommends the Town of Star Valley Ranch reimburse Lincoln County \$7,594.02 as shown on the chart.

Councilman Koch moved that The Town of Star Valley Ranch approve the sharing of the FEMA and State of Wyoming reimbursement funds with Lincoln County and authorize a check in the amount of \$7,594.02. Councilman Harker seconded the motion. The motion carried unanimously.

2010-2011 Budget Summary

General Fund – During the month of December in the General Fund the Town of Star Valley Ranch took in \$111,897 in revenue and had expenditures of \$42,149 which would give the Town excess funds of \$59,748 and year-to-date the Town has received in \$682,321 and expended \$477,048, which is an excess of \$205,273 year-to-date. Much of this is due to the fact that we underestimated income and were conservative in estimating spending in the budget. We have also been spending less than was budgeted. A lot has to do with the fact that we have not had to plow snow as often as in the past and again being conservative in our figures. The Town also received the reimbursement of \$11,541.52 for the emergency work done by the Town during the Spring Flood.

Town of Star Valley Ranch - General Fund				
Operating Budget for 2011 - 2012				
SOURCE OF FUNDS	Monthly Actual	Monthly Budget	YTD Actual	YTD Budget
Local Revenue - 5th Cent Tax	\$30,979	\$18,025	\$154,918	\$119,125
Interest Earned	347	1,000	7,609	6,000
Licenses & Permits	2,068	3,250	26,293	5,310
State Shared Revenue	62,146	29,000	445,929	357,348
Three-Mil Property Tax	15,559	20,250	38,746	31,875
Miscellaneous Revenue	<u>798</u>	<u>135</u>	<u>8,826</u>	<u>1,825</u>
Total Source of Funds	111,897	71,660	682,321	521,483
Less Excess Funds	<u>59,748</u>	<u>10,805</u>	<u>205,273</u>	<u>(86,619)</u>
Net Funds Used	\$52,149	\$60,855	\$477,048	\$608,102
USE OF FUNDS	Monthly Actual	Monthly Budget	YTD Actual	YTD Budget
Town Administration	\$16,016	\$15,015	\$139,125	\$146,149
Public Works - Roads	25,662	34,563	252,479	328,852
Executive Overhead	2,204	2,705	13,759	16,233
Municipal Court	0	190	850	5,110
Planning & Zoning Board	1,405	1,242	17,803	20,254
Economic Development Board	55	0	981	1,000
Natural Resources Board	0	0	70	1,000
Legal	945	1,150	8,122	6,900
Fire, EMS, Pub Safe & SMO	<u>5,862</u>	<u>5,990</u>	<u>43,859</u>	<u>82,604</u>
Total Use of Funds	\$52,149	\$60,855	\$477,048	\$608,102

General Capital Fund – No revenue or expenditures occurred in this fund during the month of December. We had budgeted for some work on the Public Works Storage Building but this has been delayed. Year-to-date we have used \$133,083 of the budgeted \$146,318; most of the expenditures in the Capital Improvement Fund was for the use in the flooding which will be reimbursed.

Town of Star Valley Ranch - General Fund				
Capital Improvement Budget for 2011 - 2012				
SOURCE OF FUNDS	Monthly Actual	Monthly Budget	YTD Actual	YTD Budget
Grants	\$0	\$27,939	\$0	\$83,818
Reserves	0	0	98,496	29,750
From General Fund	<u>0</u>	<u>0</u>	<u>34,587</u>	<u>0</u>
Total Source of Funds	0	27,939	133,083	113,568
Less Excess Funds	<u>0</u>	<u>0</u>	<u>0</u>	<u>(32,750)</u>
Net Funds Used	\$0	\$27,939	\$133,083	\$146,318
USE OF FUNDS	Monthly Actual	Monthly Budget	YTD Actual	YTD Budget
Projects:				
BLM Property	\$0	\$0	\$4,259	\$0
Public Works Storage Sheds	0	27,939	2,850	83,818
Other Projects (Prater Flood)	<u>0</u>	<u>0</u>	<u>104,960</u>	<u>0</u>
Total Projects	\$0	\$27,939	\$112,069	\$83,818
Equipment:				
Public Works Equip	\$0	\$0	\$21,014	\$87,500
1st Response Equip	0	0	0	-25,000
Other Capital Projects	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Equipment	\$0	\$0	\$21,014	\$62,500
Total Use of Funds	\$0	\$27,939	\$133,083	\$146,318

Water Operating – The water fund took in \$33,812 more than was spent during the month of December and year-to-date had taken in \$102,608 in excess of expenditures. Total revenues for this month were \$61,128 and YTD are \$354,471 with expenditures of \$27,316 and \$251,863 respectively. Again we used conservative figures when estimating the funds coming in and overestimated the expenses. The local 5th penny sales tax and property taxes have been received and these have been higher than estimated. The water department has continually come under the projected budget for operating and expenditures.

Town of Star Valley Ranch - Water Department

Operating Water Budget for 2011 - 2012

SOURCE OF FUNDS	Monthly Actual	Monthly Budget	YTD Actual	YTD Budget
Operating Fees	\$24,447	\$29,940	\$236,382	\$206,565
Property Tax - Five Mils	25,931	33,750	64,576	53,125
5th Cent Sales Tax - 25%	10,326	6,000	51,639	39,500
Miscellaneous Revenue	<u>424</u>	<u>335</u>	<u>1,874</u>	<u>2,000</u>
Total Source of Funds	61,128	70,025	354,471	301,190
Less Excess Funds	<u>33,812</u>	<u>34,829</u>	<u>102,608</u>	<u>15,095</u>
Net Funds Used	\$27,316	\$35,196	\$251,863	\$286,095

USE OF FUNDS	Monthly Actual	Monthly Budget	YTD Actual	YTD Budget
Administration	\$1,828	\$3,720	\$31,224	\$39,410
Public Works - Water Operations	7,300	10,990	71,694	96,525
Water Service Agreements	0	375	28,247	25,375
Wages & Withholdings	<u>18,188</u>	<u>20,111</u>	<u>120,698</u>	<u>124,785</u>
Total Use of Funds	\$27,316	\$35,196	\$251,863	\$286,095

Water Capital Fund - \$214,640 more was received than was spent in this fund in December. This is a result of transferring funds from reserves to cover a payment to the contractor for the water project. We normally send a request to the Wyoming Water Development Commission (WWDC) for a draw down on the grant and loan as soon as we received an invoice from our contractor so that we can pay them with these grant and loan funds. Last month we had to pay the contractor before we received funds from the State. We transferred money from our reserves for these payments. We continue to be under budget on this project.

Town of Star Valley Ranch - Water Department

Capital Water Budget for 2011 - 2012

SOURCE OF FUNDS	Monthly Actual	Monthly Budget	YTD Actual	YTD Budget
Grants & Loans	\$443,599	\$0	\$1,459,061	\$1,867,600
Contribution from Reserve	0	0	243,440	0
Contribution Water Fund	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Source of Funds	443,599	0	1,702,501	1,867,600
Less Excess Funds	<u>214,640</u>	<u>0</u>	<u>0</u>	<u>29,500</u>
Net Funds Used	\$228,959	\$0	\$1,702,501	\$1,838,100
USE OF FUNDS				
USE OF FUNDS	Monthly Actual	Monthly Budget	YTD Actual	YTD Budget
Projects:				
WWDC Level III Const	\$223,566	\$0	\$1,687,641	\$1,867,600
Steel Pipe Replacement	4,833	0	6,065	0
Emergency Use	<u>560</u>	<u>0</u>	<u>6,845</u>	<u>0</u>
Total Projects Costs	\$228,959	\$0	\$1,700,551	\$1,867,600
Investments:				
Water Dept Sinking Fund	\$0	\$0	\$0	-\$50,000
Water Meter Reserve	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Investment Costs	\$0	\$0	\$0	-\$50,000
Equipment:				
Equipment Upgrade	<u>\$0</u>	<u>\$0</u>	<u>\$1,950</u>	<u>\$20,500</u>
Total Equipment Cost	<u>0</u>	<u>0</u>	<u>1,950</u>	<u>20,500</u>
Total Use of Funds	\$228,959	\$0	\$1,702,501	\$1,838,100

Total Excess of Funds – Total excess for the General Fund and the Capital Improvement General Fund for the Month of December is \$59,748. Total excess from the Water Operating Budget and the Capital Improvement Water Fund is \$248,452. The combined total excess for the Month is \$308,200.

Town of Star Valley Ranch - Net Change in Assets				
Budget Summaries for 2011 - 2012				
Town's General	Monthly Actual	Monthly Budget	YTD Actual	YTD Budget
SOURCE OF FUNDS				
Operating Source of Funds	\$111,897	\$71,660	\$682,321	\$521,483
Capital Source of Funds	\$0	\$27,939	\$133,083	\$113,568
Net Additions	\$111,897	\$99,599	\$815,404	\$635,051
USE OF FUNDS				
Operating Use of funds	\$52,149	\$60,855	\$477,048	\$608,102
Capital Use of funds	\$0	\$27,939	\$133,083	\$146,318
Net Reductions	\$52,149	\$88,794	\$610,131	\$754,420
Net Change in Assets				
Net Change - General Fund	\$59,748	\$10,805	\$205,273	\$119,369

Water Department	Monthly Actual	Monthly Budget	YTD Actual	YTD Budget
SOURCE OF FUNDS				
Operating Source of Funds	\$61,128	\$70,025	\$354,471	\$301,190
Capital Source of Funds	\$443,599	\$0	\$1,702,501	\$1,867,600
Net Funds Used	\$504,727	\$70,025	\$2,056,972	\$2,168,790
USE OF FUNDS				
Operating Use of Funds	\$27,316	\$35,196	\$251,863	\$286,095
Capital Use of Funds	\$228,959	\$0	\$1,702,501	\$1,838,100
Total Use of Funds	\$256,275	\$35,196	\$1,954,364	\$2,124,195
Net Change in Assets				
Net Change - Water Dept.	\$248,452	\$34,829	\$102,608	\$44,595

Treasury Report

Treasurer's Report

As of: 12/31/2011

<u>GENERAL FUNDS</u>	<u>December-11</u>	<u>November-11</u>	<u>Difference</u>
Reserve Municipal Complex	\$500,000.00	\$500,000.00	\$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	\$125,348.51	\$175,302.07	(\$49,953.56)
Total Funds	\$1,238,468.56	\$1,288,422.12	(\$49,953.56)

<u>WATER FUNDS</u>	<u>December-11</u>	<u>November-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	\$50,000.00	\$170,000.00	(\$120,000.00)
Total CDs	\$400,000.00	\$520,000.00	(\$120,000.00)
Checking	\$278,680.46	-\$95,789.18	\$374,469.64
Total Funds	\$678,680.46	\$424,210.82	\$254,469.64

<u>STAR VALLEY RANCH</u>	<u>December-11</u>	<u>November-11</u>	<u>Difference</u>
Grand Totals	\$1,917,149.02	\$1,712,632.94	\$204,516.08

Town Clerk Reconciliation Report

Towns Clerk Reconciliation Report

Treasurer's Report	Town	Water
Change in cash during month	(49,953.56)	254,469.64

Reconciling amounts		
(decrease) increase in receivables	-	(1,956.69)
decrease (Increase) in payables	109,702.72	(4,059.93)
decrease in long-term debt	-	-
Other miscellaneous differences (entered bill /credit in prior billing)		

Budget Summary		
Month's excess (deficit) per budget report	59,749.16	248,453.02

Water Billing Department
Billings

Billing Period	Ending November 2011
Number of Water Accounts:	1056
o Total Bills Mailed	1046
o Exception	10
▪ Customer request no bill mailed	3
▪ New Services	0
▪ Held to issue manual bill	7

COLLECTIONS

Month Ending: November

Total Accounts:

1056

	This Month	% Dec	% Nov
<u>Collection Status</u>			
Current	925	87.6%	87.4%
1 Month Delinquent	81	7.7%	8.0%
2 Month Delinquent w/ Payment Program	28	2.7%	2.9%
3+ Month Delinquent w/ Payment Program	2	0.2%	0.2%
Disconnected Services:			
Houses	15	1.4%	1.2%
Vacant Lots	5	0.5%	0.3%
Total	1056	100.0%	100.0%

*** There were five (5) water disconnects for non-pay, of those: One (1) paid, one (1) bank owned repo's, one (1) empty lot, two (2) private owned. ***

Upcoming Activities

1. Equality Day – Town Hall Closed – January 16th
2. SLIB Meeting in Cheyenne – January 19th
3. Town Council Meeting – February 14th

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

Adjournment: at 8:05 PM

Respectfully Submitted

Approved

Brenda L Bauer, Town Clerk

Boyd Siddoway, Mayor