

The Town of  
*Star Valley Ranch, Wyoming*

TOWN MEETING MINUTES

FINAL

November 13, 2007

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

The twenty-fourth regular monthly meeting of the **Town of Star Valley Ranch Town Council** was held November 13, 2007 at **Town Hall**. **Mayor Siddoway** called the meeting to order at 7:00 p.m., and declared the existence of a quorum.

Also present was Town Clerk **Andy Moffett**.

Others in attendance included three members of the Star Valley Ranch Association Board of Directors; Joe Angelovic, Jan Jonson and Dave Ward.

Local media was represented by **Sara Hale** from the **Star Valley Independent**.

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

After welcoming everyone, Mayor Siddoway led the recitation of the ***Pledge of Allegiance***.

**Mayor Siddoway** explained the approved absence of the Town Attorney **Josh Smith of Bowers Law Firm, PC**, due to an important meeting held out of town.

**Mayor Siddoway** thanked all those that helped in the Founder's Day celebration and setting up the flags for Veteran's Day. He also thanked **Sarah Hale** and the rest of the staff from Star Valley Independent for the flowers given to the town in recognition of Founder's Day.

**Adoption of the Agenda:** Councilman Harker moved to adopt the agenda as written. Councilman Warren seconded the motion. The motion carried unanimously.

**Approval of the October 16, 2007 Liquor License Renewal Hearing Minutes:** Councilman Harker moved to approve the October 16, 2007 Liquor License Renewal Hearing Minutes as written. Councilman Redlin seconded the motion. Councilman Wheeler asked for a clarification on the specifics of what was being brought up for a vote. There had been a discrepancy in the square footage of the

**liquor establishment and Councilman Wheeler asked if that needed to be taken into account for the voting. It was explained that they were voting on the minutes only. The motion was voted on and was carried unanimously.**

**Mayor Siddoway** went on to explain that as the liquor application is worded at present, the entry way of the barn at Star Valley Ranch would be included in the liquor license. This could result in the exclusion of all minors in this area and could disallow access by any persons under 21 years of age to the main barn doors. **Councilman Redlin moved that the Liquor License Application be approved as submitted and to instruct the clerk to issue the license. Councilman Harker seconded the motion. Councilman Wheeler** voiced concern over the fact that this area is frequented by many minors, especially during such events as the Wyoming State Golf Tournament. He was concerned that in the future there would be situations in which the liquor license as written would result in adverse conditions. **Mayor Siddoway** claimed that it was the Town's responsibility to approve the Liquor License as written, not to tell the Star Valley Ranch Association or its lessee what it can or can't do. Rather it was the town's responsibility to bring up this fact to the Star Valley Ranch Association and its lessee and let them decide what the appropriate course of action would be. **Councilman Redlin** suggested that if this license was passed, a letter be written to the Star Valley Ranch Association telling of the Town's approval and the Association of their responsibility to follow all liquor laws. **Town Clerk Andy Moffett** stated that such letters were common practice upon issuing liquor licenses. **Councilman Wheeler** again stated his concern and added that changing the dimensions to include only the lounge, would not affect the way that liquor has been sold in the past. **Town Clerk Moffett** reminded everyone that the liquor license had been passed conditionally on verifying the dimensions. Since the dimensions had indeed been verified, the hearing would have to be "undone" in order to not approve the liquor license. **SVRA board member Jonson** restated that the responsibility to police the presence of underage minors belongs to Mr. Nield. If he would like to take on that responsibility, that is his choice, not the Town's. **Councilman Wheeler** again stated that he believed that as a Town they were responsible for deciding where they wanted liquor to be able to be sold. Discussion followed about how much responsibility the town has to restricting the area in which alcohol can be sold within an establishment. **Councilman Wheeler moved to table the motion to approve the Liquor License Application until legal counsel could be sought. Councilman Redlin seconded the motion. Councilman Wheeler and Councilman Redlin** voted aye, **Councilman Harker and Councilman Warren** voted nay. **Mayor Siddoway** voted aye and the motion was carried.

**Approval of the October 16, 2007 Town Meeting Minutes: Councilman Harker moved to approve the October 16, 2007 Town Meeting Minutes as written. Councilman Redlin seconded the motion. The motion carried unanimously.**

*Copies of the latest minutes, as well as archived agendas, minutes and highlights from all previous Town Meetings and other public hearings may be found on the Town's website at [www.starvalleyranchwy.org](http://www.starvalleyranchwy.org) as well as at the Town Hall during regular business hours or by appointment.*

**Correspondence: Available at Town Hall.**

**Accounts Payable and Payroll Disbursements:** The checks issued by the Municipal Water Utility and the General Fund of the Town of Star Valley Ranch are as follow:  
**Available at Town Hall.**

**Councilman Redline moved the Town of Star Valley Ranch pay all payroll and accounts payable obligations for both the Town of Star Valley Ranch and the Municipal Water Utility as listed. Councilman Warren seconded the motion. Mayor Siddoway** reminded those in attendance that the details of the checks written are available for public viewing in the Town Hall. **The motion carried unanimously.**

**Old Business:**

**1% Local Option Tax (5<sup>th</sup> Penny) Referendum and Reinstatement: Mayor Siddoway** thanked everyone who voted. The southern portion of the county had a 78% approval of the measure. The northern portion of the county had a 44% approval, although the Town of Star Valley Ranch had a 72% approval. He stated that approval of this measure means that approximately \$500,000 would come into the town in the next fiscal year. He reminded those in attendance that of the \$60,000,000 collected in property taxes last year of which the towns in the county received \$500,000. This year the Town of Star Valley Ranch will receive just under \$200,000. **Councilman Redlin** reminded everyone that the 8 mil tax helps to reduce the water costs for the residents.

**Consent to sell Star Valley Ranch Association Property: Jan Jonson** of the Star Valley Ranch Association Board of Directors states that they have received 464 Consent to sell forms plus they have 50 more that will be approved, bringing the total to 514. This brings them to 38%. She believes that they will be able to obtain the two thirds needed to pass this measure.

**Amendment to Ordinance 2006-04, Authority of Planning and Zoning Board: Councilman Redlin** stated that in last month's meeting, the Town Council had voted to amend Ordinance 2006-04 to give the Planning and Zoning Board full authority to act on residential building permits. **Councilman Redlin moved that the Town of Star Valley Ranch approve the third and final reading of Ordinance 2006-04 Planning and Zoning Board organization as written. Councilman Wheeler seconded the motion. The motion carried unanimously.**

**Third reading of Ordinance 2007-06 Fee schedule and Building Permit Requirements: Councilman Redlin** moved that the Town of Star Valley Ranch approve the third and final reading of Ordinance 2007-06 Fee schedule and Building Permit Requirements as written. **Councilman Harker seconded the motion. Mayor Siddoway** asked **Councilman Redlin** if approval of a fourth inspection by the Planning and Zoning Board would be covered by the construction inspection fee. **Councilman Redlin** explained that the fourth inspection was approved last month and the building permit fee for a single-family residence was increased by \$100. **The motion was carried unanimously.**

**Third reading of Appendix 11-1 Ordinance 2007-06 Building and Construction site requirements: Councilman Redlin** mentioned that he felt the words “recreational vehicle” should be added just before the word “trailer” in the second line of paragraph 9. This would make it consistent with the fine schedule, which included recreational vehicles. **Councilman Redlin moved that the Town of Star Valley Ranch approve the third and final reading of Ordinance 2007-06 Appendix 11-1 Building and Construction site requirements as amended. Councilman Wheeler seconded the motion. The motion carried unanimously.**

**Third reading of Ordinance 2007-06 Appendix 11-2 Building and Construction Fine Schedule: Councilman Redlin moved that the Town of Star Valley Ranch approve the third and final reading of Ordinance 2007-06 Appendix 11-2 Building and Construction Fine Schedule as written. Councilman Warren seconded the motion. The motion carried unanimously.**

**Mayor Siddoway** thanked **Councilman Redlin** for all of his hard work in these ordinances. **Councilman Redlin** suggested that the Association and the Town Council work together closely in the upcoming months. **Mayor Siddoway** stated that for any new buildings between now and December 31, the plans will go before the Architectural Committee of the Star Valley Ranch Association. After January 1 any new buildings will submit their plans to the Town of Star Valley Ranch’s Planning and Zoning Board.

#### **New Business:**

**Appointment of Town Treasurer: Mayor Siddoway** announced the resignation of Seyed Yadegari as Town Treasurer and introduced the new Town Treasurer Gene Root. **Mayor Siddoway** also commented that there is no conflict of interest involved in Mr. Root being part of the Finance Committee of the Star Valley Ranch Association and Treasurer for the Town of Star Valley Ranch. **Mayor Siddoway** mentioned Mr. Root’s abilities to help the Town in its upcoming ventures. **Councilman Warren moved that The Town of Star Valley Ranch confirm the appointment of Eugene A. Root as Town Treasurer. Councilman Harker seconded the motion. The motion carried unanimously. The Clerk administered the “Oath of Office Prescribed by the Constitution of Wyoming” to Mr. Root.**

**Town Hall Lease: Mayor Siddoway** explained that four entities have been identified as possibilities for moving the Town Hall closer to town limits. Letters had been sent to three of the four entities soliciting their bids. **Mayor Siddoway** went on to explain that the Town is interested only in renting or leasing until the town is in a better financial situation to afford a Town Hall mortgage. Two positive responses have been obtained to date. The plan is to have preliminary plans by December 15 at which point a contractor will be selected and given 6 weeks to come up with final plans, a contract, and a proposed move in date.

## **Council / Department Reports:**

**Ranch News October 2007 Volume 2 Number 4: Councilman Warren** reported that this Newsletter was assembled on October 18 and put in the mail on the Oct 19. It was also available through e-mail and on the town's website. She also stated that she saved a large amount of money by choosing not to send paper copies of the newsletter to those on the town's e-mail system. She also went on to thank all of the volunteers who helped to put the newsletter together. The total cost for the October newsletter was \$1079.85.

**Town Website: Councilman Warren** reported that the town website has been updated. She also mentioned some of the improvements that have been put on the website. **Councilman Warren** also thanked **Councilman Harker** for his work on the town e-mail list.

**Culinary Water, Wyoming Water Development: Mayor Siddoway** reported that he has contacted Forsgren and Weston Engineering. A report for the Level 1 grant of \$200,000 for an initial investigation is due. Both groups have been contacted and are going to do all they can to wrap that report up in the next couple of weeks. The 4<sup>th</sup> quarter stage of Level 2, which is the contact of various drill sites, has had 3 of the 4 drill sites contacted. The BLM has no problem with drilling on their land. John Wickle who owns the property up Prater Canyon has not been contacted yet, but has indicated there will not be a problem. Star Valley Ranch Association has been contacted and the Town is waiting to hear their decision. The fourth individual has yet to be contacted. It is the Mayor's hope that they will hear from all parties by the end of the quarter. There are two alternate locations if any of these fall through.

**Unpaid Water Bills: Town Clerk Moffett** reports that the **Town Water Billing Clerk** as of the meeting had 67 accounts that still owed for two months totaling approximately \$14,000. 362 water users had paid for this quarter. 79 accounts still owe for this quarter totaling \$19,150. **Town Clerk Moffett** suggested the formation of a credit committee, which would include a billing specialist, the clerk, a representative of the council, and a representative from the public works department. This committee would meet monthly and report their recommendations to the billing specialist. The water-billing specialist makes individual collection calls if regular invoices and statements go unanswered for 45 days. If collection calls do not result in payment then a letter would be sent out informing the individual of a shut off in 7 days. If letter is not fruitful within 60 days the council may want to consider closing the valve or cutting water service if legal. If account is reconciled the billing specialist will inform water department it is OK to resume service. During the time of the delinquent account, the individual will still accumulate the base water fee. For delinquent accounts legal remedy may be considered. The formation of a bad debt reserve was recommended. **Mayor Siddoway** added that many of the delinquent accounts were simply people who did not own the house anymore. He also added that as long as the proper legal steps are taken, it is legal for the Town to shut off water to delinquent users.

**Water Department Activities: Councilman Harker** reports that the water crew has repaired several minor leaks during the past month. The crew has been in the process of

putting together pressure reducing valves in the shop in case of a failure of one of the system's valves. This allows for faster repair and less disturbance to water use. A new water line was connected near the Cedar Creek pool, which has not been connected for some time.

**BLM Property: Councilman Harker** reports that things have been on hold regarding the property until it was clear whether the 1% sales tax would pass. Now that it has the Town will be making the application to enlarge the right of way. It must now be decided how much property to be applied for and what they want to use it for. The Town does not want to repeat the mistake of not applying for all the uses they wish for as was done previously. It was reported that **Warren Webb** was researching which type of building is needed for equipment storage and so forth. The application will be sent as soon as all the details regarding the buildings, electricity, etc. have been determined. **Mayor Siddoway** reminded those in attendance that the Town has a grant of \$108,000 for the procurement of land and municipal buildings. He added that it is the Town's intent to use the money to purchase the lot from Star Valley Ranch Association. This grant must be in process by July 1, 2008. It does not appear that the consent to sell will be achieved by that point. If this occurs the town plans to use the grant to build storage shed on the BLM land.

**Financial: Town Clerk Moffett** reports that the town has invested approximately \$1,175,000 in six different CDs. He also reports that no CDs have had to be redeemed to date. Operating costs coming into December may require the use of a portion of a CD. He reports that this may be the case until proceeds from the 1% sales tax return, which could take approximately one year. **Mayor Siddoway** reminded those in attendance that it was put into the budget that the town would need to dip into investments to cover operating costs. **Town Clerk Moffett** went on to report the following for water utilities.

- \$243,566 total revenue
  - \$148,000 water service fees
  - \$14,000 discounts
  - \$46,000 base fees
  - \$1,170 turn on/off fees
  - \$47,000 water connection fees
  - \$75 three NSF fees

Just water usage revenues have achieved 66% of the budgeted revenue in just the first quarter.

The Water Utilities Department

<b>Item</b>	<b>Actual</b>	<b>Budgeted</b>
Water Operator Contract	\$4,100	\$6,600
Electricity expense	\$7,000	\$8,000
Facilities lease	\$4,550	\$1,400
Emergency Services to SVR	\$21,600	-
Lab fees	\$3,000	\$2,000
Office supplies for invoices	\$2,300	\$2,200
Postage for bills	\$1,500	\$4,000
Ordinance enforcement	\$843	-
Parts and supplies	\$37,000	-
Shop	\$2,600	\$2,000

Telephone and Fax	\$460	\$540
Tools	\$800	\$6,000
Waste disposal	\$360	\$360

**Revenues**

General Fund \$614,000 including:

1% sales tax	\$115,700	\$0
Liquor License	\$750	-
Sales and Use Taxes	\$227,000	\$232,000
Gas and Special Fuels Tax	\$8,200	\$2,000
Mineral Royalties	\$42,600	\$42,600
Severance Tax	\$20,000	\$15,500
Interest	\$19,828	-

**Expenses**

Town Council	\$3,100	-
Advertising	\$150	\$650
Communications	\$2,700	\$3,500
Conferences	\$560	\$600
Dues	\$1,940	\$2,580
Insurance	\$1,900	\$1,850
Postage	\$240	\$660
Telephone	\$608	\$1,000
Assistant to the Mayor	\$2,900	-
Town Attorney	\$4,000	\$8,400
Town Hall	\$8,000	\$8,000
Utility	\$1,680	\$1,280
Public Safety	\$20,000	\$18,336
Roads	\$248,000	
Fuel	\$8,600	
Lease Expenses	\$6,900	
Parts	\$21,000	
Tools	\$4,400	
Repairs	\$14,500	
Shop	\$2,950	

**Grants:** This portion of the meeting is not available due to technical difficulties with the recording device.

**Image:** This portion of the meeting is not available due to technical difficulties with the recording device.

**Law Enforcement:** This portion of the meeting is not available due to technical difficulties with the recording device.

**Planning:** This portion of the meeting is not available due to technical difficulties with the recording device.

**Public Safety:** This portion of the meeting is not available due to technical difficulties with the recording device.

**Roads:** This portion of the meeting is not available due to technical difficulties with the recording device.

**Septic Systems:** This portion of the meeting is not available due to technical difficulties with the recording device.

**Activities Participated In:**

**Planning and Zoning Board Meeting:** Cancelled due to snow

**2010 US Census Workshop:** Casper, October 25

**1<sup>st</sup> Quarter FY 07-08 Financial Review Meeting:** November 1

**BLM Land Use Plans for Cedar Creek Subdivision:**

**Special Election – 1% Local Option Tax Referendum:** November 6

**USPS Meeting:** Councilman Warren reported on a meeting held November 6 which included Mayor Siddoway, Councilman Warren, Ron Mueller, Lisa Gamboa, Ruben Rojo, Bonnie Cannon (Field Representative for Barbara Cubin), Patty Smith and Sandra Deriff (Field Representatives for Senator Baraso), Lynn Shanahay (Field Representative for Senator Enzi). The Town of Star Valley Ranch is considering a Non-Personnel Unit (NPU). Lisa Gamboa and Ruben Rojo will be available to answer any questions that the Town may have. Questions were brought up regarding what would be needed for mail to be delivered throughout the Town of Star Valley Ranch. A letter has recently been received from these individuals stating that when The Town of Star Valley Ranch builds an NPU a new highway contract route out of Thayne Post Office will be let for delivery to the boxes. Mayor Siddoway added that this delivery service would be free to Town citizens. The Town would have to cover the expenses. Mayor Siddoway went on to say that the amount of money the Town would owe is small in comparison to the service that would be provided. The Mayor also went on to thank these individuals, as they were extremely helpful in trying to solve the Town's mail delivery dilemma. Jan Jonson questioned exactly what would be involved in the "warm building and electricity" that must be provided by the town for the delivery. Mayor Siddoway explained this would mean everything but a post person. The mailboxes would be similar to the ones in Thayne. He stated that some of the concerns include traffic and parking that need to be resolved. The Mayor also stated that the mailbox area would most likely be a part of the future Town Hall, and that bids to build the Town Hall would include this area. Councilman Warren thanked Ron Mueller for all of his hard work.

**Planning and Zoning Meeting:** November 7

**Founders Day:** November 8

**Veterans Day:** Town Hall Closed, Observed November 12

**Upcoming Activities:**

**Planning and Zoning Meeting:** They have rescheduled their meeting from the 21<sup>st</sup> to the 28<sup>th</sup>.

**Thanksgiving Holiday:** The Town Hall will be closed on the 22<sup>nd</sup> and the 23<sup>rd</sup> of November.

**Planning and Zoning Meeting:** To be held on December 5<sup>th</sup> and December 19<sup>th</sup>.

**December Town Meeting:** Next Town Meeting held on December 11<sup>th</sup>.

**Christmas and New Year Holiday:** The Town Hall will be closed on December 24<sup>th</sup>, 25<sup>th</sup>, 31<sup>st</sup>, and January 1<sup>st</sup>.

**WAM Winter Workshop:** Wednesday, Thursday and Friday January 16-18 in Casper. All Councilmen and the Mayor have signed up to attend.

**January Town Meeting:** January Town Meeting is going to be held on January 15<sup>th</sup>.

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