# Town of Alpine
## COUNCIL MEETING MINUTES

**DATE: August 17, 2021**　　　　　　　　　**PLACE: Town Council Chambers**
**TIME: 7:00 p.m.**　　　　　　　　　　　　**TYPE: Regular Meeting**

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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, Justin Fritz, Jeremy Larsen, and Mayor W. Kennis Lutz. Councilman Frank Dickerson was absent and excused. 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: 4 Yes, 0 No, 0 Abstain, 1 Absent, (Dickerson). Motion Carried.**

4. **APPROVAL OF CONSENT AGENDA:**

   **Town Council Meeting Minutes – July 20, 2021 and July 27, 2021**
   **Planning and Zoning Minutes – June 8, 2021; July 13, 2021 and July 27, 2021**
   **Payment of Town Bills –** See Attached Check Detail of Bill Payments
   **Approval of MRG-19078 Greys River Road Water Replacement Grant Request # 2: $4,390.25**

**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, (Dickerson). Motion Carried.**

5. **ACTION ITEMS/NEW BUSINESS:**

   - **Motion to Ratify Adoption of 480 Resolution No. 07-27-2021**

**Councilman Larsen moved to ratify the adoption of 480 Resolution No, 07-27-2021, "Open Burning Restrictions" as adopted at the emergency council meeting on July 27, 2021. Councilman Fritz seconded the motion.** There was no discussion. **Vote: 4 Yes, 0 No, 0 Abstain, 1 Absent, (Dickerson). Motion Carried.**

   - **Motion to Adopt on Third Reading 281 Ordinance No. 2021-04 "An Ordinance Annexing Certain Land to the Town of Alpine and Approving the Elk Meadows Annexation" and Authorizing Mayor Lutz to Sign the Mylar.** Ms. Sharon Backus, Clerk/Treasurer read 281 Ordinance No. 2021-04 into the record.

**Councilman Larsen moved to adopt on third reading 281 Ordinance No. 2021-04 "An Ordinance Annexing Certain Land to the Town of Alpine and Approving the Elk Meadows Annexation" and authorizing Mayor Lutz to sign the Mylar when it is available. Councilman Fritz seconded the motion.** There was no discussion. **Vote: 4 Yes, 0 No, 0 Abstain, 1 Absent, (Dickerson). Motion Carried.**
*The aforementioned Ordinances may be viewed in the Town Office or on the website at alpinewy.org*

- **Motion to Adopt on Third Reading 282 Ordinance No. 2021-05 "An Ordinance Regulating the Traffic of Intoxicating Beverages and Repealing and Replacing 250 Ordinance No. 2017-05 and Providing for an Effective Date".** Ms. Sharon Backus, Clerk/Treasurer read 282 Ordinance No. 2021-05 into the record.

**Councilman Larsen moved to adopt on third reading 282 Ordinance No. 2021-05 "An Ordinance Regulating the Traffic of Intoxicating Beverages and Repealing and Replacing 250 Ordinance No. 2017-05 and Providing for an Effective Date". Councilman Fritz seconded the motion.** There was no discussion. **Vote: 4 Yes, 0 No, 0 Abstain, 1 Absent, (Dickerson). Motion Carried.**
*The aforementioned Ordinances may be viewed in the Town Office or on the website at alpinewy.org*

- **Planning and Zoning Commission Update – Tim Hartnett**
    - **Subdivision Application for Bugling Elk Properties LLC**

Mr. Tim Hartnett of the Planning and Zoning Commission stated that there was not a lot that was new at the last meetings. All of the current building permits are moving along. An application for a flagpole was received. We were not able to find any stipulations allowing or denying flagpoles in our Land Use and Development Code (LUDC). So, we were going to ask counsel.

Mr. James Sanderson stated that he sent an email to Ms. Christine Wagner and my answer is, "You do not even have a provision for permitting so there is nothing you can do other than to say but please do not make it bigger than fifty feet". You cannot even accept a permit because it is not part of your LUDC permits. There may be something with an easement of placement where it might conflict with the power and light easement or airport range, but that is it. There is nothing to control in your jurisdiction.

Mr. Hartnett stated that the commission's other thought is to have something written that it needs to be a "government certified flag". Mr. Hartnett stated that if you have driven to Idaho Falls in the last few years, but there are some relatively offensive flags that are flying along the highway there.

Mr. Sanderson stated that that is free speech. Mr. Hartnett said but if your flag says "f" somebody you should not have it. Mr. Sanderson stated that you could say it offensive, violates public decency, and maybe control it that way but you have to really scrutinize how much you judge content of what people say. Mr. Hartnett stated that he did not want to make any more laws than necessary.

Councilman Fritz stated that he is of the opinion that you can go ahead and put up a flagpole as long as it is for flags and not advertising. The LUDC has qualifications for advertising. If it says,

"eat here", probably not, but if it is an American, Wyoming, Army, Navy or whatever else you want to support it is okay.

Mr. Harnett stated that this could lead to people making bigger flags on their property. Mr. Sanderson stated, "then you need to get some ordinances passed". Mr. Hartnett was asked the height limit on a commercial building which is forty-five feet. The applicant wanted a fifty-foot flagpole which puts the flagpole five feet higher than an allowable structure. Mr. Hartnett asked if a flagpole is a structure. Mr. Sanderson stated a flagpole is not a structure. Councilman Larsen stated there should be a setback, so a flag is not flying over the road.

Mayor Lutz thanked Mr. Hartnett for his report.

- **ARPA Funding Update – Sharon Backus, Clerk/Treasurer**

Ms. Sharon Backus, Clerk/Treasurer stated that at the June 15, 2021council meeting, the council authorized submission of American Rescue Plan Act Application (ARPA). Then on June 23, 2021, the Town of Alpine received $80, 128.50 in ARPA Funds. Wyoming Association of Municipalities has been hosting weekly webinars featuring guest speakers to assist cities and towns with Department of Treasury ARPA requirements.
- First requirement was to determine if the town qualifies for ARPA funds as a grant by demonstrating calculated revenue loss; or if not a loss, the funds are treated as a loan and must be repaid. These calculations have been distributed to the council. Because we can demonstrate a calculated revenue loss, the town gets to keep the funds as grant income.
- There are seven uses for these funds and those are:
    - Responding to public health concerns raised by the pandemic;
    - Responding to negative economic impact of the pandemic;
    - Services to disproportionately impacted communities;
    - Providing premium pay to essential workers, both private and public;
    - Improving water, sewer and broadband infrastructure
    - Replacing revenues lost by local governments due to the pandemic; and
    - Administrative costs.
- There are four prohibited uses and those are:
    - Premium pay for telework;
    - Payments into pension funds, rainy day funds, financial reserves or outstanding debt; and
    - Projects or services that fall outside the seven spending categories.
- The mantra from every source is "WAIT, do not spend the funds right away."
- The Wyoming Department of Budget has sent out a Request for Proposal to "onboard" an ARPA specialist to assist the state, counties, cities and towns in reporting their ARPA funds, including sub-recipients. It is hoped the specialist will be in place by October 1, 2021.
- No funds need be spent until December 31, 2024.
- My first report is due to the Department of Treasury October 31, 2021

- **Update on Master Plan Review Committee – Mayor Lutz**

  Mayor Lutz stated that the next meeting will be in the first week of September, however, the date has not yet been set. Everyone is back from vacation. There will be new business at this next meeting.

- **Economic Development Update**
  Councilman Larsen gave the following report:

  - We had an update from a couple sources for North Lincoln County and South Lincoln County just to try and get an idea of the influx and people moving here.
  - There is an economic boom in all of Lincoln County, most if it is in the housing market. Mr. Rod Jensen of the Bank of Star Valley shared his "SPREAD" report with us. The population for is around 22,000 for Lincoln County. I am not seeing income pickup right now. Currently Star Valley is around $44,000 for average income. They are, as we all know, experiencing a labor shortage. We definitely have inflation. We are at 7% higher than average. As far as inflation goes, they are seeing more economic disparities in Mr. Jensen's opinion. We are basically Jackson of 20 years ago. And that is for the valley as a whole. For our region, last year, housing increase was 30%. This year it is 31%. So the past few years we are looking around 60% of increase in housing just for Star Valley.

    At this time, there were three homes listed for under $200,000. I believe all those three have sold because I could not find them today. Mr. Jensen does not see it slowing up but rather sees it still kind of picking up, at least for the next year or two. There were only six foreclosures in Lincoln County. All six foreclosures were in the South, so did not affect Star Valley.

    There was also a representative, Heidi, from Kemmerer, said that Kemmerer was experiencing a downward trend, but with the COVID uptick, they are now leveled out, not necessarily growing, but leveling toward what they were, say, five years ago. However, there are no rentals and there is no place to build in town and.

    I looked at Alpine today. In in the incorporated boundaries of the Town of Alpine, there were eleven homes available. Of those, three were pending or contingent. Throwing out the top end of one home for $3.79 million and the bottom end at home for $380,000 the mean price for Alpine was $884,000 if you are looking to purchase a home in the incorporated boundaries of Alpine. Now if we expand that out to the Alpine Fire District, so essentially bordering Idaho and Teton County and then down just before Etna, there are a total of 45 properties. Technically there are forty-six properties, but I threw out the $44 million property that is for sale down the Greys. Throwing out the top and bottom and there are only three homes that are under $400,000. Two of those three are already pending or under contract. And so, in the greater Alpine Fire district, the mean home price is essentially just above $1.6 million. That does not help a community grow. So, as we get these applications for condos for apartments, it is definitely something to think about. I would say our housing is more concerning than Jackson

  - Alpine's new 2020 census number is 1220.
  - Based on the census numbers in Star Valley area, Thane grew by 5%, Afton grew by 10%, Star Valley Ranch grew by 20% and Alpine grew by 45%.

- **Motion to Take from Table, "Top of the Rockies Request for ARPA Funds"**
  Councilman Fritz stated that the Top of the Rockies would like to leave this on the table for the time being.

- **Update on 2019 Pretreatment Grant and Radio-Read Meters – Bob Ablondi**
  Mr. Bob Ablondi, Town Engineer offered the following update on on-going projects

  **WATER SYSTEM:**
  Radio Read Meters. We are currently looking to add radio read meters to existing water meters so they can be read directly through set "gateway" devices mounted on towers or taller structures. Looking at a hybrid Automatic Meter Reading (AMR) system and Advanced Metering Infrastructure (AMI) system. The AMI system is illustrated in the attached schematic showing the main components:

  > Gateway Devices: Mounted on towers or taller structures, communicate directly to the radios attached to the water meters. These units require power and connection to the internet either by hard wire or cellular connection. They communicate data to the cloud software, maintained by Neptune, which sends data to the office via the internet. A minimum of two gateway sites likely needed for Alpine but will be determined by "propagation analysis". Typically, a one-mile radius around the Gateway Device. Data is collected continuously with this system.

  > Water Meter Encoder: Battery operated encoder system that is part of a meter package or added to an existing meter. Designed to fit a full range of meter sizes. Radios communicated directly to Gateway or mobile data loggers.

  > Mobile Data Logger: Handheld device to directly read data from meters and enter the data into the office computer. This would be used for areas that are not accessible to the Gateway Devices or would be used to check meters if readings have some error. This would be the main meter reading device in a more basic AMR system as they can work without the Gateway devices used in the more advanced AMI system. This handheld could be a belt clip unit that links up to a cell phone.

  > Office Software: Special Neptune software added to office computer to download water use data and enter directly into billing software. Data is stored in the cloud created for this application by Neptune. The data would come from the internet or the mobile data logger. The software could also perform analysis of the data to look for usage trends and potential leaks. The cloud data could be accessed anywhere there is access to the internet.

  > We are currently planning to meet with Neptune representatives for a demonstration during the week of September 13-17. Costs will depend upon the number of Gateway devices needed and number of meters that need to be replaced versus retrofit. Radio system designed to save significant time and need for staff while providing more accurate measurement of water use.

  Ms. Sharon Backus, Clerk/Treasurer asked Mr. Ablondi if it was still the plan to file an application with State Land and Investment Board for a loan as approved by the council by resolution on April 20, 2021. Mr. Ablondi stated that we wanted to get some more specific costs. As you know,

funding has strings attached and it is a process. We may use a combination of town financing or a combination. Mr. Ablondi estimated that the radio-read meter project will cost $250,000.

**WASTEWATER TREATMENT:**

Sludge Dewatering. The Town of Alpine is currently spending over $10,000 per month to Dry Creek to haul 2% solid sludge (98% water) 100 miles to the lagoon system in the Town of Paris, Idaho. The 2% solids are a liquid like slurry and difficult to handle. This occurs 12 months out of the year and has become a bigger issue since the Melvin Brewery was constructed. The brewery discharges a higher strength waste that increases the volume of sludge generated. The brewery does pay for 90% of this cost. However, there is no guarantee that Paris, Idaho will continue to take this sludge indefinitely. Plus, the cost to haul will increase as fuel and labor costs increase.

The current plan is to install a new sludge dewatering system that will increase the solids content from 2% to about 20%, thereby reducing the volume by a factor of 10. The 20% solids would be more "solid like" and have use for reclamation, possible at the Lincoln County landfill. There would be less material to haul, and it would be hauled a much shorter distance. There are other options that this higher percent solids material could be used for in various agricultural operations.

We are currently looking at a "rotary fan press" system described further in the attached brochure. The Aspens/Teton Pines Water and Sewer District in Teton County is currently looking at this equipment and had a recent demonstration that Rob Wagner and I attended at the Teton Pines plant. The unit appears to be operator friendly and can produce the 20% solids that we are hoping to achieve. It is also less mechanically complicated that a centrifuge or filter press, two others commonly used dewatering systems.

Rob Wagner is also planning to visit a facility in Colorado on his next trip to the front range to see a permanent system that has been in operation for some time. We are also in communication with the Aspens/ Pines to see what they decide as they have a very similar need and are looking at the same size unit that would apply to Alpine. In Alpine we would be looking to install this unit within a heated building to ensure year found operation and provide a place to store dewatered sludge, particularly during the winter to reduce the number of trips needed to haul the waste material.

**Pretreatment.**

Rob Wagner and met in Alpine with Kubota technology representative Hiro Kuge based in Seattle Washington area to discuss pretreatment options for the Alpine plant. Kubota is the manufacturer of the membranes used in the Alpine plant and are the key component in a bio-membrane reactor (BMR) system used by the Town. Kubota has also taken over much of the wastewater process technology that was originally provided by Ovivo, formally Enviroquip. They have systems that may be used to provide pretreatment of the Melvin Brewery waste. The system would help reduce the potential for upsets and foaming which have been an issue at the Alpine plant since the Brewery was connected. The brewery connects directly to the Alpine headworks and therefore any spike in waste concentration is immediately felt by the plant.

Kubota has been a good source of technical support for the Alpine plant and therefore is a company that some background with the Alpine system and well suited to provide this

upgrade. Mr. Kuge has agreed to provide a proposal for the pretreatment utilizing a process that is very similar to the existing system and one that operator Rob Wagner will be able to operate with little additional training or downtime.

*Councilman Frank Dickerson joined the meeting at 7:42 p.m. There was still a quorum of the council present.*

Mayor Lutz stated that he had met with the new Wyoming Business Council (WBC) Regional Director for Southwest Wyoming, Ms. Kiley Ingersoll. Ms. Elaina Zemple has admonished Alpine that the Pretreatment Grant awarded in September 2019 is in jeopardy due to inactivity.

Mr. Ablondi stated that he had applied three times for the Economic Development Administration (EDA) grant as requested by WBC but had been denied three times. This caused a delay in the project.

Mayor Lutz stated that because there was a building to house the pretreatment equipment included in the WBC loan, this was a great place to start and plans for that building should go out to bid as soon as possible.

## 6. Adjournment:

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

Mayor Lutz adjourned the meeting at 7:45 p.m.

## 7. Reconvene Meeting:

Mayor moved to reconvene the meeting for purpose of advising the council on the Alpine Meadows chip seal project.

**Councilman Larsen moved to reconvene the meeting for the purpose of advising the council on the Alpine Meadows chip seal project. Councilman Fritz seconded the motion.** There was no discussion. **Vote: 5 Yes, 0 No, 0 Abstain, 0 Absent. Motion Carried.**

Mayor explained that pursuant to the annexation agreement between the Town and Alpine Meadows HOA, the HOA has accumulated the funds to pay for the chip seal of the roads in the Alpine Meadows annexation. Legal Counsel for the Town explained that the funds being expended are funds belonging to the HOA and that the project was for maintenance, not a public works project, as such, the funds are not public funds necessitating a bid pursuant to Wyoming Statutes.

*The council unanimously agreed to proceed with the chip seal project in Alpine Meadows using the H-K Contractors quote received.*

## 8. Tabled Item(s): Top of the Rockies Request for ARPA Funds from the Town of Alpine.

# TOWN OF ALPINE GENERAL FUND

| CLAIMANT | ALLOWED |
|---|---|
| AFLAC | $297.70 |
| BARD, SHAWN - SPRINKLER REPAIR | $1,745.00 |
| BLUE CROSS, BLUE SHIELD | $7,308.89 |
| BROULIMS ALPINE | $232.50 |
| CASELLE | $56.77 |
| COMTECH DIGITAL SOLUTIONS (AUDIO SYSTEM) | $2,733.67 |
| CONRAD & BISCHOFF | $61.78 |
| DRY CREEK ENTERPRISES INCLUDES MOUNTAIN DAYS | $440.00 |
| FDGL VISITOR CENTER CREDIT CARD LEASE | $36.73 |
| FIRST BANKCARD | $6,347.57 |
| FP MAILING SOLUTIONS | $635.00 |
| GARRISON, JACK | $500.00 |
| GOODMAN, DOUG | $250.00 |
| GREAT WEST TRUST COMPANY LLC | $6,700.00 |
| GUFFEY, DAWL L. | $1,848.00 |
| HALSTEAD, DAN ARDA MOSQUITO ABATEMENT | $700.00 |
| IDAWY WASTE DISTRICT | $33.35 |
| JENKINS BUILDING SUPPLY | $542.98 |
| LINCOLN COUNTY SHERIFF | $606.50 |
| LOWER VALLEY ENERGY | $433.31 |
| MERCHANT FEE | $284.68 |
| NAPA ALL STAR AUTO PARTS | $321.15 |
| PAYROLL | $41,278.55 |
| PENNY, BELINDA Cleaning | $815.00 |
| RHINEHART OIL COMPANY | $1,622.23 |
| ROCKY MOUNTAIN COMPETATIVE SOLUTIONS | $426.25 |
| SANDERSON LAW OFFICE | $2,000.00 |
| SILVER STAR COMMUNICATIONS | $673.03 |
| STAR VALLEY DISPOSAL | $1,401.94 |
| STAR VALLEY INDEPENDENT | $893.00 |
| STAR VALLEY PHYSICIANS | $51.00 |
| TOWN OF ALPINE SEWER FINAL LOAN PAYMENT | $37,131.96 |
| TOWN OF ALPINE WATER DEPT INC. MRG GRANT GREYS RIVER RD | $4,390.25 |
| TSYS | $188.05 |
| UNITED STATES TREASURY | $8,728.50 |
| UDSA FOREST SERVICE FIREWOOD PERMITS | $550.00 |
| VALLEY TECH | $60.00 |
| WYOMING CHILD SUPPORT | $464.56 |
| WY CONFERENCE BUILDING INSPECTORS | $50.00 |
| WYOMING RETIREMENT | $5,100.25 |
| XEROX FINANCIAL | $252.77 |

## TOWN OF ALPINE SEWER DEPARTMENT

| CLAIMANT | ALLOWED |
|---|---|
| BRENNTAG PACIFIC INC | $767.50 |
| BROULIMS | $18.47 |
| CASELLE | $56.78 |
| DRY CREEK ENTERPRISES INC | $10,075.00 |
| ENERGY LABORATORIES INC | $207.00 |
| FALL RIVER RURAL ELECTRIC | $13.34 |
| JENKINS BUILDING SUPPLY | $211.11 |
| LOWER VALLEY ENERGY | $2,004.15 |
| MACY'S SERVICES | $375.00 |
| OFFICE OF STATE LAND & INVESTMENT | $172,196.82 |
| OFFICE OF STATE LAND & INVESTMENT | $15,549.58 |
| RENDEZVOUS ENGINEERING | $10,800.00 |
| SALT RIVER MOTORS | $517.55 |
| SILVERSTAR | $268.53 |
| TOWN OF ALPINE Payroll, postage | $8,394.00 |
| TOWN WATER DEPT Billing fees, usage | $132.53 |

## TOWN OF ALPINE WATER DEPARTMENT

| CLAIMANT | ALLOWED |
|---|---|
| AVAIL VALLEY CONSTRUCTION | $316.62 |
| BLACK MOUNTAIN RENTAL | $328.00 |
| BRENNTAG PACIFIC INC. | $2,548.59 |
| BROULIMS | $9.95 |
| BURK, KEVIN OR CAROLYN | $144.00 |
| CASELLE INC. | $56.78 |
| CONRAD & BISCHOFF INC | $177.77 |
| CORE AND MAIN | $6,289.64 |
| DEPATCO | $761.52 |
| ENERGY LABORATORIES INC | $698.00 |
| FERGUSON WATERWORKS | $1,022.00 |
| FIRST BANK | $7.65 |
| JENKINS BUILING SUPPLY | $52.84 |
| LINCOLN COUNTY CLERK | $12.00 |
| LINCOLN WATER QUALITY LAB Water testing | $81.00 |
| LOWER VALLEY ENERGY | $3,874.48 |
| MERCHANT FEES | $2,416.48 |
| ONE CALL OF WYOMING | $78.00 |
| SILVER STAR COMMUNICATIONS | $280.46 |
| SUNRISE ENGINEERING GREYS RIVER ROAD WATER LINE | $8,780.50 |
| TOWN OF ALPINE Payroll, postage | $8,699.26 |

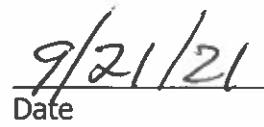| TOWN OF ALPINE SEWER Usage | $36,741.45 |
| WAGNER. ROBERT | $3,500.00 |
| WY DEPARTMENT OF REVENUE | $123.56 |

## 9.    Adjournment:

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

Mayor Lutz adjourned the meeting at 7:52 p.m.

W. Kennis Lutz, Mayor                    Date  9/21/21
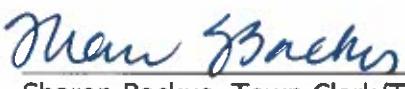
Minutes taken and transcribed by:

Sharon Backus, Town Clerk/Treasurer          Date  9-21-2021

Attest:

Sharon Backus, Town Clerk/Treasurer          Date  9-21-2021

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