



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

**DATE: December 17, 2019**

**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, Robert LaPier, Jeremiah Larsen and Mayor W. Kennis Lutz. A quorum of the Council was established.

**3. ADOPT THE AGENDA:**

**Councilman Larsen moved to adopt the agenda. Councilman Fritz 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 – November 19, 2019 Public Hearing; November 19, 2019 Town Council Meeting; December 4, 2019 Public Hearing; December 4, 2019 Special Council Meeting and December 16, 2019 Special Council Meeting Planning & Zoning Meeting Minutes – November 12, 2019**  
**Approval of Town Bills – See Attached Check Detail of Bill Payments**

**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:**

**Motion to Adopt on Third Reading 270 Ordinance No. 2019-07 "An Ordinance Annexing Certain Land to the Town of Alpine and Approving the Boardwalk II Subdivision Lot 19 (Alpine Park Apartments) Annexation to the Town of Alpine".**  
Sharon Backus, Clerk/Treasurer read 270 Ordinance No. 2019-07 into the record.

**Councilman Larsen moved to adopt on third reading 270 Ordinance No. 2019-07 "An Ordinance Annexing Certain Land to the Town of Alpine and Approving the Boardwalk II Subdivision Lot 19 (Alpine Park Apartments) Annexation to 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 ordinance may be viewed in the Town Office or on the website at [alpinewy.org](http://alpinewy.org)*

- **Motion to Adopt on Third Reading 271 Ordinance No. 2019-08, "An Ordinance Annexing Certain Land to the Town of Alpine and Approving the Timber View**

**Estates Annexation to the Town of Alpine” as amended.** Sharon Backus, Clerk/Treasurer read 270 Ordinance No. 2019-07 into the record.

**Councilman Larsen moved to adopt on third reading 271 Ordinance No. 2019-08, “An Ordinance Annexing Certain Land to the Town of Alpine and Approving the Timber View Estates Annexation to the Town of Alpine” as amended. Councilman LaPier seconded the motion.** Discussion ensued. Mr. Rod Christensen asked for clarification on how much of Jordan Canyon Road the town will maintain. The road will be maintained by the town to the northeast corner of Timber View Estates.

Mr. Dale Cottam speaking on behalf of the developer requested that Section 5 in the amended version of the ordinance requiring planting of trees along the perimeter of Timber View Estates be removed as the county’s final determination confirmed that this condition had been satisfied. The council’s concerns regarding storing of any recreational vehicles on the property are addressed in the Timber View Estates Rules and Regulations.

**Councilman Larsen moved a substitute motion to adopt on third reading 271 Ordinance No. 2019-08, “An Ordinance Annexing Certain Land to the Town of Alpine and Approving the Timber View Estates Annexation to the Town of Alpine”.**

**Councilman Fritz seconded the motion.** Councilman LaPier stated for the record that this is likely something the council will encounter again where the property is developed to county standards and then brought into the town where the development falls short of the standards for the Town of Alpine. The council needs to be more attentive to details in the future so this does not happen again. **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](http://alpinewy.org)*

- **Follow Up on Sunset Drive Complaint – Leon Kjellgren**

Mr. Dan Halstead, Municipal Code Enforcement Officer for the Town of Alpine explained the complaints enumerated in the original petition filed by citizens pertaining to the property at 700 Sunset as well as the additional complaint filed on November 20, 2019 by Mr. Leon Kjellgren. The petition and complaint consisted of the need for the town to require property owner to:

- Remove two currently unlicensed automobiles remain needing various stages of repair including deflated tires;
- Remove unused and unlicensed boat and travel trailer;
- Remove miscellaneous nuisance and junk items that remain;
- Instruct property owner that living inside an onsite travel trailer is not permitted under the Land Use and Development Code Part 3 which states that only one single family dwelling unit is permissible on an R-1 lot;
- Removal of an unlicensed vehicle at 739 Pinecrest Circle was also requested in this petition. Vehicle was subsequently removed but another junk vehicle has taken its place.

Mr. Halstead referenced the list and the action taken to date on each complaint including removal of vehicles(s) and licensing a vehicle. The remaining items are allowed per the Town of Alpine Land Use and Development Code (LUDC). Mr. Halstead presented photographic evidence of the corrections made. Mr. Halstead pointed out there is a conflict in two town ordinances, one allows for one unlicensed vehicle, the other addresses nuisance vehicles. Mr. Halstead stated that he was satisfied that the complaint had been resolved to

his satisfaction and no further action need to be taken at this time but that the property will be checked again when the snow has melted for any additional junk items. There is no prohibition to someone residing in a trailer on their own property. There was also a complaint of an unlicensed vehicle at 739 Pinecrest but that Mr. Halstead could find no grounds to act on this item.

Mr. Leon Kjellgren of 728 Pinecrest Circle asked if the town had pursued correction of the state of the property because the complaint had been filed or because the town recognized that a violation had occurred. Mayor Lutz stated that the property owner had been given ten days to correct the violations. Mr. Kjellgren asked about the remaining trailers. Mr. Halstead clarified that both are licensed so it is personal property on the individual's private property.

Councilman LaPier asked if the town was going to be proactive about this and other violating properties or would a complaint need to be filed before any action is taken. Mayor Lutz stated that the town employee is not going to police license plates to make sure there are no expired plates, rather, if it is brought to the town's attention, the town will act on that as it did here. Mr. Kjellgren asked the council to be proactive and keep an eye on this property which has a history of violations.

**Mayor Lutz recessed the council meeting at 7:20 p.m. The meeting was resumed at 7:23 p.m. There was still a quorum of the council present.**

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

Mr. Floyd Jenkins of the Planning and Zoning Commission addressed the council stating the this had been a slow month with nothing alarming to report. The commission is working on maintenance of the active list.

- **Motion to Adopt 457 Resolution No. 12-17-2019, "A Resolution to Designate the Official Schedule of Regular Meetings of the Town Council of the Town of Alpine, Wyoming for the Calendar Year 2020".** Sharon Backus, Clerk/Treasurer read 457 Resolution No. 12-17-2019 into the record.

**Councilman Larsen moved to adopt 457 Resolution No. 12-17-2019, "A Resolution to Designate the Official Schedule of Regular Meetings of the Town Council of the Town of Alpine, Wyoming for the Calendar Year 2020". 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](http://alpinewy.org)***

- **Motion to Adopt 458 Resolution No. 12-17-2019, "A Resolution to Designate the Official Schedule of Municipal Court Proceedings for the Town of Alpine, Wyoming for the Calendar Year 2020".** Sharon Backus, Clerk/Treasurer read 458 Resolution No. 12-17-2019 into the record.

**Councilman Larsen moved to adopt 458 Resolution No. 12-17-2019, "A Resolution to Designate the Official Schedule of Municipal Court Proceedings for the Town of Alpine, Wyoming for the Calendar Year 2020". 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](http://alpinewy.org)***

- **Motion to Adopt 459 Resolution No. 12-17-2019, "A Resolution by the Governing Body of the Town of Alpine Accepting the "ARDA" Reserve Certificate of Deposit Established in 1979 for the Purpose of Abatement of Mosquitos around the Lake and Rivers in the Alpine, Wyoming Area".** Sharon Backus, Clerk/Treasurer read 459 Resolution No. 12-17-2019 into the record.

**Councilman LaPier moved to adopt 459 Resolution No. 12-17-2019, "A Resolution by the Governing Body of the Town of Alpine Accepting the "ARDA" Reserve Certificate of Deposit Established in 1979 for the Purpose of Abatement of Mosquitos around the Lake and Rivers in the Alpine, Wyoming Area". Councilman Fritz seconded the motion.** Sharon Backus stressed to the council that the singular purpose of these funds was for mosquito abatement in the waterways around Alpine and for no other purpose. There was no other 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](http://alpinewy.org)*

- **Motion to Accept TAP Award Agreement with Match Amount of \$120,000 and Authorize Mayor Lutz to sign the Same on Behalf of the Town of Alpine**

**Councilman Fritz moved to accept the Transportation Alternative Program (TAP) Award Agreement with a match amount of \$120,000 and authorize Mayor Lutz to sign the same on behalf of the Town of Alpine. Councilman LaPier seconded the motion.** The council stated that the Fiscal Year 2020 budget will likely need to be amended to cover this expense. **Vote: 5 Yes, 0 No, 0 Abstain, 0 Absent. Motion Carried.**

- **Discussion and Motion on Alpine Boat Ramp – Cooperative Cost Share Agreement and Fundraising Support.** Mayor Lutz stated that he had spoken to Ms. Tracy Hollingsworth of Caribou National Forest about the town's assumption of the responsibility to take over the silt removal and moving the dock in and out of the water as required, a task originally assigned to Lincoln County. Ms. Hollingsworth is going to amend the agreement and send it back to the town. Commissioner King requested that the town move the dock in and out as necessary as the town in closer in proximity. Councilmen Fritz, Farnsworth and Larsen expressed disappointment that the county had backed out of the agreement but agreed to add this to the town's responsibility.

Mr. David Bertsch of the Snake River Fund stated that the fundraising and administration of the funds will be the responsibility of the Snake River Fund. Mayor Lutz verified that the town's only responsibility is moving the dock in and out as discussed, there are no other financial responsibilities for the town.

**Councilman Larsen move to authorize Mayor Lutz to sign the amended Cooperation Cost Share Agreement and Fundraising Support document on behalf of the Town of Alpine when available. Councilman Fritz seconded the motion.** There was no discussion. **Vote: 5 Yes, 0 No, 0 Abstain, 0 Absent. Motion Carried.**

- **Economic Development Update:** Councilman Larsen reported that:
  - Work continues the Joint Powers Agreement document;
  - Lincoln County reported a total of 105 building permits in Star Valley a decrease from 114 from 2018 which is likely caused by annexations from the county into municipalities.

- Lower Valley Energy in bring natural gas into the south end of Star Valley over the Salt Pass and into Afton. As need increases, the project will extend north.

**6. Tabled Item(s): None**

**TOWN OF ALPINE GENERAL FUND**

| <b>CLAIMANT</b>                                 | <b>ALLOWED</b> |
|---|----------------|
| AFLAC   | \$395.07       |
| ALOTA SAND AND GRAVEL                           | \$698.96       |
| ALTITUDE AIR LLC                                | \$1,538.00     |
| ARDA  | \$918.18       |
| BISCO   | \$76.64        |
| BLACK MOUNTAIN RENTAL                           | \$28.13        |
| BLUE CROSS BLUE SHIELD OF WYOMING               | \$6,615.34     |
| BROULIMS ALPINE                                 | \$281.47       |
| BROWNBUTTERFIELD, DORRENE K.                    | \$15.30        |
| CANYON AUTO & DIESEL                            | \$255.11       |
| CASELLE   | \$56.77        |
| CASH-PETTY CASH                                 | \$115.00       |
| CATERPILLAR FINANCIAL                           | \$29,785.15    |
| DEJOURNETT, TANYA                               | \$500.00       |
| DEPARTMENT OF FIRE PREVENTION-ELECTRICAL SAFETY | \$10.00        |
| DRAPER, JULIE                                   | \$282.30       |
| DRY CREEK ENTERPRISES                           | \$360.00       |
| FDGL VISITOR CENTER CREDIT CARD LEASE           | \$36.73        |
| FIRST BANKCARD                                  | \$6,156.68     |
| FP MAILING SOLUTIONS                            | \$635.00       |
| GREAT WEST TRUST COMPANY LLC                    | \$5,900.00     |
| GUFFEY DAWN                                     | \$1,320.00     |
| HARRIS PUBLISHING INC.                          | \$850.00       |
| JENKINS BUILDING SUPPLY                         | \$1,012.42     |
| KELLERSTRASS OIL COMPANY                        | \$1,509.98     |
| LINCOLN COUNTY CLERK                            | \$15.00        |
| LINCOLN COUNTY SHERIFF                          | \$606.50       |
| LOWER VALLEY ENERGY                             | \$619.24       |
| LUTZ, KENNIS Mileage Reimbursement              | \$40.60        |
| MERCHANT FEES                                   | \$60.65        |
| NAPA ALL STAR AUTO PARTS                        | \$795.91       |
| NORMONT   | \$540.24       |
| OSMOND, TRAVIS                                  | \$500.00       |
| PEDIGREE STAGE STOP                             | \$4,000.00     |
| PAYROLL   | \$27,003.00    |
| PENNY, BELINDA Cleaning                         | \$1,080.00     |

|   |             |
|---|-------------|
| RENDEZVOUS ENGINEERING                              | \$130.00    |
| SANDERSON LAW OFFICE                                | \$2,127.30  |
| SILVER STAR COMMUNICATIONS                          | \$633.24    |
| STAR VALLEY DISPOSAL                                | \$256.00    |
| STAR VALLEY INDEPENDENT                             | \$2,532.57  |
| TAYLOR, BEAU  | \$215.25    |
| TETON MEDIA WORKS, INC                              | \$243.20    |
| TETON PARCHMENT                                     | \$60.00     |
| TOWN OF ALPINE SEWER DEPT Grant Revenue             | \$40,581.00 |
| TOWN OF ALPINE WATER DEPT Grant Revenue and Usage   | \$10,821.18 |
| UNITED STATES TREASURY                              | \$6,848.20  |
| USDA-FOREST SERVICE Wood Permits & Refundable Bonds | \$3,000.00  |
| VALLEY TECH, LLC                                    | \$75.00     |
| VALLEY WIDE COOPERATIVE                             | \$1,034.01  |
| WESTERN STATES EQUIPMENT                            | \$3,901.07  |
| WYOMING CHILD SUPPORT                               | \$464.56    |
| WYOMING RETIREMENT SYSTEM                           | \$4,598.40  |
| XEROX CORPORATION                                   | \$524.68    |

## **TOWN OF ALPINE SEWER DEPARTMENT**

| <b>CLAIMANT</b>                       | <b>ALLOWED</b> |
|---------------------------------------|----------------|
| CASELLE                               | \$56.78        |
| CONRAD & BISCHOFF                     | \$165.18       |
| CUMMINS ROCKY MOUNTAIN                | \$949.97       |
| DRY CREEK ENTERPRISES INC             | \$4,935.00     |
| ENERGY LABORATORIES                   | \$182.00       |
| FALL RIVER RURAL ELECTRIC COOPERATIVE | \$5.00         |
| FIRST BANKCARD                        | \$254.29       |
| JENKINS BUILDING SUPPLY               | \$85.76        |
| LOWER VALLEY ENERGY                   | \$2,441.69     |
| RENDEZVOUS ENGINEERING                | \$715.00       |
| SALT RIVER MOTORS                     | \$1,662.08     |
| SILVERSTAR                            | \$264.47       |
| TOWN OF ALPINE Payroll, postage       | \$7,234.46     |
| TOWN WATER DEPT Billing fees, usage   | \$24,750.00    |

## **TOWN OF ALPINE WATER DEPARTMENT**

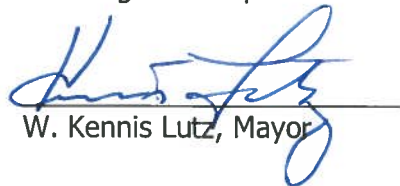
| <b>CLAIMANT</b>       | <b>ALLOWED</b> |
|-----------------------|----------------|
| BLACK MOUNTAIN RENTAL | \$23.39        |
| CASELLE INC.          | \$56.78        |
| CONRAD & BISCHOFF INC | \$77.01        |
| CORE AND MAIN         | \$32.30        |

|   |             |
|---|-------------|
| FIRST BANK CARD                         | \$1,550.28  |
| JENKINS BUILDING CENTER                 | \$270.64    |
| LINCOLN COUNTY CLERK                    | \$72.00     |
| LINCOLN WATER QUALITY LAB Water testing | \$54.00     |
| LOWER VALLEY ENERGY                     | \$1,164.63  |
| MERCHANT FEES                           | \$1,185.00  |
| ONE CALL OF WYOMING                     | \$6.00      |
| RENDEZVOUS ENGINEERING                  | \$1,950.00  |
| SILVER STAR COMMUNICATIONS              | \$229.96    |
| TOWN OF ALPINE Payroll, postage         | \$13,191.69 |
| TOWN OF ALPINE SEWER Usage              | \$32,450.11 |
| WARWS Annual Dues                       | \$450.00    |

## 7. Adjournment:

**Councilman Fritz moved to adjourn the meeting. Councilman 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 7:39 p.m.

  
W. Kennis Lutz, Mayor

1-22-20  
Date

Minutes taken and transcribed by:

  
Sharon Backus, Town Clerk/Treasurer

1-22-2020  
Date

Attest:



  
Sharon Backus, Town Clerk/Treasurer

1-22-2020  
Date

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