



**Town of Alpine
COUNCIL MEETING MINUTES**

DATE: October 15, 2019
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: Justin Fritz, Robert LaPier, Jeremiah Larsen and Mayor W. Kennis Lutz. Councilman Adam Farnsworth was absent and excused. A quorum of the Council was established.

3. ADOPT THE AGENDA:

Councilman Larsen moved to adopt the agenda. Councilman LaPier seconded the motion. There was no discussion. **Vote: 4 Yes, 0 No, 0 Abstain, 1 Absent, (Farnsworth).** **Motion Carried.**

4. APPROVAL OF CONSENT AGENDA:

Town Council Meeting Minutes –September 17, 2019
Planning & Zoning Meeting Minutes – September 10, 2019 and September 24, 2019
Approval of Town Bills – See Attached Check Detail of Bill Payments
Approval of WBC Alpine Park Apartments Pay Application # 8 in the amount \$48,906

Councilman Larsen moved to approve the Consent Agenda. Councilman Fritz seconded the motion. There was no discussion. **Vote: 4 Yes, 0 No, 0 Abstain, 1 Absent, (Farnsworth).** **Motion Carried.**

5. ACTION ITEMS/NEW BUSINESS:

• **Mayoral Activity Report –Melody Young**

Ms. Melody Young reported as follows:

"On October 3, 2019 the Mayor along with Councilman Larsen & Bob Ablondi attended the State Land and Investment Board Meeting in which the application the Town of Alpine submitted for Community Development Readiness Grant for 2,300,370. The Wyoming Business Council recommended funding for the Town of Alpine's Project in September 2019."

"The Mayor called all the members of the board on our drive to Cheyenne to be proactive. He offered to answer any and all questions they had."

"The Mayor, Councilman Larsen, and Bob Ablondi approached the podium and only received 2 -3 questions - the board then took a vote and the request for funds was approved all in favor."

Mayor Lutz thanked Ms. Young for her report.

- **Request from Broulim Oswald, LLC to again extend the Non-Operational Malt Beverage Permit for one year for "good cause".** The following written request was received from Broulim Oswald, LLC:

October 4, 2019

Dear Mayor Lutz:

We would like to petition the City of Alpine to renew the Malt Beverage License for Broulim Oswald for another year. We are working on the building plan and plan to start building next spring. We appreciate your willingness to work with us to help us maintain the Malt beverage License. We realize if it is not renewed and expires it can never be activated again. It will be a key to the viability and jobs and the ongoing business at the current location once construction on the new store is complete. Thank you for your consideration.

*Sincerely,
Wade Snedaker
Chief financial Officer
Broulim's Supermarkets Inc.*

Mr. Wade Snedaker representing Broulim Oswald, LLC addressed the council stating he was here to request that the Town of Alpine again extend the non-operational status of the County Malt Beverage Liquor License held by Broulim Oswald, LLC for good cause; that being the delay in completion of their new building in Alpine. Mr. Snedaker thanked the council for extending the building permit into 2020 as previously requested and asked that the same be done for the non-operational County Malt Beverage Liquor License for another year due to the delay in the building construction.

Councilman Larsen moved to grant Broulim Oswald, LLC a one-time extension for a Non-Operational County Malt Beverage Liquor License to expire 12-31-2020 (1 year) pursuant to W. S. § 12-4-103(a)(iv). Councilman Fritz seconded the motion. There was no discussion. **Vote: 4 Yes, 0 No, 0 Abstain, 1 Absent, (Farnsworth). Motion Carried.**

- **Planning and Zoning Update- Tim Hartnett**

Mr. Tim Hartnett of the Planning and Zoning Commission addressed the council stating that the season was winding down. There have been some extensions requested to allow people to finish projects.

Mr. Hartnett stated that the commission was recommending approval of the replat requested for the lot 834 and unplatted land to the west to form Lot 855 of the Lakeview Estates 23rd Addition. It makes sense to combine these lots. Mr. Marlowe Scherbel was present with the Mylar.

Mr. Hartnett referred to the ongoing problems encountered with Melvin Brewing's construction of a pergola without the appropriate steps taken. Most individuals follow the step by step process as detailed in the Land Use and Development Code (LUDC), but Melvin Brewing did things in reverse by building and then completing some of the checklist items but omitting several important ones. Melvin Brewing still has not requested permission from

the town to build on the site and approval from the Wyoming State Fire Marshal has not been received. The commission did ask the Commercial Building Inspector to inspect the project as best he could from the engineered prints received. Several areas were unable to be inspected because the structure was already erected. The inspection report was referenced. The after the fact construction does not reconcile to the engineered plans. We have no idea what is underground. The missing midspan supports were a big safety concern. Mr. Hartnett reminded the council that there is another structure at that location currently being held up by ratchet straps and is not safe.

Mr. James Sanderson, Town Counsel requested the Planning and Zoning Commission prepare a narrative of when they started the project including a timeline of the Melvin Brewing pergola construction process so that he may prepare an affidavit which will be signed by a member of the commission. Mr. Sanderson can then prepare a summons to the Alpine Municipal Court.

- **Recommendation to Town Council for Approval of Replat of Lot 834 and Unplatted Land to the West to form Lot 855 Lakeview Estates 23rd Addition.** Sharon Backus, Clerk/Treasurer read 454 Resolution No. 10-15-2019 into the record.

Councilman Larsen moved to adopt 454 Resolution No. 10-15-2019, "A Resolution to Adopt a Replat of Lot 834 of Lakeview Estates 10th Addition and Unplatted Land to the West to form Lot 855 of Lakeview Estates 23rd Addition to the Town of Alpine within the S $\frac{1}{2}$ Se $\frac{1}{4}$ of Section 29, T37N R118W, in the Town of Alpine, Lincoln County, Wyoming". Councilman Fritz seconded the motion. There was no discussion. **Vote: 4 Yes, 0 No, 0 Abstain, 1 Absent, (Farnsworth). Motion Carried.** Mayor Lutz then signed the Mylar attested by Sharon Backus, Clerk/Treasurer.
The aforementioned Resolution may be viewed in the Town Office or on the website at alpinewy.org

- **North Valley Education Committee (NVEC) Announcement – Tina Forino**
Ms. Tina Forino of the NVEC announced that the administrators and principals of LCSD # 2 are hosting a community meeting on Tuesday, October 29, 2019 at Etna Elementary School. Ms. Forino encouraged all present to attend and to spread the word about this meeting. This is essentially an open forum and a great opportunity to bring up several discussion points that are well thought out and presented succinctly. Ms. Forino has prepared a list of topics that need to be communicated but encouraged the public to add to this list. One item will be a "speed bus" to go from Alpine to Afton and back so the Alpine area students do not have to spend so much time on the buses every day. This is an encouraging step from the school district to meet with the north valley residents and solicit discussion.
- **Follow up on Melvin Brewing Pergola building application requirements set forth in the September 17, 2019 town council motion; letter from James K. Sanderson and Commercial Building Inspector's Report.** Council discussion ensued. Work needs to be done to remedy the engineering deficiencies. Mr. Sanderson was asked about fines and settlement. Mr. Sanderson stated that the town needs to work to get the engineering problems resolved. The two things that are missing is a letter to the town and the approval from the Wyoming State Fire Marshal. Mr. Sanderson repeated the process needed that being a narrative from the Planning and Zoning Commission from which he prepared an affidavit which is then signed by a person or persons of the commission. A summons will then be prepared and the matter proceeds to Alpine Municipal Court. Mr. Sanderson stated

that even if they are fined, a settlement may be reached should the town be in agreement. The commission needs to get Mr. Sanderson the narrative so the process may begin.

- **Presentation by Mayor Lutz to Mr. Robert Hagedorn on Behalf of the Town of Alpine.** Mayor Lutz greeted Mr. Hagedorn thanking him and stating what a great success the Ferry Peak Project was and how much it is appreciated. Mayor Lutz presented Mr. Hagedorn a crystal photograph replica of the playground and a plaque that reads, "Robert Hagedorn" "All good things start with a dream, a dream becomes a vision, a vision becomes a plan, a plan becomes a reality...We are forever grateful for your DREAM". Mr. Hagedorn was again thanked for his tremendous donation to the Town of Alpine. Mr. Hagedorn thanked the Parks and Recreation Board and Town Council for the thoughtful recognition.
- **Motion to Adopt on Third Reading 268 Ordinance 2019-05, "An Ordinance to Regulate, Prevent or Suppress Noise in the Town of Alpine and Approving Noise Control in the Town of Alpine".** Sharon Backus, Clerk/Treasurer read 268 Ordinance No. 2019-05 into the record.

Councilman Fritz moved to adopt on third reading 268 Ordinance No. 2019-05, "An Ordinance to Regulate, Prevent or Suppress Noise in the Town of Alpine and Approving Noise Control in the Town of Alpine" Councilman Larsen seconded the motion. There was no discussion. **Vote: 4 Yes, 0 No, 0 Abstain, 1 Absent, (Farnsworth).** **Motion Carried.**

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

- **Motion to Adopt 452 Resolution No. 10-15-2019, "A Resolution Certifying Compliance with the Conditions and Procedures for Annexation in Accordance with W.S. § 15-1-404 (b) (2017); Lot 19 of Boardwalk Subdivision II, (Alpine Park Apartments)".** Sharon Backus, Clerk/Treasurer read 452 Resolution No. 10-15-2019 into the record.

Councilman Larsen moved to Adopt 452 Resolution No. 10-15-2019, "A Resolution Certifying Compliance with the Conditions and Procedures for Annexation in Accordance with W.S. § 15-1-404 (b) (2017); Lot 19 of Boardwalk Subdivision II, (Alpine Park Apartments)". Councilman Fritz seconded the motion. There was no discussion. **Vote: 4 Yes, 0 No, 0 Abstain, 1 Absent, (Farnsworth).** **Motion Carried.**

The public hearing for the annexation will be November 19, 2019 at 6:45 p.m. with the first reading of the annexation ordinance to follow at 7:00 p.m.

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

- **Motion to Adopt 453 Resolution No. 10-15-19, "A Resolution Adopting the Town of Alpine Bond Policy by the Governing Body of the Town of Alpine".** Sharon Backus, Clerk/Treasurer read 453 Resolution No. 10-15-2019 into the record.

Councilman Fritz moved to adopt 453 Resolution No. 10-15-19, "A Resolution Adopting the Town of Alpine Bond Policy by the Governing Body of the Town of Alpine".

Councilman Larsen seconded the motion. Sharon Backus explained that the town was required to bond the treasurer and signatories. Upon checking with the Department of Audit for their method used to determine if the bond amount was adequate, it was revealed that based on the amount of checks written each month added to the receivables, the treasurer bond

should be increased. **Vote: 4 Yes, 0 No, 0 Abstain, 1 Absent, (Farnsworth). Motion Carried.**

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

- **Motion to Set a Minimum Bid, Advertise and Sell the JCB, Model 1400B Backhoe with Forks Per W. S. § 15-1-112(a).** The council discussed a reasonable minimum bid. It was agreed that that amount was \$5,000.

Councilman Fritz moved to set the minimum bid for the JCB Model 1400B backhoe with forks at \$ 5,000; to advertise the notice for three consecutive weeks with sealed bids due on November 13, 2019 at 5:00 p.m. and bid opening at the November 19, 2019 stated council meeting. Councilman LaPier seconded the motion. There was no further discussion. **Vote: 4 Yes, 0 No, 0 Abstain, 1 Absent, (Farnsworth). Motion Carried.**

- **Economic Development Update –** Councilman Larsen gave the following report:
 - o Alpine received the \$2.3M grant for the pre-treatment plant; and
 - o Kemmerer received funding in the amount of \$138,950 for redevelopment and revitalization.

6. Tabled Item(s): None

TOWN OF ALPINE GENERAL FUND

| CLAIMANT | ALLOWED |
|---------------------------------------|----------------|
| 22 SOUVENIRS LLC | \$235.56 |
| AFLAC | \$395.07 |
| BLACK MOUNTAIN RENTAL | \$2,180.10 |
| BLUE CROSS BLUE SHIELD OF WYOMING | \$5,788.38 |
| BROULIMS ALPINE | \$154.64 |
| CASELLE | \$56.77 |
| CNA SURETY | \$1,250.00 |
| CONRAD & BISCHOFF | \$171.85 |
| DEARBORN LIFE | \$80.31 |
| DRY CREEK ENTERPRISES | \$360.00 |
| FDGL VISITOR CENTER CREDIT CARD LEASE | \$36.73 |
| FIRST BANKCARD | \$1,361.47 |
| GREAT WEST TRUST COMPANY LLC | \$5,900.00 |
| GUFFEY DAWN | \$1,224.00 |
| INTERNATIONAL CODE COUNCIL | \$43.45 |
| JENKINS BUILDING SUPPLY | \$437.45 |
| LINCOLN COUNTY SHERIFF | \$606.50 |
| LOWER VALLEY ENERGY | \$394.44 |
| LUTZ, KENNIS | \$522.00 |
| MERCHANT FEES | \$67.68 |
| NAPA ALL STAR AUTO PARTS | \$678.73 |

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|--|-------------|
| PAYROLL | \$23,044.65 |
| PENNY, BELINDA Cleaning | \$975.00 |
| SANDERSON LAW OFFICE | \$2,250.00 |
| SILVER STAR COMMUNICATIONS | \$757.89 |
| STAR VALLEY DISPOSAL | \$465.00 |
| STAR VALLEY INDEPENDENT | \$515.75 |
| TAPCO | \$1,272.59 |
| TOWN OF ALPINE WATER DEPT | \$1,201.70 |
| UNITED STATES TREASURY | \$6,981.44 |
| USDA-FOREST SERVICE Wood Permits | \$681.00 |
| VALLEY TECH LLC | \$225.00 |
| VALLEY WIDE COOPERATIVE | \$389.70 |
| WESTERN STATES EQUIPMENT (Loan Payments) | \$388.74 |
| WYOMING CHILD SUPPORT | \$489.56 |
| WY DEPT WORKFORCE SERVICES | \$3,105.09 |
| WYOMING RETIREMENT SYSTEM | \$4,754.34 |
| XEROX CORPORATION | \$669.60 |

TOWN OF ALPINE SEWER DEPARTMENT

| CLAIMANT | ALLOWED |
|-------------------------------------|----------------|
| ADVANCE PUMP & EQUIPMENT | \$16,336.71 |
| CASELLE | \$56.78 |
| CONRAD & BISCHOFF | \$296.26 |
| DRY CREEK ENTERPRISES INC | \$9,870.00 |
| JENKINS BUILDING SUPPLY | \$82.92 |
| LOWER VALLEY ENERGY | \$2,158.32 |
| RENDEZVOUS ENGINEERING | \$5,389.80 |
| SILVERSTAR | \$264.62 |
| SOLV | \$270.18 |
| TOWN OF ALPINE Payroll, postage | \$7,234.47 |
| TOWN WATER DEPT Billing fees, usage | \$144.18 |
| WCBO | \$200.00 |

TOWN OF ALPINE WATER DEPARTMENT

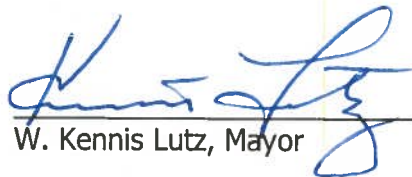
| CLAIMANT | ALLOWED |
|---------------------------------|----------------|
| ALL STAR AUTO PARTS NAPA | \$288.98 |
| BLACK MOUNTAIN RENTAL | \$100.00 |
| CASELLE INC. | \$56.78 |
| CORE AND MAIN | \$1,454.26 |
| FIRST BANK CARD | \$297.38 |
| FORINO, CHRISTOPHER & CHRISTINA | \$52.00 |
| FRANKLIN, JOHN | \$534.00 |
| JENKINS BUILDING CENTER | \$34.45 |

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|---|-------------|
| LINCOLN COUNTY CLERK | \$48.00 |
| LINCOLN WATER QUALITY LAB Water testing | \$54.00 |
| LOWER VALLEY ENERGY | \$1,870.37 |
| MERCHANT FEES | \$1,335.36 |
| ONE CALL OF WYOMING | \$9.75 |
| RENDEZVOUS ENGINEERING | \$6,898.77 |
| SILVER STAR COMMUNICATIONS | \$211.30 |
| SOLV BUSINESS SOLUTIONS SAFEGUARD | \$270.17 |
| TOWN OF ALPINE Payroll, postage | \$13,957.98 |
| TOWN OF ALPINE SEWER Usage | \$31,262.91 |

7. Adjournment:

Councilman Larsen moved to adjourn the meeting. Councilman LaPier seconded the motion. There was no discussion. **Vote: 4 Yes, 0 No, 0 Abstain, 1 Absent, (Farnsworth).**
Motion Carried.

Mayor Lutz adjourned the meeting at 7:41 p.m.


W. Kennis Lutz, Mayor

11-19-19
Date

Minutes taken and transcribed by:


Sharon Backus, Town Clerk/Treasurer

11-19-19
Date




Sharon Backus, Town Clerk/Treasurer

11-19-19
Date

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