

The Town of
Star Valley Ranch, Wyoming

TOWN MEETING MINUTES

FINAL

November 10, 2009

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 forty-eighth regular monthly meeting of the **Town of Star Valley Ranch Town Council** was held November 10, 2009 at **Town Hall**. **Mayor Siddoway** called the meeting to order at 7:00 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*.

A moment of silence was held for the Fort Hood victims.

Adopt the Agenda:

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

Adopt the Consent Agenda:

Councilman Koch made a motion to approve the consent agenda as written. **Councilman Warren** 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 on the Town's website at www.starvalleyranchwy.org as well as at the Town Hall during regular business hours or by appointment.

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:

- **Chamber of Commerce – New Benefits**
- **Chamber of Commerce Coupon Book**
- **Water Development Commission Letter**
- **WAM – Heads Up – October 8**
- **Economic Summary**

- **WAM – Heads Up – October 15**
- **WYOWARN – Class listing**
- **Star Valley Medical Center Letter**
- **WAM – Heads Up – October 22**
- **Chamber of Commerce – Newsletter**
- **WAM – Heads Up – October 29**
- **Quick Tap – WARS**
- **WAM – Newsletter**
- **WAM – Severance Tax Adjustment**
- **WAM – 2010 Municipal Directory**
- **WAM – Heads Up – November 5**

Special Municipal Officer:

During October 2009, the Special Municipal Officer issued one regular citation, six written warnings, and ten verbal warnings. The SMO also conducted general and directed patrol for ordinance violations and also spent 17.50 hours assisting in the Town Hall office answering phones and prepping correspondence for mailing. SMO enforcement activities in October are listed below and as detailed on the attached actions and activities log.

- **Animal Control Violations:**

- 1 regular citation (PP-09-0016) issued for owner failing to maintain dogs on own property
- 2 written warnings issued for failing to maintain dogs on own property – permitting loose/roaming dogs
- 3 verbal warnings issued for failing to maintain dogs on own property – permitting loose/roaming dogs
- 4 verbal warnings issued for unleashed dogs
- 1 written warning for permitting dog to chase/harass wildlife (deer)
- 1 written warning issued for unlicensed dog

- **Construction Violations:**

- 1 written stop work order – deficiency notice issued for building without a permit
- 1 written warning issued for construction materials on road right of way
- 2 verbal warnings issued for construction materials on road right of way
- 1 written warning for construction vehicle parked on road right of way

Delinquent Account Status:

The Second Quarter of the 2009-2010 Fiscal year billing went out Oct 1, 2009. 580 bills were mailed at \$54,700.00

There are approximately 57 customers who still owe for the first quarter. These customers will be charged penalties and Interest for not paying by the 11/10 date. A reminder statement was mailed to these customers who are two quarters delinquent, for possible disconnection if no payments received.

There are now six 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.

The residents are more aware of billing procedures, and are paying in a timelier manner, with less aggressive collection actions.

To date 98% of our budgeted water revenues have been received.

Lincoln County Sheriff’s Department Report:

- 4 citations were issued (up 2)
- 3 warning were issued for moving violation (down 1)
- 48 calls for services or incidents (up 7)
- 20 special patrols (drive thru) (up 5)

Treasures Report

In the General Fund in CD’s this month there is \$903,450.00 last month there was \$903,450.00 for no difference. In the checking this month there is \$67,906.00 last month there was \$34,989.00 for a difference of \$32,917.00.

In the Water Fund CD’s there is \$575,000 this month last month there was \$575,000.00 for no change. In the checking this month there is \$46,881.00 last month there was \$31,721.00 for a difference of \$14,160.00.

Total cash on Hand this month is \$1,593,237.00, last month there was \$1,545,160.00 for a difference of \$47,077.00.

Financial Highlights

For the month of October in the general fund, we started with \$34,862.12. The Town received \$1,530.66 in Interest, \$374,192.73 from the state, \$147.00 from Post Office Boxes, \$60.00 from Dog Registrations, \$2,363.17 Misc Items & transferred \$14,325.62 from other accounts. The Town paid out \$42,968.04 in Payroll Expenses, refunded \$2,100.00 in building permits and \$314,507.06 in bills leaving a balance of \$67,906.20.

For the month of October in the water fund, we started with \$31,721.01. The Town received \$780.57 in Interest, \$36,544.61 in Water Payment and \$11,347.92 in other income. The Town paid out \$7,839.19 and moved \$25,673.54 to Town leaving a balance of \$46,881.38.

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.

TOWN

| PAYEE: | CHECK #: | ITEM: | AMOUNT: |
|------------------------|-----------------|------------------------|----------------|
| Oct 1 to Oct 8 | | | |
| Robert Jolley | 3682 | Building Permit Refund | \$ 2,000.00 |
| Ridge Creek Investment | 3683 | Oct Lease | \$ 3,650.00 |
| Blue Cross/Blue Shield | 3684 | Health Insurance | \$ 5,531.30 |
| Henry Blaettler | 3685 | Building Permit Refund | \$ 500.00 |
| Payroll | 3686-3705 | Payroll | \$ 18,078.90 |
| Aflac | 3706 | Insurance | \$ 67.36 |

| | | | |
|---------------------------------|-----------------------|--------------------------|----------------------|
| Anything Business | 3707 | Web Hosting | \$ 207.00 |
| Bowers Law Firm | 3708 | Legal Counsel | \$ 1,994.78 |
| Brenda Bauer | 3709 | Expense Report | \$ 34.81 |
| Carol Warren | 3710 | Expense Report | \$ 564.96 |
| CAN Surety | 3711 | Treasurer Bond | \$ 125.00 |
| Corey Miles CPA | 3712 | Accounting Counsel | \$ 287.50 |
| Dry Creek Enterprises, Inc | 3713 | Toilet Rental | \$ 128.00 |
| Ed Koch | 3714 | Expense Report | \$ 71.94 |
| Farmers Feed Store | 3715 | Pasture Mix | \$ 250.00 |
| George Redlin | 3716 | Expense Report | \$ 84.50 |
| Gregg Wilkes | 3717 | Expense Report | \$ 605.14 |
| Hansen Oil Company | 3718 | Fuel | \$ 2,186.11 |
| J Boyd Siddoway | 3719 | Expense Report | \$ 55.68 |
| Jenkins Ace Home Center | 3720 | Supplies | \$ 178.03 |
| Jones Skimkins | 3721 | Audit Consultation | \$ 3,443.64 |
| Lincoln County Sheriff's Office | 3722 | Sept Contribution | \$ 725.00 |
| Little America Hotel | 3723 | Room – Wilkes | \$ 188.00 |
| National Band & Tag | 3724 | Dog Tags 2010 | \$ 78.06 |
| Open Season Enterprises | 3725 | Lift Rental | \$ 210.00 |
| Paperworks Plus | 3726 | Supplies | \$ 1985.98 |
| Robert Logan | 3727 | Judge Fees | \$ 113.90 |
| Void | 3728 | | |
| Rocky Mountain Professional | 3729 | Consulting | \$ 2,400.00 |
| Salsbury Industries | 3730 | PO Locks | \$ 159.00 |
| Silver Star Communications | 3731 | Phone/Fax | \$ 287.96 |
| Staples Credit Plan | 3732 | Supplies | \$ 398.29 |
| Star Valley Cleaning | 3733 | Cleaning | \$ 800.00 |
| Star Valley Disposal | 3734 | Trash Removal | \$ 588.69 |
| Star Valley Independent | 3735 | Advertising | \$ 150.00 |
| Steel Systems Inc | 3736 | Next Draw | \$106,578.16 |
| Valley Market | 3737 | Town Image Supplies | \$ 17.95 |
| Valley Tech, LLC | 3738 | Consulting | \$ 847.50 |
| Wagner's Flower Shop | 3739 | Lamb Funeral | \$ 53.00 |
| WAM | 3740 | LTS Breakfast | \$ 10.00 |
| Wyoming Dept of Revenue | 3741 | Sales Tax | \$ 14.00 |
| Wyoming Dept of Transportation | 3742 | Advertising for Sand | \$ 164.88 |
| Robinson Motors | 3743 | Repairs | \$ 528.72 |
| All Star Auto Parts | 3744 | Parts | \$ 1,116.64 |
| Total | | | \$157,460.38 |
| October 9 to October 31 | | | |
| Lowder Homes | 3745 | BP Refund | \$ 1,000.00 |
| Kilroy, LLC | 3746 | Front Entrance | \$177,323.58 |
| US Treasury | on-line | Payroll Taxes | \$ 4,211.76 |
| Payroll | 3747-3760 & 3762-3763 | Payroll Expense | \$ 15,121.83 |
| Wyoming Child Support | 3761 | Garnish wages | \$ 632.69 |
| Rolf Strahm | 3764 | BP Refund | \$ 500.00 |
| Postmaster | 3765 | Stamps – Dog Letters | \$ 132.00 |
| Sears Roebuck | 3766 | Stove Hood – PW Building | \$ 170.00 |
| Total | | | \$ 199,091.86 |
| Lower Valley Energy | 3767 | Power new well | \$ 14,997.13 |
| Rocky Mountain Professional | 3768 | Consulting | \$ 2,400.00 |
| Lincoln County Clerk | 3769 | Recording Annexation | \$ 39.00 |
| Payroll | 3770-3788 | Payroll Expense | \$ 17,928.84 |
| All Star Auto | 3789 | Parts | \$ 993.63 |
| Bowers Law Firm | 3790 | Consulting | \$ 352.55 |
| Brenda Bauer | 3791 | Expense Report | \$ 16.83 |
| Corey Miles, CPA | 3792 | Consulting | \$ 69.00 |
| Dry Creek Enterprises, Inc | 3793 | Toilet Rental | \$ 111.00 |
| Eugene Root | 3794 | Expense Report | \$ 36.06 |
| Evanston Tire Factory | 3795 | Tires | \$ 799.80 |
| George A Redlin | 3796 | Expense Report | \$ 188.00 |
| Hansen Oil Company | 3797 | Fuel | \$ 2,277.90 |
| Honnen Equipment | 3798 | Parts | \$ 525.00 |
| Intermountain Traffic Safety | 3799 | Street Signs | \$ 44.55 |
| J Boyd Siddoway | 3800 | Expense Report | \$ 500.67 |
| Jenkins Ace Home Center | 3801 | Supplies | \$ 4,861.23 |

| | | | |
|---------------------------------|------|---------------------------|----------------------|
| Johnson Electric, LLC | 3802 | Electrical Work | \$ 4,514.56 |
| Kendall Jenkins | 3803 | Road Base | \$ 23,482.56 |
| Lampe Brothers Ready Mix | 3804 | Gravel | \$ 81.06 |
| Lincoln County Landfill | 3805 | Fire Wise Dump | \$ 240.00 |
| Lincoln County Sheriff's Office | 3806 | Communications | \$ 485.75 |
| Lower Valley Energy | 3807 | Electricity | \$ 204.02 |
| NorMont Equipment | 3808 | Supplies | \$ 286.09 |
| Peavler's Mountain Star | 3809 | Turning Lane Muddy String | \$ 36,864.47 |
| Ridge Creek Investment | 3810 | Town Hall Rent | \$ 3,650.00 |
| Silver Star Communications | 3811 | Phone/Fax | \$ 2,537.43 |
| Skinner Service & Auto Body | 3812 | Tire Repair | \$ 14.00 |
| Spring Hill Suites | 3813 | Rooms for Convention | \$ 1,260.00 |
| Staples Credit Plan | 3814 | Office Supplies | \$ 181.01 |
| Star Valley Chamber of Commerce | 3815 | 2010 Dues | \$ 1,000.00 |
| Star Valley Cleaning Inc | 3816 | Town Hall and Post Office | \$ 400.00 |
| Star Valley Independent | 3817 | Advertisements | \$ 127.50 |
| Thayne True Value | 3818 | Parts/Supplies | \$ 103.26 |
| The Ashworth Group | 3819 | Consulting | \$ 320.50 |
| Tire Les Schwab | 3820 | Tires | \$ 353.24 |
| Town of Thayne | 3821 | Fire/EMS | \$ 16,500.00 |
| Valley Tech, LLC | 3822 | Consulting | \$ 400.45 |
| Vinyl Arts Sign & Graphics | 3823 | Public Safety Sign | \$ 311.40 |
| Wyoming West Fire | 3824 | Fire Extinguishers | \$ 1,110.00 |
| All Star Auto Parts | 3825 | Parts | \$ 63,502.49 |
| Lawson Products | 3826 | Tools | \$ 5,687.78 |
| United Fire Group | 3827 | Insurance | \$ 1,597.95 |
| Vinyl Arts Signs & Graphics | 3828 | Signs PW Building | \$ 60.25 |
| All Star Auto Parts | 3829 | Parts | \$ 195.49 |
| Blue Cross/Blue Shield | 3830 | insurance | \$ 2,649.12 |
| Aflac | 3831 | Insurance | \$ 67.36 |
| Steel Systems | 3832 | PW Building Draw | \$ 71,523.19 |
| TOTAL | | | \$ 285,852.12 |

WATER

| PAYEE: | CHECK #: | ITEM: | AMOUNT: |
|---|-----------------|----------------------|--------------------|
| Oct 1st to Oct 8th | | | |
| Postmaster | 2455 | Postage Meter Letter | \$ 484.00 |
| Aflac | 2456 | Insurance | \$ 175.93 |
| All Star Auto | 2457 | Parts | \$ 954.11 |
| Void | 2458 | | \$ |
| Bowers Law Firm | 2459 | Legal Counsel | \$ 537.99 |
| Void | 2460 | | \$ |
| Gregg Wilkes | 2461 | Expense Report | \$ 139.44 |
| Hansen Oil Company | 2462 | Fuel | \$ 858.24 |
| Honnen Equipment | 2463 | Parts/Repairs | \$ 354.58 |
| Jones Simkins | 2464 | Audit Consultation | \$ 1,696.12 |
| Paperworks Plus | 2465 | Supplies | \$ 128.72 |
| Robert Logan | 2466 | Judge | \$ 56.10 |
| Robinson Motors | 2467 | Repairs | \$ 528.73 |
| Ronald Hartley | 2468 | Expense Report | \$ 26.35 |
| Silver Star Communications | 2469 | Phone/Fax | \$ 163.07 |
| Staples Credit Plan | 2470 | Supplies | \$ 171.90 |
| Star Valley Cleaning | 2471 | Cleaning | \$ 100.00 |
| Star Valley Disposal | 2472 | Trash Removal | \$ 68.31 |
| Thayne True Value | 2473 | Supplies | \$ 87.16 |
| Town of Afton | 2474 | Water Tests | \$ 75.00 |
| Warren Webb | 2475 | Expense Report | \$ 177.08 |
| Waterworks Industries | 2476 | Parts | \$ 546.00 |
| Yolanda Navarrete | 2477 | Expense Report | \$ 46.66 |
| Anything Business | 2478 | Web Hosting | \$ 23.00 |
| Donald Austin | 2479 | Expense Report | \$ 31.79 |
| Frontier Fence | 2480 | Posts | \$ 131.72 |
| All Star Auto Parts | 2481 | Parts | \$ 981.37 |
| TOTAL | | | \$ 8,543.37 |

October 9 to October 30

| | | | | |
|----------------------------------|------|-------------------------|----|------------------|
| Magdy Samy Tawfik | 2482 | Refund | \$ | 77.00 |
| Total | | | \$ | 77.00 |
| November 1 to November 10 | | | | |
| All Star Auto Parts | 2483 | Parts | \$ | 695.01 |
| Bowers Law Firm | 2484 | Consulting | \$ | 173.65 |
| Corey Miles CPA | 2485 | Consulting | \$ | 46.00 |
| Eugene Root | 2486 | Mileage Expense | \$ | 17.76 |
| Evanston Tire Factory | 2487 | Tire | \$ | 20.00 |
| Hansen Oil Company | 2488 | Fuel | \$ | 1,474.03 |
| Honnen Equipment | 2489 | Parts | \$ | 565.19 |
| Lincoln County Sheriff's Office | 2490 | Communications | \$ | 239.25 |
| Lower Valley Energy | 2491 | Electricity | \$ | 1,683.61 |
| NorMont Equipment Co | 2492 | Parts | \$ | 140.91 |
| Silver Star Communications | 2493 | Phone & Fax | \$ | 301.60 |
| Staples Credit Plan | 2494 | Office Supplies | \$ | 145.36 |
| Waterworks Industries Inc. | 2495 | Parts | \$ | 585.00 |
| Wyoming Water Quality | 2496 | Conference Registration | \$ | 335.00 |
| Lawson Products | 2497 | Tools | \$ | 2,801.44 |
| Town of Afton | 2498 | Lab | \$ | 30.00 |
| United Fire Group | 2499 | Insurance | \$ | 787.05 |
| Aflac | 2500 | Insurance | \$ | 175.93 |
| Blue Cross/Blue Shield | 2501 | Insurance | \$ | 2,882.18 |
| Total | | | \$ | 13,098.97 |

Activities Participated In:

- **Meeting – Harmon & Greenfield – October 14**
- **Ashworth Group meeting – re Sign lighting – October 14**
- **Black Mountain Software Demonstration – October 19**
- **PW Building Walk thru – October 21**
- **Casell Software Demonstration – October 22**
- **Tyler Technologies Demonstration – October 27**
- **Comm Tech Software Demonstration – October 29**
- **Project Listening Workshop – November 4**
- **WWDC Commissioner's Meeting – November 6**
- **SLIB Meeting – November 6**
- **Founders Day Celebration – November 9**

Regular Meeting Items:

PRIOR BUSINESS:

Snow Removal Ordinance

A copy of Ordinance 2009-06 is available on the Town website
<http://www.starvalleyranchwy.org/Ordinances/Ordinance200906.pdf>

Councilman Warren made a motion that the Town of Star Valley Ranch approve the third reading of Ordinance 2009-06, Chapter 3, Article 3, Snow Removal as written that will replace Ordinance 2006-07. Councilman Harker seconded the motion. The motion carried unanimously.

Registration and Regulations Ordinance

A copy of Ordinance 2009-05 is available on the Town website
www.starvalleyranchwy.org/Ordinances/Ordinance200905.pdf

Mayor Siddoway explained at this time we still do not have a signed contract for the pick-up and disposal of un-identified vicious dogs. The cost is expected to be approximately \$400 to 500 per vicious dog.

Town Administrator Wilkes feels pretty good that contracts will be in place by third reading.

Ron Thacker asked for clarification about a dog bite and is it considered vicious dog and if it should be held until the dog can be tested. **Mayor Siddoway** explained that a dog that bites is considered vicious and Town Administrator Wilkes will talk with the Veterinaries to see when testing should occur.

Special Municipal Office Peg Parker voiced concerns about immediately destroying the dog as it may be a dog that lives outside the ranch. She feels we should make attempts to identify who the dog belongs to before it is destroyed. **Mayor Siddoway** explained will be at least 24 hrs before we pick it up; if the veterinary is open it will be taken there to be euthanized.

Attorney Josh Smith made a few suggestions to move a few things to different sections.

Councilman Koch made a motion that the Town of Star Valley Ranch approve the second reading of the Ordinance 2009-05, Chapter 7, Article 7, Dog Registration and Regulations as amended that will replace Ordinance 2008-05. Councilman Redlin seconded the motion. The motion carried unanimously.

P&Z Board Organization Ordinance Amendment

A copy of Ordinance 2009-07 is available on the Town website
<http://www.starvalleyranchwy.org/Ordinances/Ordinance200907.pdf>

Councilman Redlin made a motion that the Town of Star Valley Ranch approve as written the second reading of Ordinance 2009-07, Chapter 2-Administration, Article 6-Planning and Zoning Board Organization to authorize the Town Planning and Zoning Board to take action on variance requests. Councilman Harker seconded the motion. The motion carried unanimously.

Building & Construction Site Requirements Ordinance Amendment

A copy of Ordinance 2009-08 is available on the Town website
<http://www.starvalleyranchwy.org/Ordinances/Ordinance200908.pdf>

Councilman Redlin made a motion that the Town of Star Valley Ranch approve as written the second reading of Ordinance 2009-08, Chapter 11 – Buildings, Article 1-Appendix 11-1 to authorize the Town Planning and Zoning Board to take action on variance requests. Councilman Harker seconded the motion. The motion carried unanimously.

Commercial Zoning Ordinance

A copy of Ordinance 2009-09 is available on the Town website
<http://www.starvalleyranchwy.org/Ordinances/Ordinance200909.pdf>

Councilman Redlin informed us the first reading of proposed Ordinance 2009-09, Chapter 9, Zoning, commonly referred to as the Commercial Zoning ordinance received its first reading by

title only at the October 13, 2009 Town meeting. The proposed ordinance has been available for review on the Town web site and at the Town hall.

The only comments received since that first reading was provided by Councilman Harker. Most of the recommendations made by Councilman Harker have been incorporated. The second reading will also be by title only and all changes will be in red writing.

If passed on second reading, I want people to be aware that the proposed ordinance, as passed on second reading will be posted on the town website and copies can be obtained from the Town. Your continued review and comments are welcome.

The Town does have a zoning map and after much discussion it was decided not to add it to the ordinance but to make sure it is available at Town Hall and included on the website.

There was discussion about is someone is going to be adding a new access to the Town Road my making a change in their driveway they would need a building permit. New wording will be added for the third reading.

Carolyn Koch voiced a concern about if someone wanted to sponsor a bench would that be considered a sign. **Mayor Siddoway** explained at this time it would be, but a variance is allowed through the ordinance.

Councilman Redlin made a motion that the Town of Star Valley Ranch approve as amended the first reading of Ordinance 2009-09, Chapter 9 – Zoning, providing guidance and regulation relating to commercial development within the Town. Councilman Harker seconded the motion. The motion carried unanimously.

2010 Census Update

Councilman Harker has been receiving information from the Census Bureau and it is time to revise the Town boundaries to reflect the two annexations that were done this year and then all addresses will need to be verified against the database to ensure they are all listed. The Town receives approximately \$1,300 per person per year so remind your neighbors that may be snowbirds to make sure if you vote here that you say you are a resident of Star Valley Ranch.

New Business:

Variance Request

Mayor Siddoway explained a request was made for variance to waive the requirement for a sanitary frost free hydrant. The resident informed the Mayor that it was very expensive, there are not many available in the area and the contractor would not guarantee the hydrant would not freeze. Chairman Ron Thacker presented the request for Resident Elden Staley on Plat 10 Lot 40. Mr. Elden Staley the owner and Mr. Rod Erickson the excavator appeared before the board on November 4, 2009 to request a variance for the requirement to install a sanitary yard hydrant at the new home of Mr. Staley. Mr. Staley did not present any relevant supporting material to the board to support his claims that he felt a sanitary yard hydrant was not necessary, that the expense was excessive and that he believed the location of his lot made the risk of contamination into potable water supply very low. No other public statements were provided to the board. Without any relevant supporting material to support his request, the board determined Mr. Staley did not meet the specifications for a variance to the building requirements. The Board voted 4 to 0 for disapproval of the variance request to the Town

Council; however, Planning & Zoning Board members have subsequently reviewed the risks of contamination to the town's water supply with Mr. Clarence Kemp and members of the Town's water board. According to Mr. Clarence Kemp with the pending installation of the water meters with double check valves and all connection to the Towns water supply will minimize any contamination. After this information it is the P&Z Boards opinion for the Town Council to consider amending the ordinance to remove the sanitary hydrant requirement.

Councilman Harker made a motion based on the testimony provided at this time, that the Town of Star Valley Ranch not accept the P&Z Board's recommendation to deny the requested variance to eliminate the requirements of a Sanitary Yard Hydrant on Plat 10 Lot 40. And furthermore, approve a variance for Plat 10 Lot 40. This variance will require a frost-free hydrant installed on the water service line leading to the house. The location of the hydrant shall be shown on the plot plan. Councilman Redlin seconded the motion. The motion carried unanimously.

Review of 2008-09 Accounting Procedure

Scott Swenson requested that the Council review the final draft and provide comments by next week so the final can be issued. The difference between an audit and a review is looking into the internal control systems. This will be done next year as it will be required because of the amount of grant money the Town received. After an audit an auditor's opinion letter is issued to point out any problems and methods to correct them. A review is less extensive as far as testing the numbers and there is no looking at the internal controls. When a review is done the accounting firm issues a letter stating they have applied analytical procedures and looked at the numbers but there is no opinion given. In the State of Wyoming if you don't do a review they will do one for you and you are required to have an audit if spend more than \$500,000.00 in Federal funds in any given fiscal year.

Fire Ordinance

A copy of Ordinance 2009-10 is available on the Town website
<http://www.starvalleyranchwy.org/Ordinances/Ordinance200910.pdf>

Councilman Harker expressed concern about the way it was written about when the inherent fire danger is deemed as extreme by the US Forest Service residents would not be able to even use outdoor barbeque grills. It will be re-written to allow this.

Councilman Koch made a motion that the Town of Star Valley Ranch approve as amended the first reading of Ordinance 2009-10, Chapter 15 – Fire Prevention – Fireworks, Recreational Fire and Open Fire ban. Councilman Harker seconded the motion. The motion carried unanimously.

5th Penny Sales tax continuation Ordinance

A copy of Ordinance 2009-11 is available on the Town website
<http://www.starvalleyranchwy.org/Ordinances/Ordinance200911.pdf>

Councilman Harker made a motion that the Town of Star Valley Ranch approve as written the first reading of Ordinance 2009-11, Continuation of the 5th Penny Sales Tax. Councilman Redlin seconded the motion. The motion carried unanimously.

WRS Deferred Compensation Plan

The Town of Star Valley Ranch is currently working with the Wyoming Retirement System for the employees of the Town. The employee pays 5.57% of their earnings and the Town matches the employee's investment with a contribution of 5.68%. This deferred compensation is for all full-time permanent employees that work at the Town and is implemented upon the first day the employee begins work.

The Wyoming Retirement System also has a voluntary program, the WRS Deferred Compensation (457) Plan which is put into effect by resolution. This is like a deferred compensation government 401K plan. Those employees wishing to enter into this plan after the Town has passed the resolution would be allowed to contribute as little as \$240 per year and up to \$16,500 before age 50 and up to \$22,000 over age 50. There is also a consideration that employees that are within four years of retirement can contribute up to \$33,000 per year into this plan. There is no contribution from the Town on this plan and the regular deferred compensation will remain in place.

A roll-over of other employee's plans can take place as long as the plan that the deferred compensation is under will allow for this transfer. The roll-over funds will be administered as originally set up but these funds can be transferred into the 457 Plan if the employee desires and the plan allows.

Several of the employees of the Town would desire that the Town enter into the Wyoming Retirement System Deferred Compensation (457) Plan. This Deferred Compensation Plan is administered by the Wyoming Retirement System and is an important component of an employee's retirement plan. If there are no objections from the Council the resolution adopting the Plan will be prepared and have it ready to be signed in the December 2009 Town Council Meeting.

Council/Committee Reports: **Planning & Zoning Report**

The Planning and Zoning Board has responded in writing to questions and comments from the Town Council after the 1st reading of the Commercial Zoning. The Council may consider this input from the Board to make changes to the proposed ordinance during the 2nd reading. The Board will be pleased to make further clarifications or answer any other questions the Council may have about the proposed commercial zoning ordinance.

Since the TSVR Council meeting on 10/13/09, the Board has approved one building permit for the Town's well house on the BLM property and two permits for detached garages for residences. Permits for new home construction YTD remain at two.

The Board continues to pursue information on the National Flood Insurance Program that will be passed on to the Town Council for further consideration.

The public is again reminded of the need to obtain a building permit from the Town for new construction and any construction project that involves exterior modifications or structural modifications to their residence.

The last P&Z Board meeting was held on November 4, 2009 and the next meeting will be held on November 18, 2009 at 6:00 PM MST at the Town Hall.

2009-2010 Budget:

Town Administrator Wilkes provided us with information on the YTD Budget verses the YTD Actual.

| <u>Town's General Fund</u> | <u>YTD Budget</u> | <u>YTD Actual</u> |
|---|--------------------|-------------------|
| Sources of Funds | \$1,022,508 | \$735,124 |
| Operating Expense Budget | \$499,190 | \$378,337 |
| Capital Investment Budget-General Fund | \$899,250 | \$759,805 |
| <u>Water Utility Fund</u> | | |
| Sources of Funds | \$1,010,714 | \$610,299 |
| Operating Expense Budget | \$296,242 | \$210,690 |
| Capital Investment Budget-Water | \$898,265 | \$533,487 |

There will also be a different format used to record month by month.
(Reports available on the website: www.starvalleyranchwy.org/Financials.html)

Road Operations Report:

During the last month the crew:

Regraded Alpenglow Circle and added crushed gravel.

Regraded Hardman Dr. and Cedar Creek Dr.

Filled the bottom of the steep hill on Sugarloaf Dr. to flatten the grade.

Gathered up materials cleared for the Firewise program.

Moved equipment and materials to BLM storage facility.

Water Operations Report:

During the last month the crew:

Repaired six leaks.

Replaced one PRV.

Shut off many services for snowbirds.

Located numerous water lines for the construction projects.

Moved water parts and materials to the BLM storage facility.

Facilities Report

The new Public Works Maintenance Shop is complete with just a few minor items to be completed.

Water Projects' Status:

WBC Infrastructure Project:

- 12" Transmission line – - Complete
From Green Canyon Tank to Vista / Vista East Intersection.

- 8' Line with Fire Hydrants - - Complete
Along Commercial area from Vista / Vista West to Muddy String

- Road - - Complete
Paving

- Signs - - On Order
Two entrance, two commercial and one directional

- Landscaping - In Progress

WWDC Level III Phase I –

- Well and Transmission line - - In Progress

- Remainder Spring of 2010
New 400,000 gallon Prater Canyon Tank
Crossover line from PC Tank to GC Tank

WWDC Level III Phase II –

- Application Submitted –

- Staff Recommendation –

- Commission Approval -

WRRR / SLIB Meter Project –

- Meter Installations - - In Progress

Website/Newsletter Report:

Reminder the website is www.starvalleyranchwy.org

Statistics:

| | September | October | Increase/ Decrease |
|----------------------------------|---|---|-------------------------------|
| Unique Visitors | 828 | 679 | -105 |
| Average Pages Viewed per Visitor | 2.5 | 3 | .5 |
| Top 5 pages Viewed | 1. Home 2. About Us 3. Public Announcements 4. Town News 5. Planning & Zoning | 1. Home 2. About Us 3. Public Announcements 4. Documents 5. Community | |
| Total Hits | 24,018 | 16,379 | - 1,652 |

Upcoming Activities:

- Town Hall Closed November 26 & 27
- Town Hall Closed at Noon on December 24
- Town Hall Closed December 25
- Town Hall Closed at Noon on December 31
- Town Hall Closed January 1

Adjournment: at 10:24 PM

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

Respectfully Submitted

Approved

Brenda L Bauer, Town Clerk

Boyd Siddoway, Mayor