

The Town of
Star Valley Ranch, Wyoming

TOWN MEETING MINUTES

FINAL

September 8, 2009

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

Call to Order, Roll Call of Councilmen, and Statement of Quorum: The forty-sixth regular monthly meeting of the **Town of Star Valley Ranch Town Council** was held September 8, 2009 at **Town Hall**. **Mayor Siddoway** called the meeting to order at 7:00 p.m., and with all councilmen in attendance, 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: After welcoming everyone **Mayor Siddoway** lead the recitation of *The Pledge of Allegiance*.

Recognition: **Mayor Siddoway** recognized Town Administrator Gregg Wilkes, Town Attorney Josh Smith, Town Clerk Brenda Bauer, SVRA General Manager Randy King and SVRA Board of Directors Paul Weber, Archie Archibald, Jere Kovach, and Jan Johnson.

Adopt the Agenda:

Mayor Siddoway request four changes to the agenda.

Prior Business add 7A Gaudy Maude

New Business change 8D North Lincoln County Community Center move to 8B

New Business add 8H Hazardous Waste

Upcoming Activities Added B – Recovery Bond Meeting

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

Adopt the Consent Agenda:

Councilman Harker 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.*

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:

- **US Bureau of Reclamation Funding Letter**
- **WARWS – Fall Training Expo – Sept 15th – 17th**
- **WRS Employer Training – Sept 15th – 18th**
- **WAM – Heads Up – August 13th**
- **WAC Board Meeting – Aug 20-21 in Afton**
- **SVRA DCCR – Letter**
- **Letter from Resident – Water Lines**
- **SV Chamber – Health Insurance Meeting - Sept 17**
- **Wyoming Government Investment Fund – Pool Dates**
- **SV Chamber – Water Rights**
- **SV Chamber – Weekly Email**
- **WAM – Heads Up – August 20th**
- **WAM – Heads Up – August 25th**
- **WAM – Heads Up – August 27th**
- **Artillery Deployment Newsletter**
- **Facility Efficiency Retrofit Grants**
- **Chamber of Commerce Newsletter**
- **WAM – Heads Up – September 3rd**

Letter Sent by Town

- **Fire Trucks Plus – Letter of Intent**

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

August 12th to August 31st

Gregg Wilkes	3572	Expense Report	\$ 1,801.92
The Ashworth Group	3573	Consulting	\$ 375.00
Town of Thayne	3574	EMS Contract	\$ 16,500.00
US Treasury	on-Line	Payroll Taxes	\$ 5,025.56
Horizon Signs	3575	(Replace 3524)	\$ 75.00
Steel Systems Inc	3576	(Replace 3548)	\$ 91,850.37
Kim Hansen	3577	Deposit Refund	\$ 375.00
Payroll	3578-3592	Payroll	\$ 14,814.22
United States Treasury	on-Line	Payroll Taxes	\$ 4,288.36
Lower Valley Energy	3593	Electricity	\$ 116.49
Lloyd Baker	3594	Consulting	\$ 2,000.00
Blue Cross/Blue Shield	3595	Health Insurance	\$ 5,531.30
Wyoming Child Support	3596	Wage Garnish	\$ 801.22
Wyoming Retirement System	3597	Payroll Expense	\$ 3,328.78
Wyoming Retirement System	3598	Payroll Expense	\$ 202.50
Janice Buck	3599	Building Permit refund	\$ 1,000.00
Total			\$148,085.72

Sept 1st to Sept 8th

Ricky Jackson	3600	Building Permit Refund	\$ 1,800.00
Dennis Perry	3601	Building Permit Refund	\$ 1,000.00
VOID	3602		
Bowers Law Firm	3603	Legal Counsel	\$ 1,005.67
Corey R Miles CPA	3604	Accounting counsel	\$ 372.60
Forsgren Associates, Inc	3605	Contract	\$ 46,541.19
Greenline Equipment	3606	Parts	\$ 1,643.94
Gregg Wilkes	3607	Expense Report	\$ 720.82
Hansen Oil Company	3608	Gas & Diesel	\$ 1,895.19
Honnen Equipment	3609	Parts	\$ 391.66
Johnson Electric	3610	Electrical Work	\$ 788.65
Katherine Wilkes	3611	Skirt Making Labor	\$ 150.00
Kathy Logan	3612	Expense Report	\$ 155.77
Kendall Jenkins	3613	Sand	\$ 16,869.24
Lincoln County Sheriff's Office	3614	Aug 2009 Communication	\$ 725.00
NorMont Equipment	3615	Parts	\$ 717.94
Paperworks Plus	3616	Office Supplies	\$ 9.00
Peggy Parker	3617	Expense Report	\$ 35.49
Ridge Creek Investment Co.	3618	Town Hall Rent	\$ 3,650.00
Robert J Logan	3619	Judge Fees	\$ 327.50
Rocky Mountain Professional Con	3620	consulting	\$ 2,400.00
Roscoe Steel & Culvert	3621	Parts	\$ 1,049.75
Silver Star Communication	3622	Phone/Fax/Contract	\$ 1,697.29
Staples	3623	Office Supplies	\$ 269.84
Steel Systems, Inc	3624	Contract – PW Building	\$ 64,506.46
Valley Market	3625	Food for WBC	\$ 10.36
Valley Tech, LLC	3626	Consulting	\$ 111.55
WAMCAT	3627	Yearly Registration Fees	\$ 100.00
Yolanda Navarrete	3628	Expense Report	\$ 41.25
All-Star Auto Parts	3629	Parts	\$ 3,270.28
AFLAC	3630	Contribution	\$ 216.77
Star Valley Disposal	3631	Trash Removal	\$ 375.00
Void	3632		
Star Valley Independent	3633	Advertisements	\$ 60.00
TOTAL			\$ 152,908.21

WATER

after Council Meeting to August 31st

Lower Valley Energy	2433	Electricity	\$	591.30
Total			\$	591.30

September 1st to 8th

Bowers Law Firm	2434	Legal Counsel	\$	495.33
Corey Miles CPA	2435	Accounting Counsel	\$	144.90
Forsgren Associates	2436	Contract	\$	21,303.11
Hansen Oil Company	2437	Gas & Diesel	\$	892.56
Honnen Equipment	2438	Parts	\$	225.00
Kendall Jenkins	2439	Sand	\$	1,466.68
NorMont Equipment Co.	2440	Parts	\$	358.46
Silver Star Communications	2441	Telephone/Fax/Contract	\$	683.33
Staples	2442	Office Supplies	\$	119.90
Waterworks Industries	2443	Parts	\$	342.00
Wyoming Assn of Rural Water	2444	Fall Training	\$	450.00
Yolanda Navarrete	2445	Expense Report	\$	41.25
All Star Auto Parts	2446	Parts	\$	2,007.71
Valley Tech, LLC	2447	Computer Consulting	\$	54.95
Waterworks Industries	2448	Parts	\$	2030.00
TOTAL			\$	30,615.18

Activities Participated In:

- Front Entrance:
 - Pre Bid Meeting with Contractor – August 12
 - Status Meeting
- WBC Star Valley Tour – August 13
- State Engineers Office – Meeting – Sept 2nd
- Contractors & Engineers Meeting – Sept 3rd

PRIOR BUSINESS:

Gaudy Maude Update:

The goal of the Gaudy Maude Festival Committee was to initiate and implement an annual community event, to welcome visitors and introduce them to the amenities that Star Valley Ranch has to offer. In doing so, it was our hope that the festival would draw our community together in working for a common goal.

As you are aware the town of SVR and the SVR Association both donated one-time start-up funds of \$10,000 each as seed monies for the festival. The agreement was that the festival would become self-sustaining in one year, not the usual 3-4 years it generally takes. A sizeable amount of these monies was used for advertisement and promotion of the event; festival logo, radio and event advertisement, posters, signs, etc. Most of our signs were designed to be used year after year. Additionally, monies were spent on tents and health department required equipment for our food vendors, a Saturday night band, Concert in the Park quartet, two dinners for the pilots, sponsors and crews, insurance, and a myriad of miscellaneous items deemed necessary.

After totaling our initial expenditures and monies received from vendors, flea market, beer and food booths, etc. the Committee felt we would be very successful if we realized a balance of \$7,000-\$8,000 for next year's start-up funds. We are extremely pleased to report that we have a balance of \$11,140.00. Additionally, we have approximately \$1,200 in saleable items on hand for next year's events.

We organized the festival to include family friendly entertainment. Our activities included a climbing wall, face painting, children's ducky game, two clowns on-site for both days and continuous all day games on Saturday for the whole family sponsored by the Thayne Volunteer Firemen. There was no charge for these activities and games and prizes were provided.

We had 30 vendors participating. We charged very reasonable space rental fees. Our food charges again, were very affordable.

The Quilters reported they had over 200 visitors attending their Quilt exhibit.

Thirteen balloon pilots participated in our Hot Air balloon Rally. It was extremely exciting to see the number of families who showed up to watch the spectacle. As weather did not permit the balloons to launch on Saturday, again we were extremely pleased at the number of returnees who were able to see them fly on Sunday. The pilots were all amazed at the turn-out and by the friendliness of the Star Valley Ranch community. Every single pilot expressed a desire to return next year.

This week the festival committee will be meeting to discuss the festival in its entirety. Committee members will be offering suggestions on ways to improve the festival and examine any activities we may wish to discontinue. These findings will be presented to the SVR Board of Directors and to the City Council at a joint meeting the following week. At that time the Council and the Board will be presented with a complete line item expenditure and income list.

We believe we have formed a great foundation for future festivals. We met our pilot sponsorship goals, had a great turn-out considering the weather, our vendors were pleased, we received great feed-back from our guests. With the help and support of the entire community we see no reason why the Gaudy Maude Festival and Hot Air Balloon Rally cannot continue to grow in stature and attendance in coming years.

NEW BUSINESS:

Chamber of Commerce "Good Will Ambassadors":

Mayor Siddoway introduced **Howard Jones** who represents the Chamber of Commerce for Star Valley. The Star Valley Chamber of Commerce is looking for some mature individuals to serve as the "Goodwill Arm" of the Chamber. As an ambassador, you would be able to:

- Take part in area ribbon cutting and new business opening ceremonies.
- Support local Chamber of Commerce events by being in attendance, greeting and registering members and non-members
- Help out at the Chamber of Commerce office.
- Put your past experience to work and help the community in a significant way.
- Recruit new chamber members and mentor them.
- Spearhead the annual membership drive
- Represent the Chamber at various area functions like Alpine Mountain Days and the Lincoln County Fair.
- Give walking tours of area communities and attractions to visitors.

If this valuable service sounds interesting to you, please contact Melanie Wilkes at 307-885-2759.

North Lincoln County Community Center

Mayor Siddoway introduced **Shay Scaffide & Henk Dreuth** representatives from the North Lincoln County Community Center.

Shay Scaffide explained it has been about 1 year that they have been working to obtain the Metcalf School for \$1.00. If they receive a Community Facilities Grant for approximately 1.5 million to refurbish the school the county has agreed to take title of the school. This will allow them to run a community center in the school after renovations on the heating system, playground, new roof, painting, and new electrical. They are now looking at how to make it a cash flow friendly location. They see this as a business park and community center.

The Athletic Director of Star Valley High would like to put in two gyms so kids will be able to work out instead of traveling to Afton. There is also a day care provide who would like to have 20 kids and 10 infants in that building. They have other groups wanting to use the gym while they renovate.

Mayor Siddoway explained he had read through the business plan and is concerned as Mayor that it shows 50 to 75% of inclusion for the Town of Star Valley Ranch and if the County owns that building and there are shortages where would the money come from? **Shay Scaffide** explained the County has a line item that they are willing to use.

Mayor Siddoway has a concern that they have included Star Valley Ranch in the base, usage and justification of this center that our Town is paying for a center in your town and we would be denied one, according to advice from the Wyoming Business Council, because of how close they would be to Star Valley Ranch. **Henk Drueth** said they may be talking about two different things since a Community Center is different from a Civic Center.

Councilman Harker addressed his concern of how the Wyoming Business Council provided the grant for our Front Entrance project to allow businesses on our main road and if the community center puts in offices in Etna, it would be taking away from the potential businesses here.

Mayor Siddoway explained the Town will be having a meeting with the Wyoming Business Council and will discuss the difference of the Civic Center and Community Center with them. No decision to support or not to support will be made at this time.

Dog Registration and Regulations Ordinance

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

Councilman Koch made a suggestion to change Article 7-7 A – to include when outside the owner's property. Also in Article 7-7 I - Alternative A to add within the boundaries of the posted signs.

Councilman Harker made a suggestion to change Article 7-3 – 2nd to the last paragraph to read – Each dog license and tag shall expire on December 31st of the calendar year for which it was issued. Also in Article 7-7 B – needs to be clarified before next reading. In Article 7-7 F & G– remove the wording except for these dogs described in Article 7-5 – Exceptions.

Lovell Hopper asked if there was going to be an exception for the temporary care of a friend or families dog. **Mayor Siddoway** explained that if the dog will be leaving the property then it should be licensed. **Lovell Hopper** also asked who makes the determination about of the unsanitary conditions if disposing of the remains on the owner's property. **Mayor Siddoway** explained if we found out there is pollution (contamination) at a later date the owner would be responsible. **Town Attorney Smith** added that it would be the decision of the Judge under the citation if it were sanitary or not. **Lovell Hopper** also asked about dogs that do not live on the ranch. **Mayor Siddoway** explained that the person would have to call the Sheriff's office as they are responsible outside the Town. If the animal is chasing deer then the Game & Fish should be called.

Jan Jonson asked for clarification about the 10 people rule in Article 7-7 Item I – Alternative B, if that would pertain to the lounge area.

Mayor Siddoway explained that it could affect the lounge area.

Councilman Harker voiced his concern that some people are afraid of dogs even if they are friendly and people should not have to be afraid at public events that a dog is going to jump on them or come near them.

Councilman Warren's opinion is that she has a hard time banning them from everything.

Councilman Redlin's opinion is to only ban them by certain events.

Steve Ashworth explained he feels that if we ban them all together enforcement of this would be tougher.

Peggy Parker explained from an enforcement aspect that if no dogs are going to be allowed it needs to be posted and advance notice should be given.

Chuck Hewins said his opinion is if he goes to an event he would like to socialize rather than having to worry about stepping in dog mess that was not cleaned up or a dog jumping up on someone in his family.

Ron Thacker said he does not mind if the owner has the dog under control and that we have in the ordinance if they are not being controlled.

Paul Weber asked how the Town how they arrived at the fees. **Mayor Siddoway** explained that the fees are not paying for the cost of the enforcement of this ordinance. We have put in two levels of fees to encourage people to register the dogs early.

Mayor Siddoway explained that the county no longer takes care of vicious dogs and it is the Town's responsibility and we have a place to keep the dog but we have not found anyone to transport the vicious dog yet.

Attorney Josh Smith mentioned Article 7-7 section G and requiring people to have a baggy with them and the council needs to decide if they want it as two separate violations.

Councilman Harker suggested that the fines assessed should be posted, not naming who was fined, just the amount of the fine.

The Town received 5 e-mails from residents concerning the dog ordinance that were read and considered.

Councilman Redlin made a motion that the Town of Star Valley Ranch approve the first reading of Ordinance 2009-05, Chapter 7, Article 7, Dog Registration and Regulations as amended including Alternative A that will replace Ordinance 2008-15. Councilman Warren seconded the motion. Councilmen Koch, Redlin and Warren in favor, Councilman Harker opposed; the motion carried 3-2.

Snow Removal Ordinance

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

Mayor Siddoway explained this plowing snow across the road creates bumps that cause a lot of damage to the Town's plows. The Town has purchased plows that now swivel and they crew should be able to put less snow in the driveways.

Lovell Hopper voiced a concern that the Town is pushing their snow into his driveway.

Councilman Koch voiced that clarification should be made to Article 3-03 2nd paragraph, last sentence.

Discussions were held about the force of pushing directly across the road versus out and back into their own bank.

Councilman Harker mentioned that some residences were asked to put trash cans across the street and the Town should consider putting (this) in the ordinance where appropriate.

Paul Weber is concerned about the snow blower putting some snow in the roadway when it is being turned around. **Mayor Siddoway** explained a small amount of snow is not the issue it is the pushing across the road and having the snow packed.

Jim Rice has a concern where the private property ends and the Town's property begins and the berms that are in the middle of the road and they become very dangerous. **Mayor Siddoway** explained that if someone does see something like this they should call the Town and we can check it out and see if it can be fixed.

Councilman Warren mentioned that when blowing snow into the roadway it makes it hard for vehicles to see and can cause a vehicle to go off the road.

Attorney Josh Smith mentioned in Article 3-03 third paragraph needs to be corrected as it is self-contradictory. He also suggested removing the first paragraph of this section as it is not appropriate in the ordinance since this would be an employee issue.

Councilman Harker suggested that the word Town be added to the beginning of Article 3-02.

Councilman Warren made a motion that the Town of Star Valley Ranch approve the first reading of Ordinance 2009-06, Chapter 3, Article 3, Snow Removal as amended that will

replace Ordinance 2006-07. Councilman Koch seconded the motion. The motion carried unanimously.

Front Entrance Sign

Steve Ashworth from the Ashworth Group is requesting direction from the Council to go out for informal bidding on the sign. Examples of the signs that are being considered can be seen by [clicking here](#). The size of the sign is 3 feet by 9 feet. It will take approximately two weeks to make the sign but what is important is the bracket that will be used and once that is decided, they can start building the monument.

Jan Jonson asked why on the sign it says Town of rather than just Star Valley Ranch. **Mayor Siddoway** explained that at the beginning it was to make sure people understood that there were two entities in this town.

Mayor Siddoway expressed thanks to Steve Ashworth because he is donating ½ his time to the Town on this project.

Budget Modification

Mayor Siddoway attended a meeting last week where they were told that there may be stimulus money that was awarded to other States that was not used and will have to be returned by January 15th and will be given to States who still have shovel ready projects around February 15th. We have 34,000 feet of steel pipes in this Town and we could replace some or all of the pipes depending on how much money we receive if any. We are in a prime position since we have projects ready to go and can do them in increments. The project would have to be under contract within 120 days and there is no way to put that size of a project together that quickly. Therefore, we must have a bid ready package ready to go by February 15, 2010. The Town received an estimate from the engineer to have a package ready by December 31, 2009 would roughly cost \$150,000.00. There is currently not an item in the budget for this, so there will be an emergency ordinance to amend the Water Department's capital Budget for fiscal year 2009-2010 by adding \$150,000 from the Town's reserves to the water department's Capital Budget for the specific purpose of developing a "bid-ready package" for the project to replace the existing steel pipe in the Town's culinary water system. .

Steel Pipe Replacement Bid Package

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

Lovell Hopper asked if this was an Emergency Ordinance or Emergency Expenditure. **Mayor Siddoway** explained it was an Emergency Ordinance to create a budget line item. **Lovell Hopper** wanted clarification if this is under Title 16-4-112 or 16-4-114. **Town Attorney Smith** replied this would be under Title 16-4-112. (After further research, Town Attorney Smith made it known to the Town that the correct answer was 16-4-114: "**Emergency expenditures. If the governing body determines an emergency exists and the expenditure of money in excess of the general fund budget is necessary, it may make the expenditures from revenues available under W.S. 16-4-105 (a) (ii) as reasonably necessary to meet the emergency.....**"

Councilman Harker made a motion that the Town of Star Valley Ranch approve Emergency Ordinance 2009-07 (for the Emergency Expenditure) to amend the water department's Capital Budget by adding \$150,000 from the Town's reserves for the specific purpose of contracting for a Bid-Ready Package to be completed by the end of 2009. Councilman Koch seconded the motion. The motion carried unanimously.

Councilman Harker made a motion that the Town of Star Valley Ranch authorize Mayor Siddoway to contract with Forsgren Associates for professional services to prepare a "Bid-Ready Package" for the project of replacing the existing steel pipe in the Town's culinary water system by December 31, 2009. Councilman Redlin seconded the motion. The motion carried unanimously.

Hazardous Waste

Saturday September 26th the County will be having a hazardous waste cleanup day at the landfill and we encourage the residents to participate.

Treasures Report

Town Clerk Bauer reported in the General Fund in CD's this month there is \$1,033,450.00 last month there was \$1,131,932.00 for a difference of -\$98,482.00. In the checking this month there is \$36,319.00 last month there was \$205,578.00 for a difference of -\$169,259.00.

In the Water Fund CD's there is \$575,000 this month last month there was \$425,000.00 for an increase of \$150,000.00. In the checking this month there is \$36,026.00 last month there was 247,520.00 for a difference of -\$211,494.00.

Total cash on Hand this month is \$1,680,795.00, last month there was \$2,010,030.00 for a difference of -\$329,235.00.

Financial Highlights

From August 11th to August 31st in the general fund, we started with \$44,632.69. The Town received \$2,008.61 in Interest, \$ 236,692.17 from the state, \$73.50 from Post Office Boxes, \$25.00 from NSF Fees, \$25.00 in Building Permits and transferred \$25,641.78 to the water dept. and \$1290.08 in Misc items. The Town moved \$150,000.00 from a rolling CD to operating account, paid out \$44,335.90 in Payroll Expenses and \$27,125.93 in bills leaving a balance of \$36,063.28.

From August 11th to August 31st in the water fund, we started with \$150,353.04. The Town received \$665.76 in Interest, \$9,449.84 in Water Payment and \$24,641.78 transferred from the Town account, received \$1,290.08 in Property Taxes and moved \$150,000.00 to rolling account, The Town paid out \$591.30 in bills leaving a balance of \$35,809.20.

Delinquent Account Status:

Town Clerk Bauer reported the First Quarter of the 2009-2010 Fiscal year billing went out July 1, 2009. 1058 bills were mailed, (\$186,350.00), for full or partial year and quarterly billing. The August 10th cut-off date has passed and those who normally paid by the year can no longer take advantage of the 10% discount, they may still pay for the full year, but at full price.

There are approximately 144 customers who owe for the first quarter, 34 customers who still owe for 2 quarters. This usually happens at the beginning of the billing cycle, and some are still

waiting until the end of the quarter to pay and these will be charged penalties and interest for not paying by the 8/10 date. A reminder statement was mailed to these customers who are two quarters delinquent, for possible disconnection if no payments received. The 10 day disconnect letter, for these delinquent accounts will be mailed out 9/11/09 for disconnection on 9/22/09 at 12 p.m.

There are now five 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.

At end of August, approx 89% of all statements sent have been collected, which includes those who paid for the full year in advance.

To date 96% of our budgeted water revenues have been received.

We feel, due to the current economy situation, it is important to stay on top of the accounts so they won't fall too far behind, and get themselves into a large debt to the water utility.

Again, we would like to thank all those residents who now pay in a timely manner, which saves money on our collection procedures.

Planning & Zoning Report

Chairman Ron Thacker provided the report. The main focus of the Planning & Zoning Board continues to be drafting a TSVR commercial zoning ordinance. The Board is evaluating comments and suggestions received from the Mayor, the Town Council, and Ashworth Associates for possible incorporation into the proposed ordinance. Copies of the draft ordinance were sent to certain interested parties who own or may want to develop commercial areas in the Town's vicinity. The Board requested responses by August 21, 2009. No comments or suggestions from those parties have been received. It is the desire of the Board to have a completed draft ordinance available to the public a minimum of two weeks prior to having a public hearing. Evaluating comments and suggestions has proved very time consuming however the Board believes a public hearing can be scheduled before the end of September. The first reading for the commercial zoning ordinance could be in early October.

Data from the commercial ordinance survey has been tabulated and is available online on the Town website. Hard copy survey results are also available at Town Hall. The Board received 249 written responses to the survey. Unfortunately, the survey responses submitted online were lost due to technical problems. The Board believes however, that due to the excellent response received from the written survey, the data that was lost would not materially affect the final results. Mr. Ron Mueller was kind enough to mention in his newsletter that the survey results were available and information on accessing the survey was published in the Star Valley Independent. The Town also sent emails to citizens advising them on how to access the survey results. The survey has proved invaluable to the Board in crafting the commercial zoning ordinance.

The Board has received information that Star Valley Ranch is eligible to join the National Flood Insurance Program (administered by FEMA) without having a mapped flood plain. The Board also received a template for an ordinance the Town may want to consider adopting if the Council decides to pursue joining the program.

The Planning and Zoning Board suggests the Council review the Building Ordinance provisions for granting variances to the Building Code. The Council may want the Board to address some of the routine public variance requests in order to streamline the process.

Since the last Council meeting on 8/11/09, the Board has approved one building permit for building a deck, one for extending a deck, and one for a new addition to a home. Permits for new home construction YTD remain at two.

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 September 2, 2009 and the next meeting will be held on September 16, 2009 at 6:00 PM at the Town Hall.

Mayor Siddoway asked what the advantages of joining FEMA would be for the Town. **Chairman Thacker** replied it would allow residents to purchase flood insurance. **Mayor Siddoway** requested that some more research be done and reported on in the future.

Planning Activities Report:

The Town of Star Valley Ranch adopted a Master Plan one year ago this month. This Plan was developed by Pedersen Planning Consultants and involved input from many Town citizens and members of the greater community in addition to extensive input from the Planning and Zoning Board and Town Council.

The Master Plan identifies 19 objectives for the Town. Work was in progress on several of the objectives before the plan was adopted. It is worthy of our time, once a year, to review these objectives with our audience. The following is a very brief summary of those objectives and identification of activities where progress has been made.

1. Reduce wildfire potential
 - Participation in Fire Wise program
 - Fireworks and outdoor fire ban implemented
2. Expand resident population and tax base through annexation
 - No progress
3. Consider annexation of commercial properties in vicinity of Town
 - Commercial property on North side of Vista Drive annexed.
4. Develop public facilities to support municipal administration, public works, fire suppression and emergency medical services, and postal services
 - Property acquired for future Town hall and other buildings
 - Public works shop and storage buildings under construction
 - Temporary mail center in place
5. Lease, develop and acquire the 40 acre BLM property
 - Lease in place
 - Activities in process to meet requirements for acquisition

6. Develop a loop trail system on 40 acre BLM parcel
Layout of trail is in progress
Construction to start this fall
7. Develop a community trail system
Coordination has started with Lincoln County, Forest Service and LVI
8. Improve selected road segment
Additional gravel added to selected segments
Dust guard continues to be placed on all roads
9. Designate and improve emergency vehicular access to forest
10. Provide safe school bus stops for children
Muddy String Road and Clark Lane being improved to eliminate blind spots
11. Widen County roads to accommodate bike lanes
A portion of Muddy String Road is being constructed with space for path
12. Accommodate anticipated maximum day demands plus fire flow requirements into design of future water system
Design of system includes above requirements
Water line capacity from Green Canyon to commercial area being increased
13. Develop expanded groundwater supplies
Exploratory well drilled
Bids for well development on BLM land being opened September 18, 2006
14. Increase water storage capacity
Additional Prater Canyon storage tank planned to be constructed in 2010
Planning completed to provide for acquisition of Green Canyon tank
15. Reduce water system leaks
Continuing project
Replacement of some lines in progress
16. Develop wastewater management strategy
Study completed
17. Determine potential site for new electrical substation
No progress
18. Consolidate land use regulations into Town code.
Land use ordinance is being developed

19. Assume responsibility for land use management in Star Valley Ranch
 - Planning and Zoning Board established
 - Building permit requirements established
 - Construction inspection program established

BLM Pathways Status

The staking of proposed pathway locations on the BLM property has been completed. Laths have been placed to define the approximately 1 ½ miles of proposed paths in areas that will disturb the least amount of vegetation. Anyone interested in the location of the proposed paths are invited to take a walk through the sagebrush and provide comments. We also plan to invite BLM representatives to visit the site to observe what is planned and to request their comments.

After the location of the paths and trails is firmly established, we plan to mow the locations to a width of approximately 12 feet. The pathway locations will then be graded, compacted gravel placed, and the surface treated with dustguard to create a smooth hard surface.

We plan to begin the work this year and continue to improve the trail system over several years. A further detailed plan will be developed as costs and future revenue stream are better defined. The future of the optional fifth penny sales tax will have a large influence on the rate of progress we will be able to make.

Court Report:

Town Clerk Bauer reported for the month of August there were two arraignments where one defendant pled not guilty to one charge, a trial was set, and the defendant pled guilty to 2 of the violations and was fined \$170.00. The other defendant pled guilty and will have a sentencing hearing on September 8, 2009.

Special Municipal Officer:

During August, the Special Municipal Officer issued two regular citations, three written warnings, ten written notices, and nine verbal warnings. In addition to investigating varied complaints and conducting general patrol for ordinance violations, the SMO also spent significant time during the month investigating six separate barking dog complaints in various locations throughout Town. In instances when barking complaints are received, but the complainant is reticent to sign a written complaint, time intensive investigations must be conducted. These investigations require moving and stationary patrol for lengthy periods in the area of the complaint, interviewing area residents, obtaining audio recorded evidence of the barking when possible, and maintaining written documentation of dates, times and duration of the barking behaviors to verify that the barking is sufficiently frequent, habitual, and for extended periods to satisfy the ordinance requirements. The SMO also followed up on one fireworks complaint, one wood burning fire pit inspection, three loose dog complaints, one building permit complaint, and numerous complaints of road damage from yard sprinkler water running into the roadway. .

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

- **Animal Control Violations:**
 - 1 regular citation, PP-09-0014, issued for:
 - owner permitting dog to run loose
 - owner failing to register dog
 - 1 regular citation, PP-09-0015, issued for:
 - owner permitting dogs to bark frequently, habitually, and for extended periods
 - 3 written warnings issued for barking dogs
 - 1 verbal warning issued for barking dogs
 - 2 verbal warnings issued for unleashed dogs
 - 1 verbal warning issued for permitting dog to roam on the property of other

- **Damaging Roads By Allowing Sprinklers to hit the roadway**
 - 10 written notices issued
 - 1 verbal notice issued

- **Planning & Zoning Violations:**
 - 1 verbal warning issued for failing to post building permit

- **Unlicensed Drivers Operating Motorized Vehicles**
 - 3 verbal warnings issued to unlicensed drivers and their parents

Lincoln County Sheriff's Department Report:

4 citations were issued (Up 4)
2 warning were issued for moving violation (N/C)
76 calls for services or incidents (up 19)
31 special patrols (drive thru) (up 12)

Thayne Fire & EMS Report:

Fire Report

From April 1st to the end of June there were 7 calls for things from Gas Leaks to Motor Vehicle Accidents. There was one for an accident to Star Valley Ranch.

EMS Report

From April 1st to the end of June there were 30 calls for ambulance service. There were 10 of these calls to Star Valley Ranch.

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	\$533,167	\$530,276
Operating Expense Budget	\$248,224	\$225,230
Capital Investment Budget-General Fund	\$692,000	\$564,108

Water Utility Fund

Sources of Funds	\$935,236	\$503,899
Operating Expense Budget	\$188,562	\$143,698
Capital Investment Budget-Water	\$596,623	\$335,532

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

Road Operations Report:

The crew has been using excess material from the construction on Vista Drive and Vista West Drive to fill along the road shoulders on Cedar Creek Drive. The areas filled in have been seeded with pasture grass so they should be green next spring.

Four additional speed limit signs have been installed on Cedar Creek Drive and three have been installed on Alta Drive.

We have been mowing weeds along the sides of the roads and cold patching potholes in the asphalt roads.

The area that washed out along our waterline between Cedar Drive and North Forest Drive has been filled in and smoothed up.

South Forest Drive has been regraded and widened.

Evergreen Drive has been widened out and the road shoulders have been filled in in some areas.

The crew has also been trimming trees and bushes along the roads.

Water Operations Report:

The water crew has done all of the tests required and adjusted valves to maintain pressures as needed.

The waterline to the new Public Works building on the BLM property was completed this month.

Our crew repaired the water vault across Vista Drive from Town Hall after it was damaged by the contractor rebuilding the street.

They repaired several leaks including major leaks on Snow Forest Drive and at Vista West Drive and Redwood Drive.

The PRV vault on Vista West Drive north of Vista Drive was reworked to accommodate the road reconstruction.

A new water service was installed at the maintenance shop.

Public Works Building Report:

The contractor is making good progress on the new building. 85% of all the wall panels are in place now. The overhead doors are being insulated and installed. There is now water to the building and they are working on getting the water supply to the storage buildings. The interior will begin next week as well as the electricians and plumbers. The building is projected to be done by the end of October.

Water Projects' Status:

SVRA Tank Acquisition Status

Last month both the Town and the Association approved the fair market value of \$420,000.00. The Town filed the application for the WWDC Grant Phase II that includes a pump on the transmission line going from Green Canyon to Prater Canyon, a line from Snow Forest to Plat 20, the acquisition of the tank and an additional well.

Lovell Hopper asked for confirmation that the fair market price was determined by two engineers and discussed why the last sale was only for \$1.00. Mayor Siddoway explained yes, two engineers determined this price and the sale of this tank versus the last purchase did not have as much liability.

WBC Infrastructure Project:

David Miller an employee of Forsgren Association provided us with an update. The total project is at about 10% based on the August 31st bills submitted. The water line placement has not yet started on the upper section and will not be until the 22nd of this month and the lower portion is at about 60% done as of the end of August but almost at 90% at the time of Council Meeting.

Asphalt is expected to be started around October 15 and should take about 3 days; this is in conjunction with the County project.

WWDC Level III – Phase I:

There is an advertisement in the paper for bids to be received by September 18th. (There was an extension given by Forsgren Associates for the bid opening to now be on October 2nd.)

WWDC Level III – Phase II:

A copy of Resolution 09-08-09-001 is available on the Town website
www.StarValleyRanchWY.org/Resolutions/2009SepRes1.pdf

Councilman Harker moved that The Town of Star Valley Ranch pass and adopt Resolution 09-08-09-001 to assign and commit water service fee funds to meet the Town's loan repayment obligation for the match portion of the WWDC Grant, Level III, Phase Two Project. Councilman Koch seconded the motion. The motion carried unanimously.

Water Meter Project:

There is an advertisement in the paper for bids to be received by September 18th. (There was an extension given by Forsgren Association for the bid opening to now be on September 25th)

Website/Newsletter Report:

Reminder the website is www.starvalleyranchwy.org

Statistic:

	July	August	Increase/Decrease
Unique Visitors	1138	933	-205
Average Pages Viewed per Visitor	2	2.5	+.5
Top 5 pages Viewed	1. Home 2. About Us 3. Misc docs 4. Town News 5. Documents	1. Home 2. About Us 3. Documents 4. Community 5. Association page	
Total Hits	22,943	24,018	+ 1,075

Newsletter Status:

**The Ranch News, Volume 4, Number 3
(Covering the Town's 3-1/2 year accomplishments)**

- Sept. 2nd Newsletter schedule sent to all Contributors and Editors.
- Sept. 18th By 7:00 p.m. Input from all due. Please send to the Editors at: browns@silverstar.com and Councilman Warren cjw@silverstar.com.
- Sept. 27th Editors send back draft of Newsletter to Councilman Warren who will forward to all contributors for their review.
- Sept. 29th By 12:00 noon, All who have changes submit them to Councilman Warren to assemble and forward on to Editors.
- October 5th Editors finalize and send to Councilman Warren who will forward to appropriate people.
- October 7th Contributors forward changes to Councilman Warren, Mayor and Town Staff.
- October 8th Councilman Warren will send changes to Editors to finalize the Newsletter - will request labels to be printed.
- October 9th Councilman Warren will request printing quotes from: Print Star, Paperworks Plus and the UPS Store.

<u>October 11th</u>	Final Newsletter sent to Councilman Warren from Editors.
<u>October 12th</u>	Newsletter flash drive delivered to successful Printer with Purchase Order.
<u>October 16th</u>	Pick up Newsletter.
<u>October 19th</u>	Sort Newsletters for mailing and request check for postage.
<u>October 20th</u>	Put Newsletter in Mail.
<u>October 20th</u>	Send to Councilman Harker electronically for distribution to all e-mail subscribers.
<u>October 20th</u>	Town Clerk place Newsletter on the website.

Grants:

The Town of Star Valley Ranch is hosting a workshop devoted to exploring the various funding agencies for available financial assistance for our projects. An invitation has been sent to the SVRA Board of Directors, GM (or acting GM) and Long Range Planning Committee Chairman to join us. This will be a great opportunity to share information on projects, financing and most of all get some very valuable feedback on What, Where and How.

Our guests have a vast knowledge of Federal & State Grants, Independent Trusts and Foundations. They are:

- Richard Hawley (Senator Enzi's Office) Project & Grant Coordinator
- Mary Randolph – Wyoming Business Council
- Del Tinsley – (Part Time SVR Resident) Former, Rural Development Director
- Elaina Zempel – Wyoming Business Council Director of Southwest Regional

Office.

Upcoming Activities:

- LGLP Safety Review – Sept 15
- Recovery Bond Meeting - Sept 15
- Wyoming Retirement System Meeting – Sept 18 (Postponed till October 9th)
- Workforce Wellness Summit – Cheyenne – Sept 24 & 25
- WAM Fall Committee Meeting – Wheatland – Sept 24 & 25
 - September 24th – Combined: Energy, Environment & Natural Resources & Transportation, Public Works & Communications
 - September 25th – Public Safety

Adjournment: at 11:10 PM.

Councilman Redlin 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**