



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

**DATE: September 15, 2020**  
**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: Justin Fritz, Tammy Halstead, Jeremy Larsen, Robert LaPier (via telephone) and Mayor W. Kennis Lutz. A quorum of the Council was established.

### **3. ADOPT THE AGENDA:**

**Councilman Fritz moved to amend the agenda to add "Motion to approve 468 Resolution No. 09-15-20" and then adopt the agenda as amended. Councilman Larsen 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 – August 19, 2020**

**Planning & Zoning Commission Minutes – August 11, 2020; August 25, 2020**

**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:**

- **Kick-off Report on 2020 TAP Grant, Requirements and Tentative Schedule – Ryan Erickson.** Mr. Ryan Erickson of Sunrise Engineering stated that this was the Kick-Off Meeting on the Greys River Road Pathway Project. The town did the Transportation Alternative Plan (TAP) study and the overwhelming preference of projects from the polls was a pathway on Greys River Road extending from where the pavement ends at the bank down to the forest. This is approximately 3,700 feet of concrete pathway. It is proposed to be eight feet wide, so it is "multi-use" to accommodate bicycles as well as pedestrians. The town applied for a grant at the maximum amount and was awarded \$600,000. This is an

80%-20% grant with the town responsible for the 20% or \$120,000. We are ready to start collecting data, so the tasks and or timeline are as follows:

- o Survey which should be done by the end of September or early October;
- o Environmental Review in which we expect to receive a Categorical Exclusion, but we do need to send out the required letters. This is a formal process detailed by WYDOT.
- o We will work on the tentative design this fall and winter;
- o WYDOT review in February;
- o Bid in March; and
- o Build next summer.

The best location for this pathway is the west side of Greys River Road but there is a problem as the water line there is incredibly old and poor repair. We initially tried to combine the water line replacement in with the TAP grant, but it was rejected. The line needs to be replaced before the pathway construction begins. We discovered that a Mineral Royalty Grant would be a solution to 50% of the funding for the line if the town were awarded the grant. The deadline for submitting this grant is Thursday, September 17, so Mayor Lutz gave approved for Sharon and me to complete and submit the grant request. The State Loan and Investment Board meets in January, but the deadline for submission is in September. The estimate of the total cost is \$480,000, so we will submit the grant application for \$240,000. Sharon is working in the financial side and Sunrise is working on the engineering side of the application.

- **Motion to Adopt 468 Resolution No. 09-15-2020 A Resolution Authorizing Submission of a Federal Mineral Royalty Capital Construction Account Grant Application to the State Loan and Investment Board of Behalf of the Governing Body of the Town of Alpine for the Purpose of Replacing Approximately 3,700 Feet of Existing 8-Inch Water Main and Appurtenances Along the West Side of Greys River Road.** Ms. Sharon Backus, Clerk/Treasurer read 468 Resolution No. 09-15-2020 into the record.

**Councilman Larsen moved to adopt 468 Resolution No. 09-15-2020 "A Resolution Authorizing Submission of a Federal Mineral Royalty Capital Construction Account Grant Application to the State Loan and Investment Board of Behalf of the Governing Body of the Town of Alpine for the Purpose of Replacing Approximately 3,700 Feet of Existing 8-Inch Water Main and Appurtenances Along the West Side of Greys River Road".**

**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)*

- **Parks and Recreation Board: Accept Resignation from Amanda Culpepper and Motion to Appoint Krista LaPier to Fill Board Vacancy – Meta Dittmer**  
Ms. Meta Dittmer stated that both Amanda Culpepper and Jayna Green were resigning from the Parks and Recreation Board and that the Board requested that Krista LaPier and Jennifer Walker be appointed to fill the two vacancies on the Parks and Recreation Board.

**Councilman Larsen moved to appoint Mses. Krista LaPier and Jennifer Walker to fill the vacancies on the Parks and Recreation Board. Councilman LaPier seconded the motion.** There was no discussion. **Vote: 5 Yes, 0 No, 0 Abstain, 0 Absent. Motion Carried.**

- **Parks & Recreation Board Proposal to Move Town Ice Rink to New Location -Meta Dittmer**

Ms. Meta Dittmer addressed the council with a request to move the ice rink to an alternate location where it could be made larger, it could be combined with the hill to make a winter park with seating and shelter. There is already water and electricity at the proposed site. The board is also planning on submitting a Place Making Grant Application for funding.

Mayor Lutz stated that there is water there which is typically turned off in the winter and there is not a fire hydrant there. There are also costs associated with the excavation. Mayor Lutz stated that he had in fact secured the liner, but it would fit the current ice rink not a new one.

Discussion ensued about budget restrictions, additional plowing needed, and maintenance needed on the rink which is the responsibility of the Parks and Recreation Board. Ms. Dittmer stated that the plan was to approach Mr. Hagedorn for funding for this project. Councilman Larsen spoke in favor of the idea of the ice rink and the winter sports complex. Councilman LaPier asked about modifying the swing structure for cover.

***The council unanimously concurred that the ice rink needs to be kept at the current location this year with all maintenance performed by the Parks and Recreation Board/Volunteers and then this relocation project be reconsidered next year.***

- **Motion to Adopt on First Reading 276 Ordinance No. 2020-05 International Building Code 2018 Edition.** Ms. Sharon Backus, Clerk/Treasurer read 276 Ordinance No. 2020-05 into the record.

**Councilman Larsen moved to adopt on first reading 276 Ordinance No. 2020-05 International Building Code 2018 Edition. 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 First Reading 277 Ordinance No. 2020-06 International Residential Code 2018 Edition.** Ms. Sharon Backus, Clerk/Treasurer read 277 Ordinance No. 2020-06 into the record.

**Councilman Larsen moved to adopt on first reading 277 Ordinance No. 2020-06 International Residential Code 2018 Edition. 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)***

- **Planning & Zoning Update – Tim Hartnett**

Mr. Tim Hartnett of the Planning and Zoning Commission stated that there are currently twenty-two active permits and another two R1 Single Family Residential Building Permits have been received. It has been a busy summer despite what is going on in the country.

Mr. Rex Doornbos of the Planning and Zoning Commission addressed the council with a preface on the signage for Broulim's Supermarket. Mr. Doornbos stated that Broulim's has made good progress and had come to the commission with signage permits on the building

and two free-standing signs. One sign will be placed by the entrance by Subway and one will be in the canyon coming from Jackson. One will have placards and the other will have an LED light exactly like the one in Afton. Mr. Doornbos stated that there are two things to consider. First, the proposed signs measure twenty-two feet in height but the Land Use and Development Code (LUDC) allows for a maximum height of eighteen feet. There are some existing signs which exceed eighteen feet, but these were placed before the LUDC restrictions were in place. The sign in Afton is twenty-five feet in height. The commission did not see anything wrong with this proposal except that it exceeds our code. The lights are LED but are restricted so there is no animation or blinking lights. There is no prohibition against LED lights in the LUDC and these signs will have louvers so there is no up lighting, only down lighting.

Mayor Lutz admonished the commission that during the upcoming LUDC review, the signage area needs to be updated.

- **Broulim's Signage – David Lee of YESCO Signs**

Mr. David Lee of YESCO Signs addressed the council referencing the pictures of the signs and passed around a sample module used in the signage. A height of twenty-two feet had been requested to ensure a fourteen-foot clearance at the bottom of the sign for clearance for semi-trucks, campers and other large vehicles. If the sign is eighteen feet high, this only leaves a ten-foot clearance. This is a multi-tenant plaza so there will be signs added for the other tenants; one sign has a multi-tenant cabinet.

Mr. Rex Doornbos stated that at the commission meeting, the signage had been separated into two packages, one on the building which was approved and the other the free-standing signs which were approved by placement and LED lighting, but not the height. They can go ahead and place the stands so the asphalt can be completed. Then if it is necessary to go through a variance process, the poles are in place with no delay on the asphalt portion of the project, or the poles could be cut to the height approved.

Mr. Lee addressed the digital capabilities of the signs. Despite the full digital capabilities of the signs, they will not be flashing, they will be static for several seconds.

Councilman Larsen asked Mr. Lee if Broulim's would be open on Sunday otherwise he would not approve the signs.

Mayor Lutz stated the issue here are the codes in place and that they are in place for a reason. The council inherited this height restriction. My recommendation is not to approve this additional height but do want to look at a method to allow digital messages because it is a great tool. Councilman LaPier agreed with Mayor Lutz. Councilman Fritz questioned whether the council would have teeth in the future to prohibit flashing and currently prohibited display in the future. Councilman Halstead agreed with the height restriction should be maintained per code.

**Councilman LaPier moved to deny the extra four-foot height requested but to allow the digital display on the Broulim's free-standing signs. Councilman Fritz seconded the motion.** Public comments agreed with the need for smaller and less obvious signs. Mayor Lutz stated that with this motion, the council is trying to follow the established code. It does not mean that Broulim's cannot come back and request a variance if they give cause of why the

extra four feet is needed. Right now, it does not fit the code in place. **Vote: 4 Yes, 1 No (Larsen), 0 Abstain, 0 Absent. Motion Carried.**

- **Economic Development Update – Councilman Larsen**

Councilman Jeremy Larsen gave the following update.

- This was the third consecutive month without a quorum, so no business was conducted.
- July and August were very busy months, nearly record breaking, so the sales tax receipts were increased, and every little bit helps.

- **Update on New Development (Alpine Flats) with Approval of a Master Plan, Prior to Applying for a PUD at the County - Dale Cottam**

Mr. Dale Cottam stated that he was accompanied by Mr. Drew Hale, CFO of Sundance Properties who could answer any questions the council may have. Mr. Cottam addressed the council and said that he has attended three council meetings in connection with this same matter.

- First is the invitation for discussion around economic development. We have had a good discussion with the town and would be happy to pick up this discussion again.
- The second is to seek approval of the Master Plan initially provided with subsequent updates presented so that this may proceed to build in the county where the land is currently located. The county requirement for land use for PUD provides that all PUD applications will go through the subdivision process; Department of Environmental Quality (DEQ), Wyoming Department of Transportation (WYDOT) and National Resource Conservation Services (NRCS). Those PUDs that are within one mile of an incorporated town shall have review and approval from that town prior to making application to Lincoln County Planning and Zoning. We are at a point in terms of the design to be able to present to the Town of Alpine a master plan. We had some minor modifications in layout and architecture. These are immaterial and do not affect the plan. It is still the high-quality construction, subdivision and community that was presented in our original master plan. We are here this evening to ask for approval of the master plan so we would then be in a position to submit this master plan for the PUD to the county.
- Third, utilities can be obtained outside of the town boundaries which is critical to the success of the project. There is a premium charge for these services by ordinance and there should be. We are asking for a will-serve letter to provide water and sewer. At this time, we will approach the county to construct this project in the county but that may change.

Concerns of snow storage and snow loads were discussed with Mr. Cottam as the council reviewed the updated master plan. Mayor Lutz stated that the parking looked more than adequate although it is not identified on the map and that he had no problem signing a will-serve letter for water and sewer service at the out-of-town rates.

Mr. Rex Doornbos of the Planning and Zoning Commission asked Mr. Cottam if the developer will still adhere to the Town of Alpine LUDC pertaining to outside lighting if constructed in the county. Mr. Hale said that you have to have adequate lighting in the parking lot but not to flood the area with light.

**Councilman Larsen moved to approve the Alpine Flats Master Plan providing the lighting, snow storage and snow load restrictions adhere to the Town of Alpine Land Use and Development Code for all structures. Councilman Fritz seconded the motion.** There was no discussion. **Vote: 5 Yes, 0 No, 0 Abstain, 0 Absent. Motion Carried.**

- **Update on the WJW Holdings/Town of Alpine Development – Dale Cottam**

Mr. Dale Cottam representing WJW Holdings, Excel Development and Mr. Bill Wiemann addressed the council offering an update on the Development Agreement. In the spring of 2018, a Memorandum of Understanding (MOU) was entered into between the Town of Alpine and WJW Holdings and Excel Development for some credits for infrastructure and greater utilization of your sewer system. That MOU was for a term of one year at which time the parties would enter into a more definitive agreement. A more robust Development Agreement was prepared. The Development Agreement was approved for signature by the respective parties about a year ago. The motion from the town stated that the town would not sign off on this agreement until it had received all the exhibits which included updated infrastructure maps and final confirmation of the infrastructure costs to verify the cost is at least \$2.7M. The development agreement required annexation Targhee Place and Timber View Estates which has been completed. The council received a map prepared by Surveyor Scherbel depicting additional parcels which could benefit from credits or could be connected to the system and thereby provide recapture money to Mr. Wiemann. Mr. Wiemann is prepared to sign an affidavit certifying the project cost and this has been sent to Mr. Sanderson. Mr. Cottam stated that he is ready to start collecting signatures with just some minor edits. Those are removal of references to Alpine Flats because at the present time Alpine Flats is not going to be annexed into the town. We need to notify the town that there is a landowner north of Alpine Lakes who could receive some of these credits.

Mayor Lutz stated that WJW Holdings would need to proceed with annexation next month. Mr. Cottam stated that is if they want to receive credits. No annexation, no credits.

**Councilman Larsen moved to approve the updated WJW Holdings, Town of Alpine Development Agreement with exhibits attached and authorize 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.**

- **Motion to move into Executive Session per Wyoming State Statute 16-4-405 (a)(iii) Legal Matters**

Mayor Lutz stated that the council need not have an executive session at this time.

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

**TOWN OF ALPINE GENERAL FUND**

<b>CLAIMANT</b>	<b>ALLOWED</b>
AFLAC	\$298.00
AZNOE, GERALD	\$250.00

BLACK MOUNTAIN RENTAL	\$50.00
BLUE CROSS BLUE SHIELD OF WYOMING	\$6,031.06
BROULIMS ALPINE	\$358.33
BRUBAKER, AUSTIN	\$500.00
CASELLE	\$56.77
DRY CREEK ENTERPRISES	\$920.00
FDGL	\$30.20
FIRST BANKCARD	\$2,549.23
FP MAILING SOLUTION	\$500.00
GREAT WEST TRUST COMPANY LLC	\$7,400.00
GREEN TURF LANDSCAPING	\$1,584.00
GUFFEY, DAWN	\$1,584.00
HALSTEAD, DAN	\$700.00
JENKINS BUILDING SUPPLY	\$719.34
KELLERSTRASS OIL COMPANY	\$676.11
LGLP DEDUCTABLE ON ACCIDENT	\$1,000.00
LINCOLN COUNTY SHERIFF	\$606.50
LOWER VALLEY ENERGY	\$1,684.77
MARKET PLACE SERVICES LLC APPRAISALS	\$2,000.00
MERCHANT FEES	\$109.56
PAYROLL	\$33,223.24
PENNY, BELINDA Cleaning	\$1,410.00
PRINTSTAR	\$42.60
SANDERSON LAW OFFICE	\$2,356.25
SILVER STAR COMMUNICATIONS	\$631.25
STAR VALLEY DISPOSAL	\$256.00
STAR VALLEY INDEPENDENT	\$823.50
TOWN OF ALPINE WATER DEPT	\$875.47
UNITED STATES TREASURY	\$7,279.66
VALLEY WIDE COOPERATIVE	\$1.00
VAN DIEST COMPANY	\$1,161.00
WAGNER, CHRISTINE	\$36.80
WESTERN DRUG COMPANY	\$50.00
WYOMING CHILD SUPPORT	\$464.56
WY DEPARTMENT OF WORKFORCE SERVICES	\$3,514.72
WYOMING RETIREMENT SYSTEM	\$4,112.26
XEROX CORPORATION	\$596.36

## **TOWN OF ALPINE SEWER DEPARTMENT**

<b>CLAIMANT</b>	<b>ALLOWED</b>
ALPINE EXCAVATION LLC	\$1,028.58
BROULIMS	\$24.87
CASELLE	\$56.78

DRY CREEK ENTERPRISES INC	\$9,515.00
FALL RIVER RURAL ELECTRIC	\$13.44
FIRST BANKCARD	\$140.83
JENKINS	\$51.24
LOWER VALLEY ENERGY	\$1,992.24
MACY'S SERVICES	\$325.00
SILVERSTAR	\$264.06
SILVERSTAR	\$269.07
TOWN OF ALPINE Payroll, postage	\$7,643.35
TOWN WATER DEPT Billing fees, usage	\$132.76

## **TOWN OF ALPINE WATER DEPARTMENT**

<b>CLAIMANT</b>	<b>ALLOWED</b>
BROULIMS ALPINE	\$8.87
CASELLE INC.	\$56.78
CONRAD & BISCHOFF	\$65.06
CORE & MAIN	\$3,490.80
DAVIS, MONTE & JULIE	\$122.38
ENERGY LABORATORIES INC	\$638.00
FIRST BANKCARD	\$34.23
LINCOLN COUNTY CLERK	\$12.00
LINCOLN WATER QUALITY LAB Water testing	\$54.00
LOWER VALLEY ENERGY	\$3,046.89
MERCHANT FEES	\$1,219.52
MILLER, ROBERT & GAIL	\$71.00
ONE CALL OF WYOMING	\$6.75
PETERS, THOMAS	\$89.76
SALT RIVER MOTORS	\$739.15
SILVER STAR COMMUNICATIONS	\$249.75
TOWN OF ALPINE Payroll, postage	\$8,075.48
TOWN OF ALPINE SEWER Usage	\$36,367.91

### **7. Adjournment:**

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




Mayor Lutz adjourned the meeting at 8:19 p.m.

  
W. Kennis Lutz, Mayor

  
Date


Minutes taken and transcribed by:

  
Sharon Backus, Town Clerk/Treasurer

  
Date



  
Sharon Backus, Town Clerk/Treasurer

  
Date

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