

# Town Council

## 2011 Objectives / 2012-2011 Accomplishments

### 1. Communication – Councilman Warren

#### A. Maintain Open Communication with all Town Citizens & Property owners using:

1. Official Town Website (starvalleyranchwy.org)
2. E-mail ([svrtown@silverstar.com](mailto:svrtown@silverstar.com))
3. The Ranch News (Periodic Newsletter)
4. Monthly Town Bulletin inserts in Residents' water bills.

*All the above methods have been used during the year. The Town Council continues to encourage Town residents to attend all town meetings. Other communication opportunities have included: Public Hearings, Arbor Day Celebration, Founders Day Celebration, etc.*

#### B. Obtain and put into place a Town Marquee (Bulletin Board) for Town announcements.

*This item will be carried over to 2012.*

#### C. Rename the BLM land

*The BLM land has been named Fox Run Park. The Natural Resource Board surveyed the citizens and with the Council's approval renamed this land.*

### 2. Community Involvement – Councilman Koch

#### A. Work to enhance our image internally and externally:

*During 2011 the Fox Run Park Wellness Pathways were completed. Twelve (12) fitness stations and four (4) shelters installed along the pathways, and over 23 trees were relocated to park area.*

*The Mayor participated in numerous State, County and municipal meetings to develop not only the Town, but the surrounding areas.*

#### B. Nurture partnership with neighboring Town/County/State Officials:

*Formal and informal meetings were conducted with neighboring towns. County Commissioners, State officials (the Governor, Secretary of State, State Attorney General, State Auditor, Secretary of Education, Senator and Representative) and our US Senators and Representative were frequently contacted and a positive exchange of ideas and information transacted. The Mayor initiated and conducted periodic mayor's luncheons with neighboring towns. Star Valley Ranch initiated an Economic Development process for the local area and participated in revising Lincoln County's efforts.*

**C. Ensure Town representation at SVRA meetings and functions:**

*This process is ongoing. The Town Council has representation at all SVRA functions.*

**D. Enhance and expand the “Volunteer” program:**

*Expanded and initiated Town volunteer boards to include an Economic Development Board and a Natural Resources Board to augment our P&Z Board and Water Board. The Council is very appreciative of these volunteers’ efforts, input and results.*

**E. Support as appropriate Community events and celebrations:**

*The Town assisted with or participated in numerous events, the annual 4<sup>th</sup> of July celebration and 5K / Fun Run, Arbor Day, County Centennial and all National celebrations.*

**F. Coordinate Town wide “clean-up” event:**

*A formal clean-up effort did not occur in 2011 but is anticipated in Spring and Fall of 2012.*

**G. Liaise as appropriate with the SVRA Community Center Project through potential lease and financial sources:**

*A Council member attended all bi-weekly planning sessions, providing input while articulating town participation parameters. The Towns participation was eventually ended when the Wyoming Attorney General’s office ruled on the lease vs. ownership question.*

**H. Tree City USA**

*Application for Tree City USA status was submitted to Mark Hughes, Community Forestry Coordinator, Wyoming State Forestry Division. It has been approved and will be submitted to the Arbor Day Committee.*

**3. Economical Development – Mayor Siddoway**

**A. Monitor E.D. Committee Progress**

**1. Define SVR Destination Type Businesses**

**2. Prioritize based on Citizens wants and needs**

**3. Establish a plan to attract these businesses to SVR**

*The Town Economic Development (TED) Board was formed and all positions were filled. The Board is in the final phase of documenting their goals and objectives consistence with the above charter.*

**B. Support Lincoln County E.D. Efforts**

*Under the leadership of the County Commissioners, a “joint venture” organizational structure was adopted; South Lincoln County Economic Development Council was incorporated into the County wide organization. A grant was submitted to the state and approved. Grant was to hire a firm to assist with the definition and accumulation of County wide assets as well as help with the organization structure, goals and objectives and job descriptions for employees.*

#### **4. Financial – Councilman Koch**

- A. Establish a realistic and fiscally sound 2011-2012 Budget, ensure Financial reports are complete and work with Town Treasurer to monitor Cash position:**  
*Budget process was completed and effectively incorporated input from all departments. A cross balancing process was initiated to prove the Cash position vs. the General Ledger position at month end.*
- B. Continue “Open Book” Accounting:**  
*Reports continue to be improved for understanding and are presented at the monthly Town Council meetings. Reconciliation of Treasurers Cash Report and the Administrators Budget Report is complete and ongoing.*
- C. Complete Review/Audit in a timely manner:**  
*Completed Audit/Reviews results were presented during a regularly scheduled Town Council meeting. The Town has consistently received satisfactory Audit/Reviews. 20010/2011 full Audit completed, meeting federal requirements. The Audit was satisfactory and consistent with all prior Reviews.*
- D. Review needs for business licenses for those coming onto the ranch to conduct business/work:**  
*This remains under consideration.*

#### **5. Personnel – Councilman Redlin**

- A. Monitor & Enhance our Town Team Monitor & Enhance our Town Team**  
*Town Administrator, Town Clerk, Water Operators, Mayor and Town Council members all attended training classes and conferences that are required or improved their skills and knowledge's for the positions they occupy.*

#### **6. Planning – Councilman Redlin**

- A. Continue to provide interface to Town Council for Planning and Zoning Board Activities**  
*The Planning and Zoning Board continues to provide an invaluable service to the Town by providing quality control and regulation over building construction and zoning. A zoning map was developed and approved by the Town. This year the P&Z board issued 25 permits; 5 of those are new residences. The rest were for fences, retaining walls and accessory buildings, etc. 5 "stop-work" orders were issued for building projects started without a permit. Monthly articles are written and included in the Water bill newsletters. The P&Z Board is continuing its efforts to coordinate the Town's master plan land use with Lincoln County.*

**B. Update the Town Master Plan**

*The Master Plan has been reviewed and is still very appropriate in the tasks that it identified as priority for the Town to be working on. Many of the identified tasks have been completed or are being worked on. These include upgrading the culinary water system, establishing trails, establishing a mail center and completing a wastewater study. Other items, such as commercial development, have been identified as long range objectives. Much of the statistical data in the current Master Plan is outdated. The Master Plan should be updated but that it is not high priority. I also feel that updating the Master Plan is too big a task a volunteer effort. To hire a consultant would be in the \$20,000 to \$25,000 range. Should not having a recent master plan become a deterrent to obtaining grants, then updating it would become a high priority. The high priority activities of water, roads, fire protection, town complex and others are addressed in the current master plan.*

**C. Assist in coordinating ordinances that direct and ensure the overall enhancement of safety and good for the citizens of our Town**

*A Town Flood Mitigation Ordinance was developed along with a required resolution that provided the necessary documentation to make application to FEMA for participation in the National Flood Insurance Program. The application was submitted to FEMA in late October and we are still awaiting notification of their approval. When approved by FEMA, homeowners within the Town will be able to obtain flood insurance.*

**D. Establish Culinary Water Service Fees that will increase yearly at a rate of 10% to 15% until the Water Utility is self sustaining and meets the requirements of the Wyoming Water Development Commission.**

*The normal procedure for the Town to obtain water system development grants would be to have water rates in effect that demonstrate a Water Utility that is self sufficient. The Town negotiated with the Wyoming Water Development Commission to allow us to gradually increase rates over a number of years rather than go from no rates to rather high rates in one year. The Ordinance establishing water rates has been updated and adjusted each year to meet that commitment. Funds from the Town's General Fund and a portion of the 8 mil property tax and 5<sup>th</sup> penny sales tax have been used to subsidize the Water Utility to make up the shortage. The goal of obtaining self sufficiency for the Water Utility is growing closer and we are hopeful that the amount of the water rate increases can be smaller in the future.*

**E. Update Master Plan Activities.**

*The Planning and Zoning Board, Town Economic Development Board and Natural Resources Board all support the Town's Master Plan Activities that define the future of Star Valley Ranch and assist in supporting the expansion of the resident population and tax base. Unfortunately the current economic conditions are not conducive to financial investments.*

*The trails identified in the near term plan for Fox Run Park have been completed and assisted in fulfilling the Town's requirement to obtain the Patent for the 40 acres of BLM property.*

## **7. Project Funding - Councilman Warren**

- A. Research and become familiar with general project funding rules, requirements, guidelines, qualifications, dates, and deadlines. Identify funding opportunities from possible funding agencies. Prioritize the Town needs and requirements.**  
*Numerous project and grant applications have been submitted to the appropriate agencies. Approved projects include requests for water infrastructure replacement and repairs and doors for the Maintenance sheds.*
- B. Assist and provide guidance to any Town Councilman that has a specific application.**  
*Council workshops were held to identify and discuss various funding requests.*
- C. Schedule and hold quarterly workshops with possible funding agencies.**  
*Quarterly workshops were held with the Wyoming Business Council.*

## **8. Public Safety – Councilman Koch**

- A. Be safety conscious and support programs providing community safety:**  
*The Town continues to encourage and financially support the states Firewise program.*  
  
*Wyoming Gov Matt Mead appointed Councilman Koch a Homeland Security Coordinator for the Town to work closely with Lincoln County's Coordinator. Two (2) FEMA training classes have been completed.*
- B. Support and expand, as fiscally possible, coverage by the Lincoln County Sheriff's Dept:**  
*Discussions are ongoing with County Sheriff Shane Johnson regarding expansion of Town coverage including potential availability of office space for the Sheriff's Deputy. This has resulted in increased visibility of the Sheriff in town. Continue to contribute for the expanded 911 and Sheriff dispatch.*
- C. Support our community's "FireWise" program:**  
*The Firewise program continues to be encouraged. Coordination of participant's brush/trimmings pickup continues through the Town Clerk.*
- D. Support Lincoln County Safety initiatives:**  
*This is an ongoing process.*
- E. Protection of Town property:**  
*Continue to review necessary procedures and available cost effective automation. This includes potential cameras, lights and fencing around pump/well houses. As part of the water distribution project the Town has installed XX fire hydrants.*
- F. Support the Fire District initiatives**  
*This is an ongoing process for the long term. The Town continues to support the Volunteer Fire Department in their efforts.*

- G. Support the Special Municipal Officer function:**  
*Currently have 4 backup SMO's.*
- H. Work with Homeland Security for Protection of Town's culinary water source:**  
*Continue to review necessary procedures and available cost effective automation.  
Fencing has been installed or contracted for all Well Houses and water storage.*
- I. I. Continue work with parents with school age children and LCSD#2 for SVR child safety:**  
*LCSD#2 has expanded their bus routes within the town. Bus parking options have been provided to the district and drivers.*
- J. Early Response: Identify and encourage First Responders, continue to review incentives, as appropriate, for commitment:**  
*Need has been identified and encouragement of Town employees continues through financial compensation. Be safety conscious and support programs providing community safety*

## **9. Public Works – Councilman Harker**

### **A. Roads**

- 1. Continue to maintain and improve the Town's roads in superior fashion.**  
*Many of the roads have been improved by:  
Filling low areas and cutting high spots to improve sight distances for safety and to minimize extreme grades.  
Enhancing the crushed gravel base.  
Applying dust guard.  
Removing vegetation along roadsides and widening the roadways to improve safety and provide better area for snow storage.  
Improved drainage where possible.*

- 2. Increase and upgrade equipment as financially feasible.**  
*Bought a dump truck with a plow and sander from WYDOT.*

- 3. Road planning**  
*Ongoing project*

### **B. Water**

- 1. Continue to maintain the quality of the Town's culinary water employees and equipment.**  
*We have provided training opportunities for our water employees.  
  
Purchased a pipe locator to allow more accurate location of waterlines.*

- 2. Continue to repair system leaks as required and increase hydraulic capacity of the water distribution system. (MPO)**  
*This is a continuous job and we are eliminating many of the leaks with our waterline replacement projects.*

*(MPO = Master Plan Objective)*

**3. Be prepared for any water problems.**

*We have improved both training and equipment for our employees.*

**C. Facilities**

**1. Define upgrades and improvement on Town buildings.**

*See items below.*

**2. Continue to prioritize and plan for essential land and buildings. (MPO)**

*Ongoing project*

**3. Complete required improvements to apply for a patent on the BLM parcel including fitness equipment and shelters.**

*We have completed the paths, fitness equipment and shelters. We received the patent on the land in October.*

**4. Develop New Town Hall campus concepts.**

*We have begun discussions with engineering and architectural firms.*

**5. Weatherproof and paint the postal facility.**

*Completed this summer with installation of a roof membrane, repair of damaged exterior wall panels and a complete repainting of the building.*

**10. Waste Water Program – Mayor Siddoway**

**A. Monitor the Town's growth in relationship to the Town's Waste Water Management Strategy (MPO)**

*Town continues to monitor growth as it relates to the Waste Water Report of 2007*

**11. Water-Development (Culinary) – Mayor Siddoway**

**A. Protect the Town's culinary water resources**

- 1. Legally**
- 2. Physically**

**B. Concentrate on the Town's culinary water development & expansion during 2011**

**1. Monitor WWDC Level III Grant Construction Projects**

**a. Construction of Well #3**

*Substantial Completion with minor incidentals to be completed in the spring*

**b. Completion of the Green Canyon Pump Station**

*Substantial Completion with minor incidentals to be completed in the spring*

**c. Installation of an 8" Transmission line along Muddy String Road**

*Substantial Completion with minor incidentals to be completed in the spring*

**d. Planning for the re-development of the Prater Canyon Spring**  
*Substantial Completion with minor incidentals to be completed in the spring*

**2. Apply for grant(s) that support our phase II plans for replacement, improvement and upgrades to our culinary water distribution system's steel pipe replacement**

*State Lands and Investment Board approved a State Revolving Fund Loan for \$2,098,600.00  
20 year pay back  
-0-% Interest  
25% principal forgiveness*

*An application to the State Lands and Investment Board was filed for a Mineral Resources Grant of \$500,000.00 to be applied to the remaining 75% SRF loan.*

**3. Research and pursue opportunities to financially support our strategy to replace, improve and upgrade our culinary water distribution system's PVC pipe replacement**

*The PVC Distributions lines need to be replaced because of its lack of depth (minimum should be six feet), its lack of quality (minimum should be schedule 90) or its lack of size (generally we need 6" to 8" lines to support the fire suppression hydrants). The criticalness of the replacement timely is much less than the previous water projects. The Council has decided with the help of our Town Water Engineers to put a plan together base on a priority scheme that will allow the Town to methodically replace sections of PVC pipe as funding becomes available.*