



Town of Alpine

COUNCIL MEETING MINUTES

DATE: February 15, 2022

TIME: 7:00 p.m.

PLACE: Town Council Chambers

TYPE: Regular Meeting

1. CALL TO ORDER: Mayor 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 Ms. Sharon Backus, Clerk/Treasurer. Council Present: Andrea Burchard, Frank Dickerson, Justin Fritz, Jeremy Larsen and Mayor Lutz. A quorum of the Council was established.

3. ADOPT THE AGENDA:

Councilman Fritz moved to adopt the agenda. Councilman Dickerson seconded the motion. There was no discussion. **Vote: 5 Yes, 0 No, 0 Abstain, 0 Absent. Motion Carried.**

4. APPROVAL OF CONSENT AGENDA:

Town Council Meeting Minutes – Public Hearing Minutes Pretreatment Grant and Council Minutes of January 18, 2022

Planning and Zoning Minutes –January 11, 2022; Board of Adjustment November 9, 2021

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

Approval of MRG-19078 Greys River Road Water Replacement Grant Request # 7: \$1,768.37

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

5. ACTION ITEMS/NEW BUSINESS:

- **Greys River Road Project and TAP Pathway Project Update – Ryan Erickson**

Mr. Ryan Erickson of Sunrise Engineering said that the Greys River Road Waterline project was bid out last fall. The town has gone through all the submittals. The pipe was purchased and is sitting in storage. This project will commence as soon as weather allows.

Mr. Erickson stated that with respect to the TAP Pathway Project, we had about a 40% set of plans together all the environmental documents which were submitted to the Wyoming Department of Transportation (WYDOT) which collectively is referred to as the "Categorical Exclusion". This has been approved in its entirety by WYDOT. Now we are putting all the bid documents together. We are at about 90% complete with the set of plans, specifications and then when this is completed, this must

go to WYDOT for approval as well. When we get approval from WYDOT, we can bid this out. We understand that the town wants to get this bid as soon as possible. Mr. Erickson then explained some of the difficulties experienced by other entities with recent bids.

Mayor Lutz asked Mr. Erickson if they were running conduit down that side of the road for future power needs. Mr. Erickson stated that that was not part of either bid, but if you intend to do something like that it would best fit with the water project. Mr. Erickson is going to ask Mr. Johansen to bid the conduit. There was not a lot of contingencies left in the bid. Mayor Lutz stated that if we are going to do work in that area, this should be done so at least we have lights at the bus stops. Mr. Erickson said that in other projects he has done, we put conduit underneath the sidewalk as well, crossings for irrigation or whatever, but these have not yet been added to the plans. The trick is to be able to find them later, they must be marked. Usually, we put some wire on the ends so a metal detector can find these. Mr. Erickson stated that he was open to the council's suggestion and input anytime between now and when the bid goes out. WYDOT has quite a few stipulations of their own, we must bid this at least three weeks, there are Davis-Bacon wages and disadvantaged business requirements. This is federal money passed through the state for distribution. Mr. Erickson stated that he would keep moving ahead on the projects. Mr. Erickson asked if Mr. Craig Leseberg and the Mayor wanted to review the plans. Both Mayor Lutz and Mr. Leseberg will be given the pathway plans for review.

- **Planning and Zoning Commission Update – Floyd Jenkins**

Mr. Floyd Jenkins stated that Planning and Zoning commission has been very busy with residential building permits as well as multi-family building applications. The commission thinks 2022 will be a busy building year. There are currently forty-two active building permits including nine commercial or with a commercial element; eleven are multi-family structural projects and sixteen are single family residential units. All the townhomes behind the office have been permitted and are swiftly moving along. There are a couple of multi-family projects that are slated for a spring start date with a property annexation to accompany a townhome project.

Mr. Jenkins stated that you have been presented with a recommendation for the adoption of the 2021 International Building Codes (IBC). Any new commercial structures built within the Alpine incorporated boundaries will have to adhere to the 2021 Building Codes for state review, so it makes sense for the town to adopt the 2021 IBC. The state does not do building inspections on residential structures, that is left up to the individual municipalities. The commission feel it is best that the town adopt the [2021] Residential Code for consistency. There are only a few minor changes to the residential code that we have identified in the proposed draft.

Mr. Jenkins stated that you guys probably did review a copy of the Town of Alpine Survey 2021 that was recently sent to the area residents. Some of the comments seem to be a little derogatory so the commission members would like to know if there has been any follow-up to address those citizens concerned or the policies and procedures that have been adopted. There were just a lot of things that were brought up in the survey that were county rules and regulations, not the town, but the town is getting blamed.

Mayor Lutz asked Councilman Larsen to respond. Mr. Larsen stated that he did not intend to present a rebuttal but will be doing another follow-up on the survey.

- **Recommendation to Adopt the 2021 Edition of the International Building Code, Residential Code, Plumbing Code, Mechanical Code, Fire Code and Fuel & Gas Code.**

Ms. Backus stated that the draft six ordinances have been prepared for first reading on March 15, 2022.

- **Motion to Approve 283 Ordinance No. 2022-01 "Regulating Supplemental Feeding of Certain Animals (Prohibited)".** Ms. Sharon Backus, Clerk/Treasurer read 283 Ordinance No. 2022-01 into the record.

Councilman Fritz moved to amend on first reading to strike "black" before bear and add skunk after racoon and to adopt 283 Ordinance No. 2022-01 "Regulating Supplemental Feeding of Certain Animals Prohibited" as amended. Councilman Dickerson seconded the motion. There was no discussion. **Vote: 5 Yes, 0 No, 0 Abstain, 0 Absent. Motion Carried.**

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

- **Motion to Approve 485 No. 02-15-2022 "A Resolution Certifying the Compliance with the Conditions and Procedures for Annexation in Accordance with W.S. § 15-1-403 (2019); Elkhorn Meadow Annexation" and Authorizing Mayor Lutz to Sign on Behalf of the Town of Alpine.** Ms. Sharon Backus, Clerk/Treasurer read 485 Resolution No. 02-15-2022 into the record.

Councilman Larsen moved to adopt 485 Resolution No. 02-15-2022 "A Resolution Certifying the Compliance with the Conditions and Procedures for Annexation in Accordance with W.S. § 15-1-403 (2019); Elkhorn Meadow Annexation" and Authorizing Mayor Lutz to Sign on Behalf of the Town of Alpine. Councilman Fritz seconded the motion. There was no discussion. **Vote: 5 Yes, 0 No, 0 Abstain, 0 Absent. Motion Carried.**

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

Ms. Backus stated that the Public Hearing will be held March 15, 2022 at 6:30 p.m. and the first reading of the annexation ordinance will be read at the stated meeting the same night.

- **Motion to Approve Melvin Brewing Request for Festivals on July 2-3, 2022 and July 15-17, 2022.**

Councilman Larsen moved to approve Melvin Brewing's request for festivals on July 2-3, 2022 and July 15-17, 2022. Councilman Fritz seconded the motion. Ms. Backus stated that permission had been received for events from Mr. Kurt-Mason of the Riverview Meadows Homeowner's Association and that Mr. Walters had picked up a copy of the "Noise Ordinance". **Vote: 5 Yes, 0 No, 0 Abstain, 0 Absent. Motion Carried.**

- **ARPA Update/Treasury Final Rule— Sharon Backus, Clerk/Treasurer**

Ms. Backus stated that when the first round of the American Rescue Plan Act (ARPA) funds were received in June 2021, the town was required to prove it had experienced revenue loss by the formula provided by the Department of Treasury. This calculation was done, a revenue loss proven so the town was able to keep the first round of funds totaling \$80,129.50 which were treated like a grant for the Department of Audit reporting.

Ms. Backus stated that the second round of funds are to be distributed in June 2022. I performed the calculation for the second and final round of ARPA funds and based on the calculation established by the Department of Treasury, Alpine did not have a demonstrable loss. Fortunately, when the Treasury Department adopted the "Final Rule" for ARPA funds entities were given a choice of using the calculation or a standard deduction of \$10M. Given that option, the Town of Alpine will elect the "standard deduction" and receive the additional \$80,129.50 anticipated in June.

Ms. Backus stated that she had distributed the important bullet points from the "Final Rule" there were fewer restrictions on spending and the only restriction for Alpine was that it cannot be used to retire debt. The reporting is also less onerous. In summary, the town will receive a total of \$160,259 in ARPA funds which you may spend on whatever the government would normally spend money on, excluding debt but that the council should inform the public as to what they intend to do with the funds. The expense must have been incurred on or after March 3, 2021. Further, costs must be obligated by December 31, 2024 and expended by December 31, 2026. The first report must be filed with the Department of Treasury by April 30, 2022.

Mayor Lutz stated that the council had already identified a project and referenced a quote from Western States Cat for a 2022 Caterpillar 906M Compact Wheel Loader. The specifications are included in the quote. The council discussed the need for the compact wheel loader. The town is growing and acquiring more roads.

Mr. James Sanderson, Town Attorney stated that the town may not just purchase this item, rather, they must bid this item out.

Councilman Larsen moved to bid out a 2022 Caterpillar 906M Compact Wheel Loader with all the same attachments and specifications as the bid from Caterpillar. Councilman Fritz seconded the motion. The bid requirements were discussed. Ms. Backus stated that the General Fund will pay for the equipment and the ARPA funds are and will be deposited into the General Fund. **Vote: 5 Yes, 0 No, 0 Abstain, 0 Absent. Motion Carried.**

- **Economic Development Update – Councilman Larsen**

Councilman Larsen stated that he was keep his report to our local economic development, specifically the fiber project installation up on the hill. We received a bid from Surveyor Scherbel for the work addressing properties on the hill. The estimated project cost is \$300 per lot with an estimated 131 lots for a total of \$39,300 plus a plat filing fee of \$50. Some of this work would be done pro bono specifically by me by identifying property owners along the following roads: Sunset Drive, Overlook Circle, Grandview Drive, Pine Court, Mountain Drive, Terrace Drive, Pine Crest Circle and Terrace Lane. Discussion ensued among the council with the consensus being that the town should accept this bid and move forward with the project. Mr. Marlowe Scherbel stated that the \$39,300 figure is a "not to exceed" figure, if it can be done for less, it will be. Mr. Larsen set a time with Mr. Scherbel to begin "training" for his role in this project.

Councilman Larsen moved to accept the bid from Surveyor Scherbel to provide professional land surveying for the properties described in the bid at a cost not to exceed \$39,350; to provide Mr. Larsen's services pro bono for duration of the project and to authorize Mayor Lutz to sign the bid agreement. Councilman Fritz seconded the motion. Councilman Fritz asked if the balance of the ARPA funds could be used to help fund this project. **Vote: 5 Yes, 0 No, 0 Abstain, 0 Absent. Motion Carried.**

Mayor Lutz signed the bid agreement with Surveyor Scherbel.

6. Tabled Items: None

TOWN OF ALPINE GENERAL FUND

CLAIMANT	ALLOWED
AFLAC	\$297.70
ALPINE ACE HARDWARE	\$1,258.32
ALPINE EXCAVATION	\$1,938.75
ASCAP	\$23.00
BLACK MOUNTAIN RENTAL	\$11.56
BLUE CROSS BLUE SHIELD	\$6,395.22
BROULIMS ALPINE	\$160.91
CASELLE	\$56.77
CASH	\$300.00
COMTECH DIGITAL	\$2,627.00
CONRAD & BISCHOFF	\$183.08
DEPATCO	\$2,371.60
DRIFTWOOD PIZZA	\$50.00
DRY CREEK ENTERPRISES	\$100.00
EPG MEDIA LLC	\$200.00
FDMS VISITOR CENTER CREDIT CARD LEASE	\$31.48
FEDERAL LICENSING INC	\$214.00
FIRE SERVICES OF IDAHO	\$1,001.18
FIRST BANKCARD	\$1,684.88
FLYING PHOENIX FIREWORKS	\$3,000.00
FP MAILING SOLUTIONS	\$1,135.00
GARRISON, JACK	\$500.00
GREAT WEST TRUST COMPANY LLC	\$7,350.00
GREYS RIVER COVE RESORT	\$330.00
JENKINS BUILDING SUPPLY	\$786.08
KINN, ANGELA	\$43.88
LINCOLN COUNTY SHERIFF	\$606.50
LOWER VALLEY ENERGY	\$643.16
MERCHANT FEE	\$133.45
MITKOVSKA, CATHERINE	\$142.78
MOUNTAINLAND COMMUNICATIONS	\$5,515.00
NAPA ALL STAR AUTO PARTS	\$594.26
RHINEHART OIL CO LLC	\$1,182.83
PAYROLL	\$44,710.86
PENNY, BELINDA Cleaning	\$1,005.00
ROCKY MOUNTAIN COMPETATIVE SOLUTIONS	\$202.39
SANDERSON LAW OFFICE	\$2,000.00
SILVER STAR COMMUNICATIONS	\$713.12
STAR VALLEY DISPOSAL	\$278.00
STAR VALLEY GLASS	\$440.00

STAR VALLEY HIGH SCHOOL	\$180.00
STAR VALLEY INDEPENDENT	\$242.25
TAPCO	\$1,168.25
TOWN OF ALPINE WATER DEPT	\$3,246.97
TSYS	\$163.79
UNITED STATES TREASURY	\$10,026.88
VALLEY WIDE COOPERATIVE	\$5,291.71
WESTERN STATES EQUIPMENT	\$8,885.31
WYOMING CHILD SUPPORT	\$464.56
WYOMING RETIREMENT	\$6,418.86
XEROX FINANCIAL SERVICES	\$272.64

TOWN OF ALPINE SEWER DEPARTMENT

CLAIMANT	ALLOWED
ALPINE MEADOWS PROPERTYOWNERS ASSOCIATION	\$675.00
BROULIMS	\$16.68
CASELLE	\$56.78
CONTROL ENGINEERS	\$142.00
DRY CREEK ENTERPRISES INC	\$7,733.75
ENERGY LABORATORIES	\$1,000.50
FALL RIVER RURAL ELECTRIC	\$11.16
HUBER TECHNOLOGY	\$525.00
IMPERIAL PUMP SOLUTIONS	\$1,160.00
JENKINS BUILDING SUPPLY	\$116.08
LOWER VALLEY ENERGY	\$3,024.94
MISSION COMMUNICATIONS LLC	\$581.40
SILVERSTAR	\$265.32
TOWN OF ALPINE Payroll, postage, rent	\$17,979.38
TOWN OF ALPINE WATER DEPT Billing fees, usage	\$132.53
TOWN OF PINEDALE	\$1,120.29

TOWN OF ALPINE WATER DEPARTMENT

CLAIMANT	ALLOWED
CASELLE INC.	\$56.78
CORE AND MAIN	\$2,745.01
ENERGY LABORATORIES	\$125.00
FIRST BANKCARD	\$90.16
LINCOLN WATER QUALITY LAB Water testing	\$81.00
LOWER VALLEY ENERGY	\$2,248.77
MERCHANT FEES	\$1,634.06
ONE CALL OF WYOMING	\$25.00
SILVER STAR COMMUNICATIONS	\$320.78
SUNRISE ENGINEERING	\$3,536.75

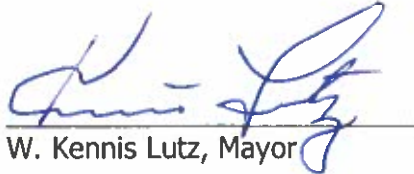
TOWN OF ALPINE Payroll, postage, rent
TOWN OF ALPINE SEWER Usage

\$41,219.88
\$37,368.66

7. Adjournment:

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

Mayor Lutz adjourned the meeting at 7:36 p.m.


W. Kennis Lutz, Mayor

3/15/22
Date

Minutes taken and transcribed by:


Sharon Backus, Town Clerk/Treasurer

3-15-2022
Date

Attest:




Sharon Backus, Town Clerk/Treasurer

3-15-2022
Date

**** The minutes are a brief summary of a taped recording of this meeting. ****

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