

The Town of  
*Star Valley Ranch, Wyoming*

TOWN MEETING MINUTES

**FINAL**

March 9, 2010

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

**Call to Order, Roll Call of Councilmen, and Statement of Quorum:** The fifty second regular monthly meeting of the Town of Star Valley Ranch Town Council was held March 9, 2010 at Town Hall. Mayor Siddoway called the meeting to order at 7:05 p.m., and with all councilmen in attendance either in person or by telephone, declared the existence of a quorum.

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

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

**Special Guest:** Mayor Siddoway recognized Kathy Daulton as a SVRA Board candidate.

**Adopt the Agenda:**

**Councilman Koch made a motion to approve the agenda as amended. Councilman Warren 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.**

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](http://www.starvalleyranchwy.org).

---

**Consent Agenda Items:**

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

- **WAM Heads Up – February 5<sup>th</sup>**
- **Day 1 At the Capitol – February 8<sup>th</sup>**
- **WARWS - Spring Conference Agenda – February 9<sup>th</sup>**

- **Quick Tap – February**
- **Day 2 At the Capitol – February 9<sup>th</sup>**
- **Day 3 At the Capitol – February 10<sup>th</sup>**
- **Weston Engineering – Well Production - February 10<sup>th</sup>**
- **WAM Heads Up – February 11<sup>th</sup>**
- **Day 4 At the Capitol – February 11<sup>th</sup>**
- **WAM – Budget Talking Points – February 12<sup>th</sup>**
- **Day 5 At the Capitol – February 12<sup>th</sup>**
- **Silver Star Service Banner Day Request – February 15<sup>th</sup>**
- **Day 6 At the Capitol – February 15<sup>th</sup>**
- **Day 7 At the Capitol – February 16<sup>th</sup>**
- **Day 8 At the Capitol - February 17<sup>th</sup>**
- **Day 9 At the Capitol – February -18<sup>th</sup>**
- **Day 10 At the Capitol – February 19<sup>th</sup>**
- **Day 11 At the Capitol – February 22<sup>nd</sup>**
- **Day 12 At the Capitol – February 23<sup>rd</sup>**
- **WAM Heads Up – February 23<sup>rd</sup>**
- **Day 13 At the Capitol – February 24<sup>th</sup>**
- **WAM – Last Big Day on the Budget – February 25<sup>th</sup>**
- **Day 14 At the Capitol – February 25<sup>th</sup>**
- **Wyoming Art Council Announcements – February 26<sup>th</sup>**
- **WAM – Heads Up – February 26<sup>th</sup>**
- **Day 15 At the Capitol – February 26<sup>th</sup>**
- **Day 16 At the Capitol – March 1<sup>st</sup>**
- **Chamber of Commerce Newsletter – March**

- **Day 17 At the Capitol – March 2<sup>nd</sup>**
- **Day 18 At the Capitol – March 3<sup>rd</sup>**
- **Day 19 At the Capitol – March 4<sup>th</sup>**

**Special Municipal Officer:**

During February 2010, the Special Municipal Officer issued 1 regular citation (PP-10-0002), 12 written warnings, 2 verbal warnings. The SMO also issued 14 water shutoff notices and attempted to deliver two other water shut off notices. The SMO also conducted general and directed patrol for ordinance violations.

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

- **Animal Control Violations:**
  - 1 regular citation (PP-10-0002) issued for permitting dogs to roam freely on property of others and failing to license dogs for 2010.
  - 2 written warnings issued for permitting dogs to roam loose on property of others and failing license dogs' for 2010.
  - 1 verbal warning issued for unleashed dog.
- **Parking Violations:**
  - 7 written warnings issued for parking on the roadway, impeding traffic & snow removal
  - 1 verbal warning issued for parking on roadway, impeding traffic & snow removal
- **Snow Removal Violations:**
  - 1 written warning issued for pushing/plowing/blowing/placing snow across roadway
- **Garbage Can in Roadway:**
  - 2 written warnings issued for garbage cans in roadway impeding snow removal
- **Water Shut Off Notices:**
  - 14 written water shutoff notices issued
  - 2 unsuccessful written water shutoff notice delivery attempts due to vacant/snowbound homes.

**Municipal Court Report:** One Docket was heard and the plea was Guilty and the defendant was fined \$150.00 and \$20.00 State & Court Fees.

**Delinquent Account Status:**

The Third Quarter of the 2009-2010 Fiscal year billing went out Jan 1, 2010. 572 bills were mailed at \$44,600. These bills will become delinquent on 2/15/10.

To date approximately 70% of accounts billed have been paid.  
 120 Residents still owe for the current quarter, and became delinquent @2/15/10.

There are approximately 17 customers who still owe for the second/third quarter. These customers have been charged penalties and Interest for not paying by the second quarter due date, and have made arrangements for payment.

Disconnect notices were mailed out 2/16/10 for disconnect on: Monday 3/1 @12p. Two accounts were disconnected 3/3/10. These are both vacant.

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

There are four accounts where the water was already off, and are vacant, which have balances owing. These were not turned off for non-payment. At the time the water was turned off, (by bank, or resident request), the accounts weren't overdue. Two of these are in foreclosure.

To date approx. 92% of our budgeted water revenues for the year, have been received, and year to date we are down in collection of the budgeted amount approx. \$50,000. In reviewing the numbers, I have noticed, and would like noted, that there was \$35000 allotted for new water connections, and to date , there has been no new water connections charges for this year. There was however, a payment made in full for a overdue connection fee, which has been cleared off of the books. The \$15,000 left is approx. what is due at this time for unpaid bills for this quarter.

**In July it is anticipated we will begin our monthly billing procedures, and a letter will be going out with the April billing, explaining how the meter reading, and billing will work.**

**Lincoln County Sheriff's Department Report:**

Coverage Items	Avg	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
CFS/Law														
Incidents	22.0	27	17											44
Special Patrol	17.0	21	13											34
Warnings	1.0	2	0											2
Citation	2.0	2	2											4
Abandoned 911	0.0		0											0
Abandoned Vehicle	0.0		0											0
Agency Assist	0.5	1	0											1
Animal Problem	1.0	2	0											2
Assault	0.0		0											0
Auto Accident	0.0		0											0
Burglary	0.0		0											0
Child Abuse	0.0		0											0
Citizen Assist	0.0		0											0
Citizen Dispute	0.0		0											0
Civil Execution/	0.0		0											0

Paper			
Controlled			
Substantiated	0.0	0	0
Disorderly			
Conduct	0.0	0	0
Domestic			
Violence	0.0	0	0
Drugs	0.0	0	0
DUI	0.0	0	0
Fraud	0.0	0	0
Harassing	1.0	2	2
Juvenile			
Problem	0.0	0	0
Keep the Peace	0.0	0	0
Lost /Found			
Property	0.0	0	0
Lost/Found			
Animal	0.0	0	0
Medical	0.0	0	0
Missing Persons	0.0	0	0
Motorist Assist	0.0	0	0
Other	1.0	1	2
Suspicious	0.0	0	0
Theft	0.0	0	0
Threatening	0.0	0	0
Traffic	0.5	1	1
Trespass	0.0	0	0
Utility Problem	0.0	0	0
Vandalism	0.0	0	0
Vin Inspection	1.0	1	2
Welfare Check	0.0	0	0

**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.

**LIST OF CHECKS – GENERAL FUND**

<b>PAYEE:</b>	<b>CHECK #:</b>	<b>ITEM:</b>	<b>AMOUNT:</b>
<b>February 1 to February 9<sup>th</sup></b>			
All-Star Auto	4056	Parts	# 5,724.11
Bowers Law Firm	4057	Consulting	\$ 680.00
Brenda Bauer	4058	Expense Report	\$ 50.32
CAN Surety	4059	Judge Bond	\$ 100.00
Corey Miles	4060	Consulting	\$ 57.50
Hansen Oil Company	4061	Fuel	\$ 3,159.80
Void	4062		
Intermountain Traffic Safety	4063	Signs	\$ 412.29
J Boyd Siddoway	4064	Expense Report	\$ 654.56
Jenkins Ace Home Center	4065	Parts/Supplies	\$ 24.45
Lincoln County Public Health	4066	Flu Shots	\$ 60.00
Little America Hotel	4067	Travel	\$ 74.74

Lloyd Baker & Associates	4068	Service & Filing Fees	\$ 2,025.00
Lower Valley Heating	4069	Service Call	\$ 186.35
Norco Inc.	4070	Gas	\$ 10.08
NorMont Equipment	4071	Parts/Supplies	\$ 2,271.00
Pacific Steel	4072	Parts	\$ 1,796.25
Void	4073		
PPS Co, Inc	4074	Propane	\$ 894.40
Ridge Creek Investment	4075	Rent	\$ 3,650.00
Robert J Logan	4076	Judge Fees	\$ 212.50
Ron Hartley	4077	Expense Report	\$ 150.00
Silver Star Communications	4078	Phone/Fax	\$ 462.43
Staples Credit Plan	4079	Office Supplies	\$ 195.90
Star Valley Cleaning, Inc	4080	Cleaning	\$ 444.40
Thayne True Value	4081	Parts	\$ 46.97
Town of Thayne	4082	EMS & Fire	\$ 16,500.00
Valley Tech, LLC	4083	Consulting	\$ 134.00
Yolanda Navarrete	4084	Expense Report	\$ 9.99
Paperworks Plus	4085	Supplies	\$ 5.68
Void	4086		
Honnen Equipment	4087	Parts	\$ 3,925.51
<b>Total</b>			<b>\$ 43,918.23</b>
<b>February 10<sup>th</sup> to February 28<sup>th</sup></b>			
Payroll	4088-4103	Payroll expense	\$ 14,125.41
United States Treasury	on-line	Taxes	\$ 4,076.80
The UPS Store	4104	Newsletter	\$ 1,330.00
Postmaster	4105	Postage for Newsletters	\$ 233.04
Lincoln County Sheriff's Office	4106	Jan Communications	\$ 725.00
Postmaster	4107	Permit Renewal	\$ 185.00
Huhtala Construction	4108	Building Permit Refund	\$ 1,000.00
Payroll	4109-4126	Payroll Expense	\$ 14,365.41
United States Treasury	on-Line	Payroll Taxes	\$ 3,790.34
Wyoming child Support	4127	Garnish Wages	\$ 281.53
Blue Cross/Blue Shield	4128	Health Insurance	\$ 9,233.75
Lower Valley Energy	4129	Electricity	\$ 1,223.97
Steel Systems Inc	4130	Final Payment	\$ 22,282.44
<b>Total</b>			<b>\$ 72,852.69</b>
<b>Sub Total</b>			<b>\$116,770.92</b>
<b>March 1 to March 4<sup>th</sup></b>			
All Star Auto	4131	Parts	\$ 996.33
VOID	4132		
Carol J Warren	4133	Expense Reports	\$ 115.18
Corey R Miles, CPA	4134	Consulting	\$ 138.75
Edwin Koch	4135	Expense Report	\$ 63.08
Gregg Wilkes	4136	Expense Report	\$ 382.97
Void	4137		
Honnen Equipment	4138	Parts	\$ 52.12
HSBC Business Solutions	4139	Parts	\$ 123.04
J Boyd Siddoway	4140	Expense Report	\$ 97.81
Jenkins Ace Home Center	4141	Parts	\$ 43.14
Jones Simkins, PC	4142	Consulting	\$ 156.66
Kent B Harker	4143	Expense Report	\$ 60.87
Lincoln County Sheriff's Office	4144	Feb Communications	\$ 725.00
Local Government Liability Pool	4145	Membership	\$ 3,747.00
Lower Valley Glass	4146	Mirror & Glass Work	\$ 92.00
Norco Inc	4147	Cylinder Rental	\$ 4.34
NorMont Equipment	4148	Supplies	\$ 167.89
Paperwork Plus	4149	Court Supplies	\$ 132.57
Robert J Logan	4150	Judge Fees	\$ 85.00
Robinson Motors	4151	Parts/Repairs	\$ 31.19
Silver Star Communications	4152	Phone & Fax	\$ 341.46
Void	4153		
Void	4154		\$
Valley Market	4155	Meeting Supplies	\$ 77.93
Valley Tech, LLC	4156	Consulting	\$ 58.33
Star Valley Independent	4157	Advertising	\$ 101.25
Bowers Law Firm	4158	Consulting	\$ 513.00

Hansen Oil Company	4159	Fuel	\$ 3,134.56
J Boyd Siddoway	4160	Expense Report	\$ 510.16
Star Valley Cleaning	4161	Cleaning	\$ 479.00
Jenkins Lumber	4162	Supplies	\$ 12.24
Aflac	4163	Insurance	\$ 189.19
Postmaster	4164	2 rolls of stamps	\$ 88.00
<b>Total</b>			<b>\$ 12,720.06</b>
<b>Grand Total</b>			<b>\$ 129,490.98</b>

#### LIST OF CHECKS – WATER

PAYEE:	CHECK #:	ITEM:	AMOUNT:
<b>February 1<sup>st</sup> to February 9<sup>th</sup></b>			
All Star Auto Parts	2569	Parts	\$ 2,052.84
Bowers Law Firm	2570	Consulting	\$ 490.00
Energy Laboratories, Inc	2571	Lab	\$ 2,280.00
Forsgen Associates	2572	Consulting	\$ 39,932.69
Gregg Wilkes	2573	Expense Report	\$ 141.75
Hansen Oil Company	2574	Fuel	\$ 1,373.47
Honnen Equipment	2575	Parts	\$ 292.05
Jenkins Ace Home Center	2576	Supplies	\$ 230.67
Lincoln County Public Health	2577	Flu Shots	\$ 20.00
Little America Hotel	2578	Travel Meeting	\$ 224.24
Pacific Steel	2579	Parts	\$ 898.12
Precision Brush Co	2580	Brushes	\$ 391.86
Ron Hartley	2581	Expense Report	\$ 246.50
SCI, Inc	2582	Water Meter Project	\$ 42,348.20
Silver Star Communications	2583	Phone/Fax	\$ 839.05
Staples Credit Plan	2584	Office Supplies	\$ 98.30
Star Valley Cleaning	2585	Cleaning	\$ 255.60
Steam Store Rocky Mountain	2586	Spray Nozzle	\$ 66.30
Thayne True Value	2587	Parts/Supplies	\$ 81.16
Town of Afton	2588	Water Tests	\$ 75.00
Valley Tech, LLC	2589	Computer Consulting	\$ 66.00
Waterworks Industries	2590	Parts	\$ 1,761.21
Yolanda Navarrete	2591	Expense Report	\$ 12.85
Void	2592		
Jenkins Lumber	2593	Supplies	\$ 214.67
<b>Total</b>			<b>\$ 94,161.86</b>
<b>February 10<sup>th</sup> to February 28<sup>th</sup></b>			
Postmaster	2594	Certified Letters	\$ 199.44
Kilroy, LLC	2595	Draw Request	\$ 105,646.50
Lower Valley Energy	2596	Electricity	\$ 738.92
<b>Total</b>			<b>\$ 106,584.86</b>
<b>Sub Total</b>			<b>\$ 200,746.72</b>
<b>March 1<sup>st</sup> to March 5<sup>th</sup></b>			
Electronic Data Solutions	2597	GPS System	\$ 3,365.00
All Star Auto	2598	Parts	\$ 556.35
Bowers Law Firm	2599	Legal Council	\$ 106.50
CNA Surety	2600	Bond	\$ 100.00
Corey Miles CPA	2601	Consulting	\$ 68.75
Forsgren Associates Inc	2602	Consulting	\$ 40,312.50
Hach Company	2603	Parts	\$ 1,299.28
Hansen Oil Company	2604	Fuel	\$ 454.81
HSBC Business Solutions	2605	Tools/Parts	\$ 357.44
Jenkins Ace Home Center	2606	Supplies	\$ 37.66
Johnson Electric	2607	Electrical Work	\$ 262.63
Local Government Liability Pool	2608	Membership	\$ 1,846.00
Lower Valley Glass	2609	Repairs	\$ 560.00
Norco	2610	Cylinder Rental	\$ 27.02
One-Call Of Wyoming	2611	Membership	\$ 69.10
Pacific Steel	2612	Supplies	\$ 78.00
Robert J Logan	2613	Judge Fees	\$ 42.50
Robinson Motors	2614	Repairs	\$ 31.19
Silver Star Communications	2615	Phone/Fax	\$ 273.79
Skinner Service	2616	Tire Repair	\$ 38.76

Star Valley Cleaning	2617	Cleaning	\$	197.00
Steam Store Rocky Mountain	2618	Parts	\$	11.80
Thayne True Value Hardware	2619	Parts	\$	53.34
Town of Afton	2620	Water Tests	\$	45.00
Valley Tech	2621	Consulting	\$	29.17
Waterworks Industries, Inc	2622	Parts	\$	1,236.00
Yolanda Navarrete	2623	Expense Report	\$	50.60
Gregg Wilkes	2624	Expense Report	\$	141.75
J Boyd Siddoway	2625	Expense Report	\$	148.23
<b>Total</b>			<b>\$</b>	<b>51,800.17</b>
<b>Grand Total</b>				<b>\$252,546.89</b>

### **Activities Participated In:**

1. Lower Valley Energy Safety Around Vaults – February 12<sup>th</sup>
2. WAM Convention – February 16<sup>th</sup> – 19<sup>th</sup>
3. 1<sup>st</sup> Bank Presentation – February 23<sup>rd</sup>

### **Regular Meeting Items:**

#### **PRIOR BUSINESS:**

#### **Court Automation Fee**

A copy of proposed Ordinance 2010-03 is available on the Town website  
<http://www.starvalleyranchwy.org/Ordinances/Ordinance201003.pdf>

**Councilman Redlin moved that the Town of Star Valley Ranch approve as written the second reading of Ordinance 2010-03, providing for deletion of reference to collection of a court automation fee from any Town Ordinances and providing for an effective date of July 1, 2010. Councilman Warren seconded the motion. The motion carried unanimously.**

### **New Business:**

#### **Franchise Fees**

Draft Franchise agreements are being developed to grant franchises to Lower Valley Energy and Silver Star Communications to operate the electrical power and telephone communications systems within the Town of Star Valley Ranch and to collect a franchise fee from the Utilities. We are in receipt of a draft ordinance of the Town of Bear River and are utilizing that to develop our original draft. The draft will first be reviewed by members of the Town Council. It will then receive legal review before meeting with the Utility Companies to finalize the agreements. Our target date to have the agreements in place is January 1, 2011.

**Councilman Redlin asked Attorney Smith about if there were any limitations to the fees that can be charged and do the utilities have the authority to pass that charge on to the customers?**

**Attorney Smith** replied he has started to research those questions and should have answers later in the week.

### **Water Service Fees**

A copy of proposed Ordinance 2010-04 is available on the Town website  
<http://www.starvalleyranchwy.org/Ordinances/Ordinance201004.pdf>

**Mayor Siddoway** confirmed with Councilmen Redlin that with the establishment of the rates the Town agreed to increase our rates 10-15% each year until such time we are self sufficient in the water utility and putting away a reserve fee as required by the State to continue to be eligible for grants.

**Attorney Smith** suggested that in the Turn on/Turn off fee section that the Town define normal business hours as the hours of operation for the Town Hall on any given date.

**Councilman Redlin** moved that the Town of Star Valley Ranch approve as amended the first reading of Ordinance 2010-04, providing water service fees for fiscal year 2010-2011 that will replace Ordinance 2009-02 Water Service Fees in its entirety and provide for an effective date of July 1, 2010. Councilman Harker seconded the motion. The motion carried unanimously.

### **Rezoning Procedures**

Lee Hanson explained a proposed Town rezoning procedure and reviewed a proposed flow chart in detail. He explained that the proposed rezoning procedure is very similar to the one used by Lincoln County and is also similar to our Town's variance procedure.

**Councilman Koch** asked what brought up this process. **Lee Hansen** explained they are aware of some of the SVRA property that is zoned residential and currently being used as recreational.

**Councilman Harker** asked if there was a requirement for legal adds and suggested that applicant pays those fees. A fee schedule has been proposed.

Step 1 - is the pre application conference (resident approached P&Z Board) where the proposal is reviewed in context of existing zoning maps and existing standards or other requirements and create tentative timeline for proposal.

Step 2 - is to make the application with a detailed description of proposed amendment, site plan copy of deed, signature(s) and fees.

Step 3 - is review for completeness – Make completeness determination, notify applicant, tentatively schedule application of the P&Z agenda & notify TSVR and landowner.

Step 4 - Planning and Zoning Board – must have a quorum to take action, hear the proposal & make a motion concerning intent to adopt or deny the application.

If recommend approved

Step 5 – Majority agrees to recommend to the Town Council to adopt the rezone request. Send recommendations to Town Council. (Council can vote to deny request)

Step 6 – Town Council votes favorably in three separate town meeting and then rezone is approved. (Council can vote to deny request)

If recommend denied

Step 5 – Majority agrees to recommend denying rezoning request to the Town Council & providing their recommendations. (Council can vote to approve request)

Step 6 – Town Council votes to deny rezone request and request is denied.

**Attorney Smith** stated this process meets the requirements of the law as you cannot delegate entirely your authority to an unelected body. So the P&Z Board cannot make the decision they can only make the recommendations and council makes the decision. **Attorney Smith** suggested that this procedure be adopted as an ordinance because fees will be assessed.

**Ron Mueller** asked about who would pay the attorney fees for neighbors who want to fight a lot that is rezoned. **Mayor Siddoway** explained at this time it would be between the landowners as the town only has a commercial zoning ordinance and not a recreation zoning ordinance.

### **Lincoln County Landfill**

Earth Day is on April 22 and a way to celebrate the Lincoln County Landfill will accept used tires for disposal at no charge to residents on that day.

### **Additional Street Lights**

**Mayor Siddoway** explained this started about one year ago and the original request was for thirteen lights but the Town went down to only requesting four. The four are currently in place and they look great. In order for the Town to get the reminder installed the contractor has the right to re-bid.

**Councilman Harker** moved that the Town of Star Valley Ranch authorize **Mayor Siddoway** to request an extension of the 90/10 Grant from the Wyoming Business Council to include eight additional street lights along Vista drive between the Muddy String Entrance Light and the Town hall and one additional street light on west side of Vista West Drive at the entrance to the Town Hall Parking lot at a cost not to exceed \$100,000.00. **Councilman Redlin** seconded the motion. The motion carried unanimously.

### **Town Code**

*Resolution No. 10-03-09-001*

RESOLUTION **for the Town of Star Valley Ranch** to adopt the “Code of the West”

WHEREAS the Town of Star Valley Ranch has a desire to establish an ethics code by which the Town is governed and evaluated, and

WHEREAS the Town of Star Valley Ranch has a desire to establish an ethics code by which all Town employees and volunteers perform their tasks, and

WHEREAS the Town of Star Valley Ranch recognizes that the State of Wyoming has also adopted this same Code of the West, and

WHEREAS the Town of Star Valley Ranch recognizes that the origin of this specific “Code of the West” is from a book “Cowboy Ethics” authored by James P. Owen.

NOW THEREFORE, BE IT RESOLVED, the Town of Star Valley Ranch does hereby adopted as the official Town’s code:

**“Code of the West”**

**As we address each and every task to ensure our Town is a great place to live may we as a Town and its servants, united and individually, use the following code for our guideline!**

- Live each day with courage;
- Take pride in your work;
- Always finish what you start;
- Do what has to be done;
- Be tough, but fair;
- When you make a promise, keep it;
- Ride for the brand;
- Talk less, say more;
- Remember that some things are not for sale; and
- Know where to draw the line.

**Kathy Daulton** is concerned about the words of the code being subjective and hard to evaluate.

**Councilman Harker** moved that the Town of Star Valley Ranch approve Resolution 10-03-09-001, a resolution adopting as an ethics code the “Code of the West”.  
**Councilman Koch** seconded the motion. The motion carried unanimously.

**Council/Committee Reports:**

**2010 Census Update:**

**Councilman Harker** reported the 2010 U.S. Census enumerators are delivering the Census forms to all houses in Star Valley Ranch.

We have been told that some of the forms have Thayne rather than Star Valley Ranch as the town name. Probably the best thing to do if your form has the wrong town name would be to not send it in. Those that are not mailed back will trigger a visit to your home probably in April. At that time you should be able to get them to correct the address.

Census is done in geographic blocks and was done with GPS coordinates. They have assured us they will be credited to the Town of Star Valley Ranch.

It is very important that you are sure you are counted as a resident of Star Valley Ranch since in past years each resident has meant about \$1300 per year in Wyoming shared revenues.

Please remind any snowbirds you talk to that it is important for them to be sure they are counted as Star Valley Ranch residents.

### **Planning & Zoning Report**

The P&Z Board met February 17th with Ron Thacker as Chairman and members Mike Blackman, Lee Hansen, alternate Elmer Beck, and Yolanda Navarrete present. Absent were members Robert Palmquist and Ron Schupp. Also present was Jodi Tibbets.

The board was addressed by Mr. Robert Meikle who is planning a development on County Road 116 (Prater Canyon Road), one-half mile off Highway 89 and below the Freedom water tank. He plans to develop a 74 acre parcel with 30 half-acre lots (1500-1600 sq. ft. home included) on 37 acres and the rest in open area. Although this is outside the one mile radius of the Town of Star Valley Ranch, he was informing us of his plans. The board advised him that this property was presently in the Thayne Overlay Zone. He will also be communicating with Thayne, Freedom and local landowners.

Other items discussed in the meeting were the upcoming rezoning request by the Star Valley Ranch Association (a procedure will be developed), fences for residential property (SVRA is developing a fence policy proposal) and the joint P&Z Board/Town Council meeting w/attorney and Bill Miller (a meeting date needs to be finalized). The action item for the board was the approval of a detached garage on 913 Hardman Drive (Plat 18 Lot 89).

The P&Z Board met March 3rd with Lee Hansen as acting chairman and member Mike Blackman, alternate Elmer Beck, and Yolanda Navarrete present. Absent were members Ron Thacker, Robert Palmquist, and Ron Schupp.

A proposed Rezone Procedure was developed and approved for recommendation to the Town Council for their 3/9/10 meeting. A form, consistent with the procedure, will be developed for handout to any applicant. The date for the combined P&Z Board/ Town Council meeting has been set for March 9th at 4PM to discuss alluvial fan flooding and whether to proceed toward participation in the National Flood Insurance Program. Other action items are still in progress but have been delayed because of sickness and absences. No permit requests had been received.

### **Treasures Report**

In the General Fund in CD's this month there is \$929,546.25 last month there was \$1,004,546.25 for a change of (\$75,000.00). In the checking this month there is \$51,475.40 last month there was \$37,396.61 for a difference of \$14,078.79.

In the Water Fund CD's there is \$600,000.00 this month last month there was \$655,000.00 for a difference of (\$55,000.00). In the checking this month there is \$5,339.03 last month there was \$90,125.44 for a difference of (\$84,786.41).

Total cash on Hand this month is \$1,586,360.68, last month there was \$1,787,068.30 for a difference of (\$200,707.62).

Available funds for Town \$571,021.65. Available funds for Water \$976,360.68.

**Financial Highlights**

Date	Starting Balance	Interest	Income From State	PO BOXES	NSF/Dog Reg	Building Permits	Court Fines	Misc Items	Xfer to /from other account	Payroll & Taxes	Bills	Balance
1/1 to 1/31	446,208.11	2,543.98	660,724.51	220.50	500.00	600.00	110.00	2864.50	(900,397.67)	(70,465.10)	(105,512.22)	37,396.61
2/1 to 2/28	37,396.61	693.48	149,484.85	110.25	330.00	(1,000.00)		75,076.05	(93,758.54)	(36,450.30)	(80,407.00)	51,475.40

Misc Items – Sale of Vehicles, Return of insurance check – FEB – Funds from Rolling CD & Expense Invoice

Transfer funds = (616,370.70) = Local Sales Tax, Property Tax & Grant Funds to Water Dept – 300,000.00 to Rolling & Auditors Adjustments)(Feb – Taxes from General)

**In the Water Funds:**

Date	Starting Balance	Interest	Water Fees	Other Income	Property Taxes	Bills	NSF	CD Stuff	Balance
1/1 to 1/31	268,144.69	1,388.88	26,437.41	627,809.97	19,299.44	(402,859.95)	(95.00)	(450,000.00)	90,125.44
2/1 to 2/28	90,125.44	52.75	13,860.68	61,708.78	5,338.02	(200,746.72)		35,000.00	5,338.95

Other Income – Grant Money & Taxes transferred from Town & Auditors Adjustments  
 CD Stuff – 450,000.00 into the rolling account. (Feb – 35,000 from the rolling)

**2009-2010 Budget:**

The budget has been reviewed several times and what was found was that the Towns Operating budget is operating within the limits. We are receiving around \$507,000 in capital funds and capital expenses are at \$507,000. Some of our accounting procedures are not working properly with QuickBooks and manual transactions must be done to correct this situation.

**Current Year's Budget:**

Workshops were conducted during the week of February 8 at Town Hall to discuss the current year budget outlook. The Mayor, all council members, the Town Administrator and Town Clerk were all in attendance. During the workshop sessions all department heads and administrative personnel provided input as to what their needs are for the remainder of the current budget year. The information provided was valuable and is being incorporated as appropriate.

The 2009/2010 budget was intentionally scaled back from prior years as the economy and revenue sources were showing signs of stagnation. We do not appear to be in bad shape as overall Operating Revenues and related Expenses are both off approximately 40% from budget. The Water Revenues and Expenses are similarly off projection though not to the same degree.

### **Next Year's Budget Planning Workshop**

Workshops were conducted during the week of February 8 at Town Hall to discuss the 2010/2011 year budget forecasting. The Mayor, all council members, the Town Administrator and Town Clerk were all in attendance. As with the current year budget workshops, all department heads and administrative personnel provided input as to what their needs will be for the next budget.

Rough numbers were inserted into a budget worksheet based on the best information available. This information included historical run rates, information garnered for the presenters, known repayment schedules, and estimates on revenue projections for county and state funding.

The first reading of the 2010/2011 budget will be presented at the April 13<sup>th</sup> Town Council Meeting.

### **Legislative Revenue Outlook**

*The Budget Conference Committee has concluded its work and we expect the Budget Bill will be approved March 3. The total local government direct funding will be \$87,456,960. Municipalities will receive approximately \$56.7 million or a 64.83 percent share of the total. The total is a significant increase over the Governor's initial \$61 million dollar recommendation. Unfortunately, the municipal share is reduced approximately 2.5 percent from the share in the current biennium Budget Bill. The most disappointing factor in the share distribution is that WAM was told that the current biennium's distribution model would be used and there was very little meaningful discussion regarding the distribution share.*

This was passed in compromise between the state Senate and House of Representatives. Since the current Budget Bill maintained an approximate 40% reduction from recent prior periods the need for "belt tightening" will continue. Once the final projections are received, we will better understand just how tight the 2010/2011 budget will be for the Town.

### **Road Operations Report:**

During the last month the crew:

Plowed snow for 8 days.

Spent 9 days cleaning up snow and widening the roads.

Sanded roads 5 times.

Spent time maintaining and repairing equipment.

Cleaned parking lot and sidewalks at Town Hall and the Post Office as needed.

Cleaned snow by signs, fire hydrants and blow offs as needed.

### **Water Operations Report:**

During the last month the crew:

Repaired four PRVs..

Adjusted valves as needed to maintain pressure

Turned off several services.

Performed testing as required. We now do our own testing in our new lab.

Worked in water shop.

There was a pipe that froze in the Hardman Rd area that took the crew over 18 hours to repair.

There was coliform detected in the water. It is a non health issue but we are required by the DEQ to conduct additional tests which have come back clear.

### **BLM Property Development Report**

The Mayor and Councilmen Harker, Koch and Warren met in Afton with representatives of the Wyoming Department of Transportation to explore the possibility of receiving TEAL funding to help with development of trails, fitness equipment and picnic shelters on the BLM property.

It sounds like there is a good chance we can qualify for some of this funding.

### **Water Projects' Status:**

**BLM Well Permit Status:** Last time the town reported on this there were three items to complete which were to complete the application, have the SVRA sign five different documents relinquishments of right previously transferred to the Town and to have LVI sign one document confirming their relinquishment of rights previously transferred to the SVRA via the MOA. As of today the Town has everything in the State Engineers office they require.

**Steel Pipe Replacement Status:** The Town has a street ready bid, so if this is any funding we are ready to apply. DEQ has approved this project and is considering it green. At this time there is no money out there. There was an opportunity for some ARRA money (Stimulus) that states that did not spend have to turn it back in and it would be reallocated but that was a myth. The town has also discussed the State revolving funds, which is best opportunity for fund but this is a loan and we would have to pay it back. The Town is waiting to see what the County Consensus Grants are and SLIB has grant money but we are 4<sup>th</sup> on the list.

**WWDC Level III Phase II Status:** In February the Senate passed the second reading of the omnibus bill and on March 2<sup>nd</sup> the House passed the third reading. This includes five items: the third well, a pump station, purchase of Green Canyon Tank, redevelop of Prater Spring and the Muddy String transmission line.

**Eminent Domain Action Status:** The Town as advised the attorney to proceed with the eminent domain action against the SVRA for acquisition of the Green Canyon tank. The Tank is on a single family lot and the lot must be condemned. That will remove the DCCRs for that lot.

### **Website/Newsletter Report:**

Reminder, the website is [www.starvalleyranchwy.org](http://www.starvalleyranchwy.org)

Statistics:

	February	January	Increase/Decrease
Unique Visitors	610	714	-104
Average Pages Viewed per Visitor	3	5	-2
Top 5 pages Viewed	1. Home 2. Newsletter 3. About Us 4. Community 5. Association	Home About Us Town News Documents Public Announcements	
Total Hits	13,187	20,731	-7,544

(2) Newsletter Status:

The Ranch News January 2010, Volume 5, Number 1 was mailed out and e-mailed February 12<sup>th</sup>.

**Grants:**

**Councilman Warren** explained there was a meeting on February 25<sup>th</sup> with John Eddins, District Engineer of Rock Springs, Mike Garner, Resident Engineer of Afton and Tory Thomas District Traffic Engineer of Rock Springs to discuss the Transportation Enhancement Activities Local (TEAL) Grant application and funding process.

Transportation Enhancement Activities are a sub-component of the federal Surface Transportation Program. The application period occurs once per year and applications are generally available after April 15<sup>th</sup> and due by June 1<sup>st</sup> of each calendar year. Projects selected for funding are eligible for reimbursement of expenses on a Federal Share basis of 80%/20%. Applications are compiled by the Local Government Coordination office and reviewed by a 5 member Advisory Selection Committee.

**Upcoming Activities:**

- Town Hall Meeting – April 13<sup>th</sup> – 7 PM

**Adjournment:** at 9:12PM

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

Respectfully Submitted

Approved

\_\_\_\_\_  
Brenda L Bauer, Town Clerk

\_\_\_\_\_  
Boyd Siddoway, Mayor