



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

**DATE:** May 18, 2021  
**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 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 – April 20, 2021

Planning and Zoning Commission Minutes – April 13, 2021

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

Approval to Adopt on Second Reading 278 Ordinance No. 2021-01 "An Ordinance Amending the Town of Alpine Budget for Fiscal Year 2020/2021 as Adopted by the Town of Alpine on June 16, 2020"

Approval to Adopt on Second Reading 279 Ordinance No. 2021-02 "Town of Alpine Budget for Fiscal Year 2021/2022"

Motion to Adopt on Second Reading 280 Ordinance No. 2021-03 "An Ordinance Annexing Certain Land to the Town of Alpine and Approving the Alpine Flats Annexation"

Approval of Melvin Brewing 24-Hour Malt Beverage Permit for SV Health Groundbreaking May 21, 2021

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.

*The aforementioned Ordinances may be viewed in the Town Office or on the website at [alpinewy.org](http://alpinewy.org)*

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

• **Report on Star Valley Health Groundbreaking May 21, 2021 – Senator Dockstader**

Senator Dan Dockstader welcomed and addressed the council with an update of the Groundbreaking Ceremony for the new Star Valley Health facility. Things are coming together well including the stage, sound system, food trucks, and general setup. The State Auditor will be present, we are uncertain about the D.C. delegation. Mayor Lutz, Councilman and Clerk are invited to a gathering at 25 Wiemann Way prior to the groundbreaking. This should be a great project and

we will be looking for ways use the COVID funding to finish the project. This will mean several calls and trips to Cheyenne to facilitate this.

Mayor Lutz thanked Senator Dockstader for his continued support of this project.

- **Silver Star Communication Fiber Project – Barbara Sessions (via telephone)**

Ms. Barbara Sessions from Silver Star Communication (SSC) stated that her main objective was discussing the Greys River hill and roads which are presenting a problem with the fiber overlay scheduled for Alpine. Rob Heiner had attended the February Council Meeting and presented the design plan for the project. A problem has been identified with that design when it was found that the easements are an issue in Lakeview Estates. This will force the pursuit of private easements which is a costly process. The best route as far as SSC is concerned is to partner with the Town of Alpine in this process, to tackle the problems together. Ms. Sessions stated that SSC has decided not to pursue the fiber overlay of that area this year. "We do not want to leave these places out, but the patrons in the impacted area must be willing to contribute." SSC will not pay for easements but will do a free drop to the homes so the patrons are getting something in the process.

Mayor Lutz stated the Town of Alpine will identify the water lines, but the survey is going to be the largest cost. The town needs to visit with Marlowe Scherbel about the surveying process.

Mr. James Sanderson stated that the partners would need to clearly identify the duties of each partner; responsibilities of each partner; how the surveying will be handled and how the individual easements will be handled by the partners. The condemnation process must be discussed so as to avoid an eminent domain process.

Discussion ensued regarding numbers of affected patrons and the extent of the area impacted. Councilman Larsen offered to facilitate interaction with the impacted patrons as he lives in that neighborhood.

Ms. Sessions stated that SSC will be in touch about the schedule of the County Road 100 project which the town asked to be postponed until the cut across CR100 for water/sewer for Alpine Flats Subdivision could be completed.

- **Motion to Allow Fireworks on August 20, 2021 at Melvin Brewing – Shannon Harding**

Ms. Shannon Harding of Lazy Dog Restaurants stated that she was preparing an event for fifty people to be held at Melvin Brewing on August 20, 2021. The culmination of the event will be fireworks launched over Palisades Reservoir. Ms. Harding has spoken to Chief Mike Vogt of the Alpine Fire Department who has given his approval provided there is no fire ban or red flag burning at that approval was obtained from the other entities involved. Ms. Harding had reached out to Tara at the Bureau of Reclamation (BOR) but had not heard back yet on her request. Ms. Harding stated that she was asking for permission to have fireworks on this date as provided for in 272 Ordinance No. 2020-01. Discussion ensued. Councilman Larsen stated that even though the land is BOR, the BOR contracts oversite of this out through the Palisades Ranger District of the Forest Service.

**Councilman Larsen moved to allow Shannon Harding permission to detonate fireworks on August 20, 2021 provided the Palisades Ranger District approved and that there are no regional fire bans in effect or fire bans in Alpine. Councilman Fritz seconded the motion. There was no discussion. Vote: 5 Yes, 0 No, 0 Abstain, 0 Absent. Motion Carried.**

- **Presentation on DMOS, a WBC Business Committed or Community Readiness Program-Susan Pieper**

Ms. Susan Pieper introduced herself as the founder and CEO of DMOS. Ms. Pieper stated that she had been speaking to the Wyoming Business Council (WBC) about a application for a Business Committed or Community Readiness Program funding. Ms. Pieper stated that her objectives here are three-fold. "First is to explain how we got here." Ms. Pieper has been in business for six years. The business started in Jackson manufacturing performance automotive parts. Ms. Pieper relayed the history of vendors and processes but that in 2020 these entities were no longer in alignment with her business vision, so she chose to relocate to Alpine and currently resides in the Reece Subdivision where she works out of the garage as a homebased business. Ms. Pieper employees five full-time employees. Secondly, Ms. Pieper's vision to participate in the outdoor recreational industry is in full swing. "We manufacture off road shovels, mounts and off-road automotive parts." Ms. Pieper then showed several pictures of DMOS implements mounted on vehicles. These parts are super light and will not rust. Several uses of each implement were presented. Thirdly, Ms. Pieper is asking for the Town of Alpine to partner with her in pursuing the WBC funding and locating the business on Buffalo Drive. Mayor Lutz and Ms. Elaina Zemple of the WBC had met with Ms. Pieper and visited the Buffalo Drive area. Ms. Pieper is looking for a market fit as a startup for automotive aftermarket. Ms. Pieper is looking for 5,000-7,500 square feet with a nice storefront, retail space, engineering, and manufacturing space. This would be a branded "Alpine" product.

Mayor Lutz asked the council if they would like to help sponsor the grant and do the zoning change. Councilman Larsen stated that he could foresee some pushback as was experienced before. The locations on Buffalo Drive were discussed as was living quarters. Ms. Pieper expects to have twelve full-time employees within a year. Ms. Pieper will have renderings prepared and bring to the next council meeting. Councilman Burchard suggested that the town reach out to the River View Meadows Homeowner Association before the next meeting to be "ahead of the curve". Councilman Larsen stated that long-term success requires employees which you have indicated you will have and distribution in winter.

Ms. Pieper will be placed on the June 15, 2021 agenda.

- **Melvin Brewing Update – Frank Magazine, Chief Executive Officer**

Mr. Frank Magazine of Melvin Brewing thanked the council for approving the Malt Beverage Permit for the groundbreaking ceremony for Star Valley Health. Plans for the band party on June 5-6, 2021 are progressing. Mr. Magazine stated that the housing crisis is impacting Melvin Brewing's employees as new leases are not being renewed.

Mr. Sanderson reminded Mr. Magazine that the town is still waiting to hear from Melvin Brewing's attorney with respect to the draft addenda. Mr. Magazine stated that he will contact the attorney to request this information.

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

Mr. Floyd Jenkins of the Planning and Zoning Commission reported that the commission is meeting bi-monthly now. The Commission has permitted ten residential projects so far this year. The Commission is also seeing an increase in remodel/addition permits, it is believed to be due to the high costs of building residential housing. The Commission has 39 active permits on the books.

Planning employees will be meeting with Erdman Company, the contractors for Star Valley Health this week to discuss some of the proposed interior changes to the project.

The Broulims project is progressing nicely, all parties are busy coordinating their effort to achieve a temporary certificate of occupancy so that may stay on schedule for their soft opening date scheduled for May 21<sup>st</sup> but, a realistic date will be around the May 26<sup>th</sup> or 27<sup>th</sup>.

The Alpine Board of Adjustments will be meeting on June 8<sup>th</sup> to decide on the variance application submitted in November of 2020 by Mr. Nathan Bianchin. A Board of Adjustment meeting was scheduled on December 8, 2020 but the variance was tabled to allow time for the parties to work out an agreement and/or a viable solution among themselves; to date no new information has been submitted.

A representative attended the commission meeting to distribute pictures and discuss the relocation of an existing home from the Alpine Airpark and/or Alpine Village Subdivision, into the Town boundaries, specifically the Alpine Meadows Subdivision. Town regulations stipulate that "Primary structures will be construction of new materials". The relocation and/or moving in of old or used buildings are prohibited." Commission members discussed the regulations, identifying that if the applicant and/or representative felt they could bring the home up to the current code (2018 International Residential Code) and if they could make a good case for the variance approval; they are certainly welcome to apply. The representative was encouraged to speak with Alpine Meadows HOA for approval prior to filing for a variance.

The Commission is also reviewing some proposed changes to the Land Use and Development Code, however due to the busy workload this topic is randomly discussed as meeting time permits.

Mayor Lutz thanked Mr. Jenkins for his report.

- **Update on Will Serve Request from Great Lakes Capital – Kennis Lutz**

Mayor Lutz stated that the Town of Alpine had received a request for a water and sewer service to Great Lakes Capital (GLC) approximately 1.2 miles south of the Alpine incorporated limits. GLC is requesting a Will-Serve Letter from the Town of Alpine granting GLC the right to connect to the town water and sewer systems. Mayor Lutz stated that he had requested a new site plan and required flows. The town engineer contacted GLC's engineer requesting this information, but it has not been received yet. Mayor Lutz stated that with the density of this project, it is doubtful the county would even approve it. GLC is reworking project plans.

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

Mayor Lutz stated that the committee met for the first time on May 5, 2021. This was an introductory meeting and the discussion surrounded the rapid growth and the need to identify the Light Industrial area first. Mr. Funk took the committee for a helicopter flight over the town to give the members the best possible aerial view. The next meeting is May 19, 2021 at 5:30 p.m. At the next meeting committee members will be assigned different job descriptions or specific assignments. The council just heard from Ms. Pieper about the DMOS project. These opportunities are coming at us fast and Alpine needs to be prepared. This makes these job duties especially important.

- **Motion to Approve of Town of Alpine Event Application Permit Required for Private Events on Town Property Excluding the Town of Alpine Civic Center and to Set the Fee—Mayor Lutz**

Mayor Lutz asked the council to comment on the revised Alpine Event Permit. This permit pertains only to events that are held on town property other than the Civic Center which has a separate

contract. The permit fee was discussed but no conclusion reached. The council agreed that there needs to be a cleaning deposit required which will be forfeited if the premise is not cleaned up.

**Councilman Larsen moved to approve the Town of Alpine Event Application Permit for Private Events on Town Property excluding the Town of Alpine Civic Center contingent upon the final determination of the fee schedule for the said permit. 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 gave the following Economic Development (EDC) Report.

- The Star Valley Half-marathon was approved on third reading.
- All towns report that they are busy.
- Star Valley Health's groundbreaking is Friday May 21<sup>st</sup>.
- Broulim's soft opening is May 22<sup>nd</sup>.
- Alpine Tracks and Pathways received their 501(c)3 status from the Internal Revenue Service. Councilman Larsen is meeting an anonymous donor to walk the grounds on Friday.
- Councilman Fritz added that Mountain Days is June 25-27, 2021. There are more vendors than ever before, however there are not many food vendors.

- **Daycare Facility**

Mayor Lutz stated that the daycare tenant next door contacted him to report that she may sell the business, but the current lease goes through September 30, 2021. Assuming the lease is transferrable, the new owner would take over the lease and move in if the council is amenable to having a daycare facility stay in that location. Discussion ensued. The council agreed that a daycare at that facility helped the families and assuming the individual was licensed, qualified and the lease assumable, it should remain a daycare.

## 6. Tabled Item(s): None

## TOWN OF ALPINE GENERAL FUND

CLAIMANT	ALLOWED
AFLAC	\$297.70
AMERICAN LEGION POST	\$250.00
BLACK MOUNTAIN RENTAL	\$160.00
BLUE CROSS, BLUE SHIELD	\$6,892.69
BROULIMS ALPINE	\$272.04
CASELLE	\$56.77
CNA SURETY	\$210.00
DRY CREEK ENTERPRISES	\$100.00
FDGL VISITOR CENTER CREDIT CARD LEASE	\$31.48
FIRST BANKCARD	\$633.62
FP MAILING SOLUTIONS	\$2,135.00
GREAT WEST TRUST COMPANY LLC	\$10,350.00
GUFFEY, DAWL L.	\$1,536.00
INTERMOUNTAIN AUTO & GLASS	\$226.67

JENKINS BUILDING SUPPLY	\$683.43
LINCOLN COUNTY CUSTOMS	\$465.93
LINCOLN COUNTY P & Z	\$250.00
LINCOLN COUNTY SHERIFF	\$606.50
LOGO BRANDERS	\$644.70
LOWER VALLEY ENERGY	\$417.68
MERCHANT FEE	\$115.59
NAPA ALL STAR AUTO PARTS	\$9.98
PAYROLL	\$34,458.18
PENNY, BELINDA Cleaning	\$915.00
POWERS CANDY COMPANY	\$57.26
SANDERSON LAW OFFICE	\$2,000.00
SILVER STAR COMMUNICATIONS	\$892.79
STAR VALLEY DISPOSAL	\$278.00
STAR VALLEY INDEPENDENT	\$1,012.39
TETON RAPTOR CENTER	\$500.00
TOWN OF ALPINE WATER DEPT	\$962.60
TSYS	\$163.04
UNITED STATES TREASURY	\$6,726.30
UDSA FOREST SERVICE REFUNDABLE BOND	\$875.00
VALLEY TECH, LLC	\$48.00
VALLEY WIDE COOPERATIVE	\$1,215.50
WYOMING CHILD SUPPORT	\$464.56
WYOMING DEPARTMENT OF WORKFORCE SERVICES	\$5,437.25
WYOMING RETIREMENT SYSTEM	\$4,105.73
XEROX CORPORATION	\$687.02

## **TOWN OF ALPINE SEWER DEPARTMENT**

<b>CLAIMANT</b>	<b>ALLOWED</b>
CASELLE	\$56.78
CUMMINS ROCKY MOUNTAIN	\$497.98
DRY CREEK ENTERPRISES INC	\$9,230.00
FALL RIVER RURAL ELECTRIC	\$13.34
JENKINS BUILDING SUPPLY	\$22.86
LOWER VALLEY ENERGY	\$2,532.98
SILVERSTAR	\$268.53
TOWN OF ALPINE Payroll, postage	\$7,687.19
TOWN WATER DEPT Billing fees, usage	\$132.76
USA BLUEBOOK	\$389.80
VALLEY TECH LLC	\$60.00

## **TOWN OF ALPINE WATER DEPARTMENT**

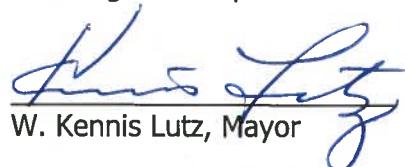
<b>CLAIMANT</b>	<b>ALLOWED</b>
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BRENNTAG PACIFIC INC.	\$2,412.48
CASELLE INC.	\$56.78
CORE AND MAIN	\$340.40
JENKINS BUILING SUPPLY	\$5.69
LINCOLN COUNTY CLERK	\$12.00
LINCOLN WATER QUALITY LAB Water testing	\$81.00
LOWER VALLEY ENERGY	\$1,743.91
MERCHANT FEES	\$1,471.11
ONE CALL OF WYOMING	\$24.75
SILVER STAR COMMUNICATIONS	\$420.70
TOWN OF ALPINE Payroll, postage	\$6,991.08
TOWN OF ALPINE SEWER Usage	\$34,706.58
USA BLUEBOOK	\$45.91

**7. 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 8:07 p.m.

 W. Kennis Lutz 6/15/21  
W. Kennis Lutz, Mayor Date

Minutes taken and transcribed by:

Sharon Backus 6-15-21  
Sharon Backus, Town Clerk/Treasurer Date

Attest:



Sharon Backus 6-15-21  
Sharon Backus, Town Clerk/Treasurer Date

\*\* There is no taped recording of this meeting. \*\*