



Town of Alpine
COUNCIL MEETING
MINUTES

**** Minutes are a brief summary only of a tape recorded meeting ****

DATE: *April 3rd, 2012*
TIME: *7:00 p.m.*

PLACE: *Town Hall*
TYPE: *Regular Meeting*

Call to Order: Mayor Kennis Lutz called the meeting to order at 7:00pm.
Mayor Lutz led attendees in the Pledge of Allegiance.

Roll Call: Town Clerk Pamela Poston conducted roll call: Present: Marietta Lanphear, Troy Greene, Don Jorgensen and Mayor Kennis Lutz. Councilman Dave Jenkins was absent and excused. A quorum was established.

Consent Agenda

Councilwoman Marietta Lanphear motioned to approve the minutes of the Consent Agenda. Councilman Troy Greene seconded the motion. No public comment

Vote: 4 Yes, 0 No, 0 Abstain, 1 Absent. Motion carried. Dave Jenkins was absent and excused.

Town Bills –

Councilman Don Jorgensen motioned to approve the payment of the Town Bills. Councilwoman Marietta Lanphear seconded the motion. No public comment

Vote: 4 Yes, 0 No, 0 Abstain, 1 Absent. Motion carried. Dave Jenkins was absent and excused.

Advertising – Tiphany Gayhart

Tiphany Gayhart stated that she would like the Council to make sure that we keep some money in the advertising. This is a benefit for the Town to bring people here for activities and events. Hopefully these people that come to the event will eventually move to our Town.

Councilman Don Jorgensen stated that the money for business licenses go toward the advertising budget.

Tiphany Gayhart stated that she would like to see some of that money to go toward the cross country skiing map that she presented to the Council at the last meeting. Tiphany Gayhart believes that this would be a good investment to bring people here for our cross country skiing.

Tavern on the Greys Catering Permit – Carla Stone

Councilwoman Marietta Lanphear motioned to approve the All Nighter Application for the Tavern on the Greys. Councilman Troy Greene seconded the motion.

Vote: 4 Yes, 0 No, 0 Abstain, 1 Absent. Motion carried. Dave Jenkins was absent and excused.

Bull Moose – All Nighter Permit

There was no one to represent the Bull Moose Saloon. Mayor Kennis Lutz tabled the item.

Planning & Zoning – Josh Floyd

Planning & Zoning discussed the radon system insulation at the Child Development Center contingent upon having the Town Inspector verify the documentation of the vapor barrier, prior to pipe installation and have the Center re-test radon levels and submit the results to the Town after completed.

The Commission made the recommendation to have the property owner remove snow from the west side of the building, place it in their snow storage area in their property; the Commission feels that this could be done twice a year, prior to the spring thaw. The Commission further recommended that the Town consider having a snow storage zone, perhaps down by the ball park, for the heavy snow years and when it gets to the point that there is not enough room to store snow, in hopes that this might help mitigate future problems.

The Commission also discussed that the Land Use and Development Code is being fine tuned and would like the Council to have a workshop with Planning & Zoning to get this updated.

3rd and final reading of 208 Ordinance No. 2012-01. Providing for partial vacation of Elk Run, Alpine West First Addition Subdivision, Alpine, Lincoln County, Wyoming. An Ordinance to vacate a portion of Elk Run; and provide for the effective date of this ordinance upon passage and approval pursuant to Wyoming State Statutes, section 15-4-305. – Mayor Kennis Lutz

Councilwoman Marietta Lanphear motioned to approve the 3rd and final reading of 208 Ordinance No. 2012-01. Councilman Don Jorgensen seconded the motion.

Vote: 4 Yes, 0 No, 0 Abstain, 1 Absent. Motion carried. Dave Jenkins was absent and excused.

345 Resolution No. 04-03-2012. A Resolution to adopt a re-plat of Palis Park Sixth Addition to the Town of Alpine being identical with Lot 18 and 19 of Palis Park Subdivision within the NW ¼ SE ¼ Section 29 T37N, R118W, Town of Alpine, Lincoln County, Wyoming, Dated 13 February 2012.

Councilwoman Marietta Lanphear motioned to approve 345 Resolution No. 04-03-2012. Councilman Don Jorgensen seconded the motion.

Vote: 4 Yes, 0 No, 0 Abstain, 1 Absent. Motion carried. Dave Jenkins was absent and excused.

346 Resolution No. 04-03-2012. A Resolution to adopt a simple re-plat of a boundary adjustment of Lot 2 of Three Rivers Meadows Estates Subdivision “A” and adjoining land located within the incorporated limits of the Town of Alpine, Section 28, Township 37N, Range 118W, Lincoln County, Wyoming.

Councilman Don Jorgensen motion to approve 346 Resolution No. 04-03-2012. Councilwoman Marietta Lanphear seconded the motion.

Vote: 4 Yes, 0 No, 0 Abstain, 1 Absent. Motion carried. Dave Jenkins was absent and excused.

347 Resolution No. 04-03-12. Adopt Road Vacation and Re-plat of Alpine West Subdivision 2012. A Resolution to adopt the vacation of a portion of Elk Drive and the combination of Lots 7 and 8 of the Alpine

West First Addition, located within the Town of Alpine in the NW ¼ SW ¼ of Section 30, T37N, R118W, Town of Alpine, Lincoln County, Wyoming.

Councilwoman Marietta Lanphear motioned to approve 347 Resolution No. 04-03-2012. Councilman Don Jorgensen seconded the motion.

Vote: 4 Yes, 0 No, 0 Abstain, 1 Absent. Motion carried. Dave Jenkins was absent and excused.

Town Finances – Sharon Backus with James D. Dubisz, CPA Office

Financial Update

Sharon Backus stated “I have prepared draft financial statements for the period of July 1, 2011 through March 31, 2012; including a Balance Sheet; Statement of Revenue and Expenses Budget versus Actual and a prior year comparison. We are not going to cover these, except for a couple of items on the Sewer Department. I just want you to stay updated on the current year income and expenditures and cash balances.

Sewer Fund: Before we look at the budget, there are a couple of items to discuss with respect to the accrued interest and the reserve account.

The Town of Alpine has in place an ordinance which requires you to set aside into a reserve account, approximately \$150,000 per year. When you first started the new sewer project you had two bank accounts; account 1250 which was for collection only and account 1355 which was for WWTP only. Grant and loan monies were split up between the accounts as were the expenses. In 2010, the Town Administrator decided to begin comingling those funds and no longer separate the projects. The WWTP account was no longer used but had a balance of \$376,190.94. The Mayor has been investigating ways to set those funds aside to be in compliance with your ordinance.

The proposal is to change the name of the WWTP account to “Reserve for Replacement Costs” and to restrict the funds. In order to take funds from this account, you must have the vote of the majority of the Council at a stated or special meeting. This requirement will keep the employees from taking money and putting it into the other departments as happened in the past. This would require a motion from the Council to change the name of account 1355 to Reserve for Replacement Costs; to transfer sufficient funds into that account from account 1250 to bring the account balance to \$600,000 and to restrict the account thereby requiring a majority vote of the Council present at a stated or special meeting to withdraw funds from this account.

Councilwoman Marietta Lanphear made a motion to change the account 1355 to Reserve and Replacement Costs, to transfer sufficient funds into that account from account 1250 to bring the account to \$600,000 and to restrict the account thereby requiring a majority vote of the Council present at the stated or special meeting to withdraw funds from this account. Councilman Don Jorgensen seconded the motion.

Vote: 4 Yes, 0 No, 0 Abstain, 1 Absent. Motion carried. Dave Jenkins was absent and excused.

The other item we need to discuss on the financial statements is account 9613 on the Income Statement of the Sewer Department. It was strongly suggested by the State that we pay the accrued interest on Loan 80. The interest accrued on that loan through today (April 3, 2012) is \$214,052.69. Pam has prepared a check for this amount and pending your approval she will mail that off. Even having paid this, you will still accrue interest on the approximately \$3,161,000 balance of Loan 80 until you make your first payment which must be made by September at the latest. That remaining accrued interest will be due with the first payment.

If you look at account 9613, you will see that the account is now significantly over budget because it reflects the accrued interest paid which you did not budget to pay FY 2012. You are still okay in that you do not have a deficit budget in the Sewer Department.

Councilwoman Marietta Lanphear motioned to approve the Check on Loan #80 for \$214, 052.69 for the Office of State Land Investments. Councilman Don Jorgensen seconded the motion.

Vote: 4 Yes, 0 No, 0 Abstain, 1 Absent. Motion carried. Dave Jenkins was absent and excused.

Budget: You have before you a packet with the proposed budgets for all three departments. The members in the audience also have a condensed version of the proposed budgets.

The Council met on March 26, 2012 to cover the proposed budgets. Each department was asked to submit a "Wish List" of items they would like to see included in the budget and approximate cost of each item. Finally, they were asked to prioritize these items. Those items were discussed at the workshop.

The changes that were recommended at the workshop are highlighted in on your proposed budgets. In addition to this, Mayor Lutz received some income projections from the state; so, those income items were updated as well.

Water Fund: The salaries were adjusted for the increase in UI and WC, also salary includes Operator and Back-up operator only along with payroll taxes and benefits. I prepared a schedule of the anticipated wages and subsequent taxes, insurance and benefits for each department. That schedule is the last page of the budget packet. The income was set at \$250,000 and the Council will revisit the rates after the next meter reading. The idea is to set the income and then adjust the rates to get you to that income. The Water Department shows an estimated net income of \$48,320. Are there any questions on the Water budget?

Sewer Fund: Changes to the budget: You will notice that the amortization fees to be collected has been put into connection income and the usage fees have been adjusted down by that amount. We should keep those two income streams separate and going forward we will.

The debt service due totals \$255,603. You will not be able to cover this expense with the income structure you have. As I said earlier, the State will not allow you to adopt a deficit budget. They will however, allow you to fund the deficit with prior year fund balances and treat this as income. So, you will note item 4505. Prior Year Fund Balance has an estimated \$110,000 to cover your shortfall. This will leave the Sewer with a projected net income of \$5,401.50

General Fund:

Right now you have a deficit budget. The state will not allow you to adopt a deficit budget. The obvious question is why couldn't you use prior year's fund balances in this department as well as in the Sewer Department? The answer is, you do not have \$1,000,000 in the General Fund, you just finished paying off the Sewer Department for the loan you owed to it and you are trying to recover enough cash to meet your future demands. Therefore, you must decrease expenses to make up for the deficits in the General Fund proposed budget.

- At the workshop it was pointed out that the snow removal amounted to approximately 1/3 your overall budget and the police department amounts for about the same, or 1/3 of your budget. You were asked to review these departments and come back with ideas of where you could cut spending to help balance the budget. For example, perhaps the snow plowing could be done in house, new bid requirements could be

prepared requiring less service, and so forth. With respect to the police department and court, you were asked where you could save some money, cut expenses or increase revenue. For example, could you get help from the Sheriff's Department in lieu of hiring additional officers as the Police Chief had requested?

- Changes made at the workshop include: 4010-Property tax decreased based on County projection; 3 mills of your tax will go directly to the Fire Department.
- 4120-4130 Mineral Royalties and severance tax increased based on State projections;
- 4240-4245-Basic sales and use taxes increased to figures shown on your worksheet.
- 5020-5040-Police department payroll taxes, pension plan and health insurance are our best estimate based on the information available to us. We budgeted for an increase of 10% for insurance but that is an estimate only;
- 5090-Officer equipment was increased to \$3,500.
- 5100-The 911 service from the Lincoln County Sheriff's Department has increased dramatically to \$9,756. This is based on population.
- 5123-Officer training expenses were increased;
- 5160-Police vehicle R & M was increased to include tires and fuel increases;
- 6100-Administration (other) was increased to \$3,000 for purchase of new computers.
- 6173-Civic Center repairs will cover power into the park, repair the flashing on windows, repair electrical on exterior of building.
- 6200-EMT and Fire Department was decreased to \$17,000 because of the portion of property tax revenues that will go directly to the Fire Department.
- 6232 and 6331-Employee Insurances were increased 10% as an estimate.
- 6380-Maintenance sub-accounts were increased for proposed repairs, truck to replace sander truck, tires for vehicle and Jim's wages.
- 6430-Parks and Recreation and sub-accounts were increased to cover purchase of Christmas lights, work on common areas, contract labor, add ice rink.
- 6500-Payroll taxes were adjusted to rates in 2012, please see attached schedule.
- 6554-P& Z was increased for Christine's hours; administration salaries was decreased a like amount.
- 6751-Outside services was increased for road repair;
- 6762-Signs were increased for proposed town signage.
- This leaves you with a deficit of (\$46,568.00).

Mayor Lutz has suggested additions for a fence at the skate park for \$3,800 account 6494

Tiphany Gayhart stated that she believe that the Lincoln County Sheriff's Department would be a good replacement for the Police Department. She also stated that she has had thing stolen or vandalized and that there was no reports done and nothing done about any of them. She also believes that the response time from the Sheriff has been the same if not better the Alpine Police Department.

209 Ordinance No. 2012-02 – An Ordinance Adopting the Town of Alpine budget for Fiscal Year 2012/2013 by the Town of Alpine, June 30th, 2012.

Councilman Troy Greene motion to approve 209 Ordinance No. 2012-02 with the Police Department and Court Costs removed with all its accounts, adding the \$50,000 for the Lincoln County Sheriff's department and a \$10,000 deduction from Professional Fees. Councilwoman Marietta Lanphear seconded the motion.

Vote: 3 Yes, 1 No, 0 Abstain, 1 Absent. Motion carried. Dave Jenkins was absent and excused.

Rendezvous Engineering -

Bob Ablondi presented Pay Application #11, Water Supply Project, which is for the total amount of \$17,492.00. This represents the final pay request for this project is total composed of items that have been added to original project as described below:

A Payment of \$506.50 is recommended to Pumpteck which is the final amount owed on the booster pump and control upgrades that were added to the project. This is part of the \$22,222.80 increase that was previously authorized for these items.

This request also includes the amount of \$2,684.00 for additional batteries and solar panels for the telemetry controls installed at the two tank sites. As discussed at the last meeting, there was a need to add two solar panels (for a total of three panels) at each tank site due to the marginal solar access during the mid-winter months. Pumpteck also installed larger batteries in plastic containers to provide protection from the weather. This process took some trial and error to determine the appropriate number of panels and size of batteries and was started in the winter of 2009-2010 and was finalized during the past 2011-2012 winter. Pumpteck did not send their itemized billing on this until last month. We are recommending payment not to exceed \$2,684.00 following the provision of the requested documentation for all the additional items added to the project cost. Pumpteck indicated that there was some additional labor that was included in the material price charged in their invoice. We have asked that they sort this out and provide us with the actual cost of the materials and labor prior to final payment.

A third item is also related to work by Pumpteck for the replacement of the pressure reducing valve and additional of temperature sensor in the control building. This is recommended for payment in the amount of \$7,601.50. The cost is documented in the estimate from Pumpteck dated 2-24-2012 in the amount of \$7,116.50. The cost of the temperature sensor is \$485.00 with installation. Payment is recommended in full upon completion.

A fourth item for this pay application is for the purchase of a second chlorinator pump unit to parallel the current system presently installed. The cost for this item is not to exceed \$1,200 with the final amount determined by actual invoices that include the pump shipping. A total of 67% of this cost would be reimbursed from the WWDC grant to the town with the town paying the balance.

The final item for this pay request is to Rendezvous Engineering in the amount of \$5,500. This represents a total sum of approximately 15% for the engineering, design and construction related services for the extra items added to the project. Although considerable additional costs were incurred for these miscellaneous items, the extra cost was capped at 15% to keep with the overall percentages used in original contract and within standard costs used for most WWDC projects.

Councilman Don Jorgensen motion to approve Pay Application #11, Water Supply Project, Loan Draft Request #4. Councilman Troy Greene seconded the motion.

Vote: 4 Yes, 0 No, 0 Abstain, 1 Absent. Motion carried. Dave Jenkins was absent and excused.

Sewer Hook-Ups – Cindy Haberberger

Cindy Haberberger stated that she is very concerned about the Sewer Hook Ups and the cost. Mayor Kennis Lutz informed the Council and Public that he will be meeting with the State at the end of the month and will be discussing this matter. He will have an update at the next meeting.

Councilman Don Jorgensen motioned to adjourn the meeting. Councilwoman Marietta Lanphear seconded the motion.

Vote: 4 Yes, 0 No, 0 Abstain, 1 Absent. Motion carried. Dave Jenkins was absent and excused.

Mayor Kennis Lutz adjourned the public meeting at 9:15pm.

Kennis Lutz, Mayor

Date

Minutes taken and transcribed by:

Pamela D. Poston, Town Clerk Treasure

Date

DRAFT