



**Town of Alpine**  
**COUNCIL MEETING MINUTES**

**DATE: March 21, 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. Council Present: Adam Farnsworth; Jeremy Larsen; Melinda Rimini and Mayor W. Kennis Lutz. Councilman Larry Rosenwinkel was absent and excused. A quorum of the Council was established.
- 3. APPROVAL OF CONSENT AGENDA:**  
**Town Council Meeting Minutes – February 21, 2017;**  
**Payment of Town Bills – See Attached Check Detail of Bill Payments;**

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

**4. ACTION ITEMS & NEW BUSINESS:**

**Senior Citizen's Update:** Ms. Melinda Pebbles of the Thayne Senior Citizens addressed the Council and gave the following report. As you begin working on your budget, we want to thank you for your past support and ask you for your continued support. Ms. Pebbles referred to a handout she had given to the Council which depicts some quick statistics on the home delivered meals program which is generally the area where a lot of help is needed. As most of you know, we do deliver to Alpine Monday-Friday. Our numbers of home delivered meals decreased this winter but are now starting to pick up again. One interesting statistic indicates that nationally, one in six seniors struggles with hunger. Here in our area, that statistic is one in four. This demonstrates the real need for home meal delivery and this food is what allows seniors to stay in their homes and maintain their independence. As you can see from the handout, one year of meals that we provide approximates the cost of three days in a Wyoming hospital.

We do serve meals in the Thayne Senior Center Monday through Friday as well as Yankee Doodle's in Alpine on Tuesday. We provide transportation, activities, shopping and other outings for the seniors. We are already looking for a little extra support. Most of our funding comes from grants; however we do need match monies to continue to seek the grants. We hope you will think of the seniors when you are preparing your budget. Ms. Pebbles answered questions from the Council.

Mayor Lutz thanked Ms. Pebbles for the presentation.

- **Star Valley Chamber of Commerce Update:** Ms. Merridee Matson addressed the Council thanking them for the opportunity to attend their meeting to present an update and request consideration for funding during the budget preparation. Ms. Matson stated that Alpine has an unfair advantage when it comes to the Chamber as five of the Board Members happen to live or work in Alpine. These Board Members are Sue Griffin, Joni Moffett, David Miller, Heidi Roberts and me. Present this evening are Sarah Hale and David Miller from the board. We in the Chamber feel fortunate as each of the four communities have provided us with \$1,500 per year in exchange for the promotion we do for all of Star Valley. The following bullet points highlight our accomplishments for the past year:

- Advertising and promotion: Chamber website had 20,000 visitors last year and this year we have 32,000 visitors.
- Facebook: We post all of the events and activities we receive. We had a high of 2,900 "likes" when the Good for Utah segment was aired; but then there was the Winter Jubilee where we had 5,000 hits which is the record to date.
- Print media: We focused on the Wyoming Travelers Journal this year because it reaches about 400,000 worldwide with a digital footprint of about 10%. We discontinued Dirt Toys and Snow West as there was no return for the \$12,000 investment.
- Wyoming Department of Tourism: We attach ourselves to all of their "freebees".
- Radio: This has been surprisingly effective. We work with Duke Dance to help produce four segments which focus on all of Star Valley. This was continually broadcast on the radio for 6.5 to 7 months. The Economic Development Board paid for the advertising at a cost of \$5,000.
- Television: The Chamber spent just under \$6,000 on the Good for Utah segment. We cooperated with the Yellowstone Teton Territory (YTT). David and the Flying Saddle contributed \$2,000 in food, lodging and transportation for the television crew. The total cost to

produce that segment was about \$7,500 and was well worth the cost. There were 8 segments produced and Star Valley Chamber cooperated in one of the segments.

- **Billboards:** A picture was distributed of the billboard at Border Junction featuring Star Valley and Kemmerer. Ms. Matson stated that the other billboard is located at the Canyon Inn but this is not as visible as desired as the county does not trim the trees on a regular basis. At the direction of the Commissioners, the Chamber is looking at locations in Evanston and Rawlins and anywhere from Cheyenne west.
- **Bringing association and government business here.** We were asked to do a RFP for the Wyoming Airport Operators Association. We won the bid and their coming to Star Valley will impact mostly the other end of the valley because it is being held in Afton. It is estimated that it will bring about \$50,000 into the local economy. Also we have the Wyoming Business Council which will be an economical boost as well. The Chamber will be working with the WBC on this.
- **The Byway** is the final project we are working on. Thanks to the staff and council who participated in our logo design review process. The successful logo has been chosen (Option 2, round) and is being refined right now. We will meet with our design firm on April 20 in Thayne. We received a \$90,000 grant from WYDOT to hire an advertising team. This is a living document to manage the signage, turnouts, motorized and non-motorized locations. Ms. Matson stated that this is her eighth year working on this project. We can apply for more grants but these will be private, not from WYDOT.

Ms. Matson stated that she believes that the Chamber has worked diligently for Alpine and repeated her request for \$1,500 to help defray costs both financial and moral support of the Chamber of Commerce.

Mayor Lutz reiterated his desire to work with the Chamber at the Visitor Center and putting a full-time local place in Alpine. Ms. Matson said that is always a possibility and the Chamber would entertain this possibility.

- **Planning and Zoning Commission Update**

Mr. Brett Bennett of the Planning and Zoning Commission addressed the Council and provided the following update. There are two things to cover this evening, the first is the Building Codes and the second is the revision to Alpine's Land Use Development Code, (LUDC). When we get time, we continue to review the LUDC and we welcome any input. This is intended to open the door and hopefully move forward with the three reading process.

The first item is the building codes based on the State's mandate to adopt portions of the 2015 International Building Codes which includes mechanical, fuel and gas, international building code and international fire code. Specifically not included in this mandate is International Residential Code which we do not see a specific reason to update to 2015, the commission believes that the 2012 version is fine. The IBC mainly impacts the commercial end. The State has authority for fire and electrical so it is best to stay in line with the State's mandate especially on the commercial end. Town of Alpine's authority is the residential end. We again recommend that Alpine stick with the 2012 IRC, but then to adopt all the other 2015 codes. There are a lot of institutional changes in the 2015 IBC for structures such as hospitals and care assisted living facilities. There are not many changes that will affect us now; it is mostly done to keep current with the building codes. Mr. Bennett offered the Council a copy of a PowerPoint presentation that details the structural end such as incorporating new building materials such as the cross-laminated timber which is a relative new material. The Commission is looking for approval to update this and begin the ordinance readings. Mayor Lutz stated that the general consensus was that there would not be a problem with the Council proceeding with this request. Mr. Bennett was asked about the history of Jackson's adoption of 2012 and 2015 codes.

Mr. Bennett then presented the following summary of the proposed changes to the LUDC.

- The structural square footage requirement for accessory buildings (page 37) is increased from 200 square feet to 300 square feet. Anything habitable would still need to be engineered; this exception pertains to sheds and accessory buildings.
- Commercial accessory buildings (page 62) the LUDC has in the past had a cap on commercial accessory buildings of 5,000 square feet, the proposed change is to remove the cap and give flexibility to the commercial land owner.
- Since the fee schedule was changed to a square footage structure for building permits and we did not have a definition for building area we will include this definition for consistency.
- There is still some fee structure in the LUDC, so this needs to be removed from the book and will refer to the ordinance in effect.
- We brought in the affidavit process.
- Corner lot setbacks are defined which should eliminate going through the variance process in many cases.
- Irregular lots have come up multiple times in the last year. We are trying to address this by providing an avenue without going through the variance process every time with respect to setbacks, whether front or sides.

Mr. Sanderson stated that for the purpose of streamlining the document, Zoning Administrator should be defined once with the definition including the verbiage "or his authorized representative" which would allow for removal of the numerous proposed changes having been added all reading, "or his or her authorized representative". Also, the reference to "her" should be removed unless specifically requiring a female to fill the position. This removal of "her" is consistent with Wyoming Statutory requirement unless as mentioned above, the position must be filled by a female.

The second suggested change is on page 30, (b) (4) should be changed to read, "...performance surety **or letter of credit** and..."

The third suggested change is on page 35, (c) (9) where (*This would mean any structures over 300 square feet in size*) has been added. Please remove the word, **would** and state that stamped engineering is required on structures greater than three hundred (300) square feet in size.

Lastly Mr. Sanderson pointed out that the following pages still contain the verbiage "200 square feet": page 59 (g) (2), page 63 (g) (3), page 66 (g) (2) and 67 (g) (4) and should be corrected.

Mr. Bennett stated that the Commission needs to make another pass at this.

- **Recommendation from the Planning and Zoning Commission to adopt the 2015 International Building Codes and to Update the Land Use and Development Code:**

**Councilman Larsen moved to approve the recommendations from the Planning and Zoning Commission to adopt the 2015 International Building Codes; to update the Land Use and Development Code and proceed with ordinance preparation, advertising and readings as required to effect these changes. Councilman Farnsworth seconded the motion.** There was no further discussion. **Vote: 4 Yes, 0 No, 0 Abstain, 1 Absent, (Rosenwinkel). Motion Carried.**

- **Economic Development Update:** Councilman Jeremy Larsen reported that the Economic Development Commission had met but that he was not able to attend. Ms. Merridee Matson gave the following report. The Economic Development Board has become a dumping ground for every event in Star Valley and Lincoln County so the board is rejecting everything unless it truly has an economic impact on the county we are not approving anything. We are gradually getting people trained. We have a Return on Investment (ROI) program which Elaina is assisting with. The Shootout brought in \$45,000 as our return on investment in Thayne and Afton for food and lodging during the event. Kodiak Resorts was a beneficiary as well because some referees stayed there.

The Economic Development Board is refining the processes and as a result, we are getting better applications but we are weeding out the applications which do not fit the criteria. The next meeting is April 3, 2017 at 10:00 am. Duke Dance will be present and all are welcome to attend. The Economic Development Board consists of the mayors in the county or their representatives, a member from the Chamber of Commerce and one County Commissioner.

**5. Tabled Items:** There are no tabled items.

**TOWN OF ALPINE GENERAL FUND**

CLAIMANT	ALLOWED
AFLAC	\$395.07
ARCO ELECTRIC Pre-treatment system	\$17,238.00
BLUE CROSS BLUE SHIELD OF WYOMING	\$7,800.84
BROULIMS ALPINE	\$207.11
CANYON AUTO DIESEL, Vehicle Repair	\$1,273.38
CASELLE	\$56.77
DRY CREEK ENTERPRISES INC.	\$226.00
FIRST BANKCARD	\$550.44
GRAND TETON ASSOCIATION Visitor Center	\$1,205.27
GREAT WEST TRUST COMPANY LLC	\$1,660.00
HASLER	\$500.00
JENKINS BUILDING SUPPLY	\$538.09
LUTZ, KENNIS Mileage Reimbursement	\$7.49
LINCOLN COUNTY SHERIFF'S OFFICE	\$45,406.50
LOGO BRANDERS	\$57.07
LOWER VALLEY ENERGY	\$678.43
NORTHSTAR CORPORATION	\$20,000.00
OMNI SECURITY SYSTEMS, INC.	\$396.00
PAYROLL	\$16,190.93
PENNY, BELINDA Cleaning	\$687.50
PRINTSTAR	\$62.52
SANDERSON LAW OFFICE	\$2,000.00
SILVER STAR COMMUNICATIONS	\$540.33
STAR VALLEY DISPOSAL	\$145.55
STAR VALLEY INDEPENDENT	\$118.75
TOWN OF ALPINE SEWER DEPARTMENT	\$255.00
TOWN OF ALPINE WATER DEPT	\$1,192.27
UNITED STATES TREASURY	\$5,085.04
UNITED STREET RODS OF IDAHO	\$10.00
VALLEY WIDE COOPERATIVE, INC.	\$2,013.46

VALLEY TECH, LLC	\$45.00
VANDEBURG EXCAVATION, Pre-treatment System	\$15,270.00
WYOMING RETIREMENT SYSTEM	\$3,217.77
XEROX CORPORATION	\$518.33

**TOWN OF ALPINE SEWER DEPARTMENT**

CLAIMANT	ALLOWED
CASELLE	\$56.78
CUMMINS ROCKY MOUNTAIN	\$2,923.53
DRY CREEK ENTERPRISES INC.	\$5,850.00
FIRST BANKCARD	\$147.12
HUBER TECHNOLOGY	\$245.00
JENKINS BUILDING SUPPLY	\$42.11
LOWER VALLEY ENERGY	\$2,717.74
ROBERT WAGNER	\$100.00
SILVERSTAR	\$204.78
TOWN OF ALPINE Payroll, postage	\$6,009.11
TOWN WATER DEPT Billing fees, usage	\$133.76
USA BLUEBOOK	\$511.25
VALLEY WIDE COOPERATIVE	\$104.05

**TOWN OF ALPINE WATER DEPARTMENT**

CLAIMANT	ALLOWED
BRENTAG PACIFIC, INC.	\$759.80
CASELLE, INC.	\$56.78
ENERGY LABORATORIES, INC.	\$39.00
FIRST BANK CARD	\$416.50
LINCOLN COUNTY CLERK recording fees	\$45.00
LINCOLN WATER QUALITY LAB Water testing	\$54.00
LOWER VALLEY ENERGY	\$1,270.93
MISSION COMMUNICATIONS	\$260.00
OVIVO USA, INC. Plant Repairs	\$6,687.95
SILVER STAR COMMUNICATIONS	\$138.48
TOWN OF ALPINE Payroll, postage	\$11,492.27
TOWN OF ALPINE SEWER Usage	\$27,704.51

**Adjournment:**

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

Mayor Lutz adjourned the public meeting at 7:43 pm.

  
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W. Kennis Lutz, Mayor

4-18-17  
Date

Minutes taken and transcribed by:

  
\_\_\_\_\_  
Sharon Backus, Town Clerk/Treasurer

4-18-17  
Date



  
\_\_\_\_\_  
Sharon Backus, Town Clerk/Treasurer

4-18-17  
Date

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