



Town Bulletin #42

February 2014

Home Safety

This topic is not to create panic, but more for information and awareness. There have been a couple of break-ins in our Town over the past month; they were homes that were unoccupied at the time. We have been working with the Sheriff's Office concerning these situations. They appear to be on top of the situations. One of the break-ins has already been solved and an arrest was made within a couple of days. However, some damage had already been done.

The Town has areas that are susceptible to break-ins due to the fact we are spread out as a community and because of unoccupied homes.

The following are items to consider to help reduce a break-in at your residence.

1. Lock your doors, when you are not home or leaving for any length of time
2. Be sure to lock your car doors as well.
3. When you are going to be out of Town, let your neighbors know you are going to be gone and ask them to watch your place.
4. Keeping your driveway and walks plowed so that it looks like you are home is a great idea.
5. Just be a good neighbor, talk with your friends and neighbors, and keep everyone aware of people being gone and when they are returning. Keep a lookout for cars that are not normally around your area and if possible get a license plate number.
 - A. Record and report to the Sheriff's Office suspicious activities such as lights on in homes that usually are vacant or cars that are parked by vacant homes.
 - B. When you notice something out of the ordinary, please let the Sheriff's Office know about it or contact Town Hall so we can all be on the lookout for these illegal activities.
 - C. If possible, take a picture with a cell phone or camera of any suspicious activities such as cars or trucks that you are not familiar with or are not normally in your neighborhood.
 - D. Use of security cameras or trail cameras is both a great deterrent as well as very helpful in apprehension and conviction of perpetrators.

Town Positions - Openings

There are several openings coming up this year. Now is the time to consider running for public office or serving on a Town Board. Make sure the person you think would be best for the job, knows of your support. The Town will make arrangements for those interested in the Mayor or Council positions to have access to information to help you run as an informed candidate.

<u>Position</u>	<u>Available</u>	<u>Application Due</u>
Mayor	January 2015	May 19 to May 30
Council Seats (2)	January 2015	May 19 to May 30
Natural Resources Board (2)	July 1, 2014	Anytime
Planning and Zoning Board	July 1, 2014	Anytime
Special Municipal Officer (Paid Position)	June 15, 2014	Anytime
Town Economic Development Board	Now	Anytime

Please contact Town Hall if you are interested in serving in any of these positions.

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Planning and Zoning Board

For any construction project: additions, new structures, fences, driveways, etc. on Star Valley Ranch a building permit is required. For that permit, there will be a fee and a deposit. The amount varies according to the size and type of project (for detailed info. go to the Town's web site: www.starvalleyranchwy.org click on Town Documents and then Title 06 – Buildings.)

Each permitted building project comes with required building inspections. These are all spelled out with your permit. The town has a very qualified building inspector who will make these inspections and see that the work you are doing or the work you are paying someone to do is done according to the International Building Code (2006 edition).

The permit fee should cover the cost of inspections however; if a re-inspection is required, this will be paid for from your deposit. The property owner has the ultimate responsibility and liability for assuring that the quality of the construction meets their expectation. If your project requires additional inspections this is something to address with your builder.

During the year of 2013, the Planning and Zoning Board approved a total of 39 construction permits. Three of these permits were for homes; eight were for fences or dog runs and ten for garages. The remaining eighteen were for miscellaneous projects. This is compared to thirty-three total projects in 2012. The 2012 projects are broken down as follows: two permits for homes, six garages, nine fences or dog runs and sixteen were for miscellaneous projects.

In anticipation of upcoming vacancies, individuals that might be interested in serving on the Planning and Zoning Board should contact any Board member or the Town Clerk at the Town Hall.

Town Council's 2013 Accomplishments

COMMUNITY APPEARANCE

- Fox Run Park

The Natural Resource Board (NRB) continues to grapple with ways to enhance the park both in utilization by the public and the overall appearance. Ten trees have been planted as part of the Tree City USA program to enhance the beauty of the park and to eventually provide a buffer to the Public Works building.

- Funding

Grants continue to be researched for proposed NRB projects.

COMMUNITY INVOLVEMENT

- Wyoming Association of Municipalities

Councilman Koch is an active member of WAM, and has been elected one of 4 Regional Directors for WAM's Region III and is a voting delegate at all WAM Board meetings. WAM Region III covers the Northwest area of Wyoming, extending from the counties of Big Horn to Fremont through Teton and includes Northern Lincoln County. As a Regional Director, Councilman Koch assists forming policy and direction of WAM in legislative and lobbying activities, thus providing our Town with a stronger voice in the Capital. Councilman Buyers serves as the alternate voting member.

ECONOMIC DEVELOPEMENT

- Town Economic Development Board

This year has been a challenging one for TED; we lost 3 established members and so far have replaced 2 of our members and hope for a more stable 2014.

TED is currently putting together a business brochure so future business will have a reference guide to help them in the process.

TED continues to monitor the Town website and make suggestions for improvements while working with our town clerk.

- Lincoln County Economic Development Board

Formation of the Joint Powers Board was approved by the state and officers were elected to the board in October 2013, Robert King as Chair, Paul Jenkins as Assistant Chair and Merridee Matson as Secretary/Treasurer.

Presently participating in the LCED Board are the Towns of Thayne, Cokeville, Star Valley Ranch, Alpine and La Barge.

- Scenic By-way

On October 17, 2013 Wyoming's seven member Transportation Commission approved an 80-mile stretch of roadway as the newest scenic byway in Wyoming. The nomination process began two and one-half years ago to help give Star Valley residents something positive for the

future and to provide a boost to the local economy.

The next step for the Scenic By-way is to apply for Grants and begin the process of identifying the Scenic By-way.

FACILITIES

- Continue to prioritize and plan for essential land and buildings.

Contracted with an Architect to create a Town Complex needs and requirements document.

- Develop Town Hall campus concepts.

We have done studies but, after negotiating a lower cost lease, decided to extend the existing Town Hall lease for four additional years ending June 30, 2018.

- Define improvements and upgrades needed on Town buildings.

FINANCIAL

- Establish a realistic and fiscally sound 2013-2014 Budget

Budget process was completed and effectively incorporated input from all departments.

Source of Funds and Use of Funds spread throughout the year based on historical, scheduled and anticipated timings.

Completed 2012/2013 Audits and Reviews meeting State and Federal requirements, results were presented and accepted during a regularly scheduled Town Council meeting. The Town has consistently received satisfactory Audits and Reviews.

- Reserves

Reserve requirements have been identified, reviewed, committed and accounting established in the Town's Balance Sheet and Journals via the use of Resolutions and Town Ordinances.

PERSONNEL

- New Council and Mayor's "Welcome Aboard" Manual

The Welcome Aboard Manual consists thus far of the New Council and Mayor introductory manual that is updated every year by WAM. This is the best resource we have to help new elected officials understand meeting procedures and laws etc. To be completed this year is an outline of specific duties for our town.

- Human Resources (added objective)

- Job Descriptions

Have written the job description for the Special Municipal Officer, Public Works Director, Road worker and Town Clerk.

- Performance Reviews

Established time frames for the employee review process and are in the first stages of rewriting the present review.

- Coaching and Counseling

Working on a process with the Town Administrator to ensure consistency in how we treat our employees and documentation requirements.

Working with the Town Administrator on quarterly employee meetings and continued training of all employees.

- Policy Manual

We have updated the volunteer policy, damage of town property and drug testing. This is an ongoing process.

- Potential Employees

Continue to be involved with interviewing of all potential employees including but not limited to Town Clerk, Director of Public Works and Road Workers.

PLANNING

- Studies

The Town has undertaken planning studies that are Master Plan subsets this last year. Each of these studies is broken down into projects that incorporate a priority of each project, the professional's recommended improvements and their estimate costs. This will lay the groundwork for any future investment in the Town either to follow the recommendations or to use them as the bases for comparison of alternate investments. The first four studies were funded primarily by grants. These projects have been completed or are planned be completed in first quarter of 2014 and include:

- Valley wide Economic Development Study
- Town's Building Complex needs and requirements Study
- Surface Water (Drainage) Study
- Road Study
- Plastic Pipe Study - Phase I (Phase II is schedule for 2014)
- Well Head Protection Plan

- P&Z Board

An interface to the Town Council for Planning and Zoning Board activities continues to be provided.

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.

The P&Z board issued 39 building permits in 2013. This includes:

- 3 new homes,
- 10 garages and
- 26 miscellaneous projects.

The P&Z Board completed coordinating a land use overlay plan with Lincoln County and establishing an approved land use overlay plan for properties near the Town. Articles have been provided monthly in the Town newsletter to inform residents of building standards and the need to obtain building permits.

- Town Complex
 - Project Funding

As funds have become available, they have been placed in a reserve fund to help fund the design and construction of a Town complex that is planned to include a Town owned Town Hall.

- Master Plan – Preparation for 2014 Updating

Funds were included in the 2013/2014 budget to hire a professional planning firm to update the Town Master Plan. Two planning firms that have previous experience with the Town of Star Valley Ranch have been contacted to determine their interest and to submit proposals for updating the Town Master Plan.

- Waste Water Watch Program

There is no planned activity in this program until the economy rebounds and the homebuilding activities increase.

PUBLIC IMAGE

- Communications

A brief survey was conducted by the Town as to the desired method and quality of communication by the Town to its citizens. The Town's Newsletter was the most favorable, followed closely by Emails and then our Website.

- Newsletter

The Town newsletter is published each month and is included in the monthly water bills. These mailings cover the majority of our citizens and are the least expensive form of written communication.

- Emails

The Town provides notices and alerts to over 700 email subscribers as necessary

- Website

Our Website, after a thorough study by the Town's Economic Development Board, was given a major overhaul.

- Newspaper Articles

The Town posts job openings, construction project initiation and completion and required hearing notices in the legal notices section of the newspaper.

The Town invites the Newspaper representative to all Council Meetings.

The Town provides news articles or subject matter to the newspaper weekly.

- Founder's Day Event

This event was recognized in the newspaper but no formal activity was planned, based on a decision made by the Town Council.

PUBLIC SAFETY

- Emergency Preparedness

- Town Emergency Plan

This plan has yet to be formalized. Work is on going in conjunction with the Lincoln County Department of Homeland Security. Meetings with Sheriff Johnson and Lt. Andrews were conducted but inconclusive. Emergency evacuation routes are part of the Roads study prepared by Sunrise Engineering.

- Fire Safety

This remained as a high priority for the Town. The Town continues to participate in the County's Firewise program with oversight of the program moved to the Natural Resources Board. The Town continued supporting the Lincoln County Firewise program by picking up existing participant's cuttings throughout 2013 even though no direction was received from the County that the program would continue to be available. In late 2013, a new Lincoln County Firewise coordinator was hired and the program redefined. An official rollout and resident sign-ups commencing in early 2014 is anticipated.

- EMS and Fire Protection

The pursuit of an EMS District and a Fire District continue to be elusive. This process needs to be taken up by others in the lower valley with our support.

PUBLIC WORKS

We integrated the operations of roads and water departments to improve service to the citizens. We have promoted one employee and hired two new employees this year to replace those lost by attrition.

- Roads

- Continue to maintain and improve Town roads in superior fashion.

We have done this with both summer maintenance and improved snow plowing methods. We improved roadside drainage problems and will continue with this in the future.

- Increase and upgrade equipment as financially feasible.

We have managed our equipment based on our finances.

- Begin engineering planning and design of roads.

We are well on our way to a comprehensive plan for both roads and drainage with the completion of the Sunrise studies.

- Water
 - Continue to maintain the quality of the Town’s culinary water employees and equipment.

We have made great progress on this with improvements to our water system and employee training.

We refurbished the Airstrip well including a new pump and motor.

- Replace undersized, shallow and inferior grade water lines as funding allows.

We are doing a study to prioritize the needs to bring all of the Town up to standards long term.

- Continue to address system leaks as required and increase hydraulic capacity of water distribution system.

Our metering and water sales show we have greatly reduced water losses from leaks.

- Prepare for various culinary water problem contingencies.

Our crew has done a great job repairing problems as they come up.

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Natural Resource Board

Arbor Day 2014: The Town of Star Valley Ranch will be celebrating our fourth annual Arbor Day on Saturday, June 7th, 2014 Fox Run Park. This year our goal is to add up to 20 new trees to the park and install a water source for the irrigation of these trees.

The Town of Star Valley Ranch has established a fund for the purchase of trees and irrigation supplies for the 2014 Arbor Day. Donations can be dropped off or mailed to the Town Clerk, Stella Mackey at Town Hall. The Natural Resource Board will add the names to our recognition plaque, which is displayed at Town Hall. The minimum donation for displaying the names of donors, memorials or remembrances is \$50 or more. For names to be recorded on this year’s plaque, donations must be received by May 1st, 2014. \

Snowshoe Trails in Fox Run Park: Just a reminder that the Natural Resource Board has been grooming snowshoe trails on the walking paths within Fox Run Park. This is a great place to snowshoe; over 1 ½ miles of trails, great views of the mountains and the non-motorized trails make for a very quiet experience. The parking lot at the park is being plowed as well. The trails start from the west side of the lot.

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Dog Ordinance

Proposed Final 3rd Reading on February 12th

We are trying to balance the desired “Dog Friendly” atmosphere of our Town with the non-intimidated feeling and safety of our “Walking Citizens” and the peace and quiet of our Mountain Homes.

Town Council's 2014 Objectives

COMMUNITY INVOLVEMENT

- Community's SVP (Partnership) – Mayor Siddoway
- Lincoln County Economic Development Board – Councilman Buyers
- Organizations – Councilman Koch
- Scenic By-way Enhancements – Councilman Buyers
- Town Economic Development Board - Councilman Buyers

FACILITIES

- Design Town Hall campus - Councilman Koch
- Prioritize and plan for essential land and buildings - Councilman Koch

FINANCIAL

- Establish and Monitor 2014/2015 Budget - Councilman Koch
- Monitor Funds and Reserves - Councilman Koch

HUMAN RESOURCES

- New Council / Mayor's "Welcome Aboard" Manual - Councilman Buyers
- Policies and Procedures - Councilman Buyers

PLANNING

- Master Plan – Updating – Councilman Redlin
- P&Z Board - Councilman Redlin
- Waste Water Watch Program - Councilman Redlin

PUBLIC IMAGE

- Communications - Mayor Siddoway
- Natural Resources Board - Councilman Koch

PUBLIC SAFETY

- Emergency Preparedness - Councilman Koch

PUBLIC WORKS

- Infrastructure Studies – Councilman Harker
- Monitor Town buildings – Councilman Harker
- Roads - Councilman Harker
- Water - Councilman Harker
- Water Board - Councilman Harker

Public Works Department

The Public Works Department, especially the snow plowing crew would like to commend the citizens and residents of our Town for their assistance. During last snowstorm, there was only one car and no trailers parked in the roads during the plowing process. This is a great help to the crew and their efforts to clear the snow quickly and efficiently for everyone's safety.

Garbage Cans continue to be a problem during the snow removal process.

- Please set cans out on collection day and remove them that same evening
- Please place cans out of the plow area.
- Place them inside your driveway, behind the snow berm.
- The garbage truck's arm can reach into this area and pick up the can.
- Placing the can in the road way does not keep the snow out of your driveway.

Please give our snow plowing equipment the right of way. Most of our equipment is large and heavy. We do not want any accidents.

- Please to not race them to the intersect
- Please to not pull in front of them and then slow down.

If the two items directly above do not apply to you, thank you for your cooperation. We really do appreciate it.

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Steel Pipe Replacement Funding

The State of Wyoming's State Lands and Investments Board approved our application for Phase III of our steel pipe replacement projects.

The project is estimated to cost approximately \$537,814. This will be at 25% principal forgiveness (\$134,453.50) with a loan balance of \$403,360.50. The loan is to be paid back over 20 years at -0-% interest.

Some additional terms and conditions were not required in our two previous requests for Phases I & II. The Council is reviewing the acceptability of these additions.

Phase III will start at the intersection of Cedar Creek Drive and Ridgecrest Drive (the white fence on the left side and the practice green on the right as you turn towards the Barn and Silo.) The project will go east and clockwise around the Barn and Silo and end at the intersection of Cedar Creek Drive and Middle Branch Drive (where the bridge crosses Cedar Creek).

The project is scheduled to start in late May and end in early August this summer. We are working with the Association to minimize impact on the members and activities at the Barn and Silo.