



Town of Alpine
COUNCIL MEETING MINUTES

DATE: June 20, 2017
TIME: 7:00 p.m.

PLACE: Town Council Chambers
TYPE: Regular Meeting

- 1. CALL TO ORDER:** Mayor Kennis Lutz called the meeting to order at 7:00 p.m. Mayor Lutz led the attendees in the Pledge of Allegiance.
- 2. ROLL CALL:** The roll call was conducted by Sharon Backus, Clerk/Treasurer. Council Present: Adam Farnsworth, Jeremy Larsen, Melinda Rimini, Larry Rosenwinkel and Mayor W. Kennis Lutz. A quorum of the Council was established.

3. APPROVAL OF CONSENT AGENDA:

Town Council Meeting Minutes – May 16, 2017; Public Hearing and Special Meeting May 25, 2017

Planning & Zoning Minutes – May 9, 2017

Payment of Town Bills – See Attached Check Detail of Bill Payments

Councilman Larry Rosenwinkel moved to approve the Consent Agenda. Councilman Jeremy Larsen seconded the motion. There was no discussion. **Vote: 5 Yes, 0 No, 0 Abstain, 0 Absent. Motion Carried.**

4. ON – GOING BUSINESS:

- **Letter from Laurie Vasco - Forgiveness of Sewer Connection Fees**

Mayor Lutz stated that the Council had received a letter from Ms. Laurie Vasco requesting forgiveness of sewer connection fees. Mr. James Sanderson, Town Council has a conflict with this as Ms. Vasco is a former client. Mr. Sanderson has been asked to obtain a legal opinion from another attorney. This will not be available before the next council meeting.

Councilman Jeremy Larsen moved to table the request from Ms. Vasco for forgiveness of sewer connection fees. Councilman Larry Rosenwinkel seconded the motion. There was no discussion. **Vote: 5 Yes, 0 No, 0 Abstain, 0 Absent. Motion Carried.**

- **Town of Alpine Business Licenses –** Mr. David Miller addressed the council stating that he had met with the Planning and Zoning Commission with his concern over the pop-up businesses that are not brick and mortar businesses which have come into the Town of Alpine. Mr. Miller stated that he is not against competition as new businesses help everyone out. The concern here is the rate of expansion. Brick and mortar businesses pay for a year-long license and others do not pay for a year and do not stick around and are not really paying or adding a real value benefit to the community. I hope the Town of Alpine will look at this when reviewing what constitutes a real brick and mortar business. This is not a problem yet, but the Town of Alpine should be aware of this now. The Flying Saddle is here all year; employs fifty people and adds to the tax base.

Mr. Sanderson was given a copy of 192 Ordinance No. 2009-48 Business License Codes to review. Mr. Sanderson stated that the council can generally restrict to certain degree the issuance of licenses; this is a political call you as a council have to make. The difficulty is reaching a balance between quality of life for entrepreneurs who want the opportunity for a business versus those brick and mortar businesses with a large investment in the community.

Public and council comment ensued. It was explained that the taco bus has a six month lease and pays a one year business license. Mr. Miller brought up the fact that a liquor license for instance requires a full year lease as a consideration for future discussion.

- **Star Valley Chamber of Commerce** – Ms. Sarah Hale the newly appointed Director of the Star Valley Chamber of Commerce presented the updated June 2017 “a-z” list of items and ideas that she has to promote the Star Valley. The very comprehensive list was received with great enthusiasm from all present. Mayor Lutz congratulated Ms. Hale on her appointment. The a-z list is as follows:

- a. Technology fair (May 17)
- b. Meeting with Wyoming Business Council (May 23) – tech school for SV
- c. Meeting with the WAOA Fall Conference. Folks (Sept. 19-22)
- d. Health and Safety Expo (June 1) at Thayne Community Center
- e. Star Valley Junior Music Festival
- f. Lincoln County Leadership Institute Steering Committee
- g. Website access and update/Facebook
- h. Star Valley APP
- i. Digital Star Valley Visitor’s Guide
- j. Digital Star Valley Business Guide
- k. Market Monday/ SV Farmer’s Market/Summer concert series/Museum tours
- l. Eclipse 2017 (Aug. 21) - Oh my STARS! ☺
- m. Southwest Region Tourism Board
- n. Mission/Vision/Value Statement
- o. “Discover the Adventure” advertising campaign
- p. Meeting with town councils in June
- q. Humanities Council Smithsonian exhibit for Alpine Civic Center/Speakers
- r. Guided tours to the Periodic Spring/Geology tours
- s. Star Valley Community Development Foundation meeting
- t. Star Valley Business Tour 2018
- u. Chamber membership
- v. Chamber bucks program
- w. Shop at home campaign – bags with logos
- x. Potential partnership opportunities
- y. What does Star Valley offer that is unique?
- z. Anything else I should be working on?

- **Administer Oath of Office to Justin Fritz for Planning and Zoning Commission**
Mayor Lutz administered the Oath of Office to Mr. Justin Fritz whose term on the Planning and Zoning will expire December 31, 2018. Mr. Fritz was congratulated by the Mayor and all present.
- **Planning and Zoning Commission Update** – Mr. Brett Bennett of the Planning and Zoning Commission congratulated Justin Fritz on his appointment as well as Mr. Floyd Jenkins. There is a full commission again. Mr. Bennett then addressed the proposed changes in the Alpine Land Use & Development Code (LUDC) which are new for the second reading of 246 Ordinance No. 2017-01 Amend the LUDC. Mr. Bennett identified that one change as being on page 39; Section 2-304 which is new verbiage to allow for a Temporary Certificate of Occupancy and reads, *“A Temporary*

Certificate of Occupancy will be issued upon completion of the final building construction. A Temporary Certificate of Occupancy will be valid for a period of one (1) year from the date of issuance. The temporary certificate is issued until all landscaping, vehicular parking, storage and snow removal requirements are completed, as per the applicant's site plan requirements, or at least to the minimum standards of the Land Use and Development Code Regulations. Applicant is to notify the Town office once all requirements have been met. If applicant does not complete the requirements within the established timeframe, violations, penalties and remedies have been enforced, as per Article 5.3 Subsection 5-3020."

Mayor Lutz explained the reasoning and rationale for this addition which is typically a project finished in winter when landscaping and so forth cannot be completed or verified as complete.

Mayor Lutz also brought up the change requiring a deposit which is found on page 43, Section 2-501 (d) which is tied to the Temporary Certificate of Occupancy and now requires a Five Hundred Dollar (\$500) deposit be paid to the Town of Alpine to ensure the landscaping, vehicular parking, storage and snow removal are completed per applicant's site plan requirements.

Mr. Bennett stated that the Bed and Breakfast operational had been struck from Article 3.2; Section 3-201(b) (3) Single Family Residential District (page 44) and had been moved to MRC zoning district. Mr. Bennett said he was not 100% certain if this was in the first reading. The commission thinks this is perfect for MRC (page 53), but may not be so for R1 with the size restrictions. Discussion ensued from the council and public. Mayor Lutz and Councilman Rosenwinkel were not in favor or striking the Bed and Breakfast operation from the R1 section of the LUDC without further study.

Mr. Bennett reported that there were 40 active permits and 16 affidavits. The commission would like to change their meeting time to 7:00 pm. The council has no problem with changing the time it is at the discretion of the commission as a group decision.

Mr. Bennett stated that his last concern was storm water and surface drainage which he discussed giving examples such as Broulim's parking lot, the Jenkins and Texaco parking lots to name a few. Mr. Bennett asked if the commission should direct owners to modify curb and gutters on their property to maximize proper drainage or percolate it on their own site or how should the commission proceed? Mayor Lutz stated that this will need to be handled on a case by case basis.

- **Planning and Zoning Commission Recommendation for Melvin Brewing Zoning** – Mr. Brett Bennett stated that the Melvin Brewing site needs to be zoned as this was not done at the time of the annexation. The Planning and Zoning Commission wanted to make sure the Wyoming Business Council did not require a particular zoning in the grant agreement. *Mayor Lutz stated that there was no such stipulation in the grant but was zoned in the county as mixed use.* Mr. Bennett stated that the commission would do more research on whether to recommend a zone of Light Industrial which could have 400 sq. ft. of signage or Commercial which could have 200 sq. ft. of signage. A sign has already been installed on the building. The Planning and Zoning will have a formal recommendation for the next council meeting on how to zone this property.
- **Motion to take from the table Second Reading: 246 Ordinance No. 2017-01 Adopting the Alpine Land Use & Development Code**

Councilman Larry Rosenwinkel moved to take from the table 246 Ordinance 2017-01 Land Use and Development Code for the second reading. Councilman Adam Farnsworth seconded the motion. There was no discussion.

Vote: 5 Yes, 0 No, 0 Abstain, 0 Absent. Motion Carried.

Sharon Backus, Clerk/Treasurer read 246 Ordinance No. 2017-01 into the record for the second reading.

Councilman Adam Farnsworth moved to adopt 246 Ordinance 2017-01 Land Use and Development Code on second reading. Councilman Jeremy Larsen seconded the motion.

Discussion ensued. The verbiage for Bed and Breakfast Operation is to remain in R1 as a permitted use and also is added to MRC as a permitted use and the addition of the Temporary Certificate of Occupancy shall remain for the second reading.

Vote: 5 Yes, 0 No, 0 Abstain, 0 Absent. Motion Carried.

This Ordinance may be viewed in the Town Office or on the website at alpinewy.org.

- **422 Resolution No. 06-20-2017 A RESOLUTION OF SUPPORT Authorizing Submission of an Application to the Wyoming Department of Transportation (WYDOT) for Funding through the Transportation Alternatives Program (TAP) on Behalf of the Governing Body for the Town of Alpine for the Purpose of Studying the Pedestrian Facilities throughout the Municipality and Surrounding Area.**

Sharon Backus, Clerk/Treasurer read 422 Resolution No. 06-20-2017 into the record.

Mayor Lutz stated that opportunity had come along on Friday but is time sensitive so we need to stay on the WYDOT application schedule. This is a grant application to perform a study for funding projects such as sidewalks, curb and gutters, pathways, lights at school bus stops, safe routes to school and things we need in town. This is an 80-20 match so the town would be responsible for 20% of the total cost which would be about \$10,000. Once the study is done and should the town qualify, the grant is set up to fund up to \$300,000 per year, so a million dollar total grant would be disbursed over a period of four years. Sunrise Engineering will be assisting the Town of Alpine in this. Public comments followed.

Councilman Jeremy Larsen moved to adopt 422 Resolution No. 06-20-2017. Councilman Adam Farnsworth seconded the motion. There was no discussion.

Vote: 5 Yes, 0 No, 0 Abstain, 0 Absent. Motion Carried.

This Resolution may be viewed in the Town Office or on the website at alpinewy.org.

- **Town Parks** – Mr. Larry Hartenstein read the following e-mail he had sent to the Town Council into the record.

My name is Larry Hartenstein and I have lived at 216 W Mill Circle for the past 11 years. I was hoping to express my concern for the state of our parks and in addition my thoughts on a needed pathway system.

We love that we can bring our son to local parks and spend time in Alpine when we are not commuting. The grasses are always cut and kids/parents/neighbors are still having fun, I thank you for keeping the parks going. We also enjoy the BMX/skate park, it is great that these things exist in our small community!

The Ferry Peak Park can use some love though. The sole picnic bench is missing a wood plank on one of the seats. The two digger tools are broken, the basketball rims are completely bent on both sides, no paint on the court, missing swings on the swing set and the slide is getting more and

more bent. These are examples of some of the issues at hand. In all honesty, the park is a bit outdated and could use some new kid's playground equipment.

The same came be said for the other kid's park (sorry I don't know the name of it) on the west side of the highway.

Could there be some funds and/or grants that could be utilized to help repair and possibly expand the parks? It would be nice to have the Ferry Peak Park have a few mote picnic benches and be able to hold parties there? Maybe the town could charge some money for the rental and have some grills?

My other concern is the dangerous nature of the Greys Rivet Road. I honestly think we need a pathways system to accommodate all of the walkers, bicyclist and kid's in out neighborhood. There is quite a bit of traffic on the road as I am sure you are all aware, the vehicles, AW's, dirt bikes and side by sides all put more pressure on a slow speed community road. I have personally had some very close calls as a runner; I have had 3 different instances of people purposefully swerving at me while I was running on the side of the road. I am not sure of the logistics/costs of this type of undertaking but I do know that many of us are at risk. I would love to see some type of path up the national forest section as well but I know that is a whole other fight.

Could there be opportunities to do some public/private funding? Maybe some of our local businesses could sponsor the parks and we can raise some monies as well? The character of our town has been changing quickly in the last few years, I believe the needed support for these types of ideas is warranted. I also would be happy to do some volunteer work/coordination to make things happen.

Mr. Hartenstein expressed his appreciation that the town has applied for the TAP funding, especially as it would apply to Greys River Road. "I am happy to try to coordinate things for funding for the parks."

Mayor Lutz stated that unfortunately, the parks are hard to keep nice due to the continual vandalism. People have literally burned the picnic benches or have stolen them and taken them to their campsite. We are not trying to ignore the situation; it is just hard to stay ahead of the vandalism. The tennis court was stolen as well. We have budgeted for new basketball hoops at Ferry Peak Park. Councilman Rosenwinkel added that the town has ordered radar signs for Greys River Road. Additional discussion ensued from the council and public.

Mr. Hartenstein asked that were money to be raised in a private setting would the council be opposed to using these funds to upgrade the parks. Mayor Lutz stated that absolutely this would be used for this purpose and should Mr. Hartenstein want to make repairs, please just notify me first.

- **Third Reading: 247 Ordinance No. 2017-02 Amend FY 2017 Budget as adopted June 21, 2016.**

Sharon Backus, Clerk/Treasurer read 247 Ordinance No. 2017-02 into the record for the third reading.

Councilman Larry Rosenwinkel moved to amend 247 Ordinance No. 2017-02 to increase the total anticipated revenue from \$3,647,200 to \$3,813,000; to increase the total anticipated expenses from \$3,563,770 to \$3,769,005 and to adopt 247 Ordinance No. 2017-02 as amended on third

reading. Councilman Melinda Rimini seconded the motion. There was no discussion. **Vote: 5 Yes, 0 No, 0 Abstain, 0 Absent. Motion Carried.**

This Ordinance may be viewed in the Town Office or on the website at alpinewy.org.

- **Third Reading: 248 Ordinance No. 2017-03 Adopt Town of Alpine Budget FY 2018.**

Sharon Backus, Clerk/Treasurer read 248 Ordinance No. 2017-03 into the record for the third reading.

Councilman Jeremy Larsen move to amend 248 Ordinance No. 2017-03 to increase the total anticipated revenue from \$3,815,000 to \$3,870,000; to increase the total anticipated expenses from \$3,751,755 to \$3,787,005 and to adopt 248 Ordinance No. 2017-03 as amended on third reading. Councilman Melinda Rimini seconded the motion. There was no discussion. Vote: 5 Yes, 0 No, 0 Abstain, 0 Absent. Motion Carried.

This Ordinance may be viewed in the Town Office or on the website at alpinewy.org.

- **Third Reading: 249 Ordinance No. 2017-04 Adopt Ordinance Regulating the Traffic of Intoxicating Beverages**

Sharon Backus, Clerk/Treasurer read 249 Ordinance No. 2017-04 into the record for the third reading.

Councilman Jeremy Larsen moved to adopt 249 Ordinance No. 2017-04 as edited on third reading. Councilman Adam Farnsworth seconded the motion. Sharon Backus, Clerk/Treasurer covered the edits to the ordinances. Vote: 5 Yes, 0 No, 0 Abstain, 0 Absent. Motion Carried.

This Ordinance may be viewed in the Town Office or on the website at alpinewy.org.

Economic Development Update:

Councilmen Jeremy Larsen gave the following report bullet points. Everyone is invited and encouraged to attend the Scenic Byway meeting June 21, 2017 in Etna from 6:00 to 8:00 p.m.

- Congratulations to Sarah Hale the new Star Valley Chamber of Commerce Director;
- The commission approved the National Cattle Dog Competition which is a very popular event here and was held last week;
- The eclipse is the big news with people expected from Oregon to Florida. Be prepared with 2-3 weeks supply of food and water. This is an important opportunity for Alpine to make a good impression on our visitors. There continues to be a problem with finding employees and housing; so everyone needs to be polite and put on a happy face; and
- I travel to a lot of tourist destination towns and one thing that brings people together and trails and pathways.

5. Tabled Items: There are no tabled items.

TOWN OF ALPINE GENERAL FUND

CLAIMANT	ALLOWED
AAA PLUMBING	\$2,176.11
AFLAC	\$462.28
ALPINE EMERGENCY MEDICAL SERVICES	\$20,000.00
ALPINE MOUNTAIN DAYS Registration fees	\$1,910.00
BLACK MOUNTAIN RENTALS	\$1,672.35
BLUE CROSS BLUE SHIELD OF WYOMING	\$7,800.84
BROULIMS ALPINE	\$185.69
CASELLE	\$56.77
CONNORS, STEVEN Gazebo Lighting	\$1,660.00
DRY CREEK ENTERPRISES INC.	\$269.00
FIRST BANKCARD	\$203.83
GEGR, LLC	\$198.68
GRAND TETON ASSOCIATION Visitor Center	\$1,213.38
GREAT WEST TRUST COMPANY LLC	\$1,860.00
HALSTEAD, DAN Mileage reimbursement	\$138.57
HASLER	\$500.00
JENKINS BUILDING SUPPLY	\$548.23
LUTZ, KENNIS Reimbursement	\$417.30
LINCOLN COUNTY SHERIFF'S OFFICE	\$406.50
LOWER VALLEY ENERGY	\$427.04
MAXIMUM DRYWALL	\$400.00
NORMONT EQUIPMENT	\$112.47
PAYROLL	\$20,319.68
PENNY, BELINDA Cleaning	\$687.50
PREVENT FIRE	\$290.00
PRINTSTAR	\$37.18
SANDERSON LAW OFFICE	\$2,384.10
SCHEIBLE, KEN Alpine Mountain Days	\$178.00
SILVER STAR COMMUNICATIONS	\$548.83
SITE ONE LANDSCAPING	\$24.03
STAR VALLEY DISPOSAL	\$1,176.42
STAR VALLEY INDEPENDENT	\$1,460.00
TETON RAPTOR CENTER Alpine Mountain Days	\$550.00
TOWN OF ALPINE Mountain Days Reimbursement	\$147.47
TOWN OF ALPINE WATER DEPT	\$937.27
UNITED STATES TREASURY	\$6,144.70
UNIVERSITY OF WYOMING Jubilee scholarship	\$500.00
USA BLUEBOOK	\$237.18
USDA FOREST SERVICE Tree cutting permits	\$861.00
VALLEY TECH, LLC	\$285.00
VANDEBURG EXCAVATION, Pre-treatment System	\$1,000.00
WAGNER, CHRISTINE Reimburse Notary renewal	\$30.00
WYOMING RETIREMENT SYSTEM	\$3,563.08

WYOMING WEST FIRE Fire extinguishers	\$325.00
XEROX CORPORATION	\$546.39

TOWN OF ALPINE SEWER DEPARTMENT

CLAIMANT	ALLOWED
BLACK MOUNTAIN RENTALS	\$100.00
BRENTAG PACIFIC INC	\$520.82
BROULIM'S ALPINE	\$31.88
CASELLE	\$56.78
COMPRESSOR PUMP & SERVICE	\$29,238.67
DRY CREEK ENTERPRISES INC.	\$5,335.00
FALL RIVER ELECTRIC	\$5.00
JENKINS BUILDING SUPPLY	\$470.11
LOWER VALLEY ENERGY	\$2,425.06
MISSION COMMUNICATIONS Lift station telemetry	\$1,810.20
RACO MANUFACTURING	\$120.00
ROBERT WAGNER	\$100.00
SAFEGUARD BY IBF Utility billing cardstock	\$272.24
SILVERSTAR	\$203.72
TOWN OF ALPINE Payroll, postage	\$6,009.10
TOWN WATER DEPT Billing fees, usage	\$133.76
USA BLUEBOOK	\$2,672.70

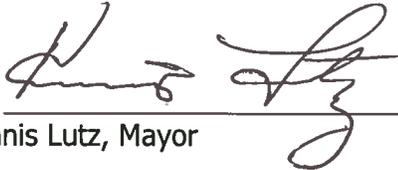
TOWN OF ALPINE WATER DEPARTMENT

CLAIMANT	ALLOWED
ALOTA SAND & GRAVEL	1078.39
CASELLE, INC.	\$56.78
FIRST BANK CARD	\$468.22
H. D. FOWLER COMPANY	\$95.14
JENKINS	\$100.04
LINCOLN COUNTY CLERK recording fees	\$15.00
LINCOLN WATER QUALITY LAB Water testing	\$54.00
LOWER VALLEY ENERGY	\$1,503.51
MISSION COMMUNICATIONS Tank/well telemetry	\$2,373.60
SAFEGUARD BY IBF Utility billing cardstock	\$272.24
SILVER STAR COMMUNICATIONS	\$135.92
TOWN OF ALPINE Payroll, postage	\$12,988.57
TOWN OF ALPINE SEWER Usage	\$27,682.97
VANDEBURG EXCAVATION, INC.	\$700.00

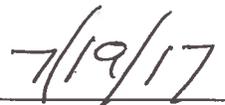
Adjournment:

Councilman Jeremy Larsen moved to adjourn the meeting. Councilman Adam Farnsworth seconded the motion. There was no discussion. Vote: 5 Yes, 0 No, 0 Abstain, 0 Absent. Motion Carried.

Mayor Lutz adjourned the public meeting at 8:26 pm.



W. Kennis Lutz, Mayor



Date

Minutes taken and transcribed by:



Sharon Backus, Town Clerk/Treasurer



Date





Sharon Backus, Town Clerk/Treasurer



Date

** Minutes are a brief summary of the taped recording of the meeting **