

The Town of

# *Star Valley Ranch*

## **Town Council Meeting**

December 16, 2020

### **Participant List**

**Mayor –** Kathleen Buyers

**Council –** Don Baillie

Lee Hansen

**Town Clerk –** Kristin Gray

**Special Guests -** Jim Rodgers – SMO

Dave Kennington – Sunrise Engineering

**Members of the Public –**

Linda Hansen

Carolyn Thacker

Boyd Siddoway

Colette Riley

Deb LaJeunesse

Taylor Ellis

*The Town of*  
*Star Valley Ranch, Wyoming*

**TOWN MEETING**

**FINAL**

December 16, 2020

6:00 PM

Proposed Agenda

1. Call to Order, Roll Call of Councilmen, Statement of Quorum
2. Pledge of Allegiance
3. Recognition (Special Guests)
4. Adopt Agenda (*Motion*)
5. Adopt Consent Agenda (*Motion*)
  - A. Approve Minutes for November 18<sup>th</sup> Town Council Meeting
  - B. Correspondence Listing
  - C. Accounts Payable and Payroll Disbursement (\$538,816.42)
  - D. WIP-2019 Financial Report
  - E. Activity Reports
    1. LCED Meeting December 7, 2020 – Videoconference
  - F. Board Reports
    1. Natural Resources Board
6. Prior Business
  - A. Ordinance 2020-06 Title 4 Water (*Motion*)
  - B. Ordinance 2020-07 Title 13 Municipal Court Bond Schedule (*Motion*)
  - C. Ordinance 2020-08 Title 6 Chapter 2 Fees (*Motion*)
7. New Business
  - A. Resolution 20-12-16-001 Loan Payment Reserve (*Motion*)
  - B. Appointment of Boyd Siddoway as Water Utility Board Chairman (*Motion*)

- C. Appointment of Terry Wilson as Water Utility Board Co-Chairman (Motion)
- D. Rescind Resolution 19-07-17-001 Mayor & Council Compensation (Motion)
- E. Council update on Goals & Objectives
- 8. Items Moved from Consent Agenda
  - A. Safety
    - 1. Special Municipal Officer's Report
    - 2. Sheriff's Office Report
- 9. Mayor Update
- 10. Upcoming Activities/Events
  - A. Christmas Eve & Day, December 24 & 25, 2020 – Town Hall Closed
  - B. New Year's Day, January 1, 2021 – Town Hall Closed
  - C. Town Council Special Meeting, January 6, 2021 – Town Hall
  - D. LCED Meeting, January 4, 2021 @ 10am – County Offices Afton
  - E. Equality Day, January 18, 2021 – Town Hall Closed
  - F. Town Council Workshop, January 20, 2021 @ 9am – Town Hall
  - G. Town Council Meeting, January 20, 2021 @ 6pm – Town Hall
- 11. Adjournment (Motion)

The Town of

# Star Valley Ranch, Wyoming

## Suggested Motion

I MOVE the Town of Star Valley Ranch approve the agenda as amended.

Motion made by Councilman Baillie

Motion seconded by Councilman Hansen

Vote: DB – Aye LH – Aye KB – Aye

Passed and adopted this 16<sup>th</sup> day of December 2020

For the Town of Star Valley Ranch

By: Kathleen Buyers, Mayor

Kathleen Buyers, Mayor

Attest:

By: Kristin Gray

Kristin Gray, Clerk



## **CONSENT AGENDA**

- A. Approve Minutes for November 18<sup>th</sup> Town Council Meeting
- B. Correspondence Listing
- C. Accounts Payable and Payroll Disbursement (\$538,816.42)
- D. WIP-2019 Financial Report
- E. Activity Reports
  - 1. LCED Meeting December 7, 2020 - Videoconference
- F. Board Reports
  - 1. Natural Resources Board
  - 2. Planning and Zoning

The Town of  
*Star Valley Ranch, Wyoming*  
**Suggested Motion**

**I MOVE the Town of Star Valley Ranch approve the consent agenda as amended.**

Motion made by Councilman Hansen

Motion seconded by Councilman Baillie

Vote: DB – Aye LH – Aye KB – Aye

Passed and adopted this 16<sup>th</sup> day of December 2020

For the Town of Star Valley Ranch

By: Kathleen Buyers

Kathleen Buyers, Mayor

Attest:

By: Kristin Gray  
Kristin Gray, Clerk



The Town of  
*Star Valley Ranch, Wyoming*

**TOWN MEETING MINUTES**

**DRAFT**

**November 18, 2020 6:00 PM**

**Call to Order, Roll Call of Councilmen, Statement of Quorum:** The one hundred Ninety First regular monthly meeting of the Town of Star Valley Ranch Town Council was held November 18, 2020, by remote Videoconference. Mayor Buyers called the meeting to order at 6:00 PM, stating a quorum with Councilmen Lee Hansen, Councilman Sue Abrams, Councilman Martin Occhi and Councilman Don Baillie present. Town Clerk Kristin Gray was also in attendance.

**Pledge of Allegiance:**

**Recognition of Special Guests:** Andy Hernandez and Jake Barker, Jones-Simkins Auditors.

**Adopt Agenda:** Councilman Baillie moved to approve the agenda as written. Councilman Hansen seconded the motion. Motion carried unanimously.

**Adopt Consent Agenda:** Councilman Hansen moved to approve the consent agenda as written. Councilman Baillie seconded the motion. Motion carried unanimously.

**Consent Agenda Items:**

- A. Approve Minutes for October 21<sup>st</sup> Town Council Meeting
- B. Correspondence Listing
- C. Accounts Payable and Payroll Disbursements (\$288,800.29)
- D. WIP-2019 Financial Report
- E. LCED Meeting November 2, 2020 – Videoconference
- F. Board Reports
  1. Natural Resources Board
  2. Planning and Zoning
- G. Safety
  1. Special Municipal Officer's Report
  2. Sheriff's Office Report

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

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

Councilman Hansen presented Ordinance 2020-06 Title 4, Appendix 4.10-A Culinary Water Service Fees. Councilman Hansen moved to approve the second reading of Ordinance 2020-06 Title 4 Water as read. Councilman Baillie seconded the motion. Motion carried unanimously.

Councilman Baillie presented Ordinance 2020-07 Title 13 Municipal Court Bond Schedule and Court Appearances. Councilman Baillie moved to approve the second reading of Ordinance 2020-07 Title 13 sections 6.03.050Q and 6.03.060S as read. Councilman Hansen seconded the motion. Motion carried unanimously.

Councilman Baillie presented Ordinance 2020-08 Title 6, Chapter 2 Fees and Deposit Schedule. Councilman Baillie moved to approve the second reading of Ordinance 2020-08, Title 6 Chapter 2 as written and read. Councilman Hansen seconded the motion. Motion carried unanimously.

Mayor Buyers introduced Andy Hernandez from Jones-Simkins auditors, who presented their work on the audit of financials for Fiscal Year 2019-2020.

Councilman Baillie moved to recess the Town Council Meeting to hold a Public Hearing concerning the Application Renewal of Retail Liquor Licenses for Star Valley Ranch Association, and The Grill, LLC dba Duffers and Three Canyons Restaurant. Councilman Hansen seconded the motion. Motion passed unanimously.

Councilman Baillie moved to approve the agenda for the Public Hearing as written. Councilman Hansen seconded the motion. Motion passed unanimously.

Clerk Gray read the Statement of Purpose for the Renewal Application for Retail Liquor Licenses for Star Valley Ranch Association, and for The Grill, LLC dba Duffers and Three Canyons Restaurant.

There were no comments when opened to the public and council.

Councilman Baillie moved to adjourn the Public Hearing. Councilman Hansen seconded the motion. Motion carried unanimously.

Councilman Baillie moved to reconvene the regular meeting of the Town Council. Councilman Hansen seconded the motion. Motion carried unanimously.

Councilman Baillie moved to approve the Star Valley Ranch Association's application to renew the existing Liquor License for calendar year 2021. Councilman Hansen seconded the motion. Motion carried unanimously.


Councilman Baillie moved to approve The Grill, LLC dba Duffers and Three Canyon's application to renew the existing Liquor License for calendar year 2021. Councilman Hansen seconded the motion. Motion carried unanimously.

Councilman Hansen read Resolution 20-11-18-001 Mail Key Fees and moved to approve the resolution. A member of the public asked what the current fee was, and Clerk Gray answered \$36.75. Councilman Baillie seconded the motion. Motion carried unanimously.

Councilman Hansen read the Proclamation of Gratitude for Mr. Bob Strobel in recognition of his work on the weather cameras and seejh.com

Councilman Hansen read the Proclamation of Gratitude for Star Valley Middle School in recognition of the students and teachers who have worked with the Natural Resource Board and the Trails Committee.





Councilman Hansen read the recommendation of the Water Utility Board to appoint Mr. Frank Young to the Water Utility Board with a term ending June 2022 and moved to approve the appointment. Councilman Baillie seconded the motion. Motion carried unanimously.

Councilman Hansen read the recommendation of the Water Utility Board to appoint Mr. Bruce Hemming to the Water Utility Board with a term ending June 2023 and moved to approve the appointment. Councilman Baillie seconded the motion. Motion carried unanimously.

Mayor Buyers gave an update on events in the Town.

Upcoming events were discussed.

Councilman Baillie moved to adjourn the meeting. Councilman Hansen seconded the motion. Motion carried unanimously.



# Correspondence

November 19<sup>th</sup> – December 15<sup>th</sup>

- SVRA Board Meeting, November 19, 2020 – Email
- SVRA Weekly Email, November 20, 2020 – Email
- SVRA Weekly Email, December 3, 2020 – Email
- LC Public Health, Health Order Update, November 18, 2020 – Email
- LC Public Health, Statewide Orders, December 7, 2020 – Email

Report Criteria:

Journal Code..Journal code = "CD","CD2","CDA","CDA2","CDC","CDP","CDPT"

Journal	Payee or Description	Date	Check Number	Check Amount
CDPT	Bank of Star Valley	11/04/2020	12212	40.00
CDPT	Great-West Trust Company	11/04/2020	12213	50.00
CDPT	Wyoming Retirement System	11/04/2020	12214	3,775.61
CDPT	Wyoming State Disbursement (SDU)	11/04/2020	12215	46.15
CDA	All-Star Auto Parts	11/04/2020	12216	244.51
CDA	Buyers, Kathleen	11/04/2020	12217	63.92
CDA	Car Quest Auto Parts	11/04/2020	12218	859.68
CDA	Core & Main LP	11/04/2020	12219	2,193.00
CDA	Dry Creek Enterprises, Inc.	11/04/2020	12220	200.00
CDA	Evergreen Wood Products	11/04/2020	12221	13.84
CDA	Ferguson Waterworks #1701	11/04/2020	12222	7,010.54
CDA	Forsgren Associates Inc	11/04/2020	12223	27,784.25
CDA	Freedom Mailing Services, Inc.	11/04/2020	12224	798.68
CDA	Jenkins Ace Home Center	11/04/2020	12225	224.04
CDA	Kellerstrass Oil Company	11/04/2020	12226	1,393.05
CDA	Knife River	11/04/2020	12227	355,908.54
CDA	Lawson Products	11/04/2020	12228	402.54
CDA	North American Benefits Company	11/04/2020	12229	971.35
CDA	Office of State Lands & Investment	11/04/2020	12230	28,126.89
CDA	Oldcastle	11/04/2020	12231	2,721.00
CDA	Salsbury Industries	11/04/2020	12232	11,608.97
CDA	Thayne True Value Hardware & Variety	11/04/2020	12233	593.80
CDA	Town of Star Valley Ranch	11/04/2020	12234	238.70
CDA	Valley Tech, LLC	11/04/2020	12235	92.50
JA	Western States Cat	11/04/2020	12236	1,833.75
CDPT	Bank of Star Valley	11/17/2020	12237	40.00
CDPT	Great-West Trust Company	11/17/2020	12238	50.00
CDPT	Wyoming Retirement System	11/17/2020	12239	3,391.88
CDPT	Wyoming State Disbursement (SDU)	11/17/2020	12240	46.15
CDA	Allied Benefit Systems Inc.	11/18/2020	12241	5,052.79
CDA	American Express	11/18/2020	12242	6,921.55
CDA	Caselle, Inc	11/18/2020	12243	1,036.00
CDA	GreatAmerica Financial Services	11/18/2020	12244	287.69
CDA	Kellerstrass Oil Company	11/18/2020	12245	1,211.98
CDA	Lincoln County Sheriff's Office	11/18/2020	12246	15,880.00
CDA	Luthi & Voyles, LLC	11/18/2020	12247	2,310.00
CDA	North American Benefits Company	11/18/2020	12248	1,082.28
CDA	One-Call of Wyoming	11/18/2020	12249	36.75
CDA	PrintStar	11/18/2020	12250	153.87
CDA	Salsbury Industries	11/18/2020	12251	332.76
CDA	Staples	11/18/2020	12252	82.69
CDA	Star Valley Independent	11/18/2020	12253	190.00
CDA	Town of Afton	11/18/2020	12254	54.00
CDA	Valley Wide Coop-BriteGas	11/18/2020	12255	149.39
CDA	VSP of Wyoming	11/18/2020	12256	141.38
CDA	Westbank Sanitation	11/18/2020	12257	429.52
CDA	Wyoming First Aid & Safety	11/18/2020	12258	222.09
CDP	DIRECT DEPOSIT TOTAL	11/06/2020	92201	18,449.36
CDP	DIRECT DEPOSIT TOTAL	11/20/2020	92202	17,271.16
CDPT	IRS - 941 Taxes	11/02/2020	123011293	5,731.44
CDPT	IRS - 941 Taxes	11/16/2020	123011294	5,270.46
CDPT	IRS - 941 Taxes	11/30/2020	123011295	5,795.92



# Water Improvement Project - 2019

Updated: 12/8/2020

	<b>Source:</b>	<b>Funding %</b>	
<b>Terms:</b>	Loan*: \$4,111,120	DWSRF-214	67%
	Grant: \$1,867,973	MRG-17070-LN	30%
	Self: \$184,080	System Reserve	3%
	<b>Total: \$6,163,173</b>		<b>100%</b>
			<b>Total Spent: \$3,415,740</b>
			<b>Percentage Complete: 55.42%</b>

Draft Request #	Submitted to State?	DWSRF-214			MRG-17070-LN			Account # 41-49-0025		Funds Received?	Forsgren \$	Forsgren Paid Date	Check #	Knife River \$	Knife River Paid Date	Check #
		Loan \$	Received Date	Grant \$	Received Date	Total Loan & Grant \$	Town's Portion (3%)									
Dec	13	1/15/2020	\$3,892.70	2/12/2020	\$1,743.00	2/7/2020	\$5,635.70	\$174.30	Yes	\$5,810.00	1/28/2020	11638	\$0.00	N/A	N/A	
Jan	14	2/11/2020	\$3,066.93	2/25/2020	\$1,373.25	3/2/2020	\$4,440.18	\$137.32	Yes	\$4,577.50	2/12/2020	11675	\$0.00	N/A	N/A	
Feb	15	3/9/2020	\$1,675.00	4/7/2020	\$750.00	3/27/2020	\$2,425.00	\$75.00	Yes	\$2,500.00	3/13/2020	11732	\$0.00	N/A	N/A	
Mar	16	4/9/2020	\$2,221.05	5/8/2020	\$994.50	4/23/2020	\$3,215.55	\$99.45	Yes	\$3,315.00	5/8/2020	11838	\$0.00	N/A	N/A	
Apr	17	5/6/2020	\$54,207.38	6/3/2020	\$24,271.96	6/2/2020	\$78,479.34	\$2,427.20	Yes	\$18,541.58	6/30/20	11946	\$62,364.96	6/30/2020	11947	
May	18	6/17/2020	\$267,483.13	7/30/2020	\$119,768.57	7/23/2020	\$387,251.70	\$11,976.84	Yes	\$23,975.92	8/5/2020	12019	\$375,252.62	8/5/2020	12023	
Jun	19	7/9/2020	\$392,641.71	7/30/2020	\$175,809.72	8/5/2020	\$568,451.43	\$17,580.96	Yes	\$28,125.50	8/13/20	12041	\$557,906.89	8/13/2020	12042	
July	20	8/13/2020	\$223,184.88	9/2/2020	\$99,933.52	9/23/2020	\$323,118.40	\$9,993.35	Yes	\$27,421.68	9/30/20	12139	\$305,690.07	9/30/2020	12142	
Aug	21	9/14/2020	\$257,074.17	10/27/2020	\$115,107.84	10/12/2020	\$372,182.01	\$11,510.78	Yes	\$27,784.25	11/4/20	12223	\$355,908.54	11/4/2020	12227	
Sept	22	10/14/2020	\$338,825.42	11/24/2020	\$151,712.87		\$490,538.29	\$15,171.29		\$30,657.00			\$475,052.58			
Oct	23	11/16/2020	\$549,776.56	11/24/2020	\$246,168.61		\$795,945.17	\$24,616.86		\$24,568.85			\$795,993.18			
<b>Totals:</b>			<b>\$3,434,222.29</b>		<b>\$1,537,711.50</b>		<b>\$3,685,450.33</b>	<b>\$113,982.94</b>		<b>\$368,295.08</b>			<b>\$4,757,409.80</b>			

Owed: \$30,657.00      Owed: \$475,052.58  
 Ready to Pay:      Ready to Pay:

**Notes:**

<https://sao.wyo.gov/vendors/>

Put "Town of Star Valley Ranch" in the "Vendor Name" box and any Start Date and the results will appear. These are dates the State releases funding, not necessarily the day it appears in our bank account.

\*25% Loan Forgiveness will be applied after completion of project and interest is paid.

## **Activity Report**

**Activity:** Lincoln County Economic Development Board

**Reporting:** Kathleen Buyers

**Participants:** Commissioners King, Harmon and Connelly, Towns of Star Valley Ranch, Kemmerer, Cokeville, Thayne and Alpine. Also, in attendance Star Valley Chamber and South Lincoln Chamber.

**Time & Place:** December 7, 2020 @ 10:00am

**Description:** **Approved:** \$20,000.00 for Star Valley Vocalist contest in 2021 on 3<sup>rd</sup> reading. Shriners Charriot Races conditional approval on 1<sup>st</sup> reading. ED needs more information on the use of the \$4000.00 requested.

**Town Reports:**

*Alpine:* Broulins is hiring for the new store, Winter Jubilee is still scheduled for February.

*Star Valley Ranch:* continues to permit new houses. Bid opening for WIP 2021 on the 8<sup>th</sup>.

*Thayne:* nothing new to report

*Kemmerer:* Looking at companies that are willing to turn coal into diesel.

*Cokeville:* ski resort opens next week, fiber installed throughout the area, tree lighting ceremony attended by numerous citizens.

*Star Valley Chamber:* advertising campaign for shop local and encourage citizens to support local restaurants.

Next meeting is scheduled for January 4, 2021 @ 10:00 am, Afton County Commissioners Room.

**NATURAL RESOURCE BOARD  
DECEMBER 2020 REPORT TO TOWN COUNCIL**

**Natural Resource Board Donation Accounts**

**As of December 8, 2020, the General NRB Donation Fund has a balance of \$6,337.89 and the Trails Donation Account has a balance of \$8,615.00. Total funds available: \$14,852.89.**

**The expenditures on the Cedar Creek Trailhead are on track and staying within the \$14,000 budget, however if we make the decision to replace the old barbwire fence along the entrance road, we will need an additional \$600 over and above the current budget. The \$8,850 reimbursement request from the Forest Service Grant has been submitted for payment.**

**Cedar Creek Trailhead and Trails Program**

**The Town Road Crew completed the road and parking area work. A total of 19 loads of ¾" road base was spread on the roadway and parking area. Work was accomplished in 2 days. The crew did an excellent job. This portion of the project came in under budget. FS Grant Funds and some donated funds were used to pay the road crew.**

**On November 4th two classes from the Star Valley Middle School volunteered for two hours and completed the cleanup work along the entry road and parking area. Thanks to Kim Lane for leading this group and making this service project a big success.**

**Final work on the trailhead including the installation of the small foot bridge, toilet and toilet screen, information kiosk and trailhead signs will be completed in the spring.**

**Regular trail crew work days are now completed for the year.**

### **Parks & Landscaping Committee**

**Still waiting on the BLM response from our second letter.**

**Fundraising has begun for the Community Garden in partnership with the non-profit, SeedMoney was started on November 15<sup>th</sup> and will conclude on December 13<sup>th</sup>. As of December 7<sup>th</sup>, the campaign has raised \$4,315.00 from 35 different donors.**

### **2021 Event Schedule - NRB**

**The following events and dates are planned for 2021.**

<b>Monday April 12th thru Saturday, May 1st</b>	<b>Community Garden Construction</b>
<b>Thursday, May 6th</b>	<b>Green Canyon Trailhead Maintenance</b>
<b>Friday, May 7th thru Saturday, May 22nd (Thurs, Fri, Sat)</b>	<b>Cedar Creek Trailhead Construction</b>
<b>Thursday, May 27th thru Saturday, July 31st</b>	<b>Trail Maintenance (Thurs, Fri, Sat)</b>
<b>Saturday, May 29th</b>	<b>Town Entrance Cleanup</b>
<b>Saturday, June 5th</b>	<b>Fox Run Park Cleanup</b>
<b>Tuesday, June 15th</b>	<b>Cedar Creek Trailhead Dedication</b>
<b>Saturday, June 12th</b>	<b>Arbor Day</b>
<b>Saturday, June 19th</b>	<b>War-on-Weeds Day</b>
<b>Monday, July 19th thru Friday, July 23rd</b>	<b>Firewise Pickup Days</b>
<b>Friday &amp; Saturday, August 6th &amp; 7th</b>	<b>Garage Sale for Trails &amp; Parks</b>



## **Town Newsletter**

**The NRB continues to write and edit the Town's Newsletter.  
Articles are now being collected for the January Newsletter.**

The Town of  
*Star Valley Ranch*

ORDINANCE 2020-06  
TITLE 4 – WATER  
Appendix 4.10-A Culinary Water Service Fees

BE IT ORDAINED BY THE GOVERNING BODY  
OF THE TOWN OF STAR VALLEY RANCH

The purpose of this update to TITLE 4, Appendix 4.10-A is to:

- a) change the various water fees for the 2021 calendar year to meet the annual payments on our water infrastructure loans and maintain the financial stability of our Water Utility.
- b) bring service charges in line with current costs. (Turn On/Turn Off Fees - Paragraph "a" will be deleted effective July 1, 2021.)

**Black Type** is "Existing" verbiage

**Bold Red** is "Additions, and

~~*Small Red Italic*~~ is "Deletions

## TITLE 4 – WATER

### Appendix 4.10-A Culinary Water Service Fees

#### General:

The fee schedule in this appendix is established for calendar year 2021 billing periods but will remain in effect until revised by future ordinance. The new water rates will become effective for the January billing period of each year. The January, billing is for the water services that are provided generally in the month of January and for which the water service bills will be sent out in early February.

#### Water Connection Fee (Tap Fee):

##### Residential:

	<u>¾ Inch Service</u>
Within Corporate Limit	\$ 5,000.00*
Area #1 thru #5 inclusive	\$ 6,250.00*

*\* This fee does not include any additional cost for nonstandard installation. The Town will identify those costs prior to construction and may charge an additional fee.*

##### Commercial:

Service Size	
¾ inch	\$ 11,750.00
1 inch	\$ 18,600.00
1 ½ inch	\$ 40,100.00
2 inch	\$ 65,100.00
2 ½ inch	\$ 92,000.00
3 inch	\$120,000.00
4 inch	\$200,000.00

A water connection may have been made to a property prior to the Town acquiring the water system, for which the Town has no knowledge, and has not charged the appropriate water fees. If the owners of said property can provide proof that they paid a water connection fee to the previous owners of the water system, they will, in lieu of paying the Water Connection Fee, be allowed the alternative of paying all past Flat Fees and Base Fees that would have been charged had the Town had knowledge of the service, plus interest at the rate specified elsewhere in this appendix. This alternative is not available to the owners of property where the service has been disconnected or removed as a result of delinquent payments. If the owners of the said property cannot provide proof that they have paid a water connection fee, they will be required to pay the appropriate Water Connection Fee before the water service will be provided.

**Base Fee**

<u>Residential:</u>	<u>¾ Inch Service:</u>
Within Corporate Limit*	\$60.00
Area #1 thru #5 inclusive**	\$75.00

\*\* This fee is for Out of Town Services – either Option A or Option B

**Commercial:**

<u>Service Size</u>	<u>Billing Period Base Fee</u>
¾ inch	\$60.00
1 inch	\$85.00
1 ½ inch	\$176.00
2 inch	\$269.00
2 ½ inch	\$352.00
3 inch	\$425.00
4 inch	\$669.00

A Service exclusively dedicated to Fire Suppression will be billed at one-half (1/2) the regular Base Fee. This reduced fee is applicable when another water line connection provides for normal water use to the property and this service is only used for emergencies.

**Service Availability Fee**

A Service Availability Fee will be charged to all vacant lot owners that do not have an existing water meter on that lot.

<u>Service Area</u>	<u>Service Availability Fee</u>
Residential	\$21.00
Commercial	\$36.72

- The Town Council may by motion eliminate one of the Service Availability Fee for a lot owner who has a home that occupies two lots and neither lot is large enough to build on based on current lot size minimums as found in Town Code under section 9.07.010.

**Usage Fee:**

	<u>Rate per gallon metered</u>
Within Corporate Limits	\$0.00220
<u>Out of Town Services</u>	
Option A – Area #1/#5 inclusive	Actual time and materials specific to each Service Area plus \$0.00275 per gallon over 6,740 gallons.
Option B – Area #1/#5 inclusive	\$0.00275

**Turn On/Turn Off Fees:**

To better accommodate all citizen requests, any water turn on and turn off request must be scheduled in advance and to the quarter hour. This scheduling must be made by the previous day or earlier and the work is performed during the Town's published workday between the hours of 8:30 AM and 4:00 PM.

As described above, fees are as follows:

- a. Each residence will be allowed annually 1 (one) turn on and turn off without charge. **Paragraph "a" will be deleted effective July 1, 2021.**
- b. Each scheduled Turn on/Turn off will incur a \$50.00 fee that will be applied to the water bill.
- c. A fee of \$150.00 per hour (minimum of one hour) will be charged for all other times (i.e. Sat, Sun, and Holidays and after 4:00 PM or before 8:30 AM.)
- d. The Town will charge a fee of \$150.00 per hour (minimum of one hour) for wait time when persons have scheduled turn on or turn off services and are not present within ¼ hr. of the scheduled appointment time.

To help avoid these charges, all residents are encouraged to install a stop/waste valve on their waterline, somewhere between the meter and their house.

The Town of  
*Star Valley Ranch, Wyoming*

***Suggested Motion***

I MOVE the Town of Star Valley Ranch approve the third reading of Ordinance 2020-06, Title 4 - Water as written.

Motion made by Councilman Hansen

Motion seconded by Councilman Baillie

Vote: DB – Aye LH – Aye KB – Aye

Passed and adopted this 16<sup>th</sup> day of December 2020

For the Town of Star Valley Ranch

By: *Kathleen Buyers*  
Kathleen Buyers, Mayor

Attest:

By: *Kristin Gray*  
Kristin Gray, Clerk



The Town of

# *Town of Star Valley Ranch*

ORDINANCE 2020-07

## Title 13 Municipal Court Bond Schedule and Court Appearances

BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF STAR VALLEY RANCH

Explanation: Adding 6.03.050Q, no bond schedule for this requirement, removing 6.03.050S, other bond schedules are more appropriate

This Ordinance will become effective 10 days after the completion of the third reading and passage.

Title 13 Sections 6.03.050Q and 6.03.050S; changes are in **RED**.

6.03.050Q            \$150.00 per incident    \$300.00 per incident    Court Appearance  
(Failure to secure an open excavation)

The Town of  
*Town of Star Valley Ranch*

**Suggested Motion**

**I MOVE the Town of Star Valley Ranch approve the third reading Ordinance 2020-07, Title 13 Sections 6.03.050Q and 6.03.050S as written and read.**

Motion made by Councilman Baillie

Motion seconded by Councilman Hansen

Vote: DB – Aye LH – Aye KB – Aye

Passed and adopted this 16<sup>th</sup> day of December 2020

For the Town of Star Valley Ranch

By: *Kathleen Buyers*

Kathleen Buyers, Mayor

Attest:

By: *Kristin Gray*  
Kristin Gray, Clerk





The Town of  
*Town of Star Valley Ranch*  
ORDINANCE 2020-08

**Title 6 Buildings Chapter 2 Fees and Deposit Schedule**

**BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF STAR VALLEY RANCH**

**Explanation: Adjusting permit fees to be inline with required inspections**

**This Ordinance will become effective 10 days after the completion of the third reading and passage.**

**Title 6 Chapter 2 Sections 6.02.020; changes are in RED.**

**Plan Review, Permit and Construction Inspection Fees and Deposits**

<b>Permit Fees and Deposits</b>	<b>Permit Fees</b>	<b>Deposits</b>
Structural modifications to existing structure including attached decks, decks over 30 inches in height and retaining walls over 4 feet in height	\$400	\$400
Structures greater than 350 square feet	\$500	\$600
<b>Miscellaneous Fees</b>		
Re-inspection Fee	Up to \$100	

The Town of  
*Town of Star Valley Ranch*

**Suggested Motion**

**I MOVE the Town of Star Valley Ranch approve the third reading Ordinance 2020-08 Title 6 Chapter 2 as written.**

Motion made by Councilman Baillie

Motion seconded by Councilman Hansen

Vote: DB – Aye LH – Aye KB – Aye

Passed and adopted this 16<sup>th</sup> day of December 2020

For the Town of Star Valley Ranch

By: Kathleen Buyers  
Kathleen Buyers, Mayor

Attest:

By: Kristin Gray  
Kristin Gray, Clerk



The Town of

# Star Valley Ranch, Wyoming

## Resolution No. 20-12-16-001 Loan Repayment Reserve

**RESOLUTION** for the Town of Star Valley Ranch to modify the monthly deposit amount to the Loan Repayment Reserve in the Water Utility for the accumulation of funds to meet the Town's anticipated annual loan payments to the State of Wyoming

**WHEREAS** the Town's Water Utility anticipates an annual obligation of approximately \$550,000 in loan payments to the State of Wyoming and

**WHEREAS** the Town desires to accumulate funds on a monthly basis to meet these payments when they are due and

**WHEREAS** the Water Department Operating Budget will allocate a total of \$550,000 to meet the annual State of Wyoming loan payments when they are due and

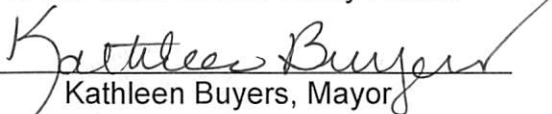
**NOW THEREFORE, BE IT RESOLVED, the Town of Star Valley Ranch does hereby:**

Authorize the Town's Clerk and Treasurer shall transfer \$43,500 each month into the Loan Repayment Reserve from the funds collect by the Water Utility as of January 1, 2021, designated for loan repayment.

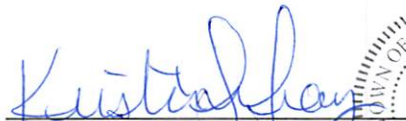
Passed and adopted this 16<sup>th</sup> day of December 2020

For the Town of Star Valley Ranch

By:

  
Kathleen Buyers, Mayor

Attest:

  
Kristin Gray, Town Clerk



The Town of  
*Star Valley Ranch, Wyoming*

**Suggested Motion**

**I MOVE the Town of Star Valley Ranch approve Resolution No. 20-12-16-001 Loan Repayment Reserve as read and written.**

Motion made by Councilman Hansen

Motion seconded by Councilman Baillie

Vote: DB – Aye LH – Aye KB – Aye

Passed and adopted this 16<sup>th</sup> day of December 2020

For the Town of Star Valley Ranch

By: Kathleen Buyers  
Kathleen Buyers, Mayor

Attest:

By: Kristin Gray  
Kristin Gray, Clerk



The Town of  
**Star Valley Ranch, Wyoming**

**Suggested Motion**

**I MOVE the Town of Star Valley Ranch approve the Mayor's appointment of Boyd Siddoway as Chairman of the Town's Water Utility Board. This appointment is effective immediately.**

Motion made by Councilman Hansen

Motion seconded by Councilman Baillie

Vote: DB – Aye LH – Aye KB – Aye

Passed and adopted this 16<sup>th</sup> day of December 2020

For the Town of Star Valley Ranch

By: Kathleen Buyers

Kathleen Buyers, Mayor

Attest:

By: Kristin Gray

Kristin Gray, Clerk





The Town of  
**Star Valley Ranch, Wyoming**

**Suggested Motion**

**I MOVE the Town of Star Valley Ranch approve the Mayor's appointment of Terry Wilson as Co-Chairman of the Town's Water Utility Board. This appointment is effective immediately.**

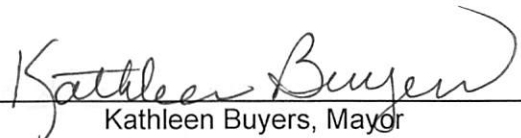
Motion made by Councilman Hansen

Motion seconded by Councilman Baillie

Vote: DB – Aye LH – Aye KB – Aye

Passed and adopted this 16<sup>th</sup> day of December 2020

For the Town of Star Valley Ranch

By:   
Kathleen Buyers, Mayor

Attest:

By:   
Kristin Gray, Clerk



The Town of  
*Town of Star Valley Ranch*

**Suggested Motion**

**I MOVE the Town of Star Valley Ranch rescind Resolution No. 19-07-17-001 Mayor/Council Compensation as written.**

Motion made by Councilman Hansen

Motion seconded by Councilman Baillie

Vote: DB – Aye LH – Aye KB – Aye

Passed and adopted this 16<sup>th</sup> day of December 2020

For the Town of Star Valley Ranch

By: *Kathleen Buyers*  
Kathleen Buyers, Mayor

Attest:

By: *Kristin Gray*  
Kristin Gray, Clerk



Councilman Baillie's goals and objectives for 2020.

2020 presented challenges, some goals were achieved, while others were put on hold, or went clearly in another direction.

2020 Census: The plan was to repeat a door to door campaign in 2020 and set-up a information booth at the Mail Center, Town Safety Days and The SVRA 4<sup>th</sup> of July celebration with information and answers questions about the 2020 Census, then everything changed with Covid-19. The focuses then were directed towards the Towns Newsletter, Emails and Face Book, thanks to the efforts Mayor Buyers and Boyd Siddoway.

#### Planning and Zoning:

1. Working with Covid-19 restrictions, zoom meetings, 2020 was a challenge for The Planning and Zoning Board. They had a busy year approving permits for 28 new homes thru November.
2. Review the Town's building permit process. Completed. Created new applications to be more project specific, only requiring the needed information, not just generic applications.
3. Tracking building permits. Completed, but still fine tuning. The town now has an electronic tracking program using the towns existing Arc-GIS program. Ryan Welling, town engineer, created the program in conjunction with Bruce Knowlton, town building inspector, Kiley Taggart, Town Deputy Clerk. The only way I can personally sum this up, THIS IS BIG.

#### Public Safety:

1. Mid Valley Fire District. Rather than secure signatures for the November ballot, as was done in 2019, a decision was made to forgo the signature process and proceed directly to the November ballot, where it passed.
2. Special Municipal Officer, Emergency Operation Manual, Thayne EMS, Lincoln County Sheriff. Covid-19 just made some face-to-face interaction impossible. While I had some accomplishments, more needs to be done.

Continue to learn about day-today town operations.

1. One goal that will never be completed, and can not be completed, I will continue in 2021.






**Performance with Respect To 2020 Goals and Objectives  
Councilman Lee Hansen**

**1. Liaison to the Natural Resources Board.** This is a very well-functioning Board thanks to the leadership and a large group of volunteers. They have no problem filling vacancies when they occur from these volunteers that enthusiastically participate in the sub-committees, Trails, and Parks and Landscaping. These groups beautify the Town and provide the results that continue to improve the amenities in our area. They also have been able to fund their activities with grants and donations from citizens that appreciate and enjoy these amenities. I have attended all Board meetings and as liaison have been the communication conduit for the transfer of information to and from the Town Council for this very successful Board.

**2. Liaison to the Financial Investment Board.** Once the Town's available funds were safely deposited with ADM there was no more activity needed by this Board therefore there was nothing more to report.

**3. Codification.** I conducted a review of the newly codified Ordinances and returned my comments to the Mayor. No more activity was required at this time.



**4. Title 15 – Services.** An update of the proposed verbiage for the Short-Term Rental Ordinance was completed. Responses from the Town's lawyer and judge questioned the need for the Ordinance and indicated a concern with respect to enforcement. Feedback was received from only one Councilman, so no consensus was attained for the furtherance of this Ordinance. The location of this Ordinance would seem to fit better in Title 16 – Business License and Regulations.

**5. Attend WAM Conference February 25-28.** I attended the WAM Conference.

**6. Shared Objectives.** I was actively involved in the development of the 20-21 budget, getting Town Hall ready for occupation, and in the notification of our citizens for the upcoming 2020 Census.

**7. Improve knowledge of Road Projects.** There were no major road projects undertaken in 2020. I increased my involvement in the 2019 Water Improvement Project.



**Councilman Martin Occhi**

**Councilman Occhi did not submit an update on Goals & Objectives.**

**Councilman Susan Abrams**

**Councilman Abrams did not submit Goals & Objectives, or an update on  
Goals & Objectives.**

# Special Municipal Officer

11/1/2020 11/30/2020

Verbal Warnings	11
Written Warnings	6
Citations	2

Animal Complaint	5	Water Shut-off Delivery	0
Building & Zoning	3	Meter Pit Tampering	0
Road Right-of-Way	10	LCSO Assist	1
Snow Complaint	0	Fire Prevention\open fire	0

## Star Valley Ranch

11/1/20 to 11/30/20

Citations	0
Warnings	0
CFS/Law Incidents	35
Special Patrol	23

Animal Problem	2	Abandoned Vehicle	
Agency Assist	1	Alarm	3
Assault		Auto Accident	2
Burglary		Animal problem	
Citizen Assist	2	Citizen Dispute	1
Civil Execution/paper		Controlled Burn	6
Civil Standby	1	Dead body	
Controlled Substance		Disturbance	
Custodial Interference		Domestic Violence	
Drugs		DUI	
e911	4	Harassing	
Fireworks		Fire	
Fraud		Littering	
Information	1	Lost/Found Property	
Juvenile Problem		Medical	2
Lost/Found Animal	1	Motorist assist	
Mental subject		Public relations	
Stalking		Trespassing	
Reckless driving	1	Smoke/fire investigate	
REDDI		Suspicious	1
Theft		Threatening	
Traffic	3	Vin inspection	2
Welfare check	1	Vandalism	1
Trespassing		Weapon offense	
Vin stamp		VIN Stamp	

## Mayor's Update – December 16, 2020

1. 2020 Census: Census bureau must release the numbers by December 31,2020.
2. COVID-19 numbers in Lincoln County are down from last month but they do expect a surge after Christmas. The County has 78 active cases as of today. The Town offices will continue to require a mask and we will have meetings using Zoom.
3. Public Works Department: Water Project 2019 has closed for winter. Water Project 2021 project bids have been qualified and the lowest bid is 1,173,710.82 placed by Johansen Construction, Inc. there is also a possible 11 alternate additions that could be added to the project.

The Town staff has begun plowing. The same procedures are in place as in the past. We continue to plow main roads and bus routes first, cul-de-sacs are last. We start plowing at 4-6 inches of snow on the roads. We have a lot of people who are new to our winters and my recommendation is have winter tires, chains and a vehicle that will travel well in the snow. The Town does not plow driveways and you will have a berm in front of your driveways. Please keep your garbage can on your property and do not park on the Towns road right of way. The Town purchased two containment systems for our fuel tanks and a canopy for the fuel tanks. The containment system was put into place yesterday and the canopy will be installed when it is received. This system is required for fire safety.

4. Town Hall update: We do have a possible closing date again of January 4<sup>th</sup>.
5. Mid valley Fire District: The fire district did pass by over 80% and the formation board will begin meetings in January to put together bylaws etc. The Mid Valley fire district board plan on attending our January 20<sup>th</sup> Regular Council Meeting with more information. If you would like to discuss further, please contact me at the office.
6. Town Council: Just a reminder to our citizens that our financials, newsletters, municipal code, building permit applications, minutes and many other items can be found on our Town website. The Town Council will begin setting objectives and board assignments for 2021 at our January 6<sup>th</sup> special meeting and will continue that project through January. Just a reminder the new Councilman will be sworn into office at the beginning of the meeting on the 6<sup>th</sup>. We will send out a link so you can watch the swearing in ceremony. If we are in the new building, we will make every effort to swear in the new Councilman in person.
7. Grants and Loans: Water Improvement Project 2019 will be completed in June of 2021. Knife River will vacate the Town property on Vista Drive. As part of our contract Knife River will repair any damage that was done to the property. They will also fix Cedar Creek Drive where they asphalt has sunk. Water Improvement Project 2021 will begin in the spring and they will stage at the public works building. The Town will apply for Water Improvement Project 2022 Grant and Loan in February of 2021 with approval (hopefully) in June of 2021.
8. Everyone, please stay safe and healthy throughout this holiday season. Have a Very Merry Christmas and Happy New Years.

The Town of

# *Star Valley Ranch, Wyoming*

## **Upcoming Activities: After December 16<sup>th</sup> Meeting**

- A. Christmas Eve & Day, December 24 & 25, 2020 – Town Hall Closed
- B. New Year's Day, January 1, 2021 – Town Hall Closed
- C. Town Council Special Meeting, January 6, 2021 @ 9AM – Town Hall
- D. LCED Meeting, January 4, 2021 @ 10AM – County Office Afton
- E. Equality Day, January 18, 2021 – Town Hall Closed
- F. Town Council Workshop, January 20, 2021 @ 9AM – Town Hall
- G. Town Council Meeting, January 20, 2021 @ 6PM – Town Hall

The Town of  
*Star Valley Ranch, Wyoming*

**Suggested Motion**

**I MOVE the Town of Star Valley Ranch adjourn this meeting.**

Motion made by Councilman Hansen

Motion seconded by Councilman Baillie

Vote: DB – Aye LH – Aye KB – Aye

Passed and adopted this 16<sup>th</sup> day of December 2020

For the Town of Star Valley Ranch

By:

  
Kathleen Buyers, Mayor

Attest:

By:

  
Kristin Gray, Clerk

