



Town of Alpine

Mayor:
Eric Green

Town Council:
Andrea Burchard
Emily Castillo
Frank Dickerson
Jeremiah Larsen

AGENDA

COUNCIL MEETING – June 20, 2023 – 7:00 p.m.

1. **Call to Order** – Mayor Green
2. **Pledge of Allegiance** – Mayor Green
3. **Roll Call** – Monica Chenault

Approval of Consent Agenda. Items listed on the consent agenda are considered to be routine and will be enacted by one motion in the form listed hereafter. There will be no separate discussion of these items unless a Council member or citizen requests, in which case the item will be removed from the Consent Agenda and will be considered on the Regular Agenda.

4. **Consent Agenda** – Mayor Green
 - a. Bills – General Fund, Water Department, and Sewer Department – May 17, 2023 – June 19, 2023
 - b. Financial Report – May 30, 2023
 - c. Greys River Pathway Project Change Order – New Completion Date July 3, 2023
 - d. Special Event Permits:
 - i. Mile High Cajun – Until 7/10, 2023 – Alpine Civic Center
 - ii. Mountain Days – 6/23-6/25/2023
 - iii. Independence Day Celebration – 7/4/2023 – Alpine Civic Center
 - iv. Alpine Music Series - 7/6, 7/27, & 8/10/2023 – Alpine civic Center
 - e. Catering Permits:
 - i. Melvin Brewing – 6/23-6/25/2023 – Alpine Mountain Days
 - ii. VR Tavern on the Greys – 8/19/2023 – Location 18 S Refuge Parkway, Alpine
 - iii. VR Tavern on the Greys – 7/6, 7/27, & 8/10/2023 – Alpine Music Series
 - iv. Melvin Brewing – 8/24/2023 – Concert Series
 - v. Melvin Brewing – 7/13/2023 – Concert Series

Physical: 250 River Circle
Mailing: PO Box 3070
Alpine, WY 83128
Phone: 307-654-7757



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- f. Minutes – P & Z – 5/9/2023 & 5/23/2023 - Concert Series

5. Reports –

- a. Mayor – Eric Green
- b. Planning & Zoning – Rex Doornbos
- c. Engineering – Jorgensen Engineering – Written Report Submitted
 - i. SS4A Resolution 512 - Application for Federal Funding
 - ii. TAP Resolution 513 - Application for Federal Funding
- d. Sunrise Engineering Pathway Update – Ryan Erikson
- e. Economic Development – Jeremiah Larsen
- f. Utility Easement Update – Jeremiah Larsen
- g. Tourism Board – Jeremiah Larsen
- h. Public Works – Craig Leseberg – Written Report Submitted
- i. Lincoln County Sheriff's Department – May 2023

6. Action Items –

- a. The Refuge West 3rd Addition – Will Serve Letter
 - i. Seeking approval for the Mayor to sign upon receipt from Jorgensen Engineering
- b. Lot 12 Lazy B – Sewer Connection Fees
 - i. Seeking approval to pay connection fees at old rates as the Alpine Development Agreement was holding up the calculation of fees
- c. Cambrian Process Piping Design Consideration - \$104,124.00
- d. Sports Park Ambassador – Jeremy Larsen
- e. 3rd Reading of 305 Ordinance No. 2023-05 Budget Fiscal Year 2023
- f. 3rd Reading of 306 Ordinance No. 2023-06 Budget Fiscal Year 2024
- g. CoVelop Agreement – Generator

7. Adjournment –

- a. Motion to Adjourn -

Physical: 250 River Circle
Mailing: PO Box 3070
Alpine, WY 83128
Phone: 307-654-7757

4:23 PM
06/19/23

TOWN OF ALPINE
Transaction List by Vendor
May 17 through June 19, 2023

Trans #	Type	Date	Num	Name	Account	Split	Amount
307 Imperial Roofing	66963 Bill	06/13/2023	6665	307 Imperial Roofing	2000 · Accounts Payable	6140 · Repairs & Maintenance	-31,425.00
	66966 Bill Pmt -Check	06/14/2023	18642	307 Imperial Roofing	1105 · Checking/1st Bank	2000 · Accounts Payable	0.00
	66987 Bill Pmt -Check	06/15/2023	18689	307 Imperial Roofing	1105 · Checking/1st Bank	2000 · Accounts Payable	-31,425.00
AFLAC	66780 Liability Check	05/30/2023		AFLAC	1105 · Checking/1st Bank	2127 · Allac Payable	-200.59
	66781 Liability Check	05/30/2023	etl	AFLAC	1105 · Checking/1st Bank	2127 · Allac Payable	-200.59
ALARMOLOGIX	66891 Bill	06/13/2023	10833	ALARMOLOGIX	2000 · Accounts Payable	-SPLIT-	-35.00
ALL STAR AUTO PARTS	66924 Bill Pmt -Check	06/14/2023	18646	ALARMOLOGIX	1105 · Checking/1st Bank	2000 · Accounts Payable	-35.00
	66925 Bill Pmt -Check	06/14/2023	18647	ALL STAR AUTO PARTS	1105 · Checking/1st Bank	2000 · Accounts Payable	-162.93
	66917 Bill	06/16/2023	Act # 918...	ALL STAR AUTO PARTS	2000 · Accounts Payable	6396 · Vehicles - R & M	-162.93
ALPINE ACE HARDWARE.	66921 Bill	06/08/2023	May 2023 ...	ALPINE ACE HARDWARE.	2000 · Accounts Payable	-SPLIT-	-281.18
	66954 Bill Pmt -Check	06/14/2023	18673	ALPINE ACE HARDWARE.	1105 · Checking/1st Bank	2000 · Accounts Payable	-281.18
ASCAP	66900 Bill	05/31/2023	500754798...	ASCAP	2000 · Accounts Payable	6120 · Dues & Memberships	-12.50
BLACK MOUNTAIN RENTAL	66927 Bill Pmt -Check	06/14/2023	18648	ASCAP	1105 · Checking/1st Bank	2000 · Accounts Payable	-12.50
	66887 Bill	06/13/2023	1040 June ...	BLACK MOUNTAIN RENTAL	2000 · Accounts Payable	-SPLIT-	-281.42
BLUE CROSS BLUE SHIELD OF WY	66928 Bill Pmt -Check	06/14/2023	18649	BLACK MOUNTAIN RENTAL	1105 · Checking/1st Bank	2000 · Accounts Payable	-281.42
	66778 Liability Check	05/30/2023	EFT	BLUE CROSS BLUE SHIELD OF WY	1105 · Checking/1st Bank	-SPLIT-	-5,978.88
Broulins Alpine	66929 Bill Pmt -Check	06/14/2023	18650	Broulins Alpine	1105 · Checking/1st Bank	2000 · Accounts Payable	-148.90
Cale Moon	66916 Bill	06/16/2023	Act # 141...	Broulins Alpine	2000 · Accounts Payable	-SPLIT-	-148.90
	66975 Bill Pmt -Check	06/14/2023	5190	Cale Moon	1216 · Alpine Mountain Days	2000 · Accounts Payable	-2,500.00
CASELLE	66970 Bill	06/16/2023	125028	Cale Moon	2000 · Accounts Payable	2269 · Mountain Days	-2,500.00
	66899 Bill	06/13/2023	18651	CASELLE	2000 · Accounts Payable	-SPLIT-	-150.66
CASH	66930 Bill Pmt -Check	06/14/2023	5189	CASELLE	1105 · Checking/1st Bank	2000 · Accounts Payable	-150.66
	66983 Bill Pmt -Check	06/14/2023	5189	CASH	1216 · Alpine Mountain Days	2000 · Accounts Payable	-300.00
Chelsey McMurdo	66986 Check	06/14/2023	Petty Cash	CASH	1000 · Petty Cash	-SPLIT-	-22.25
	66982 Bill	06/16/2023	5191	CASH	2000 · Accounts Payable	2269 · Mountain Days	-300.00
COMTECH DIGITAL SOLUTIONS	66976 Bill Pmt -Check	06/14/2023	Chelsey McMurdo	Chelsey McMurdo	1216 · Alpine Mountain Days	2000 · Accounts Payable	-200.00
	66972 Bill	06/16/2023	Mountain ...	Chelsey McMurdo	2000 · Accounts Payable	2269 · Mountain Days	-200.00
	66894 Bill	05/31/2023	1279 - 1281	COMTECH DIGITAL SOLUTIONS	2000 · Accounts Payable	-SPLIT-	-2,917.92
CONRAD & BISCHOFF INC.	66931 Bill Pmt -Check	06/14/2023	18652	COMTECH DIGITAL SOLUTIONS	1105 · Checking/1st Bank	2000 · Accounts Payable	-2,917.92
	66957 Bill	05/31/2023	11158 - M...	CONRAD & BISCHOFF INC.	2000 · Accounts Payable	-SPLIT-	-1,155.46
	66958 Bill Pmt -Check	06/14/2023	18676	CONRAD & BISCHOFF INC.	1105 · Checking/1st Bank	2000 · Accounts Payable	-1,155.46
Danice Person	67023 Bill	06/16/2023	Cancel	Danice Person	2000 · Accounts Payable	2269 · Mountain Days	-320.00
DEARBORN LIFE INSURANCE CO	67024 Bill Pmt -Check	06/16/2023		Danice Person	1216 · Alpine Mountain Days	2000 · Accounts Payable	-320.00
	66779 Liability Check	05/30/2023	18592	DEARBORN LIFE INSURANCE CO	1105 · Checking/1st Bank	2125 · Health Insurance Payable	-47.56
DEX IMAGING	66932 Bill Pmt -Check	06/14/2023	18653	DEX IMAGING	1105 · Checking/1st Bank	2000 · Accounts Payable	-231.49
	66915 Bill	06/16/2023	AR8243099	DEX IMAGING	2000 · Accounts Payable	6315 · Xerox, Etc.	-231.49
DRY CREEK ENTERPRISES INC.	66986 Bill	06/13/2023	1738 - 1739	DRY CREEK ENTERPRISES INC.	2000 · Accounts Payable	6490 · Ballpark	-69.32
	66933 Bill Pmt -Check	06/14/2023	18654	DRY CREEK ENTERPRISES INC.	1105 · Checking/1st Bank	2000 · Accounts Payable	-69.32
FIRST BANKCARD	66851 Bill	06/07/2023	0008218400	FIRST BANKCARD	2000 · Accounts Payable	6100 · Administration	-10,355.03
GARY FIELDS	66871 Bill Pmt -Check	06/07/2023	ACH	FIRST BANKCARD	1105 · Checking/1st Bank	2000 · Accounts Payable	-10,355.03
	66977 Bill Pmt -Check	06/14/2023	5192	GARY FIELDS	1216 · Alpine Mountain Days	2000 · Accounts Payable	-2,500.00
	66968 Bill	06/16/2023	2023 MD	GARY FIELDS	2000 · Accounts Payable	-SPLIT-	-2,500.00

FOR MANAGEMENT DISCUSSION PURPOSES ONLY

TOWN OF ALPINE
Transaction List by Vendor
May 17 through June 19, 2023

Trans #	Type	Date	Num	Name	Account	Split	Amount
SERVANT ELECTRIC PC							
66809 Bill		05/31/2023	June 2023	SERVANT ELECTRIC PC	2000 · Accounts Payable	-SPLIT-	-6,345.00
66810 Credit		05/31/2023	18080	SERVANT ELECTRIC PC	2000 · Accounts Payable	6385 · Building	43.71
66911 Bill Pmt -Check		06/14/2023	18644	SERVANT ELECTRIC PC	1105 · Checking/1st Bank	2000 · Accounts Payable	-6,301.29
Sherwin-Williams							
66898 Bill		05/31/2023	2086-6148-4	Sherwin-Williams	2000 · Accounts Payable	6751 · Repair & Service	-7,137.54
66942 Bill Pmt -Check		06/14/2023	18663	Sherwin-Williams	1105 · Checking/1st Bank	2000 · Accounts Payable	-7,137.54
SILVER STAR COMMUNICATIONS							
66923 Bill Pmt -Check		06/14/2023	18645	SILVER STAR COMMUNICATIONS	1105 · Checking/1st Bank	2000 · Accounts Payable	-284.80
66943 Bill Pmt -Check		06/14/2023	18664	SILVER STAR COMMUNICATIONS	1105 · Checking/1st Bank	2000 · Accounts Payable	-505.78
66913 Bill		06/16/2023	307204 Ju...	SILVER STAR COMMUNICATIONS	2000 · Accounts Payable	-SPLIT-	-505.78
66914 Bill		06/16/2023	Acct # 810...	SILVER STAR COMMUNICATIONS	2000 · Accounts Payable	6171 · Civic Center Utilities	-284.80
STAR VALLEY DISPOSAL, INC							
66802 Bill		05/31/2023	102467	STAR VALLEY DISPOSAL, INC	2000 · Accounts Payable	6180 · Bus. & Comm. Dev./ Comp. Plan	-2,844.94
66944 Bill Pmt -Check		06/14/2023	18665	STAR VALLEY DISPOSAL, INC	1105 · Checking/1st Bank	2000 · Accounts Payable	-2,844.94
67028 Bill		06/16/2023	102318	STAR VALLEY DISPOSAL, INC	2000 · Accounts Payable	6171 · Civic Center Utilities	-470.00
67029 Bill Pmt -Check		06/16/2023		STAR VALLEY DISPOSAL, INC	1105 · Checking/1st Bank	2000 · Accounts Payable	-470.00
STEWART PLUMBING.							
66885 Bill		06/13/2023	June 2023	STEWART PLUMBING.	2000 · Accounts Payable	6440 · Repairs & Maint.	-289.80
66945 Bill Pmt -Check		06/14/2023	18666	STEWART PLUMBING.	1105 · Checking/1st Bank	2000 · Accounts Payable	-289.80
SUBLETTER SEAMLESS							
66763 Bill Pmt -Check		05/30/2023	18623	SUBLETTER SEAMLESS	1105 · Checking/1st Bank	2000 · Accounts Payable	-400.00
Susan Anderson							
66724 Bill		05/19/2023		Susan Anderson	2000 · Accounts Payable	2269 · Mountain Days	-180.00
66725 Bill Pmt -Check		05/19/2023	5188	Susan Anderson	1216 · Alpine Mountain Days	2000 · Accounts Payable	-160.00
SWEET LIFE WYOMING							
66877 Bill		06/13/2023	001	SWEET LIFE WYOMING	2000 · Accounts Payable	6440 · Repairs & Maint.	-750.00
66878 Bill Pmt -Check		06/13/2023	18641	SWEET LIFE WYOMING	1105 · Checking/1st Bank	2000 · Accounts Payable	-750.00
TOWN OF ALPINE WATER DEPT							
66715 Bill		05/19/2023	501	TOWN OF ALPINE WATER DEPT	2000 · Accounts Payable	6129 · Merchant Fees/Bank Charges	-25.00
66716 Bill Pmt -Check		05/30/2023	18620	TOWN OF ALPINE WATER DEPT	1105 · Checking/1st Bank	2000 · Accounts Payable	-25.00
66906 Bill		05/31/2023	May 2023	TOWN OF ALPINE WATER DEPT	2000 · Accounts Payable	-SPLIT-	-1,501.55
66946 Bill Pmt -Check		06/14/2023	18667	TOWN OF ALPINE WATER DEPT	1105 · Checking/1st Bank	2000 · Accounts Payable	-1,501.55
USDA- FOREST SERVICE							
66704 Bill		05/18/2023	Summer 2...	USDA- FOREST SERVICE	2000 · Accounts Payable	1948 · Refundable Bonds	-1,250.00
66705 Bill		05/18/2023	Summer 2...	USDA- FOREST SERVICE	2000 · Accounts Payable	1948 · Refundable Bonds	-875.00
66706 Bill Pmt -Check		05/18/2023	18614	USDA- FOREST SERVICE	1105 · Checking/1st Bank	2000 · Accounts Payable	-1,250.00
66707 Bill Pmt -Check		05/18/2023	18615	USDA- FOREST SERVICE	1105 · Checking/1st Bank	2000 · Accounts Payable	-875.00
66991 Bill		06/15/2023	2023.06.15	USDA- FOREST SERVICE	2000 · Accounts Payable	6180 · Bus. & Comm. Dev./ Comp. Plan	-651.00
66992 Bill Pmt -Check		06/15/2023	18690	USDA- FOREST SERVICE	1105 · Checking/1st Bank	2000 · Accounts Payable	-651.00
VALLEY AUTO SUPPLY							
66824 Bill		05/24/2023	15744-248...	VALLEY AUTO SUPPLY	2000 · Accounts Payable	6396 · Vehicles - R & M	-70.32
66825 Bill Pmt -Check		06/05/2023		VALLEY AUTO SUPPLY	1105 · Checking/1st Bank	2000 · Accounts Payable	0.00
VALLEY TECH, LLC							
66803 Bill		05/31/2023	3760	VALLEY TECH, LLC	2000 · Accounts Payable	6560 · Professional Services	-75.00
66847 Bill Pmt -Check		06/14/2023	18668	VALLEY TECH, LLC	1105 · Checking/1st Bank	2000 · Accounts Payable	-75.00
VALLEY WIDE COOPERATIVE, INC.							
66953 Bill		05/31/2023	Acct # 114...	VALLEY WIDE COOPERATIVE, INC.	2000 · Accounts Payable	-SPLIT-	-1,380.11
66956 Bill Pmt -Check		06/14/2023	18675	VALLEY WIDE COOPERATIVE, INC.	1105 · Checking/1st Bank	2000 · Accounts Payable	-1,380.11
VINYLART							
66738 Bill Pmt -Check		05/30/2023	18622	VINYLART	1105 · Checking/1st Bank	2000 · Accounts Payable	-187.50
66980 Bill Pmt -Check		06/14/2023	5196	VINYLART	1216 · Alpine Mountain Days	2000 · Accounts Payable	-83.20
66971 Bill		06/16/2023	Mountain...	VINYLART	2000 · Accounts Payable	-SPLIT-	-83.20
Watch Fire Signs, LLC							
66999 Bill		05/31/2023	089863 2023	Watch Fire Signs, LLC	2000 · Accounts Payable	5150 · Emergency Management Sign	-520.00
66948 Bill Pmt -Check		06/14/2023	18669	Watch Fire Signs, LLC	1105 · Checking/1st Bank	2000 · Accounts Payable	-520.00
WESTERN STATES EQUIPMENT CO							
66901 Bill		05/31/2023	0029980 - ...	WESTERN STATES EQUIPMENT CO	2000 · Accounts Payable	-SPLIT-	-6,836.10
66949 Bill Pmt -Check		06/14/2023	18670	WESTERN STATES EQUIPMENT CO	1105 · Checking/1st Bank	2000 · Accounts Payable	-6,836.10
WY Dept. of Workforce Services							
66775 Liability Check		05/26/2023	act	WY Dept. of Workforce Services	1105 · Checking/1st Bank	-SPLIT-	-2,660.87

TOWN OF ALPINE
Transaction List by Vendor
May 17 through June 19, 2023

Trans #	Type	Date	Num	Name	Account	Split	Amount
WYOMING CHILD SUPPORT							
66771	Liability Check	06/30/2023	18625	WYOMING CHILD SUPPORT	1105 · Checking/1st Bank	Child Support	-368.30
66772	Liability Check	05/30/2023	18626	WYOMING CHILD SUPPORT	1105 · Checking/1st Bank	Child Support	-60.52
66845	Liability Check	06/06/2023	18637	WYOMING CHILD SUPPORT	1105 · Checking/1st Bank	Child Support	-184.15
66846	Liability Check	06/06/2023	18630	WYOMING CHILD SUPPORT	1105 · Checking/1st Bank	Child Support	-30.26
66847	Liability Check	06/06/2023	18639	WYOMING CHILD SUPPORT	1105 · Checking/1st Bank	Child Support	-30.26
66848	Liability Check	06/06/2023	18638	WYOMING CHILD SUPPORT	1105 · Checking/1st Bank	Child Support	-184.15
67019	Liability Check	06/15/2023	To Print	WYOMING CHILD SUPPORT	1105 · Checking/1st Bank	Child Support	-184.15
67020	Liability Check	06/15/2023	To Print	WYOMING CHILD SUPPORT	1105 · Checking/1st Bank	Child Support	-30.26
WYOMING GAME & FISH DEPARTMENT							
66830	Bill	06/05/2023	May 2023	WYOMING GAME & FISH DEPARTMENT	2000 · Accounts Payable	6180 · Bus. & Comm. Dev./ Comp. Plan	-410.00
66831	Bill Pmt -Check	06/05/2023	18630	WYOMING GAME & FISH DEPARTMENT	1105 · Checking/1st Bank	2000 · Accounts Payable	-410.00
Wyoming Local Government Liability Pool							
66897	Bill	05/31/2023	14722	Wyoming Local Government Liability Pool	2000 · Accounts Payable	6235 · Liability Pool Insurance	-1,000.00
66890	Bill Pmt -Check	06/14/2023	18671	Wyoming Local Government Liability Pool	1105 · Checking/1st Bank	2000 · Accounts Payable	-1,000.00
WYOMING RETIREMENT SYSTEM							
66726	Liability Check	05/19/2023	EFT	WYOMING RETIREMENT SYSTEM	1105 · Checking/1st Bank	-SPLIT-	-8,550.44
WYOMING STATE TRAILS PROGRAM							
66828	Bill	06/05/2023	May 2023	WYOMING STATE TRAILS PROGRAM	2000 · Accounts Payable	6180 · Bus. & Comm. Dev./ Comp. Plan	-178.00
66829	Bill Pmt -Check	06/05/2023	18629	WYOMING STATE TRAILS PROGRAM	1105 · Checking/1st Bank	2000 · Accounts Payable	-178.00
XEROX FINANCIAL SERVICES							
66951	Bill Pmt -Check	06/14/2023	18672	XEROX FINANCIAL SERVICES	1105 · Checking/1st Bank	2000 · Accounts Payable	-274.87
66912	Bill	06/16/2023	4328374	XEROX FINANCIAL SERVICES	2000 · Accounts Payable	6315 · Xerox, Etc.	-274.87
YOUNG, DYLAN							
66981	Bill Pmt -Check	06/14/2023	5196	YOUNG, DYLAN	1216 · Alpine Mountain Days	2000 · Accounts Payable	-720.00
66969	Bill	06/16/2023	2023	YOUNG, DYLAN	2000 · Accounts Payable	2269 · Mountain Days	-720.00

TOWN OF ALPINE-SEWER DEPT.
Transaction List by Vendor
May 17 through June 19, 2023

Trans #	Type	Date	Nun	Name	Account	Cir	Split	Amount
ALPINE ACE HARDWARE								
13794	Bill	06/05/2023	2127/4	ALPINE ACE HARDWARE	2000 · Accounts Payable	6638 · Supplies, Maint & Repair		-13.77
13819	Bill	06/14/2023	2163/4	ALPINE ACE HARDWARE	2000 · Accounts Payable	-SPLT-		-74.32
13821	Bill	06/14/2023	2202/4	ALPINE ACE HARDWARE	2000 · Accounts Payable	6638 · Supplies, Maint & Repair		-49.99
13830	Bill Pmt -Check	06/15/2023	5186	ALPINE ACE HARDWARE	1250 · Cash In Bank	2000 · Accounts Payable		-138.08
AMBIENTE H2O INC.								
13806	Bill	06/08/2023	V230399	AMBIENTE H2O INC.	2000 · Accounts Payable	6637 · WWTP Repairs & Mainten...		-995.31
13831	Bill Pmt -Check	06/15/2023	5187	AMBIENTE H2O INC.	1250 · Cash In Bank	2000 · Accounts Payable		-995.31
CASELLE								
13804	Bill	06/06/2023	125028	CASELLE	2000 · Accounts Payable	6624 · O/S Professional		-150.67
13832	Bill Pmt -Check	06/15/2023	5188	CASELLE	1250 · Cash In Bank	2000 · Accounts Payable		-150.67
CONTROL ENGINEERS, PA								
13792	Bill	06/05/2023	29553	CONTROL ENGINEERS, PA	2000 · Accounts Payable	6635 · Contract Ser.		-300.00
13833	Bill Pmt -Check	06/15/2023	5189	CONTROL ENGINEERS, PA	1250 · Cash In Bank	2000 · Accounts Payable		-300.00
DRY CREEK ENTERPRISES INC.								
13815	Bill	06/14/2023	1792	DRY CREEK ENTERPRISES IN...	2000 · Accounts Payable	6667 · Utilities		-60.00
13834	Bill Pmt -Check	06/15/2023	5190	DRY CREEK ENTERPRISES IN...	1250 · Cash In Bank	2000 · Accounts Payable		-60.00
13835	Bill Pmt -Check	06/15/2023	5191	DRY CREEK ENTERPRISES IN...	1250 · Cash In Bank	2000 · Accounts Payable		-3,720.00
ENERGY LABORATORIES, INC								
13805	Bill	06/06/2023	553080	ENERGY LABORATORIES, INC	2000 · Accounts Payable	-SPLT-		-41.00
13836	Bill Pmt -Check	06/15/2023	5192	ENERGY LABORATORIES, INC	1250 · Cash In Bank	2000 · Accounts Payable		-41.00
FALL RIVER PROPANE								
13817	Bill	06/14/2023	MAY 2023	FALL RIVER PROPANE	2000 · Accounts Payable	-SPLT-		-27.01
13837	Bill Pmt -Check	06/15/2023	5193	FALL RIVER PROPANE	1250 · Cash In Bank	2000 · Accounts Payable		-27.01
JENKINS BUILDING SUPPLY								
13795	Bill	06/05/2023	753974	JENKINS BUILDING SUPPLY	2000 · Accounts Payable	6638 · Supplies, Maint & Repair		-8.99
13796	Bill	06/05/2023	755769	JENKINS BUILDING SUPPLY	2000 · Accounts Payable	6638 · Supplies, Maint & Repair		-6.59
13838	Bill Pmt -Check	06/15/2023	5194	JENKINS BUILDING SUPPLY	1250 · Cash In Bank	2000 · Accounts Payable		-15.58
JORGENSEN ENGINEERING								
13822	Bill	06/14/2023	51298	JORGENSEN ENGINEERING	2000 · Accounts Payable	6624 · O/S Professional		-170.00
13823	Bill	06/14/2023	51298	JORGENSEN ENGINEERING	2000 · Accounts Payable	-SPLT-		-18,872.85
13839	Bill Pmt -Check	06/15/2023	5195	JORGENSEN ENGINEERING	1250 · Cash In Bank	2000 · Accounts Payable		-19,042.85
KUBWATER RESOURCES, INC.								
13816	Bill	06/14/2023	11824	KUBWATER RESOURCES, INC.	2000 · Accounts Payable	6637 · WWTP Repairs & Mainten...		-1,937.80
13840	Bill Pmt -Check	06/15/2023	5196	KUBWATER RESOURCES, INC.	1250 · Cash In Bank	2000 · Accounts Payable		-1,937.80
LOWER VALLEY ENERGY								
13782	Bill	05/18/2023	04-2023.2	LOWER VALLEY ENERGY	2000 · Accounts Payable	-SPLT-		-2,786.61
13783	Bill Pmt -Check	05/18/2023	5179	LOWER VALLEY ENERGY	1250 · Cash In Bank	2000 · Accounts Payable		-2,786.61
13807	Bill	06/06/2023	05-2023.2	LOWER VALLEY ENERGY	2000 · Accounts Payable	-SPLT-		-6,125.78
13841	Bill Pmt -Check	06/15/2023	5197	LOWER VALLEY ENERGY	1250 · Cash In Bank	2000 · Accounts Payable		-6,125.78
ROBERT WAGNER								
13780	Bill	05/18/2023	April 2023	ROBERT WAGNER	2000 · Accounts Payable	6663 · Travel/Educ./Training		-117.18
13781	Bill Pmt -Check	05/18/2023	5178	ROBERT WAGNER	1250 · Cash In Bank	2000 · Accounts Payable		-117.18
13809	Bill	06/06/2023	2023.06.01	ROBERT WAGNER	2000 · Accounts Payable	6663 · Travel/Educ./Training		-265.01
13848	Bill Pmt -Check	06/15/2023	5276	ROBERT WAGNER	1250 · Cash In Bank	2000 · Accounts Payable		-265.01
SERVANT ELECTRIC PC								
13814	Bill	06/14/2023	4220	SERVANT ELECTRIC PC	2000 · Accounts Payable	6637 · WWTP Repairs & Mainten...		-150.00
13842	Bill Pmt -Check	06/15/2023	5198	SERVANT ELECTRIC PC	1250 · Cash In Bank	2000 · Accounts Payable		-150.00
SILVER STAR COMMUNICATIONS								
13797	Bill	06/05/2023	100556	SILVER STAR COMMUNICATI...	2000 · Accounts Payable	-SPLT-		-311.98
13843	Bill Pmt -Check	06/15/2023	5199	SILVER STAR COMMUNICATI...	1250 · Cash In Bank	2000 · Accounts Payable		-311.98
TOWN GEN FUND								
13812	Bill	05/31/2023	03702923	TOWN GEN FUND	2000 · Accounts Payable	6670 · Salaries and Benefits		-44,632.30
13811	Bill Pmt -Check	06/15/2023	5274	TOWN GEN FUND	1250 · Cash In Bank	2000 · Accounts Payable		-17,792.68
13813	Bill Pmt -Check	06/15/2023	5185	TOWN GEN FUND	1250 · Cash In Bank	2000 · Accounts Payable		-44,632.30

TOWN OF ALPINE-SEWER DEPT.
Transaction List by Vendor
May 17 through June 19, 2023

Trans #	Type	Date	Num	Name	Account	Clr	Split	Amount
TOWN OF PINEDALE								
13818	Bill	06/14/2023	4/17/23 - 5/14/23	TOWN OF PINEDALE	2000 · Accounts Payable		6635 · Contract Ser.	-3,420.65
13844	Bill Pmt -Check	06/15/2023	5200	TOWN OF PINEDALE	1250 · Cash In Bank		2000 · Accounts Payable	-3,420.65
TOWN WATER DEPT								
13793	Bill	06/05/2023	5,320.01	TOWN WATER DEPT	2000 · Accounts Payable		6667 · Utilities	-86.85
13808	Bill	06/06/2023	TRANSFER FU...	TOWN WATER DEPT	2000 · Accounts Payable		9660 · Misc. Expense	-2,460.60
13803	Bill Pmt -Check	06/15/2023	5273	TOWN WATER DEPT	1250 · Cash In Bank		2000 · Accounts Payable	-180.00
13846	Bill Pmt -Check	06/15/2023	5201	TOWN WATER DEPT	1250 · Cash In Bank		2000 · Accounts Payable	-2,460.60
13847	Bill Pmt -Check	06/15/2023	5275	TOWN WATER DEPT	1250 · Cash In Bank		2000 · Accounts Payable	-86.85

Town of Alpine-Water Dept.
Transaction List by Vendor
May 17 through June 19, 2023

Trans #	Type	Date	Num	Name	Account	Split	Amount
A-Core Concrete Specialties							
121092	Bill	06/12/2023	IF 122...	A-Core Concrete Specialties	2000 · Accounts Payable	6927 · Valve/Line Repair	-1,050.00
121097	Bill Pmt -Check	06/14/2023	4536	A-Core Concrete Specialties	1200 · Cash/Checking	2000 · Accounts Payable	-1,050.00
ALPINE ACE HARDWARE							
121095	Bill	06/12/2023	May A...	ALPINE ACE HARDWARE	2000 · Accounts Payable	-SPLIT-	-228.64
121110	Bill Pmt -Check	06/14/2023	4545	ALPINE ACE HARDWARE	1200 · Cash/Checking	2000 · Accounts Payable	-164.90
AT&T MOBILITY							
121094	Bill	06/12/2023	28731...	AT&T MOBILITY	2000 · Accounts Payable	6951 · Utilities	-308.87
121089	Bill Pmt -Check	06/14/2023	4537	AT&T MOBILITY	1200 · Cash/Checking	2000 · Accounts Payable	-308.87
CASELLE, INC.							
121093	Bill	06/12/2023	125028	CASELLE, INC.	2000 · Accounts Payable	6910 · Accounting Software	-150.67
121100	Bill Pmt -Check	06/14/2023	4538	CASELLE, INC.	1200 · Cash/Checking	2000 · Accounts Payable	-150.67
CONRAD & BISCHOFF							
121114	Bill	06/13/2023	11158 ...	CONRAD & BISCHOFF	2000 · Accounts Payable	6924 · Fuel, R & M Vehicle Expens...	-290.51
121115	Bill Pmt -Check	06/14/2023	4547	CONRAD & BISCHOFF	1200 · Cash/Checking	2000 · Accounts Payable	-290.51
CORE & MAIN							
121089	Bill	06/12/2023	4539	CORE & MAIN	2000 · Accounts Payable	-SPLIT-	-10,394.48
121101	Bill Pmt -Check	06/14/2023		CORE & MAIN	1200 · Cash/Checking	2000 · Accounts Payable	-10,394.48
DEPATCO							
121090	Bill	06/12/2023	24611 ...	DEPATCO	2000 · Accounts Payable	-SPLIT-	-2,342.55
121102	Bill Pmt -Check	06/14/2023	4540	DEPATCO	1200 · Cash/Checking	2000 · Accounts Payable	-2,342.55
FERGUSON - WATERWORKS							
121091	Bill	06/12/2023	13623...	FERGUSON - WATERWORKS	2000 · Accounts Payable	-SPLIT-	-5,658.03
121103	Bill Pmt -Check	06/14/2023	4541	FERGUSON - WATERWORKS	1200 · Cash/Checking	2000 · Accounts Payable	-5,658.03
JENKINS BUILDING SUPPLY							
121096	Bill	06/12/2023	Acct #...	JENKINS BUILDING SUPPLY	2000 · Accounts Payable	-SPLIT-	-371.93
121104	Bill Pmt -Check	06/14/2023	4542	JENKINS BUILDING SUPPLY	1200 · Cash/Checking	2000 · Accounts Payable	-371.93
LESEBERG, CRAIG							
121023	Bill	05/18/2023	May M...	LESEBERG, CRAIG	2000 · Accounts Payable	-SPLIT-	-900.78
121026	Bill Pmt -Check	05/18/2023	4532	LESEBERG, CRAIG	1200 · Cash/Checking	2000 · Accounts Payable	-900.78
LOWER VALLEY ENERGY							
121136	Bill	06/16/2023	June 2...	LOWER VALLEY ENERGY	2000 · Accounts Payable	-SPLIT-	-3,648.25
121138	Bill Pmt -Check	06/16/2023		LOWER VALLEY ENERGY	1200 · Cash/Checking	2000 · Accounts Payable	-3,648.25
ONE-CALL OF WYOMING							
121088	Bill	06/12/2023	67555	ONE-CALL OF WYOMING	2000 · Accounts Payable	6907 · O/S Professional	-39.75
121105	Bill Pmt -Check	06/14/2023	4543	ONE-CALL OF WYOMING	1200 · Cash/Checking	2000 · Accounts Payable	-39.75
RICK NAUMOFF							
121132	Bill	06/15/2023	2023.0...	RICK NAUMOFF	2000 · Accounts Payable	6924 · Fuel, R & M Vehicle Expens...	-27.51
121133	Bill Pmt -Check	06/15/2023		RICK NAUMOFF	1200 · Cash/Checking	2000 · Accounts Payable	-27.51
SALT RIVER MOTORS							
121109	Bill	06/13/2023	63732	SALT RIVER MOTORS	2000 · Accounts Payable	6924 · Fuel, R & M Vehicle Expens...	-195.79
121111	Bill Pmt -Check	06/14/2023	4546	SALT RIVER MOTORS	1200 · Cash/Checking	2000 · Accounts Payable	-195.79
Town of Alton							
121087	Bill	06/12/2023	16604...	Town of Alton	2000 · Accounts Payable	6952 · Testing	-81.00
121106	Bill Pmt -Check	06/14/2023	4544	Town of Alton	1200 · Cash/Checking	2000 · Accounts Payable	-81.00
TOWN OF ALPINE							
121112	Bill	05/31/2023	0302924	TOWN OF ALPINE	2000 · Accounts Payable	6931 · Salaries & Benefits	-36,681.32
121108	Bill Pmt -Check	06/14/2023	4534	TOWN OF ALPINE	1200 · Cash/Checking	2000 · Accounts Payable	-33,763.38
121113	Bill Pmt -Check	06/14/2023	4535	TOWN OF ALPINE	1200 · Cash/Checking	2000 · Accounts Payable	-36,681.32
TOWN OF ALPINE SEWER							
121049	Bill Pmt -Check	05/30/2023	4533	TOWN OF ALPINE SEWER	1200 · Cash/Checking	2000 · Accounts Payable	-47,636.66
121130	Bill	05/31/2023	1035	TOWN OF ALPINE SEWER	2000 · Accounts Payable	4631 · Usage Sale	-47,664.45
121131	Bill Pmt -Check	06/15/2023		TOWN OF ALPINE SEWER	1200 · Cash/Checking	2000 · Accounts Payable	-47,664.45

Town of Alpine-Water Dept.
Transaction List by Vendor
May 17 through June 19, 2023

Trans #	Type	Date	Num	Name	Account	Split	Amount
USA BLUEBOOK							
121121	Bill	05/30/2023	00024...	USA BLUEBOOK	2000 · Accounts Payable	6925 · Supplies/Tools	-2,342.55
121120	Bill Pmt -Check	06/14/2023		USA BLUEBOOK	1200 · Cash/Checking	2000 · Accounts Payable	-1,026.61
121122	Bill Pmt -Check	06/14/2023		USA BLUEBOOK	1200 · Cash/Checking	2000 · Accounts Payable	-2,342.55

Cash & Budget Analysis

Cash

Restricted Cash
Unrestricted Cash

General Fund	Sewer Fund	Water Fund	Total Cash on 5/31/2023	Total Cash on 6/30/2022
242,025	728,199	394,966	1,365,190	2,157,577
955,767	595,263	739,540	2,290,569	1,983,189

Total Cash & Equivalents

1,197,792	1,323,462	1,134,505	3,655,759	4,140,766
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Total Cash & Equivalents	6/30/2022	4,140,766
Total Cash & Equivalents	5/31/2023	3,655,759
Change in Cash as of	5/31/2023	(485,007)

Revenue and Expenses

Ending Date
5/31/2023

General Fund General Fund

General Fund
Total Revenue
Net Other Income
Total Expense

Actual	Budget	Variance
1,404,739	1,191,807	212,933
(134,916)	(144,500)	9,584
(1,355,607)	(1,249,051)	(106,556)

Net Income

(85,785)	(201,745)	115,960
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Sewer
Total Revenue
Net Other Income
Total Expense

Sewer Dept Actual	Sewer Dept Budget	Variance
864,585	419,767	444,818
(543,854)	(502,417)	(41,437)
(544,692)	(570,567)	25,874

Net Income

(223,961)	(653,217)	429,256
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Water Dept Actual	Water Dept Budget	Variance
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Water

Total Revenue	558,599	440,000	118,599
Net Other Income	(276,948)	(10,467)	(266,481)
Total Expense	(477,603)	(543,367)	65,764

Net Income

(195,952)	(113,833)	(82,119)
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Combined Depts

	Actual	Budget	Variance
Total Revenue	2,827,923	2,051,573	776,349
Other Financing Sources (Uses)	(955,718)	(657,384)	(298,335)
Total Expense	(2,377,902)	(2,362,985)	(14,918)
Net Income	(505,698)	(968,795)	463,097

Reconciliation of Restricted and Unrestricted Cash

Ending Date 5/31/2023

Unrestricted	Restricted	Total
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Petty Cash	212	-	212
Checking 1st Bank	955,555	131,784	1,087,339
Mountain Days Reserve	-	12,533	12,533
Clinger Development Fund	-	-	-
CD Investments/Refundable Bonds	-	97,708	97,708

Total Cash GF

955,767	242,025	1,197,792
1,197,792		

Sewer Fund

Unrestricted	Restricted	Total
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Cash in Bank	595,263		595,263
Savings and Reserves		12,012	12,012
WW Treatment Plant		216,130	216,130
CD Investments		500,056	500,056

Total Cash Sewer Dept.

595,263	728,199	1,323,462
1,323,462		

Water Fund	Unrestricted	Restricted	Total
Cash Checking	739,540	-	739,540
Wyoming Class 0002	-	354,628	354,628
Cash Savings	-	40,338	40,338
	<u>739,540</u>	<u>394,966</u>	<u>1,134,505</u>
Total Cash Water Dept.	1,134,505		



TOWN OF ALPINE
CATERING PERMIT APPLICATION

APPLICATION #: _____ APPLICATION DATE: 5.23.23
APPLICANT NAME: Melvin Brewing Co. (Jody Valenta)
BUSINESS NAME: Melvin Brewing Co
APPLICANT'S ADDRESS: 627 Co Rd 101
Alpine, WY
TELEPHONE: 710.299.2856
EVENT NAME: Alpine Mountain Days
REASON FOR PERMIT REQUEST: Alcohol Sales
LOCATION OF SALES: Alpine Mountain Days
DATE(S) PERMIT REQUESTED: June 23rd-25th Time(s) 12:00-1:00

AFFIDAVIT/AUTHORIZATION

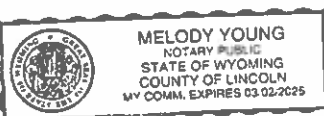
The undersigned applicant hereby authorized the Town of Alpine and its agents and employees to seek information and conduct investigations (if need be) into the truth of the foregoing statement has set forth in this application, and agrees to comply fully with the rules and Regulations of the Town of Alpine, Wyoming, governing the license requested, and further declares that the foregoing information contained in this application is true and correct

[Signature] President
Applicant Signature/Title

5.23.23
Date

State of Wyoming)
County of Lincoln) ss.

Subscribed and sworn to before me this May 23rd day of 2023.



Melody Young
Notary Public
My commission expires 3/2/25



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Approvals:

The mayor and the Town clerk will provide written approval only after all other approvals have been obtained. The Town Clear and/or staff will acquire these approvals for applicants.

Mayor: _____

Town Clerk: _____

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Clerk's Use Only

Fees: Date paid: _____ () Check # _____ () Cash - Receipt # _____

Date Council Reviewed: _____ () Approved () Denied

Date Permit Issued: _____



TOWN OF ALPINE

RESPONSIBILITY AND LIABILITY OF MALT
BEVERAGE AND CATERING PERMITTEES

1. FEES: Application fee for a malt beverage or catering permit must be paid by the applicant and approved by the Town prior to dispensing from the permit. Fees are as follows:

Per Day Fee \$ 25.00

2. PERMIT RESPONSIBILITY: In receiving the permit, the applicant assumes all accompanying responsibility and may be held responsible for any and all liabilities for non-compliance to said laws.
3. LOCAL/STATE LAWS: The applicant is liable for strict adherence to state and local laws governing the permit and will be held responsible for any and all liability for non-compliance to said laws.
4. APPLICANT SUPERVISION: The applicant must personally supervise and be responsible for all employees/event volunteers who sell or dispense the beverage and applicant acknowledges that employees/event volunteers must be at least 21 years of age to sell any alcohol or malt beverages. If requested by the Town of Alpine Clear of Alpine Chief of Police, applicants may be asked to provide applicable training* to employees who will be selling/dispensing under the permit.
5. SALES TAX: Malt beverages or alcoholic liquors purchased to be sold in conjunction with a permit must be ordered and purchased by the applicant. Applicant is responsible for all sales taxes and other fees required by law.
6. APPROVAL OF DISPENSING AREAS: Approval of sales/dispensing areas and operations (including proposed consumption areas) require the Town's approval.
7. PROCEEDS: Proceeds from the sale of malt beverages and or alcoholic liquors must be credited to the applicant.
8. ADVERTISING EVENT: The applicant understands that under the permit, he/she cannot promote or advertise the sale of malt beverages and/or alcoholic liquors as a temporary bar or lounge environment.
9. RECOVATION OF PERMIT: Any violation of local, state, federal or other laws will result in a permit being immediately revoked.
10. CATERING PERMIT ONLY: If operating under a catering permit, applicant must comply with applicable dispensing room requirements as set forth in State Statutes governing any liquor license. Applicant must hold a current, valid retail or resort liquor license.

*For Training assistance, permit holders may contact the Wyoming State Liquor Division @ (307)777-7231.

By signing below, as the applicant for said malt beverage or catering permit agree to adhere to all requirements as outlined above.


Applicant Signature

5.23.23
Date

#2023-08

APPLICATION FOR 24 HR CATERING PERMIT

Licensing Authority: LINCOLN COUNTY

Name of Event: Nussbaum Anniversary Party

Permit From: 8/19/23 To: 8/19/23 Local Permit Number: _____

Number of Days Permitted: _____ Fee per day: \$25 Total Fee: 25.00

Applicant: VR Tavern on the Grays LLC D/B/A: _____

Contact Person: Brenda Sisco / Melody Lesenberg Phone: (307) 1247-4495

Address: 25 US Hwy 89 City: Alpine State: WY Zip: 83128

Mailing Address: P.O. Box 3189 City: Alpine State: WY Zip: 83128

Business Phone: 307-654-4667 Residence Phone: N/A

Location of Sales: 18 S. Refuge Parkway, Alpine, WY 83128

Applicants that are receiving anything of value (i.e. money, goods and/or services) from any industry representative must answer the following:

As an applicant for a 24 hour malt beverage permit, are you:

A nonprofit corporation organized under the laws of this state?

Yes

No

Qualified as a tax exempt organization under the Internal Revenue Code?

Yes

No

And have been in continuous operation for not less than (2) years?

Yes

No

By filing this application, I agree to operate in Wyoming under the requirements of **W.S.12-4-502** and all other applicable Wyoming laws and rules, and to file required sales tax reporting documents and taxes.

By signing this application, I acknowledge for VR Tavern on the Grays, LLC
(Business Name)

that all of the information provided is true and correct, and that I agree to meet the Wyoming operating conditions specified above. This application must be signed by an owner, partner, corporate officer or LLC/LLP member.

Under penalty of perjury, and the possible revocation or cancellation of the license, I swear the above stated facts, are true and accurate.

Dated this 12th day of June, 2023. Mel Sisco
Applicant

Applicant

Signature of Licensing Authority Official

Title

Date



Town of Alpine

Mayor:
Eric Green

Council Members:
Andrea Burchard
Emily Castillo
Frank Dickerson
Jeremy Larsen

June 21, 2023

Ms. April Brunski
Lincoln County Clerk
925 Sage Avenue, Suite 302 (First Floor)
Kemmerer, WY 83101

**RE: VR TAVERN ON THE GREYS, LLC
REQUEST FOR LINCOLN COUNTY 24 CATERING PERMIT**

Dear Ms. Brunski:

A Lincoln County Application for a 24-hour Catering Permit has been submitted to the Town of Alpine, for approval as the local licensing authority for VR Tavern on the Greys, LLC., d.b.a., Tavern on the Greys to cater a Lincoln County function called the "Nussbaum Anniversary Party" to be held at the Alpine Airpark, specifically 18 S. Refuge Parkway, Alpine, Wyoming on August 19, 2023.

This letter is to inform you that the Town of Alpine, Town Council approved this request as the licensing authority at their Council Meeting held on June 20, 2023. Attached is the required payment that has been submitted by VR Tavern on the Greys, LLC. Please copy us on any approval correspondence for our files.

Should you need any additional information or have any questions, please feel free to contact us.

Sincerely,

Christine Wagner
Deputy Clerk

attachment

250 River Circle • P.O. Box 3070 • Alpine, Wyoming 83128 • (307) 654-7757 • FAX (307) 654-7454
E-mail: alpine@silverstar.com • www.alpinewyoming.org



TOWN OF ALPINE

CATERING PERMIT APPLICATION

APPLICATION # 2023-109 APPLICATION DATE: June 9, 2023
APPLICANT NAME: Melody Tereberg / Brenda Sore
BUSINESS NAME: VR Tavern on the Greys LLC
APPLICANT'S ADDRESS: P.O. Box 3189
Alpine, WY 83128

TELEPHONE: 307-654-7757
EVENT NAME: Rec Department Music Series
REASON FOR PERMIT REQUEST: Alcohol Sales
LOCATION OF SALES: Alpine Civic Center
DATE(S) PERMIT REQUESTED: July 6, July 27 Time(s) 4pm - 12:00am
August 10

AFFIDAVIT/AUTHORIZATION

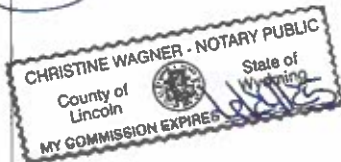
The undersigned applicant hereby authorized the Town of Alpine and its agents and employees to seek information and conduct investigations (if need be) into the truth of the foregoing statement has set forth in this application, and agrees to comply fully with the rules and Regulations of the Town of Alpine, Wyoming, governing the license requested, and further declares that the foregoing information contained in this application is true and correct

Mel Tereberg
Applicant Signature/Title

June 12, 2023
Date

State of Wyoming)
County of Lincoln) ss.

Subscribed and sworn to before me this 12th day of June, 2023



[Signature]
Notary Public

My commission expires June 24, 2025



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Approvals:

The mayor and the Town clerk will provide written approval only after all other approvals have been obtained. The Town Clear and/or staff will acquire these approvals for applicants.

Mayor: _____

Town Clerk: _____

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.....

.....

Clerk's Use Only

Fees: Date paid: _____ () Check # _____ () Cash - Receipt # _____

Date Council Reviewed: _____ () Approved () Denied

Date Permit Issued: _____



TOWN OF ALPINE

RESPONSIBILITY AND LIABILITY OF MALT
BEVERAGE AND CATERING PERMITTEES

1. FEES: Application fee for a malt beverage or catering permit must be paid by the applicant and approved by the Town prior to dispensing from the permit. Fees are as follows:

Per Day Fee	\$ 25.00
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2. PERMIT RESPONSIBILITY: In receiving the permit, the applicant assumes all accompanying responsibility and may be held responsible for any and all liabilities for non-compliance to said laws.
3. LOCAL/STATE LAWS: The applicant is liable for strict adherence to state and local laws governing the permit and will be held responsible for any and all liability for non-compliance to said laws.
4. APPLICANT SUPERVISION: The applicant must personally supervise and be responsible for all employees/event volunteers who sell or dispense the beverage and applicant acknowledges that employees/event volunteers must be at least 21 years of age to sell any alcohol or malt beverages. If requested by the Town of Alpine Clear of Alpine Chief of Police, applicants may be asked to provide applicable training* to employees who will be selling/dispensing under the permit.
5. SALES TAX: Malt beverages or alcoholic liquors purchased to be sold in conjunction with a permit must be ordered and purchased by the applicant. Applicant is responsible for all sales taxes and other fees required by law.
6. APPROVAL OF DISPENSING AREAS: Approval of sales/dispensing areas and operations (including proposed consumption areas) require the Town's approval.
7. PROCEEDS: Proceeds from the sale of malt beverages and or alcoholic liquors must be credited to the applicant.
8. ADVERTISING EVENT: The applicant understands that under the permit, he/she cannot promote or advertise the sale of malt beverages and/or alcoholic liquors as a temporary bar or lounge environment.
9. RECOVATION OF PERMIT: Any violation of local, state, federal or other laws will result in a permit being immediately revoked.
10. CATERING PERMIT ONLY: If operating under a catering permit, applicant must comply with applicable dispensing room requirements as set forth in State Statutes governing any liquor license. Applicant must hold a current, valid retail or resort liquor license.

*For Training assistance, permit holders may contact the Wyoming State Liquor Division @ (307)777-7231.

By signing below, as the applicant for said malt beverage or catering permit agree to adhere to all requirements as outlined above.

Mel S
Applicant Signature

June 12, 2023
Date



TOWN OF ALPINE

CATERING PERMIT APPLICATION

APPLICATION #: 2023-11 APPLICATION DATE: 6/20/23
APPLICANT NAME: Shannon Bowers
BUSINESS NAME: Melvin Brewing
APPLICANT'S ADDRESS: 1624 County Road 101
Alpine WY 83128
TELEPHONE: 307 880 5982
EVENT NAME: Rec Dept Concert
REASON FOR PERMIT REQUEST: Concert Series
LOCATION OF SALES: 121 US Hwy 89, Alpine, WY
DATE(S) PERMIT REQUESTED: Aug, 24, 2023 Time(s) 5:00-11:00

AFFIDAVIT/AUTHORIZATION

The undersigned applicant hereby authorized the Town of Alpine and its agents and employees to seek information and conduct investigations (if need be) into the truth of the foregoing statement has set forth in this application, and agrees to comply fully with the rules and Regulations of the Town of Alpine, Wyoming, governing the license requested, and further declares that the foregoing information contained in this application is true and correct

Shannon Bowers

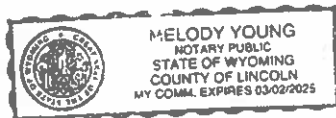
6/20/23

Applicant Signature/Title

Date

State of Wyoming)
County of Lincoln) ss.

Subscribed and sworn to before me this June day of
20 2023.



Melody Young
Notary Public
My commission expires 3/2/2025



TOWN OF ALPINE

CATERING PERMIT APPLICATION

APPLICATION #: 2023-10 APPLICATION DATE: 6/20/23
APPLICANT NAME: Shannon Bowers
BUSINESS NAME: Melvin Brewing
APPLICANT'S ADDRESS: 624 County Road 101
Alpine WY 83128
TELEPHONE: 307-880-5982
EVENT NAME: Rec Dept Concert
REASON FOR PERMIT REQUEST: R
LOCATION OF SALES: Civic Center
DATE(S) PERMIT REQUESTED: July 13, 2023 Time(s) 5.00-11.00

AFFIDAVIT/AUTHORIZATION

The undersigned applicant hereby authorized the Town of Alpine and its agents and employees to seek information and conduct investigations (if need be) into the truth of the foregoing statement has set forth in this application, and agrees to comply fully with the rules and Regulations of the Town of Alpine, Wyoming, governing the license requested, and further declares that the foregoing information contained in this application is true and correct

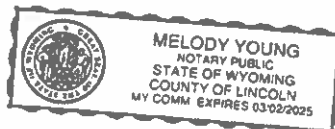
[Signature]

Applicant Signature/Title

6/20/23
Date

State of Wyoming)
County of Lincoln) ss.

Subscribed and sworn to before me this June day of
20, 2023.



Melody Young
Notary Public
My commission expires 3/2/2025



*Town of Alpine
Planning & Zoning Commission Minutes*

DATE: May 23rd, 2023
TIME: 7:00 p.m.

PLACE: Town Council Chambers
TYPE: Regular Meeting

1. CALL TO ORDER: Meeting called to order at 7:03 p.m.

2. ROLL CALL & ESTABLISH QUORUM: Ms. Christine Wagner, Planning and Zoning Commission Administrator established roll call; members in attendance were Mr. Floyd Jenkins, Ms. Melisa Wilson and Mr. Rex Doornbos. A quorum was established. Also in attendance was Mr. Dan Halstead, Residential Building Inspector.

3. TONIGHT'S APPOINTMENTS/NEW BUSINESS:

- **TOWN OF ALPINE – TOWN HALL:** Lot #406 Riverview Meadows Shopping Complex, 250 River Circle (#S-03-23) – Wall Sign Installation – Ms. Christine Wagner presented the Commission with the sign permit application. The Town has recently moved the Visitor Center location to the Town Hall building, this is directional signage for the center. The dimensions of the sign are six (6) feet by two (2) feet for a total of twelve (12) square feet. The sign has already been installed on the southwest wall of the building. The building has a cap of two hundred (200) square feet of signage. Commission members asked if there was a lease agreement in place for the visitor's center, or if there needs to be a lease put in place for the center.

Ms. Melisa Wilson moved to approve the sign permit #S-03-23 for the Town of Alpine, Lot #406 Riverview Meadows Shopping Complex/Center, 250 River Circle. Mr. Floyd Jenkins seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

4. TABLED ITEMS:

- NONE

5. DISCUSSION AND/OR CORRESPONDENCE ITEMS:

- Planning/Zoning Discussion Items:
 - Finalization of LUDC Amendments & Recommendations:
 - Discussion on Definitions for Law Enforcement and/or Police Barrick – Commission members in attendance discussed a couple of definitions that might be useful when the Town prepares for the possibility of law enforcement housing. Law enforcement and police barrack definitions can be reviewed for the next meeting.
 - Clarification on Griest Addition - Ms. Wagner addressed the Commission members regarding their request to look into the driveway and/or cul-de-sac for this project. Upon checking with the International Fire Code, there does not need to be a cul-de-sac because the length of the driveway is not over one hundred fifty (150) feet. It is estimated that the Commission will be seeing a submitted application within the next month or so.
 - Safety Concerns – Ms. Wagner stated that it was brought to her attention that erosion control measures need to be looked at, there was a recent concern regarding some free-standing signs

that have support wires and/or posts that help the signs stay in place, retaining walls, dilated decks and non-permitted business signs. It was determined that notification should be made to let those property owners know that these are potential safety issues, permits might be needed and the need to address these items. It was further discussed and determined that erosion control measures be reviewed at the next meeting.

- Public Comments and/or Concerns – There was no public comment presented.
- Planning/Zoning Correspondence:
 - Comments/Concerns from Commissioners – The Commission members asked to have the Cobblestone Hotel contingency list available for review at the next meeting. There was no additional comments/concerns from the Commissioners.

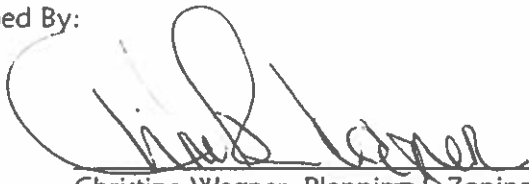
6. ADJOURN MEETING: Mr. Floyd Jenkins moved to adjourn the meeting. Ms. Melisa Wilson seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.


The meeting was adjourned at 8:33 pm.


Rex Doornbos, Chairman

6-13-23
Date

Transcribed By:


Christine Wagner, Planning & Zoning Administrator


Date

** Minutes are a brief summary of the meeting **



Town of Alpine
Planning & Zoning Commission Minutes

DATE: May 9th, 2023
TIME: 7:00 p.m.

PLACE: Town Council Chambers
TYPE: Regular Meeting

1. CALL TO ORDER: Meeting called to order at 7:02 p.m.

2. ROLL CALL & ESTABLISH QUORUM: Ms. Christine Wagner, Planning and Zoning Commission Administrator established roll call; members in attendance were Mr. Floyd Jenkins and Mr. Rex Doornbos. Ms. Melisa Wilson was absent and excused from tonight's meeting. A quorum was established. Also in attendance was Mr. Dan Halstead, Residential Building Inspector.

3. TONIGHT'S APPOINTMENTS/NEW BUSINESS:

- **BEESON, TIFFANY:** 704 Palisades Lane, Lot #65 Riverview Meadows Subdivision – (RE-03-23) – Continuation/Amendment of a Previously Issued Permit for Basement Completion and Exterior Door Installation – Mr. Jay Bruemmer was in attendance to present the permit application; the engineering for this project has been completed, the original plans has been altered slightly to include a egress door, in place of an egress window. Some of the work has been completed, however due to unfortunate events, the project was shut down and scheduled for a later time. The plan review was completed, which identified an incorrect snow load, that has been corrected, however the finalized document was not available at the meeting time. Commission members in attendance did not have any further questions and/or comments.

Mr. Floyd Jenkins moved to approve the permit #RE-03-23 for Tiffany Beeson, Lot #65 Riverview Meadows Subdivision, 704 Palisades Lane, contingent upon the correction of the snow load documented on the plan set. Mr. Rex Doornbos seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Wilson). Motion carried.

- **TOWN OF ALPINE – PRETREATMENT FACILITY:** Western Portion of Lot #9 Alpine West Addition, 291 Buffalo Drive (#C-03-22) – Continuation of Building Permit Issuance – Mr. Kevin Meagher with Jorgensen Engineering addressed the Commission on the project, in an effort to keep the project moving forward and award the next portion of the building bid, the vertical plans were submitted and reviewed by the Town's Commercial Building Inspector. Mr. Meagher is the project manager on this portion of the project. Commission members inquired about the outside lighting and the need for them to comply with Town dark sky requirements.

Mr. Floyd Jenkins moved to approve the continuation (vertical building) of the building permit, contingent upon review of the exterior lighting. Mr. Rex Doornbos seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Wilson). Motion carried.

4. TABLED ITEMS:

- NONE

5. DISCUSSION AND/OR CORRESPONDENCE ITEMS:

- **Planning/Zoning Discussion Items:**
 - **Byron Tomingas – River Beach Road Property – Questions on Garage Addition –** Mr. Tomingas addressed the Commission members with a garage proposal for his property. The brief history is that this parcel was two (2) lots at one time and the lot combination deed was created, but a property replat was not completed. There is not enough property on the south side of the lot to place a garage given the current setback. Mr. Tomingas is looking for a little leniency on this requirement as there are power lines that are also encumbering his property. Commission members addressed the issue and further identified that these are the current requirements that have been established by the Town. A variance application could be submitted, however the regulations for variance approval are specific and the application would have to adhere to the State Statutes.
 - **Land Use and Development Code (LUDC) Amendments & Recommendation: Trash Receptacles (Clean Job Site), Fire Hydrant Standards, Change to Fence Height –** Ms. Wagner addressed the Commission members regarding the proposed submission of the changes to the LUDC. Commission members felt that trash receptacles are a better fit under the clean and orderly ordinance, perhaps the permit checklist can be amended to include trash receptacles. Fire hydrant standards and/or requirements would also work better under the utility ordinance, but a little clause can be put in the LUDC, that hydrants are to be approved by the Public Works Director. Addressing the fencing height, the Commission had no objections to extending the fencing height to seven (7) feet, so long as the fencing that is completed from the house to the street stays at the four (4) level.
 - **Sign Standards and Safety Concerns –** Ms. Wagner stated that there was a recent concern regarding some free-standing signs that have support wires and/or posts that help the signs stay in place. It was determined that notification should be made to let property owners know that these are potential safety issues and need to be addressed.
 - **Severson – Property Replating –** Ms. Wagner wanted the Commission to know that within the next couple of months this application will be coming to their attention, this property will be subdivided off, to allow for individual ownership.
 - **Griest – Property Replating –** Ms. Wagner also informed the Commission that they will be seeing a minor subdivision request for this property located on Nelson Lane.
 - **Surveyor Scherbel Request for Will Serve Letter – Refuge West Division –** Ms. Wagner stated that there is a request for water services, for further subdivision of the Refuge West, in which is getting further subdivide off to create three (3) more lots. Scherbel's office would like the letter so that they can move forward with the replat at the County level.
 - **Public Comments and/or Concerns –** There was no public comment presented.
- **Planning/Zoning Correspondence:**
 - **Star Valley Economic & Demographic Review Document –** Bank of Star Valley distributed their "Star Valley Economic and Demographic Review" document. This document will be emailed to the Commission members.
 - **Comments/Concerns from Commissioners –** There were no additional comments/concerns from the Commissioners.

6. UNFINISHED/ONGOING BUSINESS: See Handouts, Ongoing

Active Building Permits Lists: Dan Halstead reported on the active and/or ongoing projects.

- **Alpine Ace Hardware: (MC-01-23) –** Temporary Greenhouse – Removal Date 10/1/2023.
- **Alpine Flats, LLC: (R2-08-22) –** Permit expires March 2024.
- **Alpine Flats, LLC: (R2-12-22) –** Permit expires September 2023.
- **Alpine Wyoming Hotel, LLC {Cobblestone Hotels}: (S-06-22) –** Permit expires September 2023.

- Alpine Wyoming Hotel, LLC {Cobblestone Hotels}: (C-01-22) – Permit expires October 2023.
- Christie, Dave: (RE/A-04-22) – Permit expired May 2023.
- Clark, Jeff & Shantay: (R2-10-11) – Permit expired August 2023.
- Confused Cowboy {Eric Wilson}: (MC-03-22) – Permit expired April 2023.

Mr. Floyd Jenkins moved to remove permit #MC-03-22 for Confused Cowboy from the active permits list. Mr. Rex Doornbos seconded the motion. Vote: 2 yes 0 no, 0 abstain, 2 absent (Wilson). Motion carried.

- Driftwood Pizzeria (Mike Fisher): (MC-05-21) – Permit expires August 2023.
- Esperson, William: (A-02-19) – Permit expires January 2024.
- Ferguson, William: (R1-10-22) – Permit expires August 2023.
- Flynn, Jeff & Yulia: (R1-01-22) – Permit expires January 2024.
- Flynn, Jeff & Yulia: (R1-02-22) – Permit expires January 2024.
- Green, Eric & Janya: (RE/A-02) – Permit expires August 2023.
- Gustafson, David: (MC-02-21) – Permit expires August 2023.
- Landis/Mackey {DCMI Group}: (R1-08-21) – Permit expires August 2023. Project on hold.
- Livingston, Trent: (R1-03-22) – Permit expires August 2024.
- Lutz/Gayhart: (G-03-22) – Permit expires September 2023.
- McDonald: Colton & Lee Ann: (R1-12-22) – Permit expires September 2023; temporary certificate of occupancy issued.
- Madsen, Tim {Castle Rock}: (R1-08-21) - Permit expires April 2023; temporary certificate of occupancy issued.
- Markman, Jason: (MC-06-22) – Permit expires August 2023.
- Merrill, Kirsten: (S-05-22) – Permit expires September 2023.
- Mosis, Miranda: (R1-17-21) – Permit expires September 2023.
- Poyer, Levi: (RE/A-05-22) – Permit expires August 2023. Project on Hold.
- Rezents, Jeffry: (MC-03-21) – Permit expires August 2023.
- SSDA, LLC {Scott Shephard}: (R2-05-21) – Permit expires October 2023. Unit B is on Hold.
- Sandner, James: (S-04-21) – Permit expires August 2023.
- Schou, Dan: (R1-02-21) – Permit expires August 2024.
- Severson, Mark: (R2-01-23) – Permit expires March 2024.
- Shockley, Petra & Tristan: (R1-08-22) – Permit expires August 2023; temporary certificate of occupancy issued.
- Smiley, John: (RE/A-01-22) – Permit expires January 2024.
- Stuns, Doug & Catheryn: (R1-07-22) – Permit expires August 2023.
- Thomas, William: (R2-10-22) – Permit expires August 2023. Project on Hold.
- TOA – {Adventure Kids}: (MC-05-22) – Permit expires August 2023.
- TOA – {Pretreatment Facility}: (C-03-22) – Permit expires November 2023.
- The Boat Shop: (S-03-23) – Permit expires April 2024.

Mr. Floyd Jenkins moved to remove permit #S-03-23 for The Boat Shop from the active permits list. Mr. Rex Doornbos seconded the motion. Vote: 2 yes 0 no, 0 abstain, 2 absent (Wilson). Motion carried.

- Wolf, Brad & Jennifer: (R1-12-22) – Permit expires September 2023.

7. APPROVAL OF MINUTES:

- **Planning & Zoning Meeting Minutes of April 11th, 2023:**

Commission members reviewed the meeting minutes that were distributed prior to the meeting date. There were no questions, comments and/or corrections to the meeting minutes.

Ms. Floyd Jenkins moved to approve the minutes from April 11th, 2023, Meeting of the Planning & Zoning Commission, as written. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes 0 no, 0 abstain, 2 absent (Wilson). Motion carried.

8. TOWN COUNCIL ASSIGNMENT: May 16th, 2023 – Mr. Rex Doornbos will be the representative in attendance at the next Town Council meeting.

9. ADJOURN MEETING: Mr. Floyd Jenkins moved to adjourn the meeting. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes 0 no, 0 abstain, 2 absent (Wilson). Motion carried.

The meeting was adjourned at 9:06 pm.


Rex Doornbos, Chairman

6-13-23
Date

Transcribed By:


Christine Wagner, Planning & Zoning Administrator

June 13, 2023
Date

** Minutes are a brief summary of the meeting **



JORGENSEN
It's About People, Trust and Know How

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Engineer's Report

Alpine Town Council

MEETING DATE: JUNE 20, 2023
TO: TOWN COUNCIL
SUBMITTED BY: DOMINIQUE BROUGH, PG – JORGENSEN ASSOCIATES
REVIEWED BY: KEVIN MEAGHER – JORGENSEN ASSOCIATES
SUBJECT: MONTHLY ENGINEER'S REPORT
PREPARED ON: JUNE 15, 2023

MASTER AGREEMENT BETWEEN TOWN OF ALPINE AND JORGENSEN

Summary

The Master Agreement was approved by Town Council and was executed on February 21, 2023. All work completed below has been at the request of the Mayor or other staff members and is summarized below based on the Task Work Orders (TWOs) outlined in the Master Agreement.

Summary of Task Work Order (TWO) Completed To-Date

TWO 1 – Level IV Wastewater Contract Operator: Bob Ablondi updated Craig Leseberg's Mission Communications status and he is now able to assign Alan Svalberg as an administrator. We are working with Alan to provide an invoice for his services before the end of the month.

TWO 2 – WWTP Pre-treatment Plant:

Deadlines Reached:

- 1) May 25th - new building bid was opened to the public, there was one complete bid from JL Concrete & Construction for \$663,252.31.
- 2) June 1st – sent Town KVA Consulting’s Dark Sky compliant exterior light fixture for Planning & Zoning review and comment
- 3) June 6th – Town Council approved building bid cost
- 4) June 8th – sent Town filled out contract paperwork for new building including; contract, billing forms, need for insurance certificate, performance and payment bonds from contractor
- 5) June 15th – sent Town Cambrian Innovation sub-consultant proposal for Council approval of process piping design work. Need approval for Jorgensen to sign sub-consultant agreement with Cambrian for process piping design.

Tasks Completed:

- 1) Attended Bid Opening and listed results. Bid breakdown was; one complete bid, one incomplete bid(missing electrical) and two other contractors backed out (due to their existing heavy workload)
- 2) Met with Cambrian Innovation and Rob Wagner on-site and reviewed project for process piping
- 3) Finalized the process piping design scope of work
- 4) Provided Frank Magazine with update construction schedule and budget for Wyoming Business Council

Current and Upcoming Work:

- 1) New building contract paperwork, submittals and billing with JL Concrete & Construction
- 2) Cambrian Innovation completed sub-consultant agreement for process piping

Notes:

- 1) Mr. Ablondi replied to the 18 comments from the D.E.Q. for the wastewater permit
- 2) Mr. Ablondi has not submitted any invoices for his work on the pre-treatment plant to Jorgensen. Bob signed a memo of understanding with the Mayor that he will have those invoices to Jorgenson no later than May 19th
- 3) Task Work Order-2 is over-budget

TWO 2 – Melvin Sludge: Jorgensen has been coordinating with our sub-consultant, JVA, for an analysis. JVA requested additional samples prior to finalizing their analysis, which delayed the final submittal of the report. JVA delivered the report to Jorgensen on June 12 for a final review and we anticipate the town staff will have had access to this report by the time of the council meeting. JVA’s invoice for their report has been included in this month’s accounting.

TWO 3 – General Engineering: Jorgensen has been working under multiple sub-phases within TWO 3. Work completed this past month includes:

1. Jorgensen is assisting the Town with a Wyoming Department of Transportation (WYDOT) FY24 Transportation Alternatives Program (TAP) grant funding application for extending sidewalks west of town to Trail Drive. The application is due July 15, 2023. We have provided a memo under separate cover for two options for resolution consideration associated with this application.
2. Jorgensen will be submitting a grant funding application for a Safety Action Plan through the Department of Transportation (DOT) Safe Streets for All (SS4A) program. The goal of an Action Plan is to develop a holistic, well-defined strategy to prevent roadway fatalities and serious injuries and is due July 10, 2023. We have provided a memo under separate cover for resolution consideration associated with this application.

3. Jorgensen participated on a call with the Federal Highways Administration (FHWA) regarding possible grant funding opportunities for the proposed Riverwalk project. This will be pursued later this summer when additional land management agencies have been coordinated with.
4. Jorgensen has been working on the Snake River Junction lift station backup generator cost estimate and agreement. We have provided a final cost estimate from Cummins to provide to the Town Attorney for inclusion in an agreement with the developer, which we anticipate being included in this council meeting.
5. Jorgensen is working to compile existing information for the upcoming radio read meter project. A project kickoff occurred on May 17th to look at on-the-ground conditions of existing meters. No additional charges associated with this project will be incurred in this fiscal year.
6. Jorgensen produced Will Serve letters at the Refuge and Lazy B subdivision.
7. Jorgensen has requested the Town's water and sewer line CAD drawings from Bob Ablondi, but we have not received any copies to-date. This has been elevated to the Mayor.

TWO 4 – Construction Management: The expense associated with the Star Valley Independent (SVI) legal posting for bids associated with the town offices HVAC system was applied to this month's invoice.

TWO 5 – Grant Assistance: Nothing to report.

TWO 100 – Program Management: Work performed by Jorgensen under this task includes in-person meeting with Town of Alpine and Town Council meetings, internal coordination meetings, and providing updates to Town staff via email and phone calls. Jorgensen has provided a draft FY24 budgeting and draft Capital Improvements Plan (CIP). Jorgensen will also change the TWOs to match the Town's budgetary funds: general, water, and sewer funds in FY24. TWO 100 is over-budget, as shown in the table below.

Budget

The total budget for all TWOs within the Master Agreement is \$137,100 to be billed on a **time and expense basis**. The numbers presented below are costs associated with work performed by Jorgensen and our subconsultants through May 31, 2023.

TWO Name	Proposed Budget	Spent Budget	Remaining Budget	% Remaining Budget
TWO 1 – Level IV Wastewater Contract Operator	\$15,020	\$935	\$14,085	94%
TWO 2 - WWTP	\$52,340	\$61,852	-\$9,512	0%
TWO 3 – General Engineering	\$35,580	\$23,653	\$11,927	34%
Task 4 – Construction Management	\$10,800	\$210	\$10,590	98%
Task 5 – Grant Support	\$6,080	\$5,792	\$288	5%
Task 100 – Program Management	\$17,280	\$28,671	-\$11,391	0%
TOTAL	\$137,100	\$121,113	\$15,987	12%

TOWN OF ALPINE, WYOMING

RESOLUTION NO. 512

A RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR FEDERAL FUNDING THROUGH THE SAFE STREETS FOR ALL PROGRAM ADMINISTERED BY THE U.S. DEPARTMENT OF TRANSPORTATION FOR TOWN OF ALPINE FOR THE PURPOSES OF THE TOWN OF ALPINE TRANSPORTATION ACTION PLAN PROJECT.

WITNESSETH

WHEREAS, the governing body for Town of Alpine (Project Sponsor) desires to participate in Safe Streets for All (SS4A) to assist in funding this project;

WHEREAS, the governing body for Project Sponsor recognizes the need for the project;

WHEREAS, SS4A requires that federal funding criteria be met, and Project Sponsor agrees to ensure satisfaction of all requirements;

WHEREAS, Project Sponsor, acknowledges that if funded, the SS4A project shall be completed prior to December 31, 2026;

WHEREAS, the governing body for Project Sponsor agrees to set aside a minimum of \$60,000.00 as a line item in its budget for the required twenty percent (20%) local cash match on the project;

WHEREAS, the governing body for Project Sponsor acknowledges SS4A is funded on a reimbursement basis and all invoices must be 100% paid by Project Sponsor prior to reimbursement through SS4A (80% Federal Reimbursement). Project Sponsor acknowledges that failure to comply with this requirement may result in cancellation of the award and repayment by Project Sponsor of all funds reimbursed.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY for Project Sponsor that a funding application requesting \$240,000.00 in federal SS4A funding be submitted to the U.S. Department of Transportation — SS4A for consideration to assist in funding for the Project Sponsor project.

BE IT FURTHER RESOLVED THAT Mayor Green is hereby designated as the Project Manager for the Town of Alpine and is authorized to act on behalf of the governing body on all matters relating to this funding application.

PASSED, APPROVED AND ADOPTED THIS 20 DAY OF June 2023.

Signature

Eric Green, Mayor of Alpine

ATTEST:

Signature

Monica L. Chenault, Clerk/Treasurer of Alpine



JORGENSEN
It's About People, Trust and Know How

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Memo Regarding Safe Streets For All (SS4A) Planning and Demonstration Grant Application

Alpine Town Council

MEETING DATE: JUNE 20, 2023

TO: TOWN COUNCIL

SUBMITTED BY: DOMINIQUE BROUGH, PG – JORGENSEN ASSOCIATES

REVIEWED BY: HAYLEY RULAND, PE – JORGENSEN ASSOCIATES

SUBJECT: SAFE STREETS FOR ALL (SS4A) GRANT APPLICATION

PREPARED ON: JUNE 15, 2023

BACKGROUND

The Alpine Land Use Master Plan, being developed by Sunrise Engineering, is a holistic planning document addressing future economic, land use, and transportation growth. With a Transportation Master Plan and Action Plan established, this will prepare the Town for implementation of improvements with partnerships and leverage funding, of which the majority of grants require a master plan to be in place.

The Bipartisan Infrastructure Law (BIL) established the new Safe Streets and Roads for All (SS4A) discretionary program, with \$5 billion in appropriated funds over 5 years, 2022-2026. The SS4A program funds regional, local, and Tribal initiatives through grants to prevent roadway deaths and serious injuries. In fiscal year 2022, 474 Action Plan grants were awarded in the country, with one being Teton County for a planning study, and 37 implementation grants were awarded.

This project is proposing the development of a Transportation Master Plan, Action Plan, and demonstration project along Highway 89 and/or 26. The project can take place over a 5-year period. The grant provides 80% funding, of which the other 20% funding can be provided by state or local government with financial contribution.

This program includes two types of grant applications:

Planning and Demonstration Grants provide Federal funds to develop, complete, or supplement a comprehensive safety action plan. The goal of an Action Plan is to develop a holistic, well-defined strategy to prevent roadway fatalities and serious injuries in a locality, Tribe, or region. Planning and Demonstration Grants also fund supplemental planning and/or demonstration activities that inform the development of a new or existing Action Plan. The Department encourages including demonstration activities in an application.

Implementation Grants provide Federal funds to implement projects and strategies identified in an Action Plan to address a roadway safety problem. Projects and strategies can be infrastructure, behavioral, and/or operational activities. Implementation Grants may also include demonstration activities, supplemental planning, and project-level planning, design, and development. Applicants must have an eligible Action Plan to apply for Implementation Grants. The Department encourages including demonstration activities in an application.

Following various conversations with the Town, WYDOT, and FHWA the Town is proposing the following action plan regarding transportation planning efforts with utilization of Grant Funding:

1. Apply for WYDOT TAP funding for sidewalk improvements along Highway 89.
2. Coordinate with FHWA planning to apply for Federal Lands Planning Program funding, to conduct a feasibility of the Alpine Riverwalk Project.
3. Apply for Safe Streets for All grant to develop a full transportation master plan and action plan.

A draft resolution is on the agenda for the June 20, 2023 town council meeting to approve a 20% match for the SS4A project, which is a requirement of the SS4A application, and will take place over the period of up to 5 years. This project anticipates it will need 2 years to complete. The application is due July 10, 2023.

DESCRIPTION OF WORK PROPOSED

See Attached Scope of Work

FOR COUNCIL REVIEW AND APPROVAL

- Approve the resolution to apply for the grant and authorize the Mayor to sign necessary documents.
- Approve a total project amount and amount the Town will match. Suggested grant amount is \$300,000 which would equate to a \$60,000 Town match and \$240,000 grant amount. The Town may reduce this match amount, but may need to reduce the scope of work. Note that the project must be a minimum of \$100,000 to apply.
- Allow Mayor and involved staff to review and finalize scope of work prior to submittal of the grant application, which is due on July 10th.



Town of Alpine
Safe Streets for All
Narrative and Scope of Work DRAFT
6/15/2023

Alpine is a small town located in Lincoln County, nestled in the picturesque Star Valley of western Wyoming. Alpine is surrounded by the towering peaks of the Teton Range and the pristine waters of the Snake River and the Palisades Reservoir. Like many other Wyoming communities, the town is presented with a challenge with a state highway navigating through its downtown. It is challenging to both serve the needs of the highway system (efficiently move goods and people) while also serving the needs of a downtown community (i.e. walkability, visually appealing, multiple busy intersections, and helping the local economy healthily grow). Additionally, continued community growth and changing traffic conditions, caused by changing economic conditions within the community, warrant an analysis of the current system and its ability to meet the needs of the community both now and in the future. The goal of this study is to obtain current traffic data on the existing network and utilize a data driven approach in understanding current conditions, traffic growth projections, to forecast future traffic conditions in the community, to provide a safe transportation network for the community and develop a Transportation Action Plan meeting the SS4A requirements.

The purpose of the study is to develop transportation alternatives and recommendations for transportation improvements to improve mobility, connectivity, safety, and accessibility throughout the community and provide an actionable plan for the community on which to base future transportation decisions. Below lists the objectives of the study:

1. **Existing/Future Conditions and Highway Assessment:** The main objectives of the study will be to study and Understand Existing and Forecasted Traffic Conditions primarily along Highway 89 and 26 through Alpine and the ability of the highway system to serve the transportation needs of the community and the highway system. Include evaluation and assessment of capacity, roadway safety, pedestrian safety, traffic control, geographic design, geographic barriers, ROW limitations, etc. of the highway system. This includes development of alternatives for safety improvements for all users along Highway 89 and 26, which may include intersection improvements, dedicated safe pedestrian crossing locations, sidewalks, and/or curb extensions.
2. **Community Connectivity:** Develop a functional classifications and community connectivity plan. Evaluate community connectivity assessment and evaluate connectivity needs for a robust long term transportation plan for the community, involving streets, sidewalks and pathways.
3. **Transportation Inventory:** Evaluate and document the existing conditions, network and classification of the roadways and develop a program to assist the Town with future maintenance of the roadways with cost estimating and development of an asset management program. This will include utilization of GIS or web-based software to inventory the roadway network and develop a long term asset management plan.
4. **Demonstration:** From the master plan corridor plan developed, work with local agencies to establish a demonstration project along Highway 26 and 89; this may be with use of bulb outs or a safe crossing to see the effectiveness of the program.

To achieve the project objectives and develop a full Transportation Action Plan, the following are the proposed tasks for the project will include:

Task 1. Resource Review

To understand all available transportation data, planning documents and policies in place, historic planning. This includes review of available data and documents including:

- WYDOT data
- Data available from Teton County, Lincoln County, START bus

- Intersection Counts in Winter and summer, some off season
- Policy and Process review
- Various Town and County planning documents (Transportation Alternative Plan, Land Use Master Plan)

Task 2. System Inventory, GIS & Asset Management

- Full inventory and mapping of the Transportation Network
- Roads, sidewalks and pathways
- Inventory the existing roadway conditions and develop an Asset Management Program

Task 3. Transportation Safety Assessment

- Conduct a safety assessment and crash data for all modes of transportation, for a minimum of the past 5 years
- Assess pedestrian and bicycle activity
- Review highway crossing activity
- ADA assessment and review
- Identify safety concerns, gaps and opportunities from the assessment

Task 4. Transportation Network Analysis

- Analysis Area includes all local roads and highways between HWY 89 from MP 114 to 119 and HWY 26 from MP 0 to 2.37 (state line)
- Review existing traffic data
- Develop an existing conditions assessment with current traffic counts
- Traffic forecasting: review future growth and traffic conditions
- Conduct warrant analysis for primary intersections in Town for current and future conditions

Task 5. Alternatives Development

- Review the community capacity and network
- Develop a long term plan for Highway 89 and Highway 26 which may include:
 - Alternatives for highway corridor
 - Intersection improvements
 - Signal warrant and roundabout review
- Provide review and suggestions to Town policy and process

Task 6. Public Engagement and Collaboration

- Include public engagement and participation throughout the process of the Master Plan and Action Plan development
- Steering Committee collaboration (Lincoln County, School District, trails association, WYDOT, BOR, FS, others)

Task 7. Full Action Plan and Transportation Master Plan Report

- Develop a Transportation Master Plan and action plan which can be utilized by the Town and surrounding areas. Plan to include data, alternatives and action plan to achieve the goals and objectives of the study

Task 8. Demonstration / Implementation Project on HWY 89 and 26

- Upon completion of the alternatives and action plan, identify and develop a demonstration project along Highway 89 and/or 26.

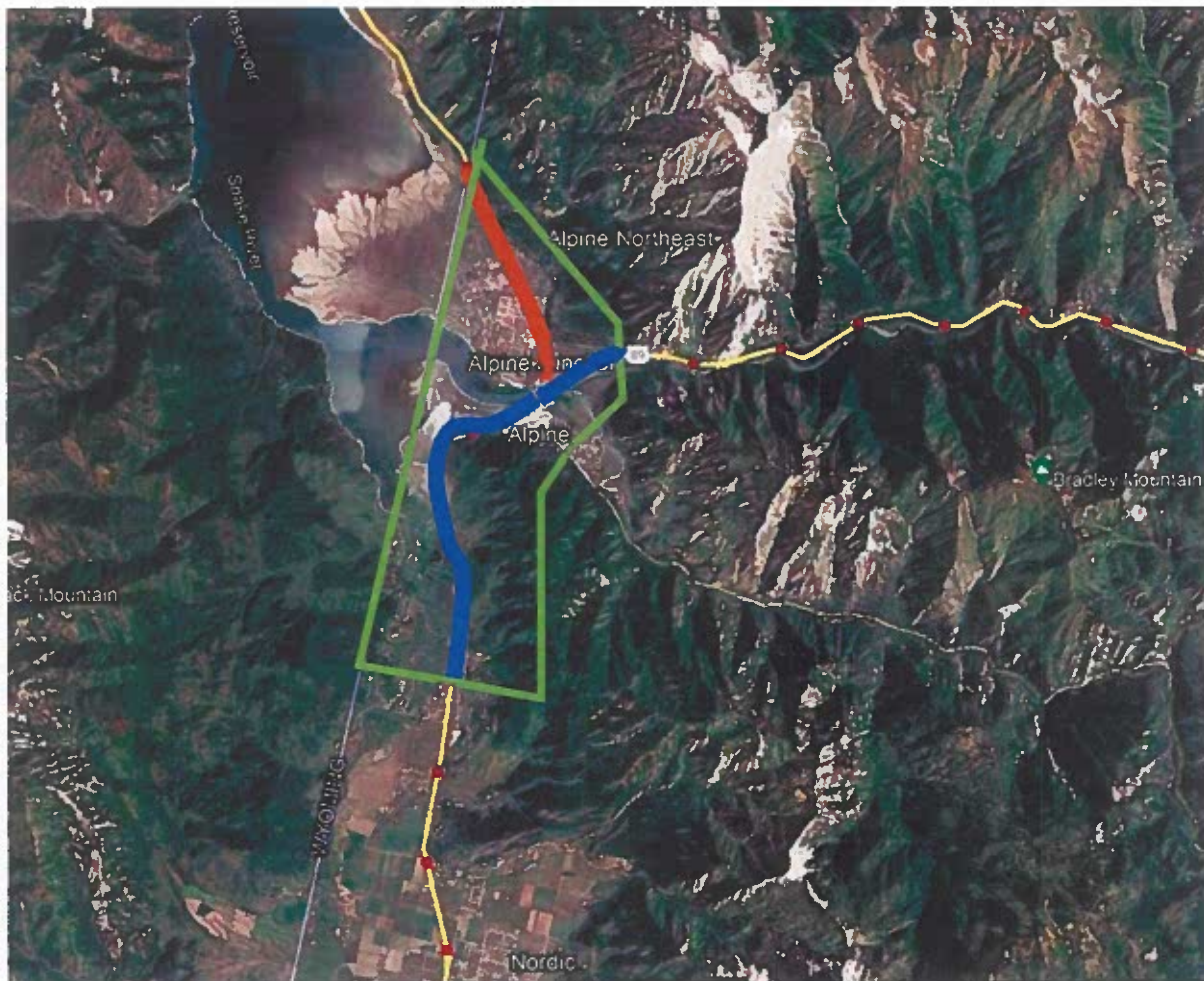


Figure 1. Project area

Estimated Project Cost: \$300,000

SS4A Portion (80%): \$240,000

Town of Alpine Portion (60%): \$60,000



Safe Streets and Roads for All Action Plan Components

This document is not meant to replace the NOFO. Applicants should follow the instructions in the NOFO to correctly apply for a grant. See the SS4A website for more information: <https://www.transportation.gov/SS4A>.



Leadership Commitment and Goal Setting

An official public commitment (e.g., resolution, policy, ordinance, etc.) by a high-ranking official and/or governing body (e.g., Mayor, City Council, Tribal Council, MPO Policy Board, etc.) to an eventual goal of zero roadway fatalities and serious injuries. The commitment must include a goal and timeline for eliminating roadway fatalities and serious injuries achieved through one, or both, of the following:

- (1) the target date for achieving zero roadway fatalities and serious injuries, OR
- (2) an ambitious percentage reduction of roadway fatalities and serious injuries by a specific date with an eventual goal of eliminating roadway fatalities and serious injuries.



Planning Structure

A committee, task force, implementation group, or similar body charged with oversight of the Action Plan development, implementation, and monitoring.



Safety Analysis

Analysis of existing conditions and historical trends that provides a baseline level of crashes involving fatalities and serious injuries across a jurisdiction, locality, Tribe, or region. Includes an analysis of locations where there are crashes and the severity of the crashes, as well as contributing factors and crash types by relevant road users (motorists, people walking, transit users, etc.). Analysis of systemic and specific safety needs is also performed, as needed (e.g., high-risk road features, specific safety needs of relevant road users, public health approaches, analysis of the built environment, demographic, and structural issues, etc.). To the extent practical, the analysis should include all roadways within the jurisdiction, without regard for ownership. Based on the analysis performed, a geospatial identification of higher-risk locations is developed (a High-Injury Network or equivalent).

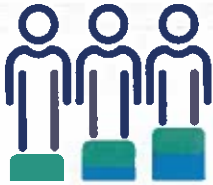


Engagement and Collaboration

Robust engagement with the public and relevant stakeholders, including the private sector and community groups, that allows for both community representation and feedback. Information received from engagement and collaboration is analyzed and incorporated into the Action Plan. Overlapping jurisdictions are included in the process. Plans and processes are coordinated and aligned with other governmental plans and planning processes to the extent practical.



Safe Streets and Roads for All Action Plan Components



Equity Considerations

Plan development using inclusive and representative processes. Underserved communities* are identified through data and other analyses in collaboration with appropriate partners. Analysis includes both population characteristics and initial equity impact assessments of the proposed projects and strategies.



Policy and Process Changes

Assessment of current policies, plans, guidelines, and/or standards (e.g., manuals) to identify opportunities to improve how processes prioritize transportation safety. The Action Plan discusses implementation through the adoption of revised or new policies, guidelines, and/or standards, as appropriate.



Strategy and Project Selections

Identification of a comprehensive set of projects and strategies, shaped by data, the best available evidence and noteworthy practices, as well as stakeholder input and equity considerations, that will address the safety problems described in the Action Plan. These strategies and countermeasures focus on a Safe System Approach, effective interventions, and consider multidisciplinary activities. To the extent practical, data limitations are identified and mitigated.

Once identified, the list of projects and strategies is prioritized in a list that provides time ranges for when the strategies and countermeasures will be deployed (e.g., short-, mid-, and long-term timeframes). The list should include specific projects and strategies, or descriptions of programs of projects and strategies, and explains prioritization criteria used. The list should contain interventions focused on infrastructure, behavioral, and/or operational safety.



Progress and Transparency

Method to measure progress over time after an Action Plan is developed or updated, including outcome data. Means to ensure ongoing transparency is established with residents and other relevant stakeholders. Must include, at a minimum, annual public and accessible reporting on progress toward reducing roadway fatalities and serious injuries, and public posting of the Action Plan online.

* An underserved community as defined for this NOFO is consistent with the Office of Management and Budget's Interim Guidance for the Justice40 Initiative <https://www.whitehouse.gov/wp-content/uploads/2021/07/M-21-28.pdf> and the Historically Disadvantaged Community designation, which includes U.S. Census tracts identified in this table <https://datahub.transportation.gov/stories/s/tsyd-k6ij>; any Tribal land; or any territory or possession of the United States.



TOWN OF ALPINE, WYOMING
RESOLUTION 513

A RESOLUTION AUTHORIZING SUBMISSION OF AN APPLICATION FOR FEDERAL FUNDING THROUGH THE TRANSPORTATION ALTERNATIVES PROGRAM ADMINISTERED BY THE WYOMING DEPARTMENT OF TRANSPORTATION (WYDOT) ON BEHALF OF THE GOVERNING BODY FOR THE TOWN OF ALPINE FOR THE PURPOSE OF CONSTRUCTING PEDESTRIAN FACILITIES IN THE MUNICIPALITY.

WITNESSETH

WHEREAS, the Governing Body for the Town of Alpine desires to participate in the Transportation Alternatives Program (TAP) to assist in financing this project; and

WHEREAS, the Governing Body of the Town of Alpine recognizes the need for the project; and

WHEREAS, the Transportation Alternatives Program requires that federal funding criteria be met, and the Town of Alpine agrees to ensure the satisfaction of all requirements; and

WHEREAS, the Town of Alpine acknowledges that if funded, the TAP project shall be completed prior to December 31, 2026; and

WHEREAS, the governing body agrees to set aside a minimum of \$4,000.00 as a line item in its budget for the required twenty percent (9.51%) local cash match on the project; and

WHEREAS, the governing body for the Town of Alpine acknowledges TAP is funded on a reimbursement basis and all invoices must be 100% paid by the Town of Alpine prior to reimbursement through TAP (90.49% Federal Reimbursement). The Town of Alpine acknowledges that failure to comply with this requirement may result in cancellation of the award and repayment by the Town of Alpine of all funds reimbursed.

NOW, THEREFORE BE IT RESOLVED BY THE GOVERNING BODY OF THE TOWN OF ALPINE that a funding application in an amount not to exceed \$40,000.00 be submitted to the Wyoming Department of Transportation for consideration by the Transportation Alternatives Program to assist in funding the Town of Alpine Pedestrian Facilities.

BE IT FURTHER RESOLVED, that Mayor Green is hereby designated as the Project Manager and is authorized by the governing Body of the Town of Alpine to act on behalf of the governing body on all matters related to this funding application.

This resolution passed approved and adopted on this **20th** day of **June 2019**.

Eric Green, Mayor

ATTEST:

Monica Chenault, Clerk



JORGENSEN
It's About People, Trust and Know How

PO Box 1519 • 58 S. Tyler Avenue
Pinedale, WY 82941
PH: 307.367.6548
| www.jorgeng.com



Memo Regarding WYDOT TAP Grant Match Resolution

Alpine Town Council

MEETING DATE: JUNE 20, 2023
TO: TOWN COUNCIL
SUBMITTED BY: DOMINIQUE BROUGH, PG – JORGENSEN ASSOCIATES
REVIEWED BY: HAYLEY RULAND, PE – JORGENSEN ASSOCIATES
SUBJECT: WYDOT TAP GRANT APPLICATION FY24
PREPARED ON: JUNE 13, 2023

BACKGROUND

The Town of Alpine submitted two Statements of Interest (SOIs) in April 2023 to the Wyoming Department of Transportation (WYDOT) for the Fiscal Year 2024 (FY24) Transportation Alternatives Program (TAP). Town staff met with WYDOT staff in May 2023 to discuss both SOIs. One SOI was for a river walk along the Palisades Reservoir, and the second SOI was for street lights at school bus stops. WYDOT would not fund the street light project but did indicate that the river walk was a strong project.

After the WYDOT meeting, a separate meeting was held with staff members of the Federal Highways Administration (FHWA) and Bureau of Reclamation (BOR) to discuss the river walk project. It was decided after this meeting that better funding opportunities exist with FHWA for the river walk, and to instead pursue design and construction of additional sidewalks along Highway 89. This would put the Town in a better position to pursue funding for a future crosswalk at Trail Drive for residents on the south side of Highway 89 to access the library, skate park, Melvin Brewery, and the Palisades Reservoir through multi-modal means.

A draft resolution is on the agenda for the June 20, 2023 town council meeting to approve a 9.51% match for the WYDOT TAP project, which is a requirement of the TAP application. The application is due July 10, 2023. Costs provided in this memo are conservative to ensure an appropriate resolution for the match is passed.

DESCRIPTION OF WORK PROPOSED

The proposed sidewalks would be 6-feet in width on both sides of the highway, with full curb and gutter along the entire section, ADA ramps at intersections, and landscaping post-construction. The proposed sidewalk locations are shown in Figure 1 below.

We have presented two options for council consideration, shown in Table 1:

- 1) Option 1: Design Only
- 2) Option 2: Design and Construction

As stated above, a 9.51% match is required for the TAP grant, and a resolution to provide the 9.51% match is required for the application.



Figure 1: Image of proposed sidewalk locations (red lines) along Highway 89. Image screenshoted from Google Maps.

COST ESTIMATE**Town of Alpine TAP Grant****Cost Estimate for New Sidewalk of 1,500 LF with curb and gutter**

Item No.	Description	Unit	Estimated Quantity	Unit Price	Extended Cost
1	CONCRETE CURB AND GUTTER	LF	1500	\$ 55.00	\$ 82,500
2	4" SIDEWALK (6' wide, 850 LF)	SY	1000	\$ 150.00	\$ 150,000
3	CRUSHED BASE (6")	SY	1500	\$ 12.00	\$ 18,000
4	CLEARING AND GRUBING	LS	1	\$ 8,000.00	\$ 8,000
5	RESEEDING/LANDSCAPING	SY	900	\$ 2.50	\$ 2,250
6	Moibilization / Bonding			10%	\$ 26,075
7	Contingency			30%	\$ 78,225
CONSTRUCTION TOTAL					\$ 365,050
8	Engineering Design			10%	\$ 36,505
9	Construction Administration			10%	\$ 36,505
TOTAL FOR DESIGN AND CONSTRUCTION					\$ 438,060

<u>Option 1. Apply for Design Only</u>			
WYDOT Match	90.49%	\$	33,033
Town Match	9.51%	\$	3,472
Total Cost		\$	36,505

<u>Option 2. Apply for Design and Construction</u>			
WYDOT Match	90.49%	\$	396,400
Town Match	9.51%	\$	41,660
Total Cost		\$	438,060

Table 1: Costs associated with design and construction of the proposed sidewalk

Some additional considerations for each option are:

- If Option 1 is chosen, WYDOT funding requires that construction must occur within 9 years of the design.
- If Option 1 is chosen, the total future costs associated with Option 2 would be reduced by the amount of the design work, lowering the overall cost slightly.
- A conversation was held between Jorgensen and WYDOT to discuss the TAP application, given that the proposed project will be different than the Statements of Interest (SOIs) submitted in April 2023. WYDOT suggested Option 1 as a stronger project over Option 2.

FOR COUNCIL REVIEW AND APPROVAL

- Approve the resolution to apply for the grant and authorize the Mayor to sign necessary documents.
- Approve a total project amount and amount the Town will match. See above for two project options. Suggest that Option 1 be pursued at this time.
- Allow Mayor and involved staff to review and finalize scope of work prior to submittal of the grant application, which is due on July 15th.



Town of Alpine

Mayor:
Eric Green

Town Council:
Andrea Burchard
Emily Castillo
Frank Dickerson
Jeremiah Larsen

Public Works Report

June 16, 2023

Craig Leseberg

1. The construction for the pathway along the Greys started up again and being delayed due to weather conditions.
2. The water master plan is moving along, I just had a meeting with the case manager this week. We are in the beginning stages of selecting the engineering firm to do the study.
3. The Mack plow/sander truck did arrive, the dump box for it should be here by July.
4. The crew has been very busy reading meters, taking care of the green areas as well as doing new hookups and everything else in between.

Physical: 250 River Circle
Mailing: PO Box 3070
Alpine, WY 83128
Phone: 307-654-7757

Town of Alpine

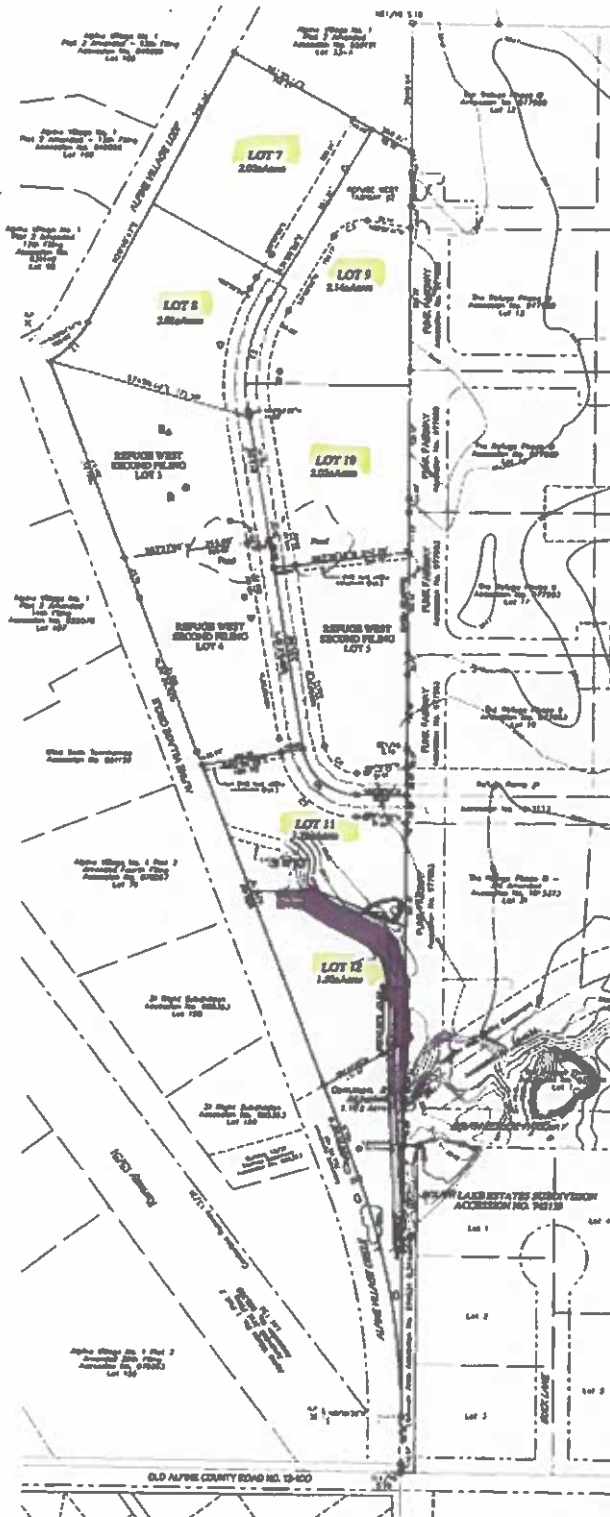
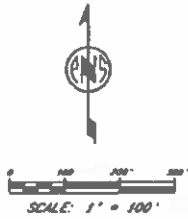
5/1/23 to 5/31/23

Citations	2 Citations 0 Warnings
CFS/Law Incidents	119
Special Patrol	16

Animal Problem		Abandoned Vehicle	2
Agency Assist	3	Auto Accident	1
Aircraft		Child Abuse	
Alarms	3	Citizen Dispute	
Assault	1	Civil Standby	
Burglary		Custodial interference	
Citizen Assist	2	Domestic Violence	
Alcohol problems		Civil Execution/paper	
Controlled Burn	13	Disturbance	
Controlled Substance		Intoxication	
Drugs	1	Harassing	1
E911	20	Fire	1
Fraud	1	Field contact	
Information	4	Lock out	
Hazmat		Lost/Found Property	
Lost/Found Animal	1	Parking problem	
Overdose		Juvenile problem	
Missing person		Medical	4
Littering		Mental subject	
Suicide Attempt		REDDI	6
Reckless driving	2	Motorist assist	4
Noise	1	Property damage	1
Test	1	Search/Rescue	
Suicide attempt	1	Suspicious	2
Test		Smoke investigation	2
Runaway juvenile		Threatening	
Traffic offense	28	Weapon offence	
Traffic hazard	1	Trespassing	
Theft	1	Vandalism	4
Traffic		Vehicle theft	
Transfer patient		Welfare Check	2
Vin Inspection	5	Warrant	
VIN Stamp		Utility problem	

REFUGE WEST FOURTH FILING

Advance Plat



CURVE TABLE

CHORD	ARC LENGTH	AREA	CHORD BEARING	CHORD DISTANCE	CHORD BEARING	CHORD DISTANCE
100	100.000	1570.800	N 0° 0' 0" E	100.000	N 0° 0' 0" E	100.000
200	200.000	6283.185	N 0° 0' 0" E	200.000	N 0° 0' 0" E	200.000
300	300.000	14137.166	N 0° 0' 0" E	300.000	N 0° 0' 0" E	300.000
400	400.000	25132.716	N 0° 0' 0" E	400.000	N 0° 0' 0" E	400.000
500	500.000	39269.914	N 0° 0' 0" E	500.000	N 0° 0' 0" E	500.000
600	600.000	55548.760	N 0° 0' 0" E	600.000	N 0° 0' 0" E	600.000
700	700.000	73969.154	N 0° 0' 0" E	700.000	N 0° 0' 0" E	700.000
800	800.000	93541.096	N 0° 0' 0" E	800.000	N 0° 0' 0" E	800.000
900	900.000	114274.586	N 0° 0' 0" E	900.000	N 0° 0' 0" E	900.000
1000	1000.000	136179.624	N 0° 0' 0" E	1000.000	N 0° 0' 0" E	1000.000

LEGEND

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(1) District Court

The State of Wyoming, District Court, County of Lincoln, Wyoming.

This is the meeting minutes of the meeting of the Board of Directors of the Refuge West Fourth Filing, held on the 1st day of May, 1918, at the County Clerk's Office, Lincoln County, Wyoming.

SURVEYOR & ENGINEER, L.T.D.
 137N
 R118W
 LINCOLN COUNTY, WYOMING

REFUGE WEST FOURTH FILING
 A SUBDIVISION
 WITHIN THE
 SW 1/4 NE 1/4 SECTION 19
 T37N
 R118W
 LINCOLN COUNTY, WYOMING



Town of Alpine

Mayor:
Eric Green

Council Members:
Andrea Burchard
Emily Castillo
Frank Dickerson
Jeremy Larsen

Date: June 5, 2023

Surveyor Scherbel
Afton, WY
307-885-9319

ATTENTION: Surveyor Scherbel, for Palisades Investments

SUBJECT: Availability of Water Services to Refuge West Subdivision
PROJECT: Palisades Investments (Refuge West Subdivision)

APN: Multiple

Dear Applicant:

The above-named development/project has petitioned the Town of Alpine (TOA) to provide water services for the above-mentioned proposed development / project.

Upon documentation review the proposed project can be served by the Town of Alpine, provided the necessary water system improvements are designed and constructed to serve the project needs in accordance with the Town of Alpine ordinances, requirements, and construction standards, along with the required Wyoming Department of Environmental Quality. The necessary water system improvements will need to be designed by a Wyoming Licensed Engineer and solely funded by the Developer. Construction documents must be approved by TOA staff and/or their representatives and be constructed in accordance with the submitted construction documents by the developer and/or their authorized representatives.

The aforementioned project is located at: (Lots 1, 2 (Refuge West 1st Filing) & 6 (Refuge West 3rd Filing) of the Refuge West, SW1/4NE1/4, Sec 19, T37N, R118W); Total project includes (3 Lots being split into 2 lots each). The estimated population served is based upon two (2) persons per bedroom and would be (36).

Upon review of the Town of Alpine's Engineering representative and documented capacity to serve; it is our understanding that average day, maximum day and peak hour water demand and sewer flows are projected to be as follows:

NAME OF THE PROJECT: Refuge West ESTIMATED SEWER FLOWS AND WATER DEMANDS ¹			
	AVERAGE DAY GPD	MAXIMUM DAY GPD	PEAK HOUR GPM
WASTEWATER	4,300	8,000	36
WATER	5,400	10,000	36

NEEDED FIRE FLOW, GPM	1,000
-----------------------	-------

Notes:

Estimates in this table were provided by (Jorgensen based on developer input):

Actual peak hour flows for both water and sewer are expected to be less based upon observations from other similar development where no irrigation is involved.

The provided document (service agreement) is valid for the infrastructure as specifically described in the application/request and is valid for a period of time not to exceed (1) year from June 20, 2023. This will-serve letter is non-transferable. All fees associated with these service connections to the Town infrastructure shall be calculated and due at the time of connection. This fee can and most likely will increase as based by a Town approved Ordinance.

This service agreement will be revoked if the developer, builder, project owner or any of their authorized representatives deviates from the plans submitted and approved by the Town of Alpine.

It is also our understanding that the landscaping irrigation for this project will be provided by a separate water service connection located on the site.

We look forward to working with you on the development of this specific service agreement as the project progresses.

Sincerely,

Eric Green
Mayor

Lot #12
Lazy B Subdivision

Brief History:

The annexation process began in April 2022 and was completed on June 21, 2022.

Prior to the 3rd and final reading of #293 Ordinance No. 2022-11, residential structures moved onto Lot #12 of the Lazy B Subdivision, note -- in which is allowable when your property is located within the County limits, current Town regulations do not allow for the relocation and/or moving in of old or used buildings.

A request was made for sewer connection costs; Town staff was not aware of how many structures were brought in, nor how many bedrooms were in each of the structures.

The cost for the connections is based on the use exhibit, which goes with the adopted ordinance; current costs were to include the upcharge for the property, which at that time was outside of the municipal boundaries.

Connections to the units were to be made just after the annexation process was completed so that the property owner would not be paying the upcharge, as stipulated by Town Ordinance.

Town Council implemented an ordinance change and/or increase which was adopted on August 16, 2022. This ordinance change was to increase the connection fees for both water and sewer connections.

Town staff has been working with the property owner to facilitate the connection costs, however without an agreement on the sewer collection line, the Town had no jurisdiction and/or authorization for any connections to the stated sewer collection line.



Town of Alpine

Mayor:
Eric Green

Council Members:
Andrea Burchard
Emily Castillo
Frank Dickerson
Jeremy Larsen

March 29, 2023

Robert & Jaclyn Shockey
92 Larkspur Circle, Units #1 - #6
PO Box 3377
Alpine, WY 83128

RE: Sewer Connection Fees

Dear Robert & Jaclyn:

It has come to the attention of the Town of Alpine that a sewer connection was made to the Alpine Flats Development collection/sewer line. This line runs on the east property line north to south of the lot that is known as Lot #12 of the Lazy B Subdivision.

Lot #12 is located within the incorporated boundaries of the Town of Alpine. As such, all connections made to the line which distributes sludge and/or waste products into the Town of Alpine Wastewater Treatment Plant are subject to connection fees and monthly usage charges.

Referencing Alpine Ordinance #296 Ordinance No. 2022-14, Section V, Sewer Connection Fees "... Connection Requirements and Collection Policies"; Exhibit A: 'Factors for Calculating Connection Fees/Monthly Service Fees'. Connection fees are based on bedrooms per unit. I have made the following preliminary calculation for your property:

Total of three (3) Townhome Buildings, with two (2) units to a building, making an overall total of six (6) townhomes. Each unit currently has two (2) bedrooms per unit, making the total bedrooms at twelve (12) for the property.

Description	Unit	GPD per Unit	ERU/Assessment Per Unit	Hookup Fees	Monthly Sewer Use Fee Per Unit
Cluster Townhouse/Condominium Development	Bedroom	125	0.333	\$3,000.00	\$18.00

Description	Unit	Hookup Fees	Number of Bedrooms	Total Connection Costs
Cluster Townhouse/Condominium Development	Bedroom	\$3,000.00	12	\$36,000.00

Please review the above calculations and let us know if there are any changes that need to be made to our calculations.

We understand that a non-exclusive utility easement was granted by you, (the grantor), for the Alpine Flats Development {Law} project. As consideration for your grant of easement, a "connection" will be provided by the developer (grantee). It is your responsibility to pursue reimbursement and/or payment directly from the grantee.

Please submit your connection payment of \$36,000.00 to the Town of Alpine, within twenty (20) business days from the date of this correspondence.

Please contact us should you have any questions.

Sincerely,

Eric Green
Mayor

92 Larkspur Circle, Units #1 - #6 Sewer Line Connection Made June 2022

Current Ordinance Rates – Ordinance Passed on 8/16/2022:

A total of three (3) Townhome Buildings, with two (2) units to a building, making an overall total of six (6) townhomes. Each unit currently has two (2) bedrooms per unit, making the total bedrooms at twelve (12) for the property.

Description	Unit	GPD per Unit	ERU/Assessment Per Unit	Hookup Fees	Monthly Sewer Use Fee Per Unit
Cluster Townhouse/Condominium Development	Bedroom	125	0.333	\$3,000.00	\$18.00

Description	Unit	Hookup Fees	Number of Bedrooms	Total Connection Costs
Cluster Townhouse/Condominium Development	Bedroom	\$3,000.00	12	\$36,000.00

Old Ordinance Rates - #245 Ordinance No. 2016-08:

A total of three (3) Townhome Buildings, with two (2) units to a building, making an overall total of six (6) townhomes. Each unit currently has two (2) bedrooms per unit, making the total bedrooms at twelve (12) for the property.

Description	Unit	GPD per Unit	ERU/Assessment Per Unit	Hookup Fees	Monthly Sewer Use Fee Per Unit
Cluster Townhouse/Condominium Development	Bedroom	125	0.333	\$1,667.00	\$15.67

Description	Unit	Hookup Fees	Number of Bedrooms	Total Connection Costs
Cluster Townhouse/Condominium Development	Bedroom	\$1,667.00	12	\$20,004.00

Difference = \$15,996.00



Town of Alpine

Mayor:
Eric Green

Council Members:
Andrea Burchard
Emily Castillo
Frank Dickerson
Jeremy Larsen

March 29, 2023

Robert & Jaclyn Shockey
92 Larkspur Circle, Units #1 - #6
PO Box 3377
Alpine, WY 83128

RE: Sewer Connection Fees

Dear Robert & Jaclyn:

It has come to the attention of the Town of Alpine that a sewer connection was made to the Alpine Flats Development collection/sewer line. This line runs on the east property line north to south of the lot that is known as Lot #12 of the Lazy B Subdivision.

Lot #12 is located within the incorporated boundaries of the Town of Alpine. As such, all connections made to the line which distributes sludge and/or waste products into the Town of Alpine Wastewater Treatment Plant are subject to connection fees and monthly usage charges.

Referencing Alpine Ordinance #296 Ordinance No. 2022-14, Section V, Sewer Connection Fees "... Connection Requirements and Collection Policies"; Exhibit A: 'Factors for Calculating Connection Fees/Monthly Service Fees'. Connection fees are based on bedrooms per unit. I have made the following preliminary calculation for your property:

Total of three (3) Townhome Buildings, with two (2) units to a building, making an overall total of six (6) townhomes. Each unit currently has two (2) bedrooms per unit, making the total bedrooms at twelve (12) for the property.

Description	Unit	GPD per Unit	ERU/Assessment Per Unit	Hookup Fees	Monthly Sewer Use Fee Per Unit
Cluster Townhouse/Condominium Development	Bedroom	125	0.333	\$3,000.00	\$18.00

Description	Unit	Hookup Fees	Number of Bedrooms	Total Connection Costs
Cluster Townhouse/Condominium Development	Bedroom	\$3,000.00	12	\$36,000.00

Please review the above calculations and let us know if there are any changes that need to be made to our calculations.

We understand that a non-exclusive utility easement was granted by you, (the grantor), for the Alpine Flats Development {Law} project. As consideration for your grant of easement, a "connection" will be provided by the developer (grantee). It is your responsibility to pursue reimbursement and/or payment directly from the grantee.

Please submit your connection payment of \$36,000.00 to the Town of Alpine, within twenty (20) business days from the date of this correspondence.

Please contact us should you have any questions.

Sincerely,

Eric Green
Mayor



PO Box 9550 | 1315 HWY 89 S., Ste. 201
Jackson, WY 83002
PH: 307.733.5150
www.jorgeng.com

June 15, 2023

To: Mayor Green & Town Council
Town of Alpine
Po Box 3070
250 Beaver Circle
Alpine, WY 83128

Re: Process Piping Design Proposal Consideration
Alpine Wastewater Pretreatment Plant
281 Buffalo Drive
Alpine, WY 83128
JA Project No. 23001

Mayor Green and Town Council,

The Wastewater Pretreatment Plant that will serve the Melvin Brewery's wastewater effluent needs a process piping design. The previous town engineer failed to provide the Town of Alpine with a usable set of process piping drawings for pretreatment plant. The Town of Alpine contracted with Cambrian Innovation, LLC in 2022 to provide this wastewater processing equipment that is scheduled to arrive next month. Cambrian Innovation has provided a process piping design proposal for your consideration, see attached June 14th Cambrian proposal. The total cost for this process piping design is \$104,124. Included in this cost are project management fees that will be billed per the time and expenses necessary, not to exceed \$21,532. Jorgensen is optimistic that billing these project management fees per the time needed will allow the Town of Alpine to realize some savings from the total proposed cost. If the Town Council approves this proposal amount, Jorgensen Associates will enter into a sub-contract agreement with Cambrian Innovation for this design work. Jorgensen will lead the design process and continue to represent the Town in its best interests. Jorgensen will add a 5% fee to the sub-consultant's contract for this leadership role. Jorgensen worked with Cambrian Innovation on a liquidated damages clause of \$500/day if they do not meet their deliverable dates. Please feel free to contact me if you have any questions or concerns.

Thank you for your consideration,

Kevin Meagher
KMeagher@JorgEng.com
Sr. Construction Project Manager



Cambrian Innovation, Inc.
15 Main Street
Suite 318
Watertown, MA 02472
(617) 307-1755

June 14, 2023

Mr. Kevin Meagher
Jorgensen Associates, Inc.
1315 HWY 89 S., Suite 201
Jackson, WY 83002

Re: Alpine Pre-Treatment Process Piping Detailing

Dear Kevin,

We are pleased to present the following proposal to continue to assist the Town of Alpine, WY in the development of their industrial pretreatment facility.

BACKGROUND

The Town of Alpine is expanding its existing wastewater treatment plant to accommodate the rapid population increase and influence of Melvin Brewing Company. The treated water is to meet local discharge requirements as dictated by the Town of Alpine and the State of Wyoming.

To meet these discharge requirements, a new industrial wastewater pre-treatment plant will be constructed, with the proposed MBR system being designed such that it can handle immediate flows and anticipated future flows. To further assist in the design of the pre-treatment plant, Jorgensen Associates has asked Cambrian to provide detailed process piping design drawings and specifications that the Town can use to construct the treatment process.

SCOPE OF SERVICES

Cambrian proposes to assist the Town's design efforts by providing the following:

- Cambrian will develop a 3D model of the treatment plant's main processing equipment and process piping as depicted in the P&IDs.
- Cambrian will develop a series of process piping drawings based on the 3D model. These drawings will include plan and elevation views as well as isometric details of key piping geometries.
- Cambrian will develop the electrical load list and one-line drawings tied to the treatment process.
- Cambrian will develop a specification package tailored to the facility's process design.

SCHEDULE

Based on an authorization to proceed by June 20, 2023, Cambrian would anticipate the following schedule:

Internal (Cambrian) project kickoff meeting	June 23, 2023
3D process model	August 4, 2023

60% Design Submittal	August 25, 2023
60% Design Conference (On Site)	August 29, 2023
90% Design Submittal	September 22, 2023
Issued for Bid Design (IFB) Package submitted	October 13, 2023
Issued for Construction (IFC) Design Package submitted	November 10, 2023*

BUDGET

The proposed budget for completing the work described herein is summarized below:

Drawings	\$36,562
Specifications	\$27,917
Site visit (60% Design Review)	\$18,113
General Project Management (T&M allowance)	\$21,532
Total Budget	\$104,124

INVOICING SCHEDULE

The proposed invoicing schedule for completing the work described herein is summarized below:

Submittal of 60% package	60%
Submittal of 90% package	30%
Submittal of IFB% package	5%
Submittal of IFC% package	5%
	100%

ASSUMPTIONS AND UNDERSTANDINGS

The following assumptions and understandings apply to the scope of work, schedule, and budget herein:

- One single-day site visit for Cambrian's Project Manager and Sr. Process Engineer is included as part of the 60% on-site design review. Additional site visits, as required, shall be approved by Jorgensen and the Town of Alpine prior to the visit and will be billed on a time and materials basis.
 - All travel costs (per diem, lodging, etc.) will be billed at a cost-plus 15%
 - Cambrian's billing rate for the Project Manager and Sr. Process Engineer \$200/hour per person.
- Jorgensen will be responsible for coordinating and paying for a stamped electrical drawing package to be prepared.
- Jorgensen will be responsible for coordinating and paying for a stamped structural drawing package to be prepared.
- Wyoming DEQ permit and/or adjustment is not part of this proposal. Cambrian will work with Jorgensen as necessary, on an agreed upon Time & Material rate. Cambrian and Jorgensen will agree to anticipated costs prior to Cambrian beginning any Time and Material work.



Cambrian Innovation, Inc.
15 Main Street
Suite 318
Watertown, MA 02472
(617) 307-1755

- No more than one review cycle lasting ten business days for each of the 60% and 90% design reviews. A day for day contract extension shall be granted for delays associated with Jorgensen, the Town of Alpine, or other third-party design reviewers needing/taking longer than the provided cycle time or additional review cycles being required.
- The November 10, 2023 is the anticipated IFC Design Package submittal and wholly contingent on Jorgensen & the Town of Alpine's timeline for awarding the construction contract.
- The 3D model will be available to Jorgensen, Town of Alpine, and contractors.
- Cambrian will review and make recommendations on the process piping contractor bids.
- The cost for General Project Management is established as a Time and Materials allowance and billed as costs are incurred as part of the Invoicing Schedule described above. Additional hours needed above and beyond the allowance shall be approved by Jorgensen and the Town of Alpine prior additional costs being incurred.

LIQUIDATED DAMAGES

- If Cambrian Innovations fails to deliver the Issued for Bid documents by Oct. 13, 2023, Cambrian agrees to pay \$500 per business day as liquidated damages to cover losses, expenses, and damages of the Town of Alpine. These liquidated damages shall not exceed the value of the contract work remaining to be invoiced.
- Reasonable adjustments to the contract, deliverable, and milestone dates will be agreed upon by Jorgensen and Cambrian in writing. Jorgensen, on behalf of The Town of Alpine, agree to provide day for day contract extensions, which would extend the October 13, 2023 Issued for Bid document deliverable date, for reasonable unforeseen obstacles encountered by the project team (Jorgensen, The Town of Alpine, and Cambrian). In addition, Cambrian's deliverable dates will be extended by any delays caused by the State for the DEQ permit review process or the Town/Jorgensen exceeding the ten-business day review cycle for the 60% and 90% review packages.

Cambrian greatly appreciates the opportunity to further support Jorgensen Associates and the Town of Alpine's desire to design and construct an industrial wastewater pre-treatment facility. If you accept this proposal and wish to proceed with the scope of services, please sign in the space indicated below and return a copy for our files. Please feel free to call the undersigned at 208-241-5621 (Casper, WY) if you have any questions regarding this proposal or require further information.

Sincerely,

Beau A. Johnston, P.E.

A handwritten signature in black ink that reads "Beau Johnston".

Sr. Director
Cambrian Innovation, Inc.



Cambrian Innovation, Inc.
15 Main Street
Suite 318
Watertown, MA 02472
(617) 307-1755

IN WITNESS WHEREOF, the parties hereto have executed this Agreement by their duly authorized agents as of the date indicated below.

AUTHORIZATION BY:

Cambrian Innovation, Inc.

Jorgensen Associates, Inc.

Signature Date

Beau A. Johnston

Name (Printed)

Sr. Director

Title

Signature Date

Name (Printed)

Title

305 ORDINANCE NO. 2023-05

TOWN OF ALPINE BUDGET FOR FISCAL YEAR 2023

AN ORDINANCE AMENDING THE TOWN OF ALPINE BUDGET FOR FISCAL YEAR 2023 AS ADOPTED BY THE TOWN OF ALPINE ON JUNE 21, 2022.

BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF ALPINE, LINCOLN COUNTY, WYOMING THAT 293 ORDINANCE NO. 2022-11 TOWN OF ALPINE BUDGET WILL BE REPEALED AND REPLACED BY 305 ORDINANCE NO. 2023-05.

SECTION 1: THAT THE FOLLOWING MONIES SHALL BE SET ASIDE AS ANTICIPATED FOR THE REVENUES AND INCOME FOR THE GENERAL FUND, WATER DEPARTMENT AND THE SEWER DEPARTMENT OF THE TOWN OF ALPINE, LINCOLN COUNTY, WYOMING, FOR THE FISCAL YEAR BEGINNING ON JULY 1, 2022, AND ENDING JUNE 30, 2023.

ANTICIPATED REVENUES AND INCOME

SECTION 1: Sub Paragraph A: GENERAL FUND

ITEM	AMOUNT FY 2023
County Income	\$ 211,000.00
Federal Income	\$ 146,000.00
State Income	\$ 1,058,150.00
Town of Alpine Income	\$ 136,700.00
Other Income – Grant, Interest, Loan, Prior Year Fund Balance	\$ 313,200.00
Sub Paragraph A: Total General Funds Income	\$ 1,865,050.00

SECTION 1: Sub Paragraph B: WATER DEPARTMENT

ITEM	AMOUNT FY 2023
Monthly Service Income	\$ 509,000.00
Connections Other –Tap Fees, Disconnect Fee, Transfer Fee	\$ 94,250.00
Other Income – Grant, Interest, Loan, Prior Year Fund Balance	\$ 244,000.00
Sub Paragraph B: Total Water Department Income	\$ 847,250.00

SECTION 1: Sub Paragraph C: SEWER DEPARTMENT

ITEM	AMOUNT FY 2023
Monthly Service Income	\$ 535,000.00
Connections	\$ 369,000.00
Other Income – Grant, Interest, Loan, Prior Year Fund Balance	\$ 939,500.00
Sub Paragraph C: Total Sewer Department Income	\$ 1,843,500.00

SECTION 2: THAT THE FOLLOWING SUMS OF MONEY ARE HEREBY APPROPRIATED TO DEFRAY THE EXPENSES AND DISBURSEMENTS FOR THE GENERAL FUND, WATER DEPARTMENT AND THE SEWER DEPARTMENT OF THE TOWN OF ALPINE, LINCOLN COUNTY, WYOMING FOR THE FISCAL YEAR BEGINNING JULY 1, 2022, AND ENDING JUNE 30, 2023.

ANTICIPATED EXPENSES AND DISBURSEMENTS**SECTION 2: Sub Paragraph A: GENERAL FUND
ITEM****AMOUNT FY 2023**

Police Department	\$ 103,300.00
Municipal Court	\$ 9,200.00
Administration	\$ 594,500.00
Civic Center	\$ 41,000.00
Bus. & Comm. Dev./Comp Plan	\$ 110,000.00
Insurance Premium	\$ 74,000.00
Pension Plan	\$ 65,000.00
Lease and Rents	\$ 7,500.00
Debt Service	\$ 195,000.00
Maintenance	\$ 140,300.00
Parks and Recreation	\$ 64,500.00
Payroll Taxes	\$ 44,000.00
Planning & Zoning	\$ 36,500.00
Street and Roads	\$ 136,000.00
Travel	\$ 2,950.00
Capital Expenditure and Other Expense	\$ 240,300.00
Sub Paragraph A: Total General Fund Expenses	\$ 1,864,050.00
SURPLUS OF \$1,000.00	

**SECTION 2: Sub Paragraph B: WATER DEPARTMENT
ITEM****AMOUNT FY 2023**

Administration	\$ 84,000.00
Repair & Maintenance	\$ 168,000.00
Salaries	\$ 150,000.00
Operations	\$ 61,000.00
Debt Services	\$ 30,000.00
Depreciation Expense	\$ 200,000.00
Capital Outlay	\$ 150,000.00
Sub Paragraph B: Water Funds Expense	\$ 843,000.00
SURPLUS OF \$4,250.00	

SECTION 2: Sub Paragraph C: SEWER DEPARTMENT

ITEM	AMOUNT FY 2023
Administration	\$ 54,000.00
Maintenance	\$ 342,000.00
Operations	\$ 67,500.00
Salaries & Benefits	\$ 128,000.00
Insurance - Plant	\$ 17,000.00
Capital Outlay	\$ 925,000.00
Depreciation Expense	\$ 120,000.00
Debt Service	\$ 189,000.00
Sub Paragraph C: Sewer Department Expense	\$ 1,842,500.00
SURPLUS OF \$1,000.00	

The foregoing has been projected from the actual revenues and disbursements of the Town of Alpine for the Fiscal Year ending June 30, 2023, as a realistic and true anticipation of the Fiscal Year beginning July 1, 2022, and ending June 30, 2023.

SECTION 3: Now, therefore, be it ordained by the Town Council of the Town of Alpine, Wyoming, that the foregoing be adopted as the official Budget of the Town of Alpine for the ordinary operations of the Town General Fund, Water Department and Sewer Department for the Fiscal Year 2023.

SECTION 4: Any ordinance or part of any ordinance that may conflict herewith is hereby repealed.

SECTION 5: This ordinance passed and approved on the following dates:

Passed First Reading this 2nd Day of May 2023.

VOTE: 0 Yes, 0 No, 0 Abstain, 1 Absent (Councilman Larsen)

Passed Second Reading this 16th Day of May 2023.

VOTE: ___ Yes, ___ No, ___ Abstain, ___ Absent

Passed on Third and Final Reading this 20th Day of June 2023.

VOTE: ___ Yes, ___ No, ___ Abstain, ___ Absent

TOWN OF ALPINE

Eric Green, Mayor

ATTEST:

Monica L. Chenault, Clerk/Treasurer

ATTESTATION OF THE TOWN CLERK

STATE OF WYOMING
COUNTY OF LINCOLN
TOWN OF ALPINE

I hereby certify that the forgoing 305 Ordinance No. 2023-05 shall be duly posted for ten (10) days in the Town Office.

I further certify that the foregoing Ordinance will be posted on the Town website in final form, upon its passing and approved by the Town Council as soon as is practical.

I further certify that the forgoing Ordinance was duly recorded in the BOOK OF ORDINANCES VI, TOWN OF ALPINE, LINCOLN COUNTY, WYOMING.

ATTEST:

Monica L. Chenault, Clerk/Treasurer

306 ORDINANCE NO. 2023-06

TOWN OF ALPINE BUDGET FOR FISCAL YEAR 2024

BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF ALPINE, LINCOLN COUNTY, WYOMING THAT ORDINANCE 306 NO. 2023-06 WILL SET FORTH THE BUDGET FOR FISCAL YEAR 2024 BEGINNING ON JULY 1, 2023. AND ENDING ON JUNE 30, 2024.

SECTION 1: THAT THE FOLLOWING MONIES SHALL BE SET ASIDE AS ANTICIPATED FOR THE REVENUES AND INCOME FOR THE GENERAL FUND, WATER DEPARTMENT AND THE SEWER DEPARTMENT OF THE TOWN OF ALPINE, LINCOLN COUNTY, WYOMING, FOR THE FISCAL YEAR BEGINNING ON JULY 1, 2023, AND ENDING JUNE 30, 2024.

ANTICIPATED REVENUES AND INCOME

SECTION 1: Sub Paragraph A: GENERAL FUND

ITEM	AMOUNT FY 2024
County Income	\$ 240,000.00
Federal Income	\$ 140,000.00
State Income	\$ 912,000.00
Town of Alpine Income	\$ 329,910.00
Other Income – Grant, Interest, Loan, Prior Year Fund Balance	\$ 1,503,000.00
Sub Paragraph A: Total General Funds Income	\$ 3,124,910.00

SECTION 1: Sub Paragraph B: WATER DEPARTMENT

ITEM	AMOUNT FY 2024
Monthly Service Income	\$ 509,000.00
Connections Other –Tap Fees, Disconnect Fee, Transfer Fee	\$ 34,000.00
Other Income – Grant, Interest, Loan, Prior Year Fund Balance	\$ 970,100.00
Sub Paragraph B: Total Water Department Income	\$ 1,513,100.00

SECTION 1: Sub Paragraph C: SEWER DEPARTMENT

ITEM	AMOUNT FY 2024
Monthly Service Income	\$ 525,000.00
Connections	\$ 75,000.00
Other Income – Grant, Interest, Loan, Prior Year Fund Balance	\$ 2,369,627.00
Sub Paragraph C: Total Sewer Department Income	\$ 2,969,627.00

SECTION 2: THAT THE FOLLOWING SUMS OF MONEY ARE HEREBY APPROPRIATED TO DEFRAY THE EXPENSES AND DISBURSEMENTS FOR THE GENERAL FUND, WATER DEPARTMENT AND THE SEWER DEPARTMENT OF THE TOWN OF ALPINE, LINCOLN COUNTY, WYOMING FOR THE FISCAL YEAR BEGINNING JULY 1, 2023, AND ENDING JUNE 30, 2024.

ANTICIPATED EXPENSES AND DISBURSEMENTS**SECTION 2: Sub Paragraph A: GENERAL FUND
ITEM****AMOUNT FY 2024**

Police Department	\$ 115,320.00
Municipal Court	\$ 10,200.00
Administration	\$ 107,800.00
Civic Center	\$ 60,000.00
Bus. & Comm. Dev./Comp Plan	\$ 106,500.00
Insurance Premium	\$ 13,000.00
Lease and Rents	\$ 6,000.00
Debt Service	\$ 280,000.00
Maintenance	\$ 10,750.00
Parks and Recreation	\$ 108,500.00
Planning & Zoning	\$ 122,000.00
Professional Services	\$ 110,000.00
Salaries	\$ 260,000.00
Street and Roads	\$ 410,000.00
Travel	\$ 5,000.00
Capital Expenditure and Other Expense	\$ 1,360,000.00

Sub Paragraph A: Total General Fund Expenses \$ 3,120,070.00**SURPLUS OF \$4,840.00****SECTION 2: Sub Paragraph B: WATER DEPARTMENT
ITEM****AMOUNT FY 2024**

Administration	\$ 97,000.00
Repair & Maintenance	\$ 162,000.00
Salaries	\$ 170,000.00
Operations	\$ 65,000.00
Debt Services	\$ 64,000.00
Capital Outlay/Depreciation/Other Exp	\$ 953,500.00

Sub Paragraph B: Water Funds Expense \$ 1,511,500.00**SURPLUS OF \$1,600.00****SECTION 2: Sub Paragraph C: SEWER DEPARTMENT
ITEM****AMOUNT FY 2024**

Administration	\$ 60,000.00
Maintenance	\$ 112,000.00
Operations	\$ 104,000.00
Salaries & Benefits	\$ 265,000.00
Insurance - Plant	\$ 17,000.00
Capital Outlay/Depreciation/Other Exp.	\$ 2,411,070.20

Sub Paragraph C: Sewer Department Expense \$ 2,969,070.20**SURPLUS OF \$556.80**

The foregoing has been projected from the actual revenues and disbursements of the Town of Alpine for the Fiscal Year ending June 30, 2023, as a realistic and true anticipation of the Fiscal Year beginning July 1, 2023, and ending June 30, 2024.

SECTION 3: Now, therefore, be it ordained by the Town Council of the Town of Alpine, Wyoming, that the foregoing be adopted as the official Budget of the Town of Alpine for the ordinary operations of the Town General Fund, Water Department and Sewer Department for the Fiscal Year 2024.

SECTION 4: Any ordinance or part of any ordinance that may conflict herewith is hereby repealed.

SECTION 5: This ordinance passed and approved on the following dates:

Passed First Reading this 2nd Day of May 2023.

VOTE: 4 Yes, 0 No, 0 Abstain, 1 Absent (Councilman Larsen)

Passed Second Reading this 16rd Day of May 2023.

VOTE: ___ Yes, ___ No, ___ Abstain, ___ Absent

Passed on Third and Final Reading this 20th Day of June 2023.

VOTE: ___ Yes, ___ No, ___ Abstain, ___ Absent

TOWN OF ALPINE

Eric Green, Mayor

ATTEST:

Monica L. Chenault, Clerk/Treasurer

ATTESTATION OF THE TOWN CLERK

STATE OF WYOMING
COUNTY OF LINCOLN
TOWN OF ALPINE

I hereby certify that the forgoing 2305 Ordinance No. 2023-05 shall be duly posted for ten (10) days in the Town Office.

I further certify that the foregoing Ordinance will be posted on the Town website in final form, upon its passing and approved by the Town Council as soon as is practical.

I further certify that the forgoing Ordinance was duly recorded in the BOOK OF ORDINANCES VI, TOWN OF ALPINE, LINCOLN COUNTY, WYOMING.

ATTEST:

Monica L. Chenault, Clerk/Treasurer

AGREEMENT AND RELEASE

This Agreement and Release (“Agreement”) with an effective date of June ___, 2023, is entered into by and between:

The Town of Alpine, a municipality of the State of Wyoming
250 River Circle
Alpine, WY 83128

AND

Alpine Development Group, LLC, a dissolved Wyoming limited liability company, by and through, CoVelop, Inc. and Damien T. Mavis, as managing members of the dissolved Alpine Development Group, LLC
P.O. Box 12910
San Luis Obispo, CA 93406

hereinafter collectively referred to as “the Parties.”

WHEREAS, North Star Utility, a Wyoming corporation and the Town of Alpine entered into that Amended and Restated Asset Sale and Purchase Agreement dated October ___, 2015;

WHEREAS, included in the assets purchased by the Town of Alpine in the Amended and Restated Asset Sale and Purchase Agreement dated October ___, 2015, the Town of Alpine assumed the contracts and easements listed on Schedule C attached thereto;

WHEREAS, among those contracts and easements listed on Schedule C attached to the Amended and Restated Asset Sale and Purchase Agreement dated October ___, 2015, are various agreements covering and pertaining to Snake River Junction Subdivision, including: (1) that Water and Sewer Easement Agreement dated June 3, 2005, by and between Garaman, Inc., a Wyoming corporation and North Star Utility; (2) that Agreement for Sewer Service dated December 31, 2007, by and between North Star Utility and Alpine Development Group, LLC, as amended; (3) that Agreement for Water Service between North Star Utility and Alpine Development Group, LLC, as amended; and (4) that Purchase and Sale Agreement dated June 30, 2015 (the “Purchase and Sale Agreement”), by and between North Star Utility and Alpine Development Group, LLC;

WHEREAS, the above-described agreements cover and pertain to the real property known as Snake River Junction Subdivision, being located in the S/2 of Section 20 and the N/2 of Section 29, both in Township 37 North, Range 118 West, 6th P.M., and being more particularly described

in that certain Plat for Snake River Junction Second Filing-First Amended, recorded at Receiving No. 952960 in the land records of Lincoln County, Wyoming, as corrected by that certain Affidavit of Correction dated January 3, 2014, by affiant, Damien Mavis, recorded at Reception No. 974924 of the land records of Lincoln County, Wyoming; as amended by that certain Plat for Snake River Junction First Filing-Second Amended, recorded at Receiving No. 971889 of the land records of Lincoln County, Wyoming, as amended by that certain Plat for Snake River Junction Third Filing, recorded at Receiving No. 998290 of the land records of Lincoln County, Wyoming, as vacated by that certain Plat for Snake River Junction Fourth Filing, recorded at Receiving No. 1007839 of the land records of Lincoln County, Wyoming;

WHEREAS, the Purchase and Sale Agreement includes at Section 1.1(A) a requirement to obtain a Bond in the amount of \$30,000.00 for the purchase and installation of a stand-by generator and construction of an enclosure for the generator. The Purchase and Sale Agreement also includes covenant **5.3 Cost for Installation of Generator** providing that "Seller shall be responsible for those costs" exceeding \$30,000.00 to purchase and install the generator and construct an enclosure for the generator; and

WHEREAS, Alpine Development Group, LLC obtained a Performance Bond, dated June 26, 2015, from Developers Surety and Indemnity Company Indemnity Company of California for the sum of \$30,000.00 as required by the Purchase and Sale Agreement.

NOW THEREFORE, for value received the Parties hereby agree as follows:

1. Alpine Development Group, LLC, its successors and assigns, agrees to provide, in an escrow account established by the Town of Alpine, the sum of **\$110,159.00 plus contingency costs of 5%, for a total of \$115,666.95**, for the purchase and installment of a stand-by generator for the sewer lift station situate in Snake River Junction Subdivision. Contingency costs as used in this Agreement shall include any and all costs, fees, expenses, and charges related to site preparation, freight and handling fees, labor costs, and other expenditures associated with the purchase and installment of the stand-by generator and construction of an enclosure for the stand-by generator.

2. The Town of Alpine shall, within 10 days of confirmation of receipt of the above-stated sum in escrow, release Alpine Development Group, LLC, its successors and assigns, from any and all obligations and requirements to furnish and install a stand-by generator for the sewer lift station situate in Snake River Junction Subdivision, including, but not limited to, the provided performance bond.

3. The Town of Alpine agrees that, within 30 days of completion of the installation of the stand-by generator, it shall reimburse Alpine Development Group, LLC, its successors and assigns, for the positive difference between \$115,666.95 and the actual cost to purchase and install the stand-by generator.

4. The Parties agree to execute and deliver such further instruments, and all notices, releases, stipulations, and other documents as necessary to implement fully the terms and provisions of this Agreement.

5. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

WITNESS our hand this ____ day of June 2023.

TOWN OF ALPINE, WYOMING
a Wyoming municipality

By: _____
Name: _____
Title: _____

ALPINE DEVELOPMENT GROUP, LLC,
a Wyoming limited liability company

By: _____
Name: _____
Title: _____