



**Town of Alpine
COUNCIL MEETING MINUTES**

**DATE: October 17, 2017
TIME: 7:00 p.m.**

**PLACE: Town Council Chambers
TYPE: Regular Meeting**

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- 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, Justin Fritz, Jeremy Larsen, Larry Rosenwinkel and Mayor W. Kennis Lutz. A quorum of the Council was established.
 - 3. APPROVAL OF CONSENT AGENDA:**
 - Town Council Meeting Minutes – September 19, 2017**
 - Approval of Town Bills – See Attached Check Detail of Bill Payments**
 - Adoption of 423 Resolution No. 10-17-2017 Statement of Investment Policy**
This Resolution may be viewed in the Town Office or on the website at alpinewy.org.
 - Adoption of 250 Ordinance No. 2017-05 Traffic of Intoxicating Beverages - Second Reading**
This Ordinance may be viewed in the Town Office or on the website at alpinewy.org.
 - Approval of WBC Alpine Commercial Expansion # 6 (\$341,936.00) Buffalo Drive Paving**

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: Planning and Zoning Commission Update – Floyd Jenkins**

Mr. Floyd Jenkins of the Planning and Zoning Commission addressed the Council and gave the following report. The commission has met twice since the last council meeting. The change to the Land Use Development Code was implemented with respect to eave/overhang projection specific to residential zoning R1 (single family residence). The resignation from Andrea Baillo was received so there is a vacancy on the commission and is for an in-town member. The commission issued three residential contingent approvals and one septic permit. There are currently 34 active permits and 20 issued affidavits. The commission is actively assisting residents with zoning questions. Starting in November the commission will meet only once per month on the second Tuesday.

Mr. Jenkins was asked why the commission changed the set back requirements of 5' back and sides for a shed 200 square feet with no engineering required to 15' side and 20' rear setbacks for a shed 300 square feet or less with no engineering required. Mr. Jenkins stated that he was new to the commission and would address this at the next commission meeting.

- **Motion to approve Northstar Construction Snow Plowing Contract and authorize Mayor Lutz to sign on behalf of the Town of Alpine**

Councilman Jeremy Larsen moved to approve the Northstar Construction Snow Plowing Contract and to authorize Mayor Lutz to sign the contract on behalf of the Town of Alpine. Councilman Adam Farnsworth seconded the motion. Discussion ensued about the Town of Alpine finding two representatives to measure the snow for the town to compare to the total compiled by Northstar Construction. **Vote: 5 Yes, 0 No, 0 Abstain, 0 Absent. Motion Carried.**

- **Motion to approve Delegation Agreement Letter to WY DEQ and authorize Mayor Lutz to sign on behalf of the Town of Alpine**

Councilman Jeremy Larsen moved to approve the letter to Wyoming Department of Environmental Quality to cancel the existing 1993 Delegation Agreement and to authorize Mayor Lutz to sign the letter on behalf of the Town of Alpine. Councilman Justin Fritz seconded the motion. There was no discussion. **Vote: 5 Yes, 0 No, 0 Abstain, 0 Absent. Motion Carried.**

- **Building Fee Schedule for Inspection Costs within Town Incorporated Boundaries and within one mile outside the Town's Incorporated Boundaries**

The building inspector fee was discussed because the town is paying more for the inspections than is being collected as the inspector is currently an employee of the town rather than an independent contractor. Mr. James Sanderson, Town Attorney had previously advised the town to prepare a list of qualified inspectors and have the individual builder order inspections as needed, pay the inspector directly and provide proof of the inspection to the Planning and Zoning Commission. After further discussion the consensus of the council was to work on these three objectives over the winter months to correct the matter.

1. Eliminate the position of building inspector as a town employee;
2. This would require a change of building fees and ordinances; and
3. Vet interested licensed, qualified inspectors and prepare a list of the same.

Councilman Justin Fritz moved to table the Building Fee Schedule for Inspection Costs. Councilman Larry Rosenwinkel seconded the motion. There was no discussion. **Vote: 5 Yes, 0 No, 0 Abstain, 0 Absent. Motion Carried.**

- **E-mail from Josh Floyd re: Inspections at Snake River Junction**

Sharon Backus, Clerk/Treasurer was directed to prepare a letter to Mr. John Woodward at Lincoln County Planning and Development to notify him that the Town of Alpine will not be liable or responsible for inspections on this project until the problems enumerated in Mr. Floyd's e-mail have been addressed and completed. Mayor Lutz will sign the letter.

Councilman Jeremy Larsen moved to send a letter to Mr. John Woodward at Lincoln County Planning and Development stating that the Town of Alpine will not be liable or responsible for inspections on this project until corrections are completed and to enclose a copy of the agreement and the inspector's e-mail. Councilman Larry

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

- **Discussion on 6th penny sales tax (next meeting 11/9/17 at 6:00 p.m. in Cokeville)**

Mayor Lutz reported that he had attended the last meeting on the 6th Penny Sales Tax and explained the requirements to initiate this process so it can be on the ballot should the council elect to proceed with pursuing this tax increase. The information has been distributed to the council. The next meeting is November 9, 2017 at 6:00 p.m. in Cokeville. Mayor Lutz encouraged the councilmen to attend this meeting as well so they can participate in the group discussion. All the councilmen agreed to attend the meeting in Cokeville.

- **Discussion of Sewer ERU for various areas in North Alpine Service District**

Mayor Lutz explained that the water rates were set and approved by the Public Service Commission and there was no intention of petitioning for a change of those rates at this time. There are areas in what was formerly known as North Star Utility for which sewer connection fees were pre-purchased at a cost of \$5,000/ERU with 413 ERU purchased in 2007 and 2008. The ERU schedule was referenced. There is confusion on what to charge on connection fees depending on the lot. Rendezvous Engineering is preparing a map showing which lots had the capacity fee paid (\$5,000) and only owe for the connection fee (\$2,000) and which lots must pay the entire amount per lot (\$7,000). The fees should be an incentive for annexation. For example the affordable housing project will have sewer connection fees of \$120,000 if it not annexed and \$80,000 if the area is annexed. What is a common practice for towns now is to charge out-of-town utility rates at 150% of the in-town rates. The total value of Alpine's sewer/water infrastructure including the plant is approximately \$25,000,000 so the replacement costs need to be considered in future rate discussions.

- **Discussion of Melvin Brewing Development Agreement not signed in March, 2017**

Mayor Lutz explained that this agreement had been lingering unsigned since March of 2017. Now, Melvin Brewing wants to make additional changes to the Development Agreement. This is being driven by the fact that the existing building is full so there is no room for growth. Melvin Brewing wants to add another 20,000 square feet to the building which will be funded by the USDA and a bank. It is the bank that is requesting the changes to the existing agreement. The gist of this e-mail from Will Morrow that you have in your packet is that Melvin Brewing wants to buy out the Town and the Wyoming Development Commission (WBC) grant so they are free to expand. The original agreement states that Melvin Brewing could not buy the property for at least five years.

This needs additional discussion with the WBC, Melvin Brewing representatives and the town attorney so there will be a council workshop on Wednesday, November 15 at 2:00 p.m. in the chambers to discuss this matter further.

- **BOR, BLM and Forest Service Land:** Mr. Harry House addressed the Council to state that he had inquired about the individuals camping at the BOR and BLM plane on the Greys River outside of town. What would happen if that was to become a popular camping site? He was told that the Forest Service manages that land and there is no special land use planned for that area, but when he called them to ask what it would

take to establish a special use plan, he was told as an individual he had little to no influence to establish a land use. Mr. House said he was told that the Town of Alpine may have more influence so that is why he wanted to speak to this matter before the council. Mayor Lutz stated that what the Forest Service typically does is shorten the length of the stay to 2-4 days. Councilman Larsen stated that the lake had never been this high before so this is a unique situation. Mr. House said he was just looking for historical perspective on this location and thanked the council for letting him speak.

Economic Development Update:

Councilmen Jeremy Larsen gave the following report. The commission approved a couple of things on third readings and there was no new business.

Tabled Items: There are no tabled items.

TOWN OF ALPINE GENERAL FUND

CLAIMANT	ALLOWED
AFLAC	\$462.28
ALOTA SAND AND GRAVEL	\$149.60
BLUE CROSS BLUE SHIELD OF WYOMING	\$7,926.45
BROULIMS ALPINE	\$133.99
CASELLE	\$56.77
CASPER STAR TRIBUNE	\$423.75
CAN SURETY	\$500.00
DRY CREEK ENTERPRISES INC.	\$80.00
FIRST BANK	\$1,369.05
FIRST BANKCARD	\$427.27
FP MAILING SOLUTIONS	\$507.00
GREAT WEST TRUST COMPANY LLC	\$3,260.00
JENKINS BUILDING SUPPLY	\$106.50
LINCOLN COUNTY SHERIFF'S OFFICE	\$15,406.50
LINCOLN COUNTY TREASURER	\$1,150.00
LOWER VALLEY ENERGY	\$465.77
LUTHI AND VOYLES	\$400.00
LUTZ, KENNIS	\$161.12
NAPA ALL STAR AUTO PARTS	\$182.29
NORMONT EQUIPMENT	\$54.96
NORTHSTAR CORPORATION	\$237.50
PAYROLL	\$17,757.30
PENNY, BELINDA Cleaning	\$725.00
PRINTSTAR	\$36.45
RENDEZVOUS ENGINEERING	\$90.00
ROCKY MOUNTAIN COMPETATIVE SOLUTIONS	\$258.10
SANDERSON LAW OFFICE	\$2,469.83
SILVER STAR COMMUNICATIONS	\$570.32
SITE ONE LANDSCAPING	\$229.31

STAR VALLEY DISPOSAL	\$146.00
STAR VALLEY INDEPENDENT	\$294.50
TOWN OF ALPINE WATER DEPT	\$1,068.25
UNITED STATES TREASURY	\$5,380.10
USDA FOREST SERVICE Tree cutting permits	\$910.00
UWYO/WYT2C LPA Registration	\$65.00
VALLEY WIDE COOPERATIVE	\$428.52
WYOMING DEPARTMENT OF WORKFORCE SERVICES	\$1,441.12
WYOMING RETIREMENT SYSTEM	\$3,266.45
XEROX CORPORATION	\$597.70

TOWN OF ALPINE SEWER DEPARTMENT

CLAIMANT	ALLOWED
ALOTA SAND AND GRAVEL	\$152.20
BROULIMS	\$15.48
CASELLE	\$56.78
DRY CREEK ENTERPRISES INC.	\$7,515.00
ENERGY LABORATORIES INC	\$29.00
FALL RIVER ELECTRIC	\$33.53
FIRST BANKCARD	\$180.75
JENKINS BUILDING SUPPLY	\$59.36
LOWER VALLEY ENERGY	\$2,175.66
OVIVO	\$1,410.67
RENDEZVOUS ENGINEERING PC	\$1,260.00
ROBERT WAGNER	\$424.41
SILVERSTAR	\$204.14
TOWN OF ALPINE Payroll, postage	\$6,035.32
TOWN WATER DEPT Billing fees, usage	\$2,626.52
USA BLUEBOOK	\$202.85
VANDEBURG EXCAVATION	\$1,145.00

TOWN OF ALPINE WATER DEPARTMENT

CLAIMANT	ALLOWED
CASELLE, INC.	\$56.78
CORE & MAIN	\$317.04
FERGUSON WATERWORKS	\$756.23
FIRST BANK CARD	\$659.99
GEGR, LLC	\$474.73
JENKINS LUMBER	\$23.81
LINCOLN WATER QUALITY LAB Water testing	\$54.00
LOWER VALLEY ENERGY	\$2,203.27
ONE CALL OF WYOMING	\$16.50
RENDEZVOUS ENGINEERING PC	\$360.00

SILVER STAR COMMUNICATIONS	\$136.26
TOWN OF ALPINE Payroll, postage	\$11,837.45
TOWN OF ALPINE SEWER Usage	\$28,486.24
USA BLUEBOOK	\$126.62
VANDEBURG EXCAVATION INC.	\$1,605.50

Adjournment:

Councilman Justin Fritz 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 meeting at 8:25 p.m.

W. Kennis Lutz 11/21/17
W. Kennis Lutz, Mayor Date

Minutes taken and transcribed by:

Sharon Backus 11/21/17
Sharon Backus, Town Clerk/Treasurer Date

Attest:  *Sharon Backus* 11/21/17
Sharon Backus, Town Clerk/Treasurer Date

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